



# Reactivate Employees

You can reactivate an employee at any time.

1. Sign in to Zoho Shifts and navigate to the **Employees** tab.
2. Select the employee you want to reactivate.
3. Click **Activate** at the top of the page.
4. Select **Activate** in the *Activation* pop-up.
5. Click **Invite** to send the employee an invitation to join your organization and view the schedule.

