

Beyond - How to Deactivate and Reactivate Employee Records

Last Modified on 09/18/2025 9:43 pm CDT

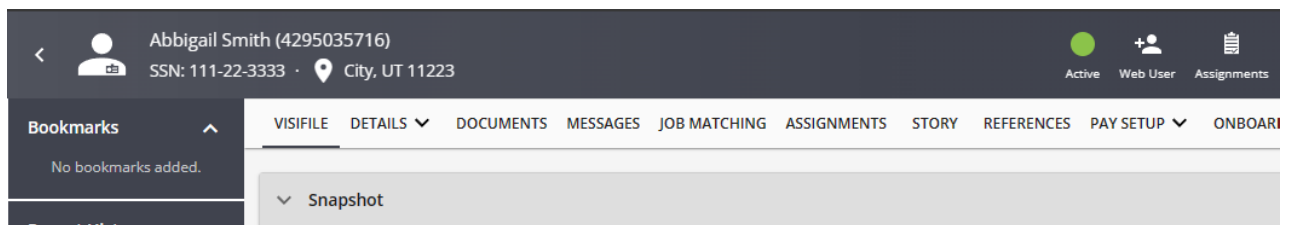
Deactivating vs Deleting

For data integrity purposes, Beyond does not allow you to truly "delete" employee records from the system. Instead, you are able to deactivate employee records. Deactivating a record will ensure that it does not show up in your every day searches and reports.


Note The user must have permission to log a message with the deactivate or reactive message action codes in order to log these messages. Beyond permissions are managed in Security Groups. To learn more, check out [Message Action Security Groups](#).

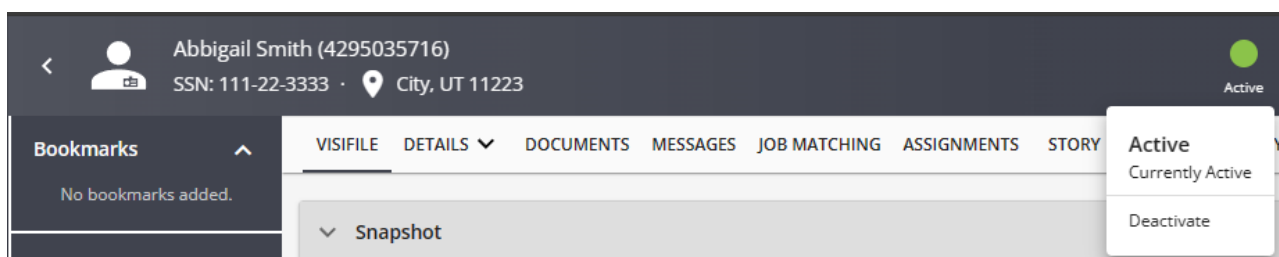
How to Deactivate Employee Records

Begin by navigating to the visifile of the employee record you wish to deactivate. The "Status" charm in the charms section of the employee record indicates whether the record is active or inactive. **If the "Status" charm is green, the record is active.**

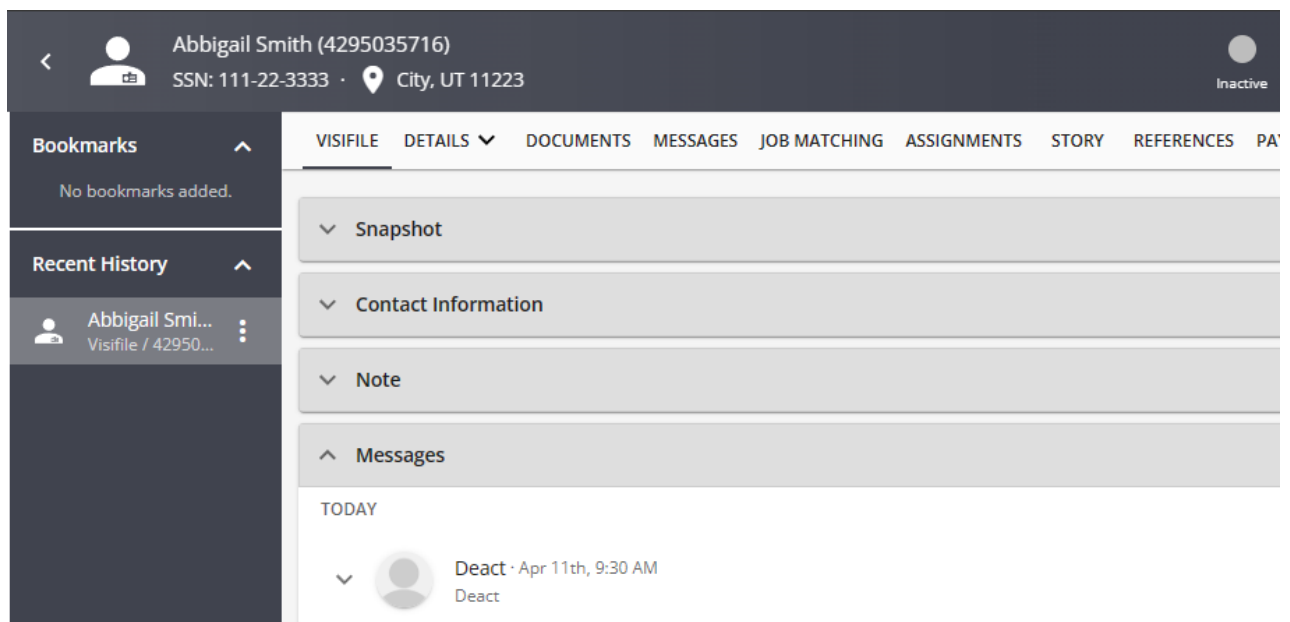



Note If the employee currently has an open assignment, the assignment must be ended before you can deactivate the employee's record.

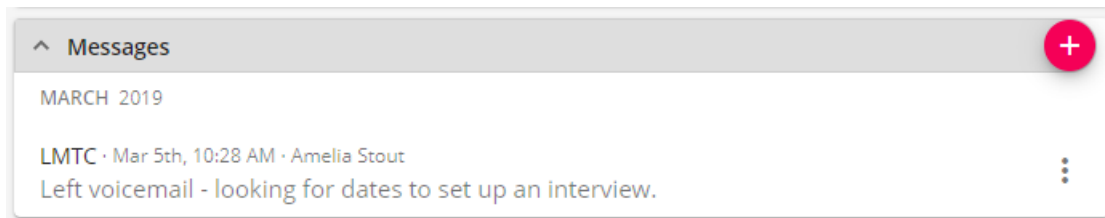
Select the "Status"  charm and then select "Deactivate":



Once selected, a "Deactivate" message will automatically be logged on the employee profile, and their Status will be updated to "Inactive":



Alternatively, in the 'Messages' card on the visifile, select the  button to open the "Compose Message" wizard:



Enter the reason for the deactivation under the message section and select the "Deactivate" action code.

Compose Message

Message

Moved away to Ireland

Action

Deactivate

☐ Create a task

SAVE AS DRAFT

CANCEL

SUBMIT

Note Message action codes are customizable so you may have a different action code you need to select in order to deactivate. Talk with your system admin if you are unsure which action code to use.

Deactivating Employees from Search Results

Employees are able to be deactivated, en masse, from the Employee search results.

Begin by navigating to an Employee search within Beyond, searching for the employees that you would like to Deactivate, ensuring the Status is currently set to "Active" within the search:

BASIC

Last Name

AI

First Name

First

Employee Id

Assigned

Either

Status

Active

Branch

All

Service Representative

RESET

SEARCH

117 results

Download

<input type="checkbox"/>	Employee Id	Last Name	First Name	Branch	Is Active	Is Assigned	Last Message	Zip Code	Resume on file	Phone	Cell Phone	En
<input type="checkbox"/>	4295109395	Alam	Khurshaid	SideSwipe						+15177832612		
<input type="checkbox"/>	4295108721	Alam	Mohammed	SideSwipe						+18173210470		
<input type="checkbox"/>	4295109699	Alan Lewis	Curtis	SideSwipe						+14046163300		
<input type="checkbox"/>	4295037184	Alaska	Ally	Minneapolis			Hiring	55123		6514520366	6514520366	all
<input type="checkbox"/>	16438	Alaska	Joe	Minneapolis			Buzz Offered	45056		6125550919	6125551234	jam
<input type="checkbox"/>	4294973045	Alaska	Joe	Minneapolis			Check In	19131		(215) 878-7877		Joe
<input type="checkbox"/>	5027	Alaska	Joe	Minneapolis			Message	54702		(651) 236-8236x123		Jim
<input type="checkbox"/>	4295027073	Albers	Pete	Minneapolis			Placed	55123				Pete
<input type="checkbox"/>	4295059137	Albertson	Ted	New Brighton			Order Candidate	55402			8461561454	Ted
<input type="checkbox"/>	15850	Albin	Jamie	Memphis NE			Offered	43078		(937) 408-7243		Jim
<input type="checkbox"/>	16510	Albin	Jamie	Memphis NE			ACA Exchange Notification	43078		(410) 877-8142		Jim
<input type="checkbox"/>	4295141434	Albion	Simon	Minneapolis			WCandidate			6125454884		Sam

Rows per page: 20

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1 2 3 4 5 6

Highlight the group of Employees that are to be Deactivated:

BASIC

Last Name

AI

First Name

First

Employee Id

Assigned

Either

Status

Active

Branch

All

Service Representative

RESET

SEARCH

SELECT ALL 4

ACTIONS

117 results

Download

<input type="checkbox"/>	Employee Id	Last Name	First Name	Branch	Is Active	Is Assigned	Last Message	Zip Code	Resume on file	Phone	Cell Phone	En
<input checked="" type="checkbox"/>	4295109395	Alam	Khurshaid	SideSwipe						+15177832612		
<input checked="" type="checkbox"/>	4295108721	Alam	Mohammed	SideSwipe						+18173210470		
<input checked="" type="checkbox"/>	4295109699	Alan Lewis	Curtis	SideSwipe						+14046163300		
<input checked="" type="checkbox"/>	4295037184	Alaska	Ally	Minneapolis			Hiring	55123		6514520366	6514520366	all

Either Right-Click or select the dropdown menu next to the "# selected employees", select the "Log Message for # Recipients" and select the option for "Deactivate":

The screenshot shows an employee list with columns for selection, Employee Id, Branch, and Is Active. The 'ACTIONS' dropdown menu is open, displaying various options. The 'Log Message for 4 Recipients' option is highlighted with a red box, and the 'Deactivate' option in the subsequent 'Message Action' sub-menu is also highlighted with a red box.

	Employee Id	Branch	Is Active
<input checked="" type="checkbox"/>	4295109395		<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	4295108721		<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	4295109699		<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	4295037184		<input checked="" type="checkbox"/>
<input type="checkbox"/>	16438		<input checked="" type="checkbox"/>
<input type="checkbox"/>	4294973045		<input checked="" type="checkbox"/>
<input type="checkbox"/>	5027	Minneapolis	<input checked="" type="checkbox"/>
<input type="checkbox"/>	4295027073	Minneapolis	<input checked="" type="checkbox"/>
<input type="checkbox"/>	4295059137	New Brighton	<input checked="" type="checkbox"/>
<input type="checkbox"/>	15850	Memphis NE	<input checked="" type="checkbox"/>
<input type="checkbox"/>	16510	Memphis NE	<input checked="" type="checkbox"/>
<input type="checkbox"/>	4295141434	Minneapolis	<input checked="" type="checkbox"/>

Note Employees that are currently Assigned are unable to be Deactivated. In the event this is attempted, you will be prompted with a message stating how the Employee records were not Deactivated and the reason why:

The dialog box titled 'Message Action Error' displays a message: 'No messages were logged for the following records.' Below this, a 'DETAILS' section shows that 2 out of 5 records failed the process. The failed records are listed as follows:

- Zoe Alvarez 4295083028 (You can not deactivate an employee who is still on assignment.)
- Jodi Ambers 11860 (You can not deactivate an employee who is still on assignment.)

A 'CLOSE' button is located at the bottom right of the dialog box.

Once the Deactivation is complete, a message will appear at the bottom of the screen indicating the amount of records that have been successfully Deactivated.

Note The Employee Search results will need to be reloaded for the employees to be removed from the list.

What Happens When a Deactivation Message is Submitted?

The activation charm status will change to *inactive and grey*.

Abbigail Smith (4295035716)

SSN: 111-22-3333 · City, UT 11223

Inactive

Bookmarks

No bookmarks added.

Recent History

Abbigail Smi...
Visifile / 42950...

VISIFILEDETAILSDOCUMENTSMESSAGESJOB MATCHINGASSIGNMENTSSTORYREFERENCESPA

Snapshot

Contact Information

Note

Messages

TODAY

Deact · Apr 11th, 9:30 AM

Deact

The 'Deactivation Date' field will be populated in the hiring card of the employee records 'DETAILS' tab:

Abbigail Smith (4295035716)

SSN: 111-22-3333 · City, UT 11223

Inactive

Web User

Assignments

Onboarding

ACA

DNA Status

Background

Bookmarks

No bookmarks added.

Recent History

Abbigail Smi...
Details / 4295...

Abbigail Smi...
Visifile / 42950...

VISIFILEDDETAILSDOCUMENTSMESSAGESJOB MATCHINGASSIGNMENTSSTORYREFERENCESPAY SETUPONBOARDINGPAY HISTORYCUSTOM DATA

Personal

Identification

How Heard Of

Interest Codes / Skills

Work Interests

Equal Employment Opportunity

ACA

Addresses

Hiring

Washed Status
Familiar

Job Order Type
Temp

Job Title
--

Orientation Date
--

Activation Date
1/28/2015

Hire Status
Eligible for Hire

Profession
--

Vendor
--

Anniversary Date
--

Deactivation Date
4/11/2024

The employee will be listed as *inactive* in search results.

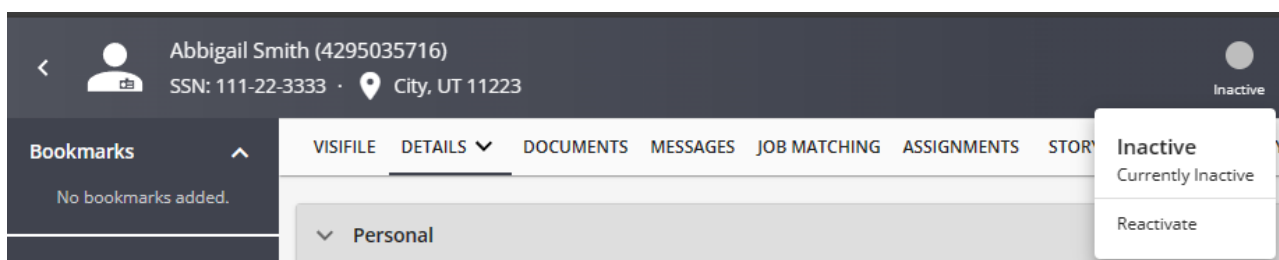
Note You may not assign an inactive employee. When attempting to assign an inactive employee to an order, a hard stop assignment restriction will prevent you from completing the process. Before you are able to proceed with creating the assignment record, you will need to reactivate the employee record.

How to Reactivate an Employee Record

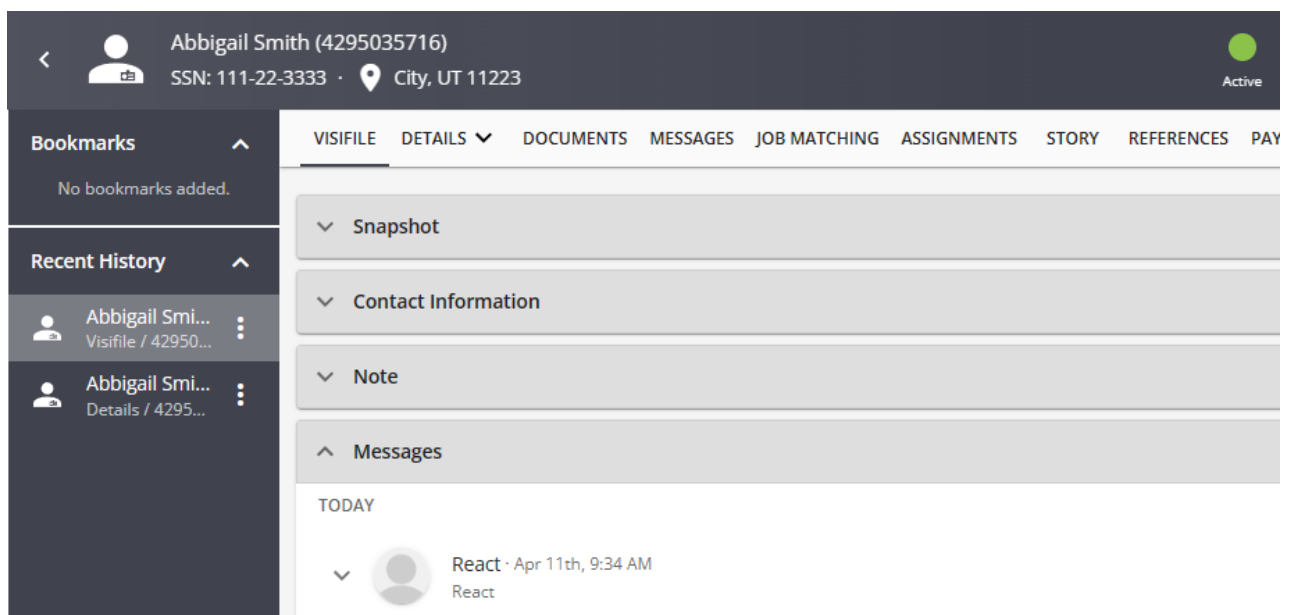
To reactivate an employee record simply follow the same steps taken to deactivate the record.

Begin by navigating to the visifile of the employee record you wish to deactivate.

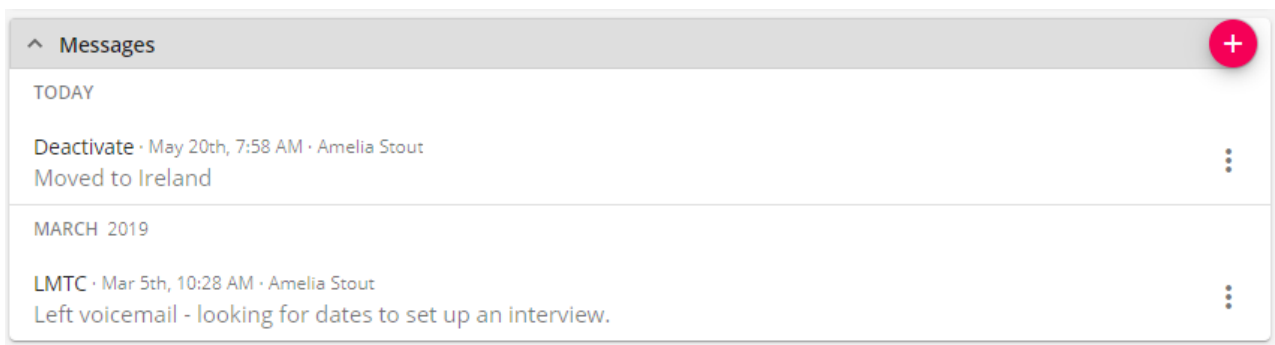
Select the "Status"  charm and then select "Reactivate":



Once selected, a "Reactivate" message will automatically be logged on the employee profile, and their Status will be updated to "Active":



Alternatively, in the 'Messages' card, select the  button to open the "Compose Message" wizard:



This time, choose an *action code* that starts with "react" and fits the reason as to why you are reactivating the employee's record. You may also expand on this by entering more information into the body of your message:

A screenshot of the 'Compose Message' form. The title 'Compose Message' is at the top. Below it is a 'Message' section with the text 'Employee changed plans would like to be considered for positions.' Below the message is a horizontal line, followed by an 'Action' section. The 'Action' section has a dropdown menu that is open, showing a list of actions. The first two actions, 'Reactivate' and 'React', are grouped under the prefix 'rea'. The 'React' option is highlighted with a red border. Below the dropdown is a table with two columns: 'Action' and 'Description'.

Action	Description
Reactivate	Reactivate (General)
React	Reactivate (General)
ReactCard	Reactivation Mailer Sent
Roaddog Ready	Ready for placement at Road Dog

Reactivating Employees from Search Results

Employees are able to be Reactivated, en masse, from the Employee search results.

Begin by navigating to an Employee search within Beyond, searching for the employees that you would like to Reactivate, ensuring the Status is currently set to "Inactive" within the search:

BASIC

ADVANCED

Last Name

AI

First Name

First

Employee Id

Government Id

Assigned

Either

Status

Inactive

Branch

All

Service Representative

RESET

SEARCH

11 results

<input type="checkbox"/>	Employee Id	Last Name	First Name	Branch	Is Active	Is Assigned	Last Message	Zip Code	Resume on file	Phone	Cell Phone	En
<input type="checkbox"/>	5026	Alabama	Morgan	Memphis NE	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Deactivate	35893	<input checked="" type="checkbox"/>	(651) 235-8235x123		
<input type="checkbox"/>	4295082425	Aida	Alan	Minneapolis	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	DNA		<input checked="" type="checkbox"/>			
<input type="checkbox"/>	17317	Alegre	Wilhemina	Memphis NE	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	DNA	55123	<input checked="" type="checkbox"/>			
<input type="checkbox"/>	4295059151	Alexis	Kaylee	Minneapolis	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Deact-Terminated	60606	<input checked="" type="checkbox"/>	7085379620	7085979620	ry
<input type="checkbox"/>	4295079537	Allen	Bobo	Minneapolis	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Deactivate	55123	<input checked="" type="checkbox"/>	6518562255		jo
<input type="checkbox"/>	4295093664	Allen	Crosby	National Accounts	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Reactivate	47374	<input checked="" type="checkbox"/>	765.888.888	5555555555	cc
<input type="checkbox"/>	4295059223	Allen	Joy	Minneapolis	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Deact (Other DNA)	50561	<input checked="" type="checkbox"/>	(847) 333-4444		ja
<input type="checkbox"/>	4294972236	Alai	Alessandro	Minneapolis	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Deact-Terminated	55123	<input checked="" type="checkbox"/>			Su
<input type="checkbox"/>	4294971762	Alstatt	Megan	Memphis NE	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Message	55306	<input checked="" type="checkbox"/>			
<input type="checkbox"/>	4294972294	Alvarado	Lorenzo	Minneapolis	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Deactivate	55123	<input checked="" type="checkbox"/>			
<input type="checkbox"/>	4295093620	Alvaran	Luz	New Brighton	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Deactivate	07503	<input checked="" type="checkbox"/>	7387927392		dh

Rows per page: 20

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1

Highlight the group of Employees that are to be Reactivated:

BASIC

ADVANCED

Last Name

AI

First Name

First

Employee Id

Government Id

Assigned

Either

Status

Inactive

Branch

All

Service Representative

RESET

SEARCH

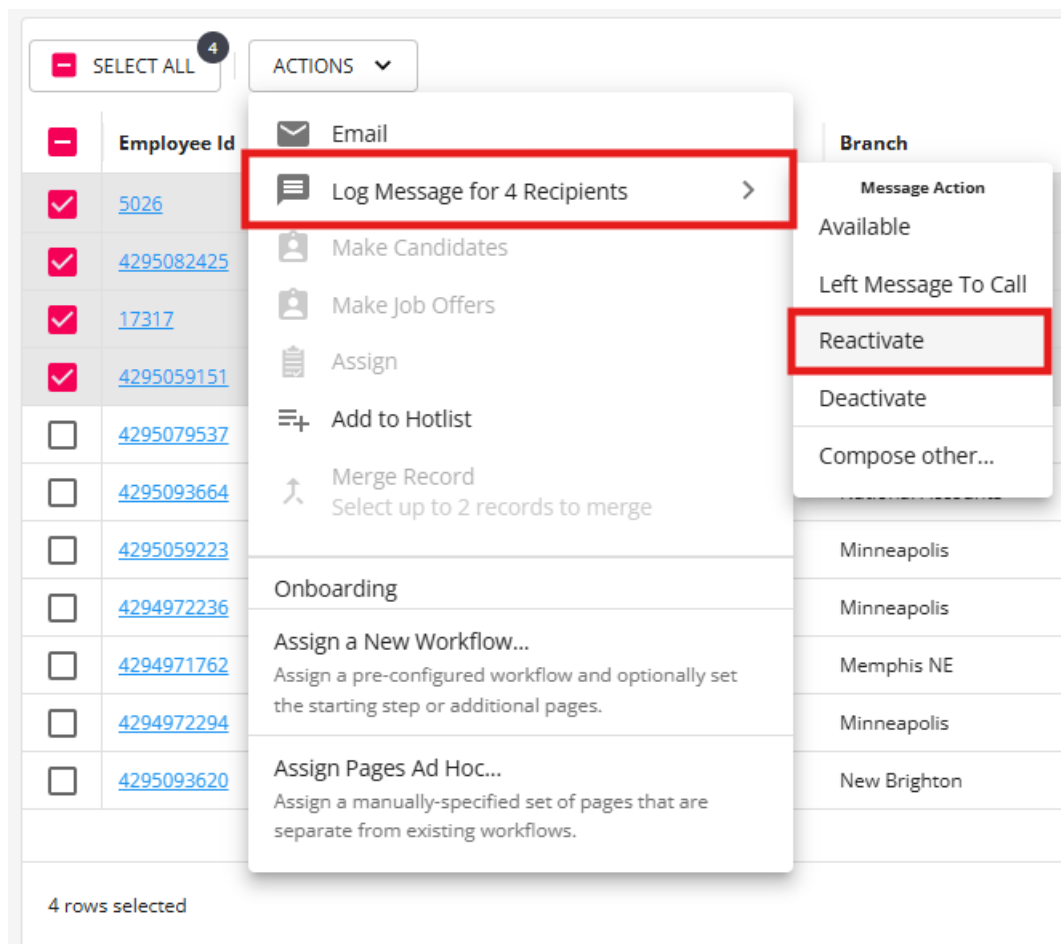
SELECT ALL

ACTIONS

11 results

<input checked="" type="checkbox"/>	Employee Id	Last Name	First Name	Branch	Is Active	Is Assigned	Last Message	Zip Code	Resume on file	Phone	Cell Phone	En
<input checked="" type="checkbox"/>	5026	Alabama	Morgan	Memphis NE	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Deactivate	35893	<input checked="" type="checkbox"/>	(651) 235-8235x123		
<input checked="" type="checkbox"/>	4295082425	Aida	Alan	Minneapolis	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	DNA		<input checked="" type="checkbox"/>			
<input checked="" type="checkbox"/>	17317	Alegre	Wilhemina	Memphis NE	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	DNA	55123	<input checked="" type="checkbox"/>			
<input checked="" type="checkbox"/>	4295059151	Alexis	Kaylee	Minneapolis	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Deact-Terminated	60606	<input checked="" type="checkbox"/>	7085379620	7085979620	ry

Either Right-Click or select the dropdown menu next to the "# selected employees", select the "Log Message for # Recipients" and select the option for "Reactivate":



Once the Reactivation is complete, a message will appear at the bottom of the screen indicating the amount of records that have been successfully Reactivated.

Note The Employee Search results will need to be reloaded for the employees to be removed from the list.

What Happens When a Reactivation Message is Submitted?

The "Status" charm status will change to *active and green*.

Abbigail Smith (4295035716)

SSN: 111-22-3333 · City, UT 11223

Active

Bookmarks

No bookmarks added.

Recent History

Abbigail Smi...

Visifile / 42950...

Abbigail Smi...

Details / 4295...

VISIFILE

DETAILS

DOCUMENTS

MESSAGES

JOB MATCHING

ASSIGNMENTS

STORY

REFERENCES

PAY

Snapshot

Contact Information

Note

Messages

TODAY

React · Apr 11th, 9:34 AM

React

The employee will be listed as **active** in search results.

Searching For Employees By Status

If you need to find an employee record that may be active or inactive, you can toggle your options in a basic employee search.

BASIC		ADVANCED	
Last Name Last	First Name First	Employee Id	Government Id
Assigned Either	Status Active	Branch All	Service Representative All
<div>Active</div> <div>Inactive</div> <div>Any</div>		<div>RESET</div> <div>SEARCH</div>	

In Advanced Searching, you can also indicate whether you want active employees by adding the Is Active rule. True would mean only active employees and False would mean only inactive.

NOT

AND

OR

>

Is Active

X

+

RULE

/

GROUP

IS TRUE

IS TRUE

IS FALSE

☒

Show in results

SAVE

To learn more about searching, check out [Beyond - Advanced Searching](#)

Related Articles