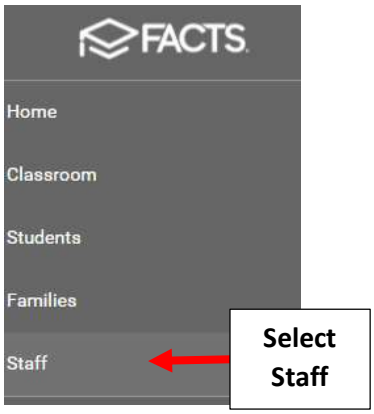
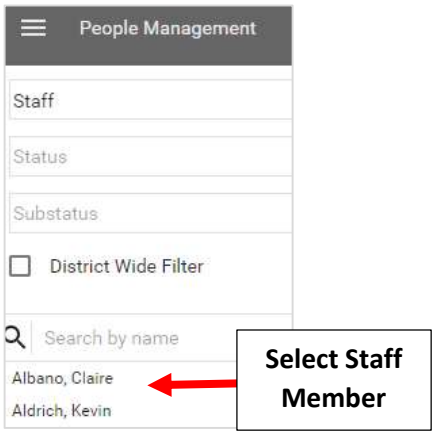
Inactivate Staff in FACTS SIS

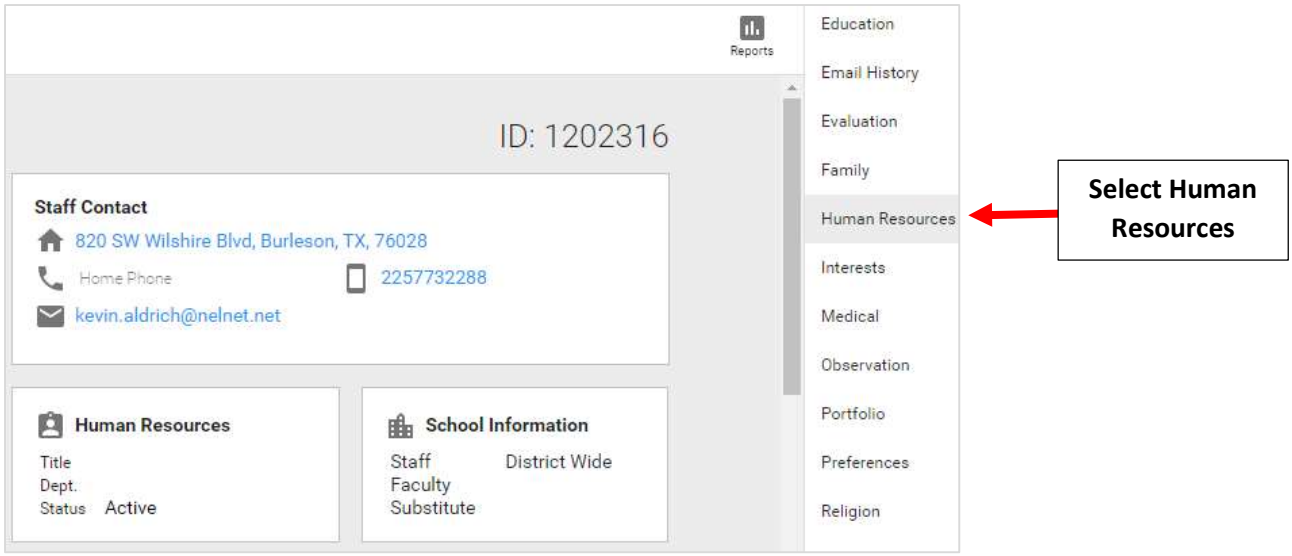
Once logged into FACTS please select Staff from the Left Side Menu



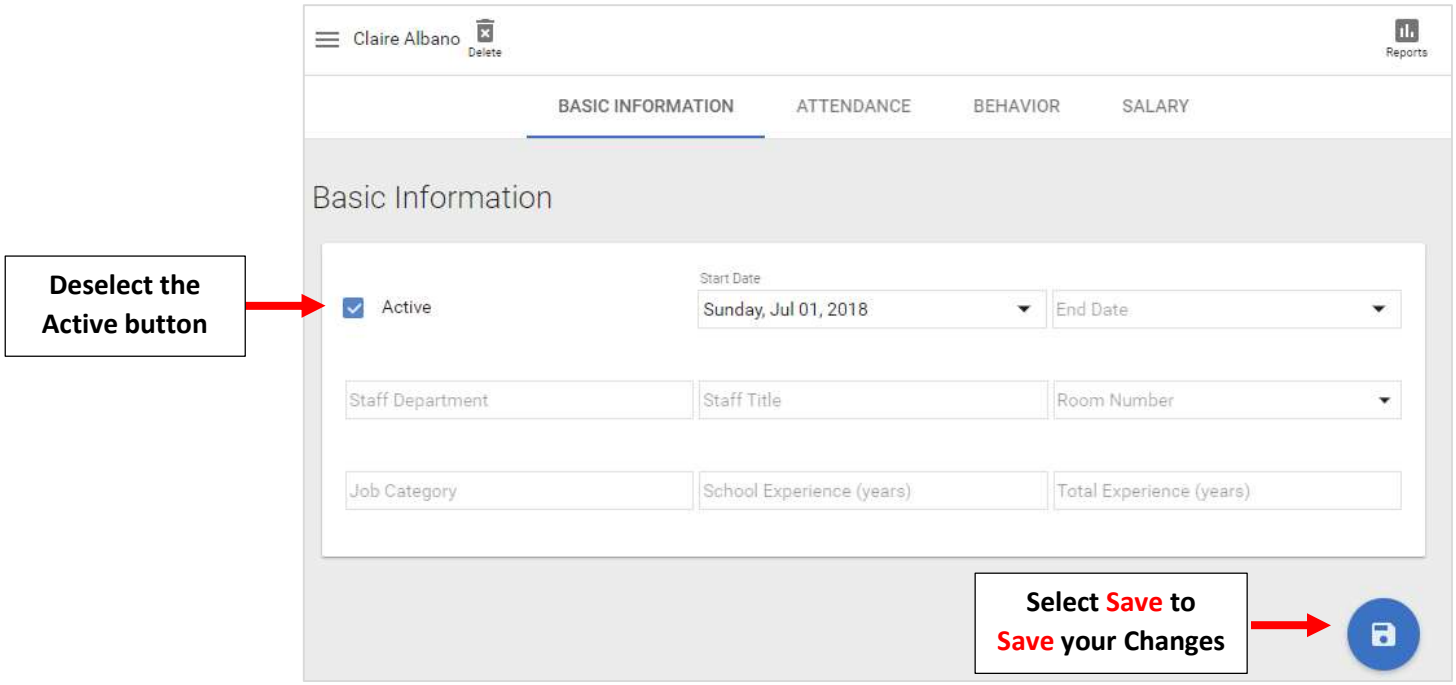
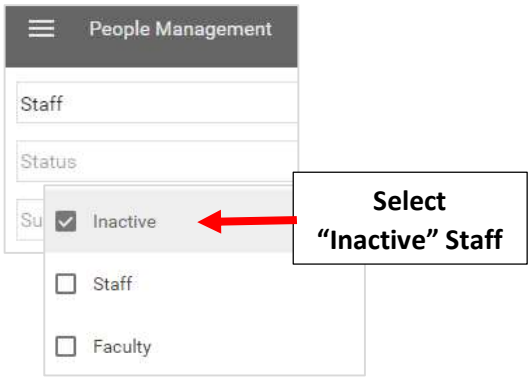
Select Staff member



Select Human Resources from the Left SideMmenu



Deselect the "Active" button and select Save to Save your Changes



To view Inactive Staff select "Inactive" from the Status dropdown of the main menu