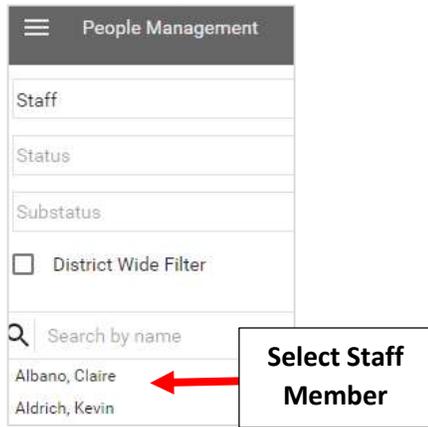


Inactivate Staff in FACTS SIS

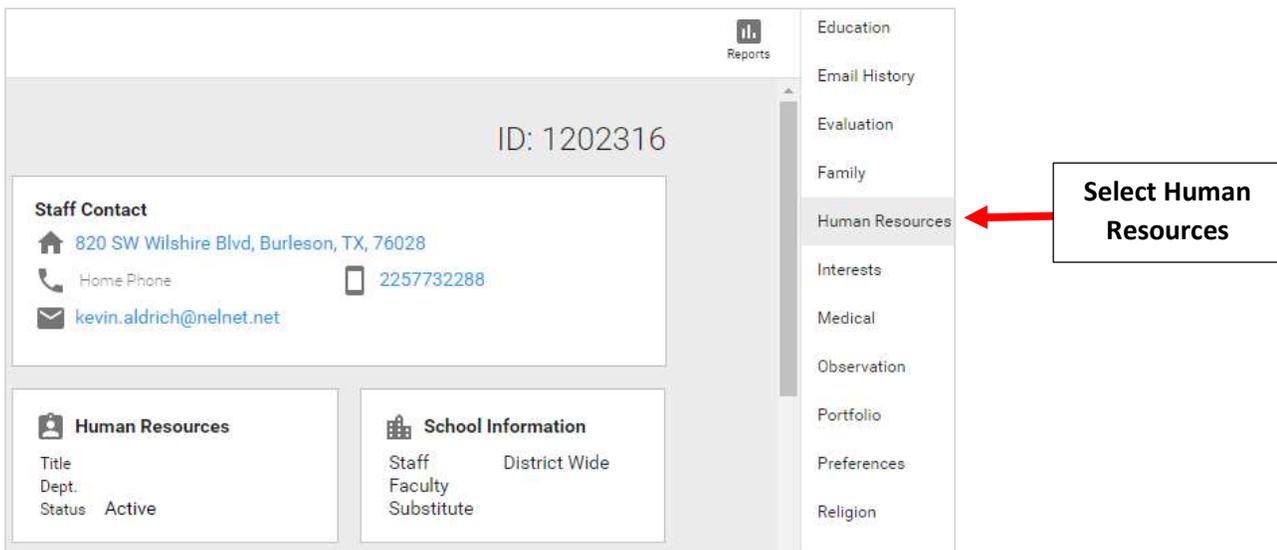
Once logged into FACTS please select **Staff** from the Left Side Menu



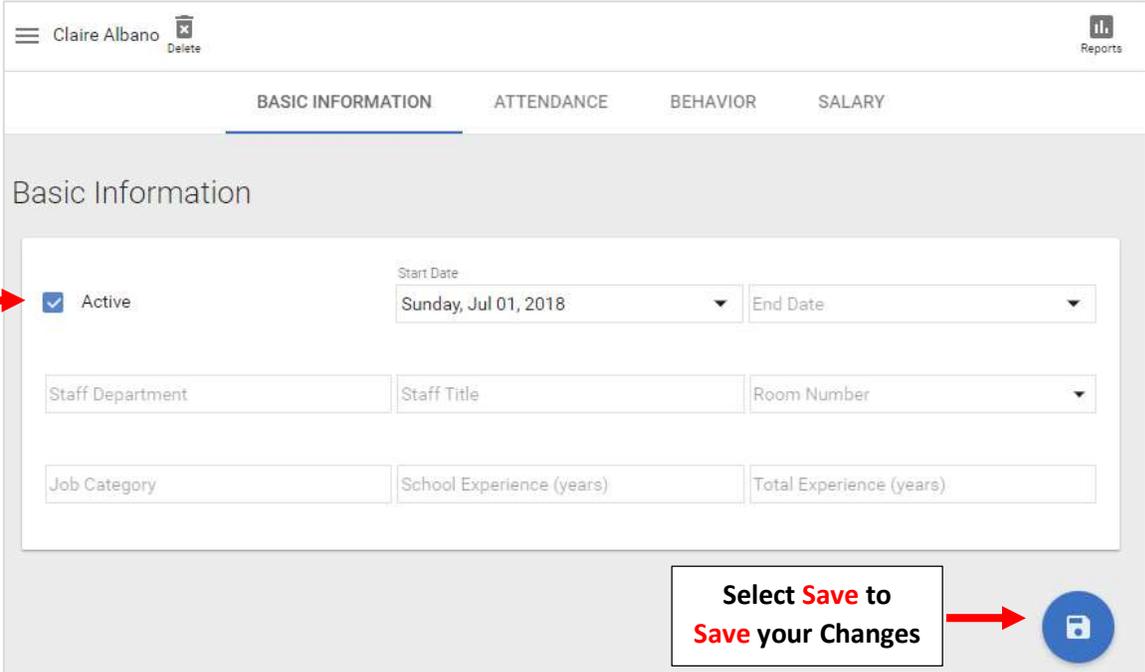
Select Staff member



Select Human Resources from the Left Side Menu

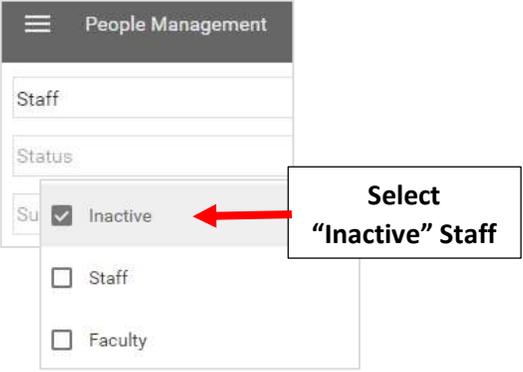


Deselect the "Active" button and select **Save** to **Save** your Changes



The screenshot shows a staff profile page for Claire Albano. At the top left, there is a user profile with a 'Delete' icon. The page has four tabs: 'BASIC INFORMATION', 'ATTENDANCE', 'BEHAVIOR', and 'SALARY'. The 'BASIC INFORMATION' tab is selected. Below the tabs, the 'Basic Information' section contains several form fields: 'Active' (checked), 'Start Date' (Sunday, Jul 01, 2018), 'End Date', 'Staff Department', 'Staff Title', 'Room Number', 'Job Category', 'School Experience (years)', and 'Total Experience (years)'. A red arrow points from a text box 'Deselect the Active button' to the 'Active' checkbox. Another red arrow points from a text box 'Select Save to Save your Changes' to a blue circular 'Save' button at the bottom right.

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



The screenshot shows the 'People Management' main menu. The 'Status' dropdown is open, showing three options: 'Inactive' (checked), 'Staff', and 'Faculty'. A red arrow points from a text box 'Select "Inactive" Staff' to the 'Inactive' option.