How to Remove Employee Access Safely

Removing an employee can affect access but should not erase legitimate historical accountability.

1. Confirm the exact employee and reason for removal.
2. Review every assigned location and role.
3. Remove or disable access according to company policy.
4. Use deletion only when appropriate and authorized.
5. Verify the employee can no longer sign in.
6. Confirm historical sales, repairs, shifts, and audit records remain understandable.

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