NOTE: This action will remove the employee from active reports, metrics, and email communications. The employee will still occupy a seat in the company account. To permanently remove an employee, see also *Deleting Sub Accounts.*

NOTE: Depending on your level of system access, this feature may not be available to you.

To get started, click the *Settings* tile from the main dashboard within *Drive Learning*.
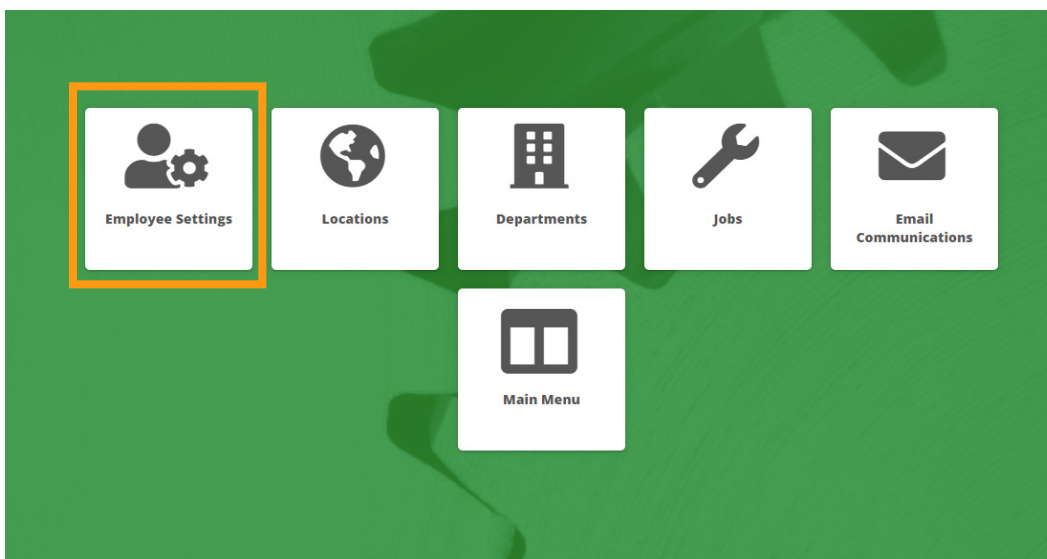
Click the *Employee Settings* tile.

Select the employee you would like to Archive by clicking the *Edit* button.

Un-check the *Currently Employed* box, enter the effective date when prompted, and click the *Update Employee* button to save.