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<b>ADD (REACTIVATE) A RETURNING EMPLOYEE .....</b>	<b>1</b>

# P-CARD USER MANUAL

## ADD (REACTIVATE) A RETURNING EMPLOYEE

When adding a former employee who used to be in P-Card and that is now returning to your agency (e.g., a temporary seasonal employee or simply a former employee), you do not have to add them as a new employee or request SCO to add them for you.

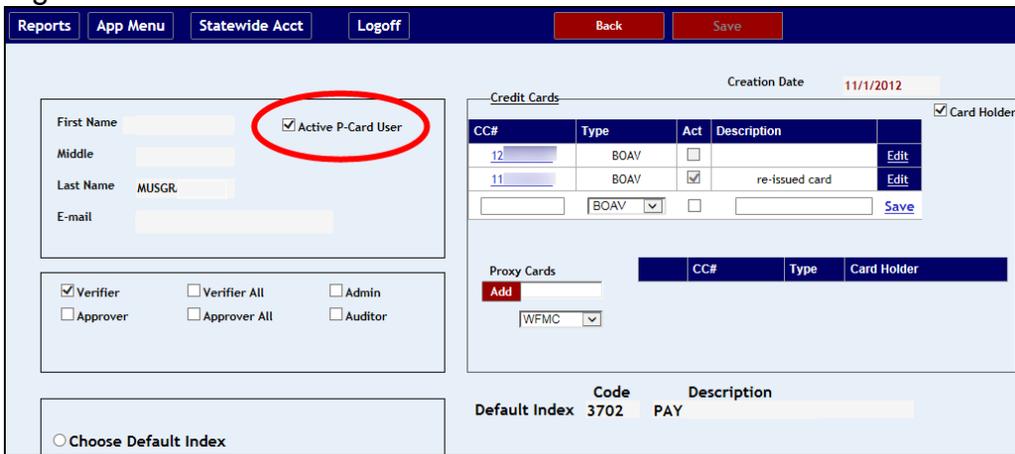
In P-Card, select the **Nonactive** user button and locate the former employee.

Figure 1 Nonactive user selection



Check the **Active P-Card User** check box.

Figure 2 - Active P-Card User selection



Click **Save** at the top of the P-Card page.