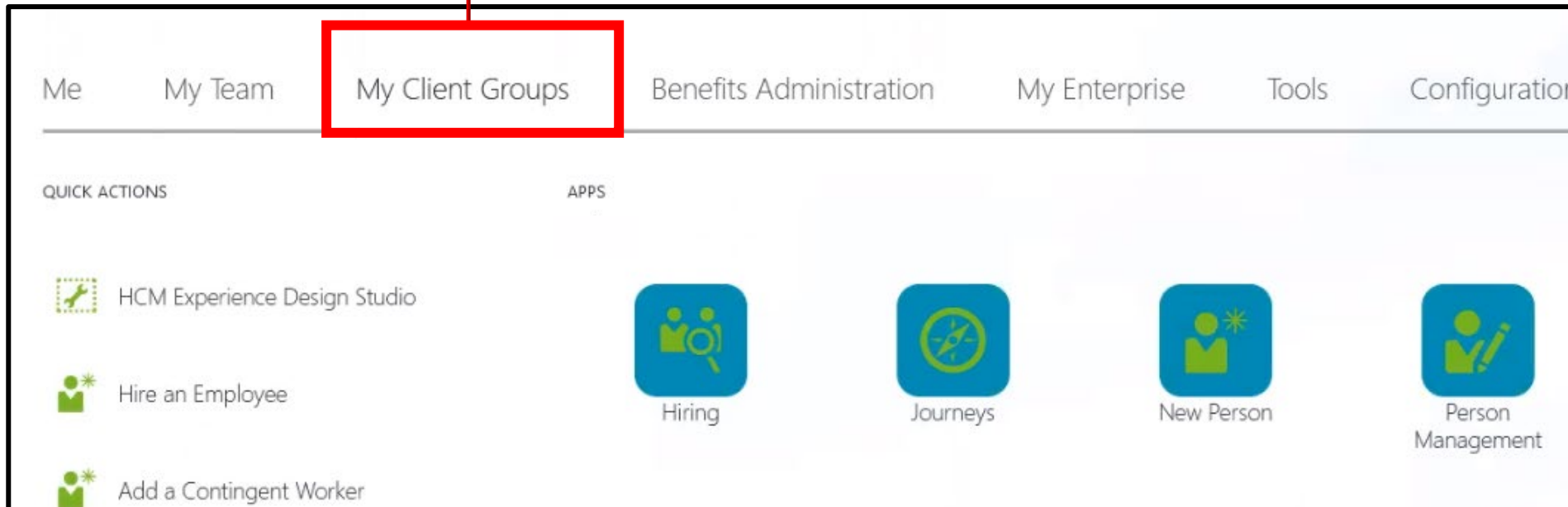


Manage Terminations via Quick Actions

1

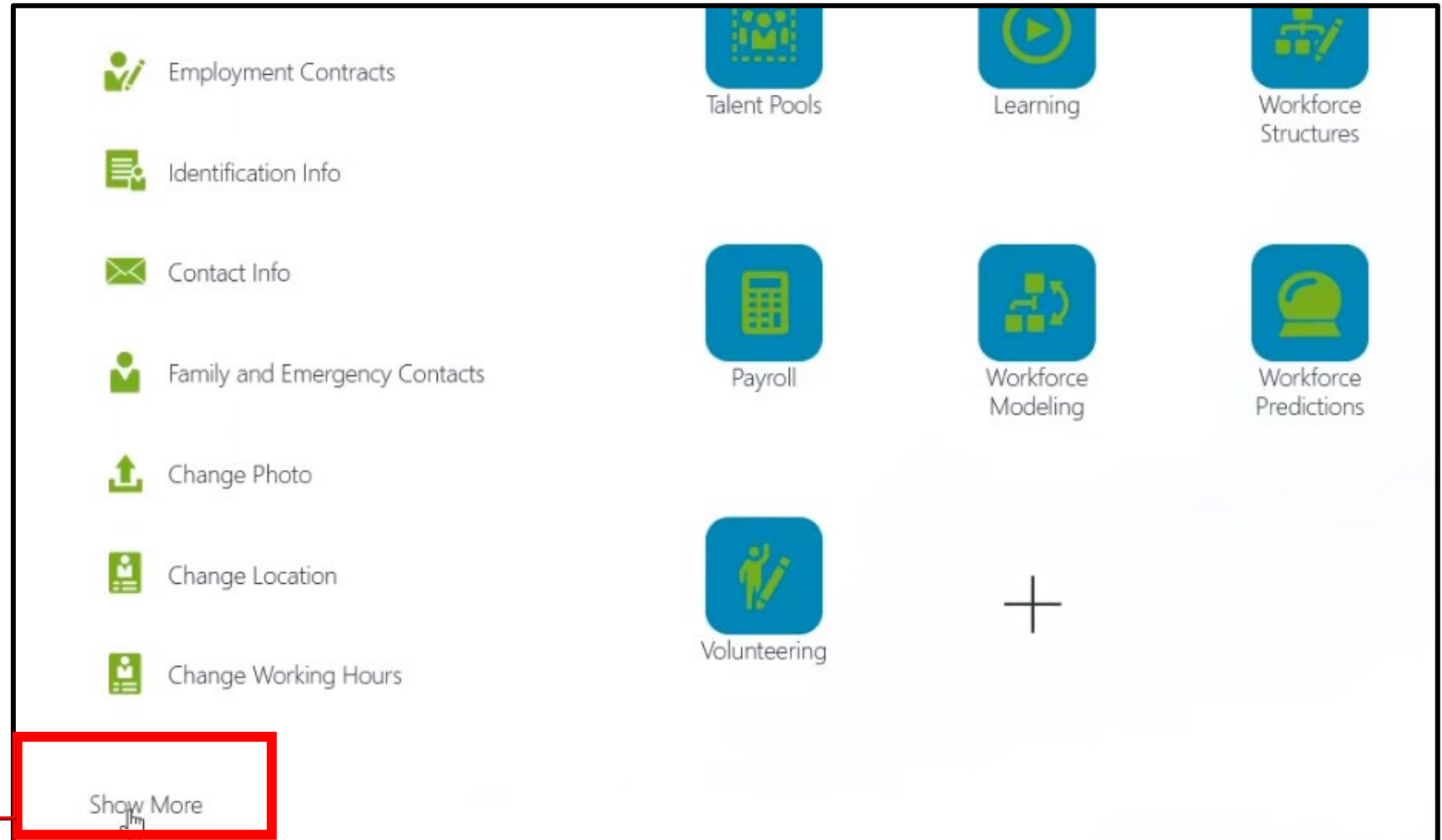
From the CV360 Home Page, select the My Client Groups tab



Manage Terminations via Quick Actions

2

Scroll down and select **Show More**. The link will display additional work areas and tasks that may be accessed



The screenshot displays a user interface with a list of quick actions on the left and a grid of icons on the right. The quick actions list includes:

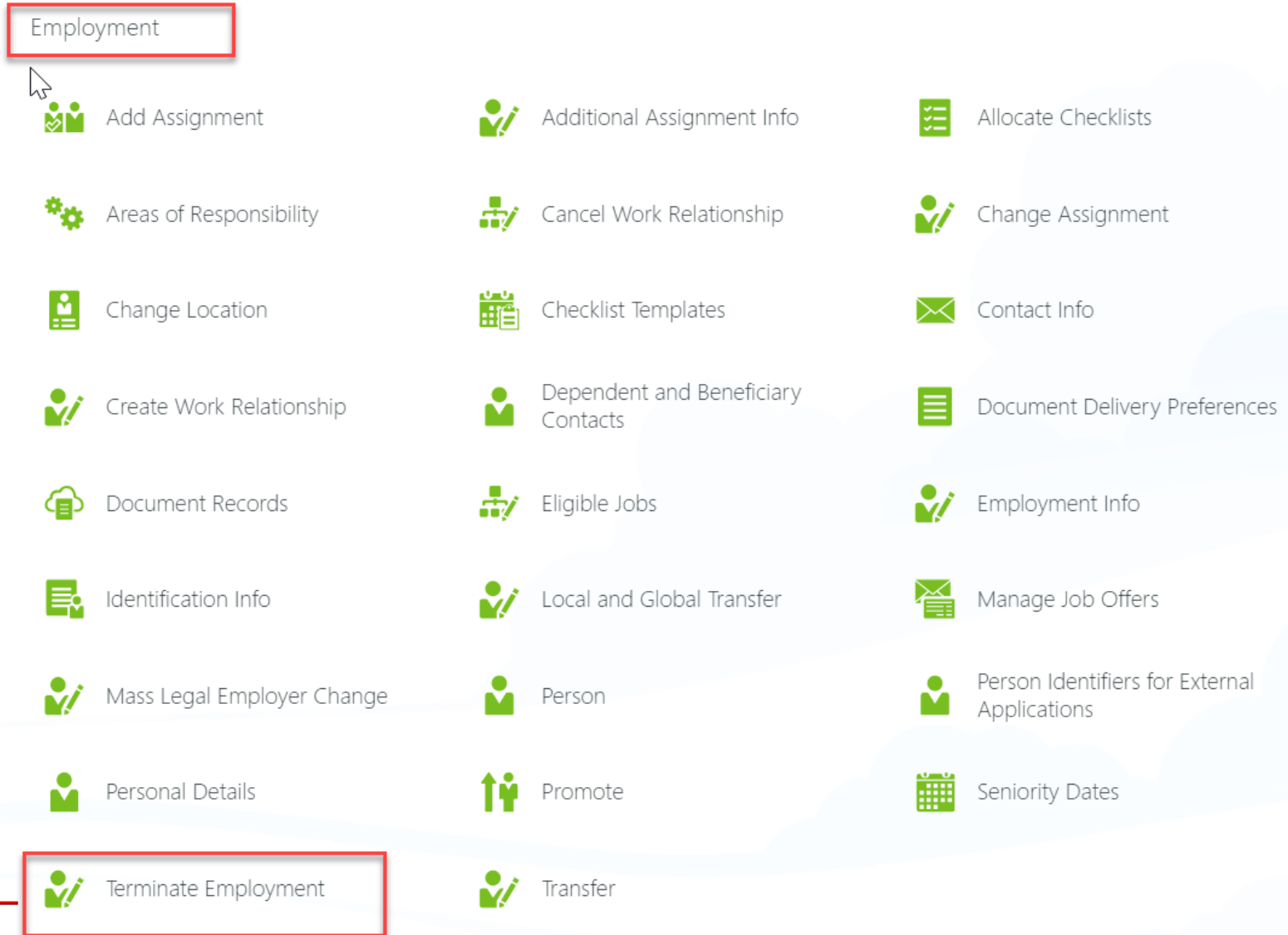
- Employment Contracts
- Identification Info
- Contact Info
- Family and Emergency Contacts
- Change Photo
- Change Location
- Change Working Hours

The grid of icons includes:

- Talent Pools
- Learning
- Workforce Structures
- Payroll
- Workforce Modeling
- Workforce Predictions
- Volunteering
- A plus sign (+) indicating more options.

A red box highlights the "Show More" link at the bottom left of the quick actions list.

Manage Terminations via Quick Actions



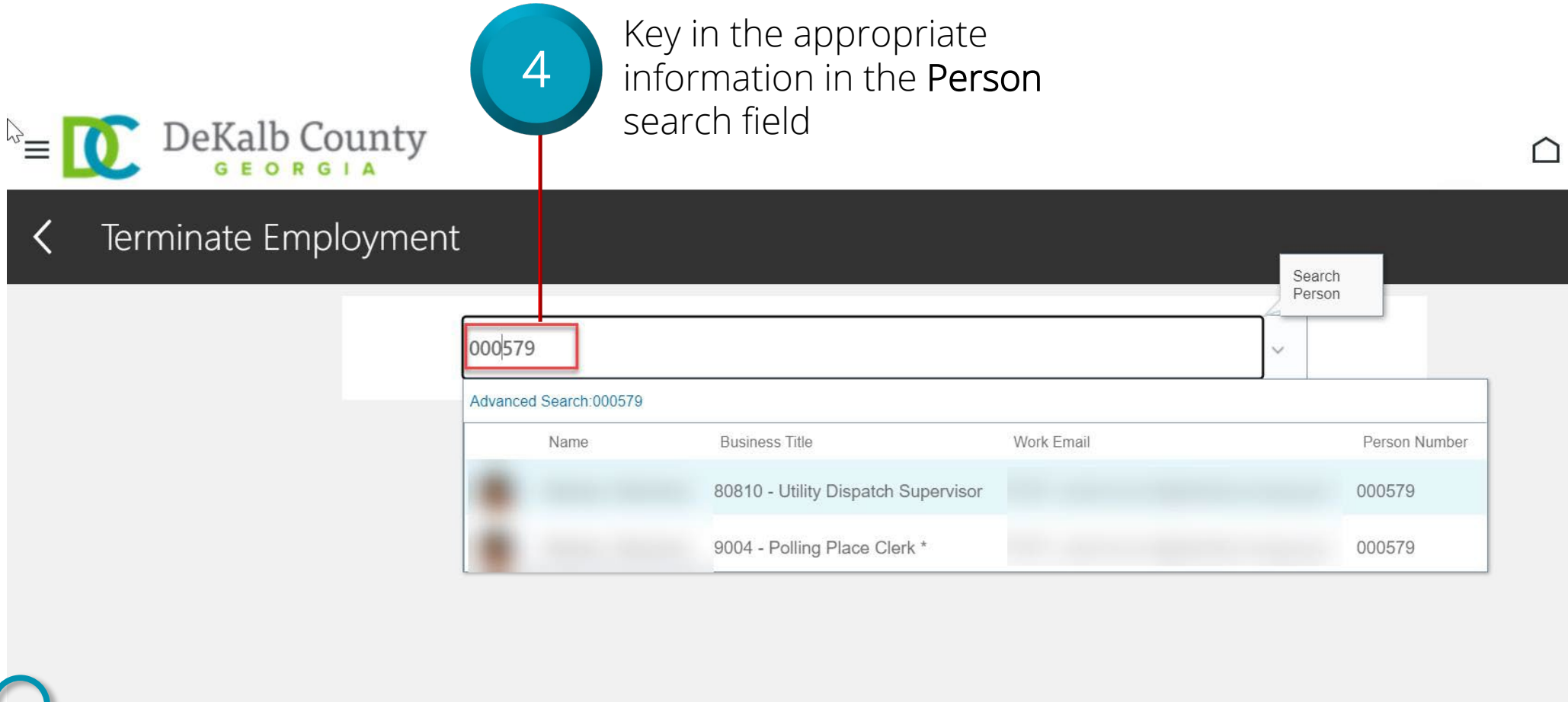
The screenshot shows a grid of quick action items under the 'Employment' section. The 'Employment' header and the 'Terminate Employment' item at the bottom are highlighted with red boxes. A mouse cursor is positioned over the 'Employment' header. The items are arranged in three columns:

- Column 1: Employment, Add Assignment, Areas of Responsibility, Change Location, Create Work Relationship, Document Records, Identification Info, Mass Legal Employer Change, Personal Details, Terminate Employment
- Column 2: Additional Assignment Info, Cancel Work Relationship, Checklist Templates, Dependent and Beneficiary Contacts, Eligible Jobs, Local and Global Transfer, Person, Promote, Transfer
- Column 3: Allocate Checklists, Change Assignment, Contact Info, Document Delivery Preferences, Employment Info, Manage Job Offers, Person Identifiers for External Applications, Seniority Dates

3

Select the **Terminate Employment** quick app in the **Employment** section

Manage Terminations via Quick Actions



4 Key in the appropriate information in the **Person** search field

DeKalb County
GEORGIA

Terminate Employment

Search Person

000579

Advanced Search:000579

Name	Business Title	Work Email	Person Number
[blurred]	80810 - Utility Dispatch Supervisor	[blurred]	000579
[blurred]	9004 - Polling Place Clerk *	[blurred]	000579


Employee may be searched by **Name**, **Person Number**, or by **Keywords**

Manage Terminations via Quick Actions

Terminate Employment

Save Submit Cancel

1 When and Why

 The employee can see their termination details when the termination type is voluntary.

*When is the termination notification date?
11/8/22

*When does the termination take effect?
11/8/22

What are you terminating?

9004 - Polling Place Clerk *

All Assignments in DeKalb County GA

9004 - Polling Place Clerk *

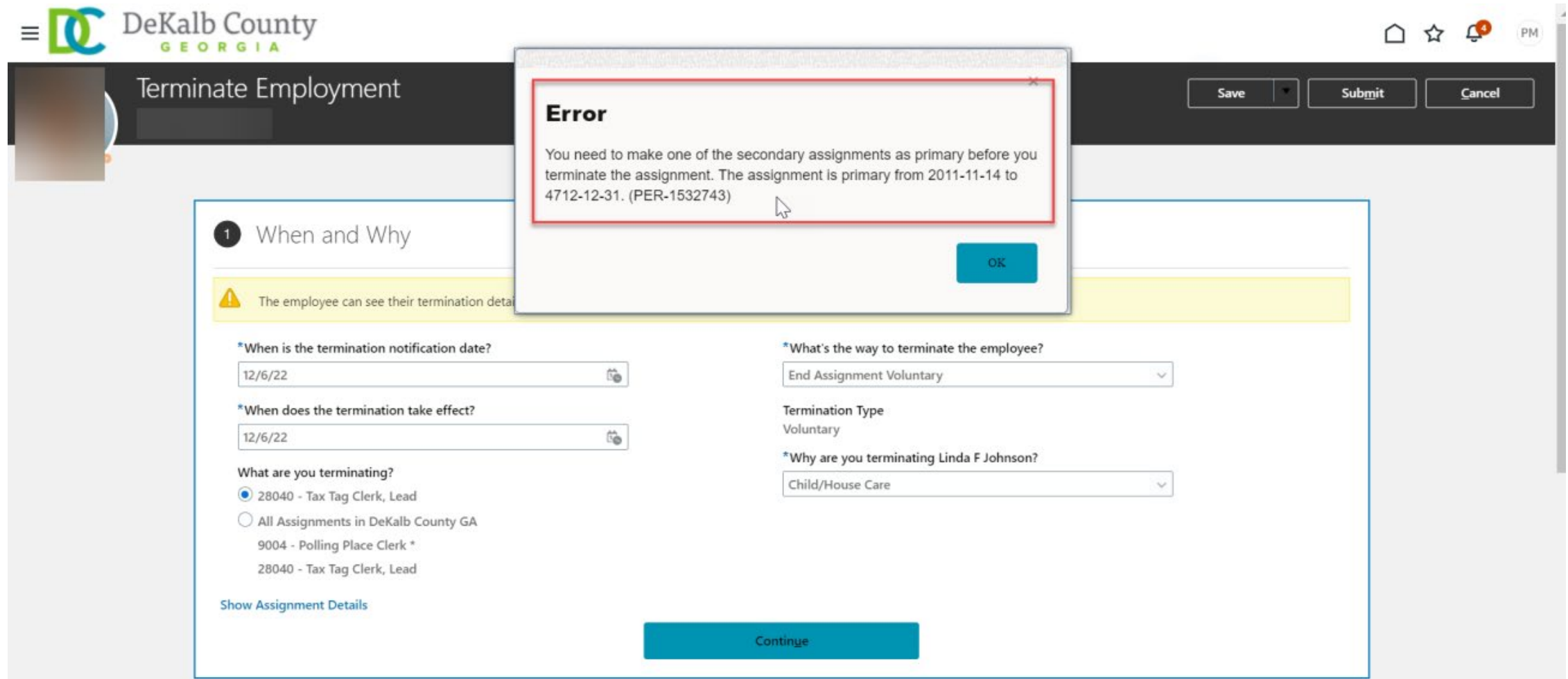
80810 - Utility Dispatch Supervisor

4

Enter the termination date and select the assignment that you want to terminate (single assignment). If the employee has two assignments and you want to terminate from both, select one now and on the next screen it will give you the option to pick both by selecting "All Assignments".

Manage Terminations via Quick Actions

*Scenario: The following error is anticipated if Department Admin/Head tries to terminate the primary assignment (before secondary assignment made as primary). In this case, Payroll Coordinators should contact HRIS to change the secondary assignment as primary. Later, HRIS will advise the Payroll Coordinator to proceed with termination of the primary record.



The screenshot shows the 'Terminate Employment' form in the HRIS system. The form is titled '1 When and Why' and contains several required fields. A red-bordered error message box is overlaid on the form, stating: 'Error: You need to make one of the secondary assignments as primary before you terminate the assignment. The assignment is primary from 2011-11-14 to 4712-12-31. (PER-1532743)'. The form fields include:

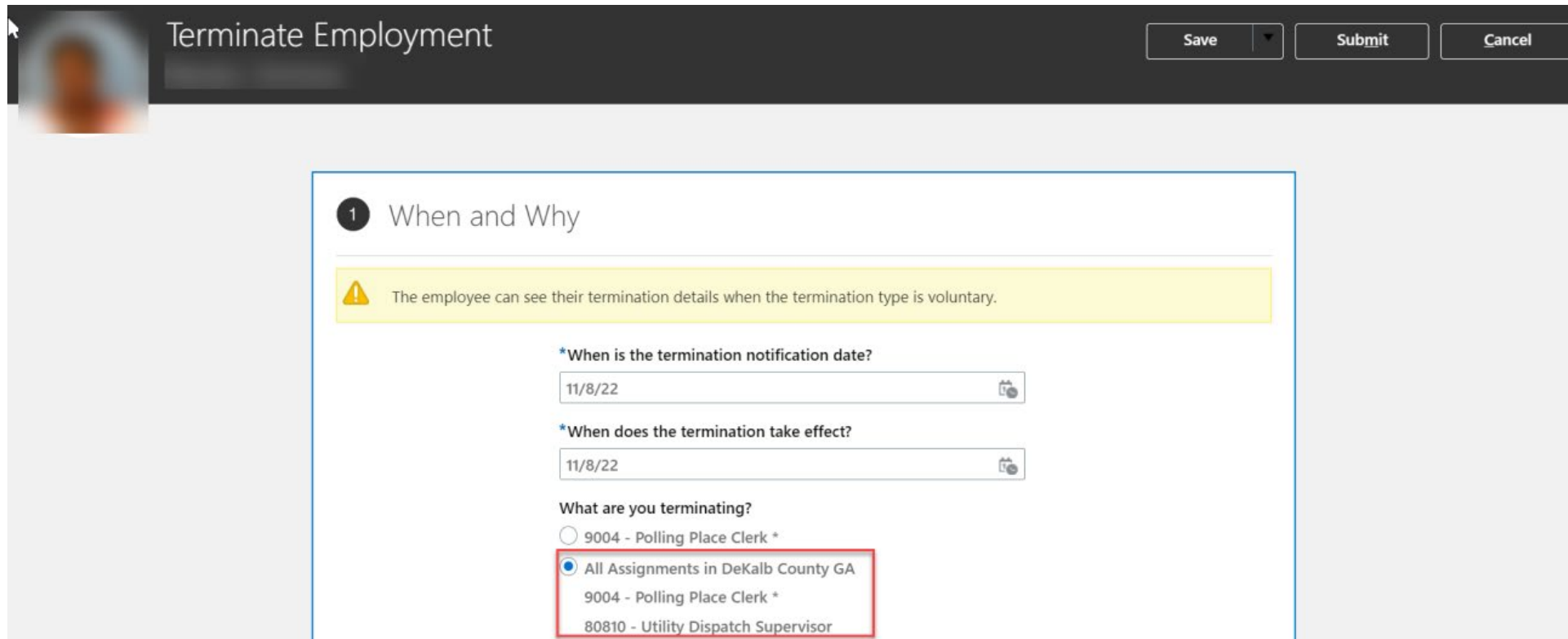
- *When is the termination notification date?** 12/6/22
- *When does the termination take effect?** 12/6/22
- What are you terminating?** 28040 - Tax Tag Clerk, Lead; All Assignments in DeKalb County GA
- *What's the way to terminate the employee?** End Assignment Voluntary
- Termination Type** Voluntary
- *Why are you terminating Linda F Johnson?** Child/House Care

Buttons for 'Save', 'Submit', 'Cancel', 'Continue', and 'OK' are visible. A yellow warning banner at the top of the form states: 'The employee can see their termination details'.

Manage Terminations via Quick Actions

*Note: In case of terminating the Primary assignment, secondary assignment should be made as primary (by HR HRIS, who you need to contact) before terminating the primary assignment.


In case of terminating multiple employment *"All assignments"* should be selected as above.



Terminate Employment

Save Submit Cancel

1 When and Why

 The employee can see their termination details when the termination type is voluntary.

*When is the termination notification date?
11/8/22

*When does the termination take effect?
11/8/22

What are you terminating?

9004 - Polling Place Clerk *

All Assignments in DeKalb County GA
9004 - Polling Place Clerk *
80810 - Utility Dispatch Supervisor

Manage Terminations via Quick Actions



*When is the termination notification date?

11/8/22 

*When does the termination take effect?

11/8/22 

What are you terminating?

- 9004 - Polling Place Clerk *
- All Assignments in DeKalb County GA
 - 9004 - Polling Place Clerk *
 - 80810 - Utility Dispatch Supervisor

*What's the way to terminate the employee?

End Assignment Voluntary 

Termination Type

Voluntary

*Why are you terminating Wanda L Simmons?

Health Reasons 

[Show Assignment Details](#)

[Continue](#)

5

Select the action & the specific reason from list of values and click on continue.

Manage Terminations via Quick Actions

2 Termination Info

Review User Access
After termination

Recommended for Rehire
Not Specified

Assignment Status Post Termination
Inactive - Payroll Eligible


Last Work Day
m/d/yy

Continue

6

Enter the termination information such as user access, recommended for rehire and assignment status post termination, last workday, and click on Continue. The recommendation for rehire should match the Separation guidance provided on the HR Intranet page regarding voluntary and involuntary separations.

Manage Terminations via Quick Actions



Terminate Employment


Save Submit Cancel

① When and Why [Edit](#)

② Termination Info [Edit](#)

③ Document Records (Attachments)

[+ Add](#)

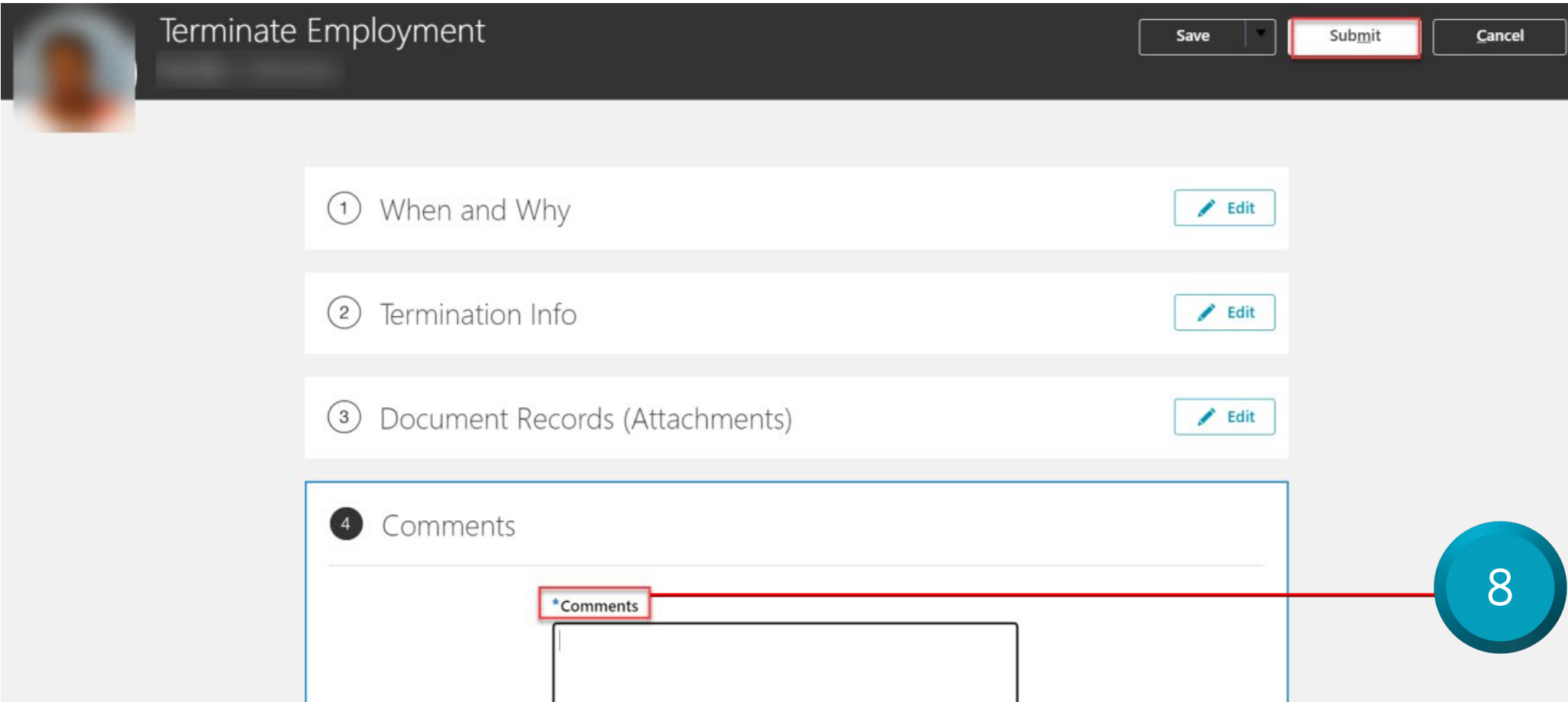
 There's nothing here so far.

[Continue](#)

Click "Add" to add/attach required separation documents (State Separation Notice, County Property form, resignation or termination letter, etc.). Another window will pop up to allow you to add the attachment. Click on Continue.



Manage Terminations via Quick Actions



Terminate Employment

Save Submit Cancel

1 When and Why Edit

2 Termination Info Edit

3 Document Records (Attachments) Edit

4 Comments

*Comments

8

Note: This transaction will be routed based on approval Hierarchy.

Enter the comments and submit the transaction for approval. This is a required field, so if you have no comments, put "n/a".