Manage Terminations via Quick Actions

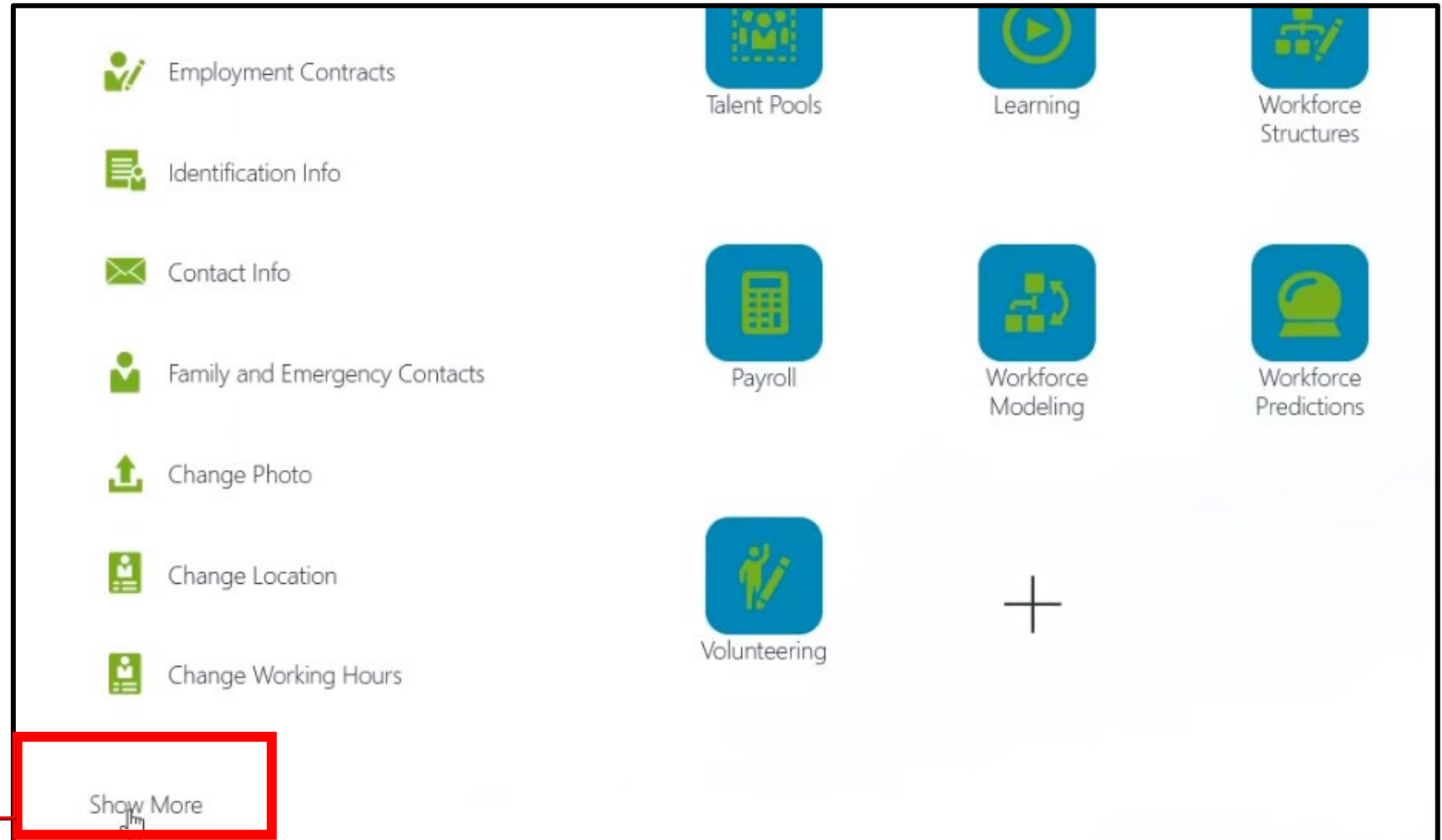**1** From the CV360 Home Page, select the **My Client Groups** tab

| Me | My Team | My Client Groups | Benefits Administration | My Enterprise | Tools | Configuration |

QUICK ACTIONS   APPS

HCM Experience Design Studio

Hire an Employee

Add a Contingent Worker

Hiring   Journeys   New Person   Person Management
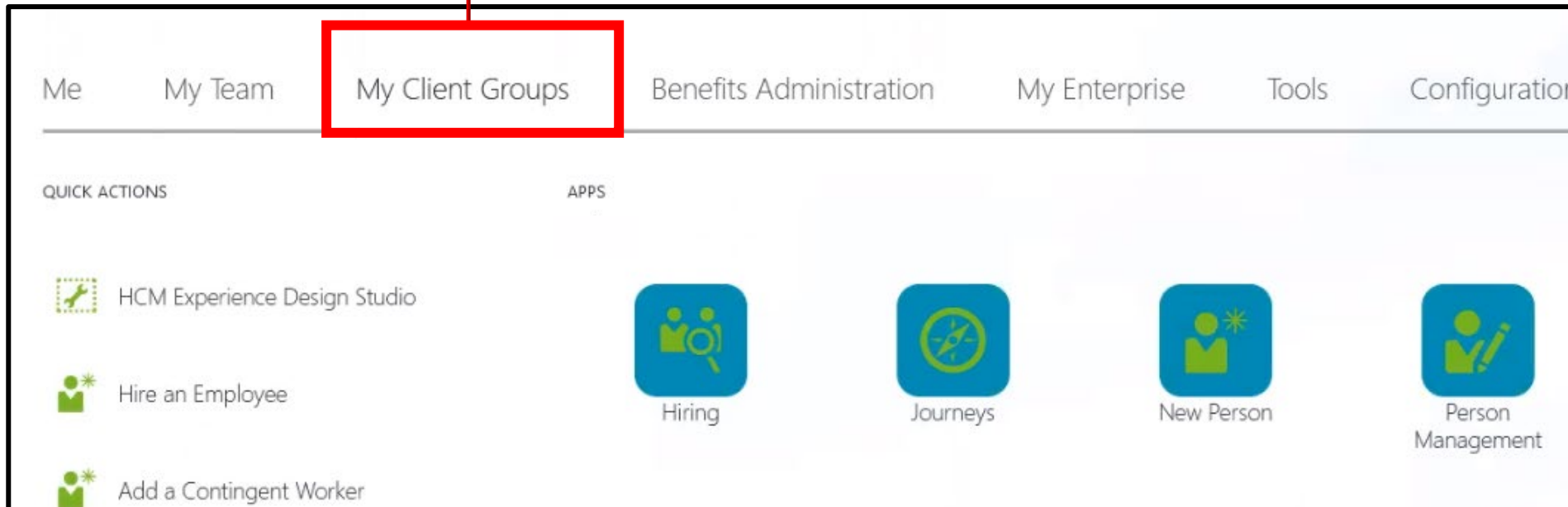
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2

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

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Employment

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

3 Select the Terminate Employment quick app in the Employment section

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

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

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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
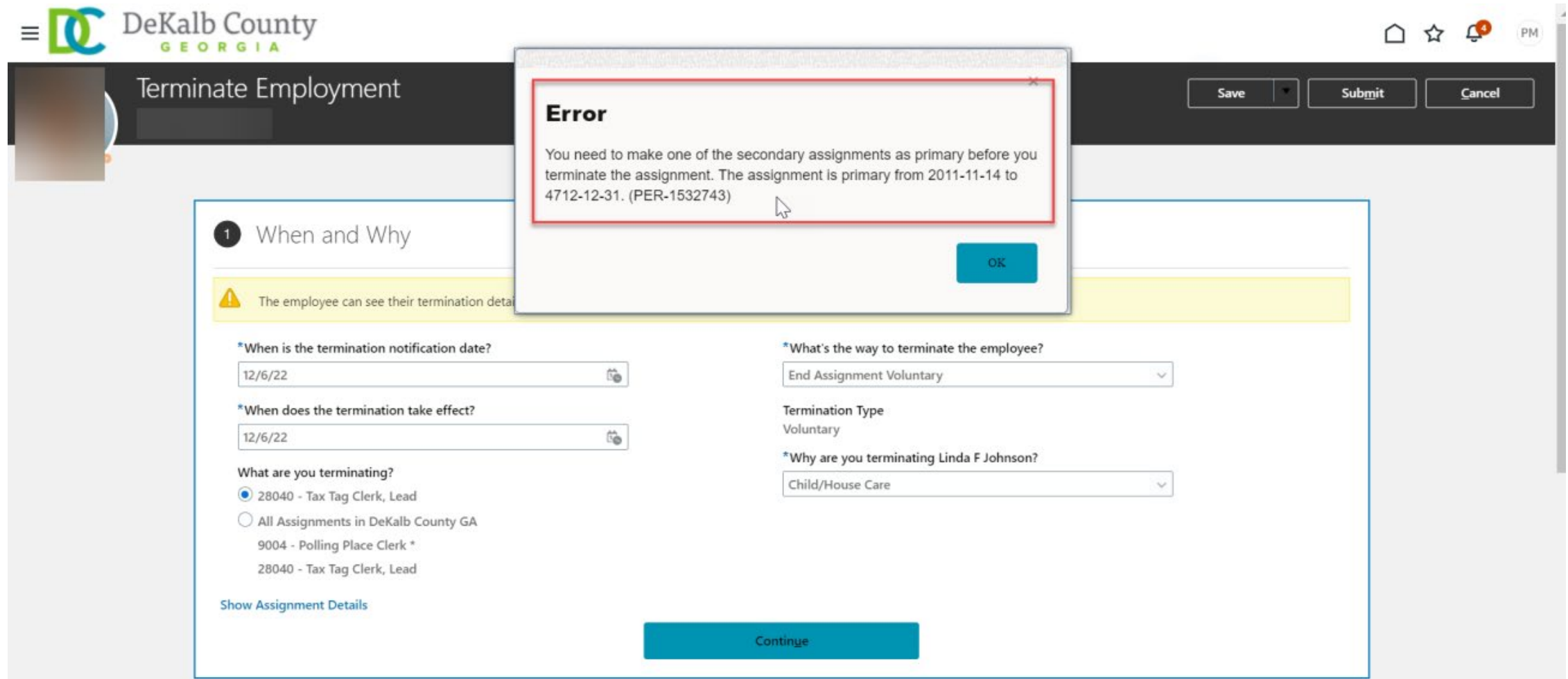   9004 - Polling Place Clerk *
     80810 - Utility Dispatch Supervisor

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".

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*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.

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*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.

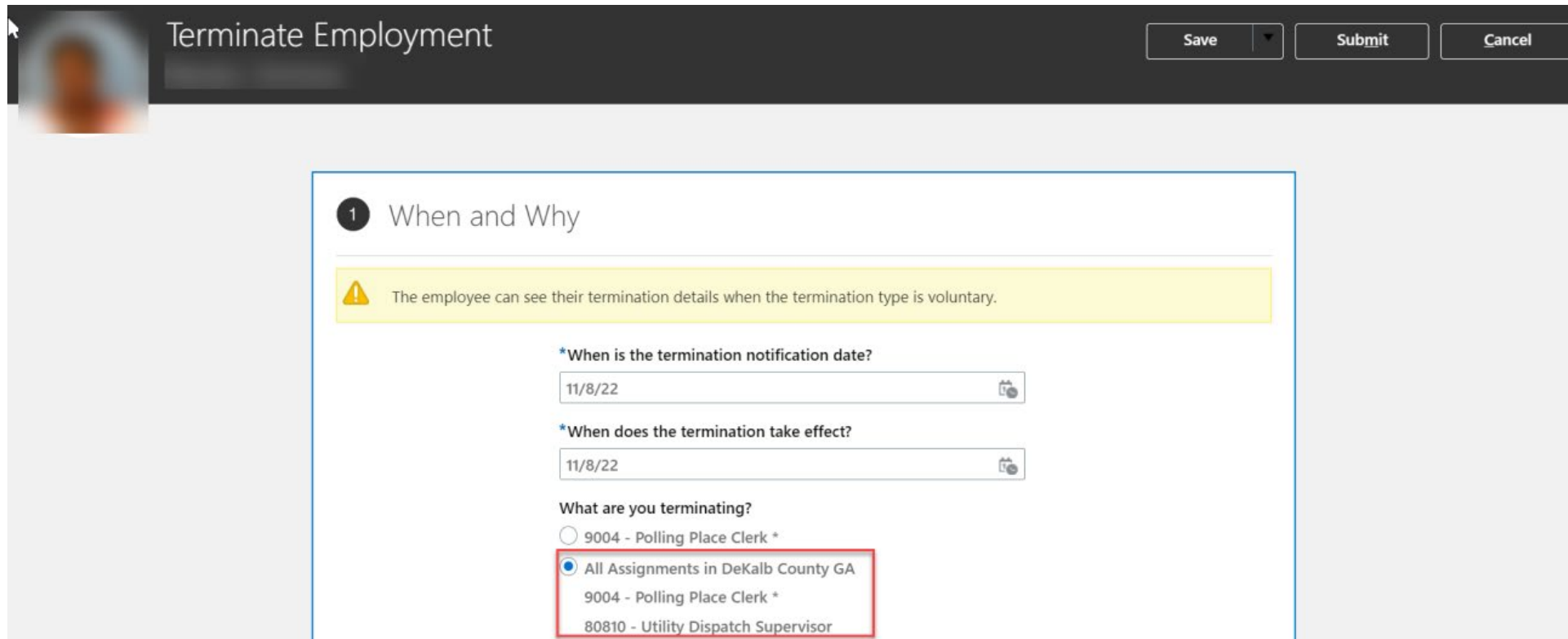# Manage Terminations via Quick Actions

CloudVergent 360

*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.

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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.

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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.

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Terminate Employment

Save | Submit | Cancel

1. When and Why — Edit
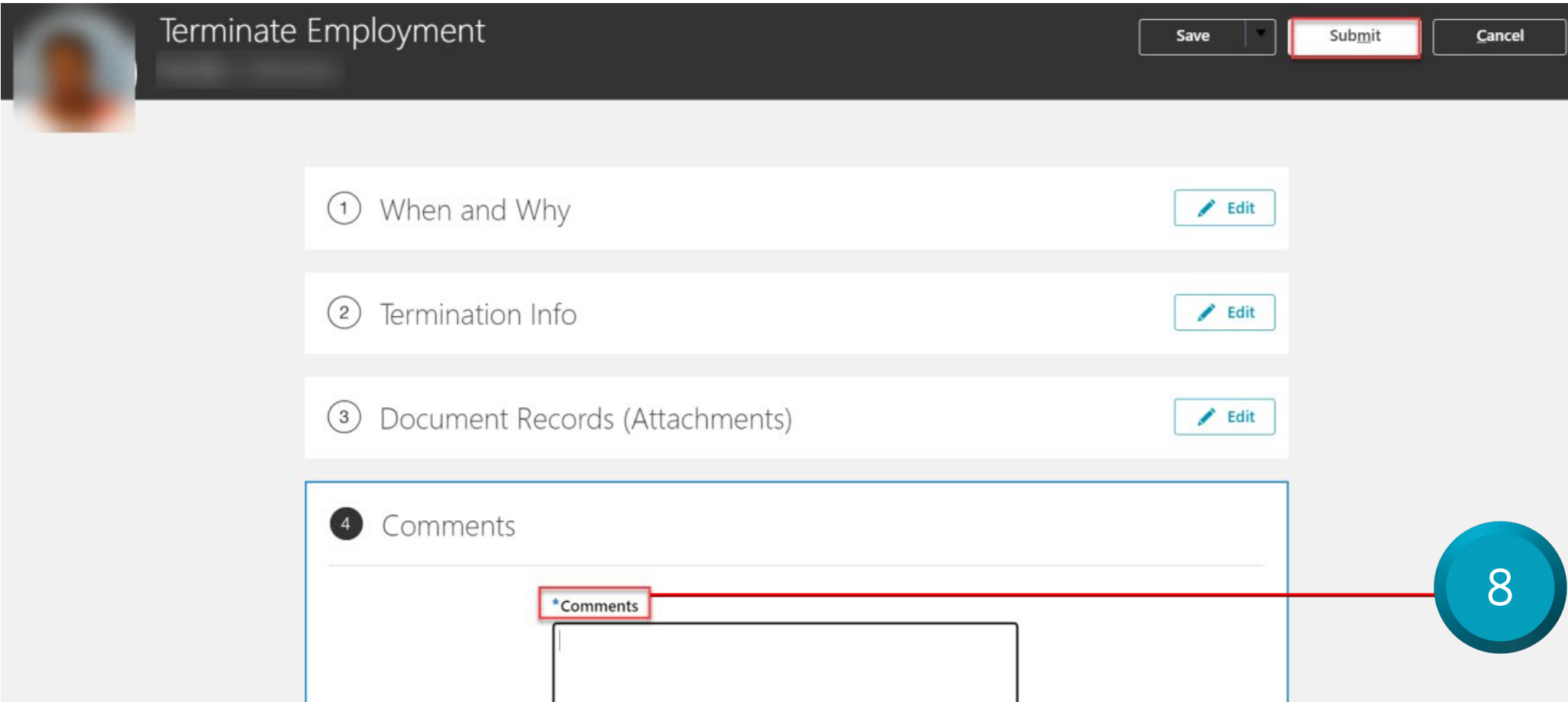2. Termination Info — Edit
3. Document Records (Attachments) — Edit
4. Comments

*Comments

8

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

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