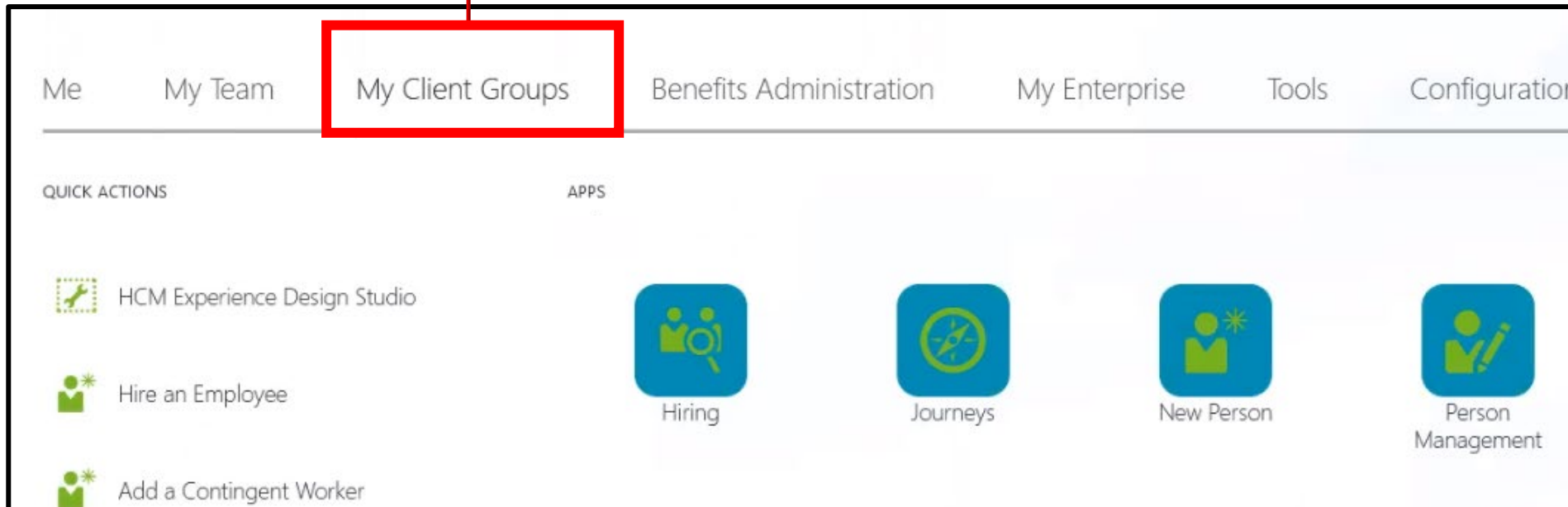# Manage Terminations (Including Retirement)

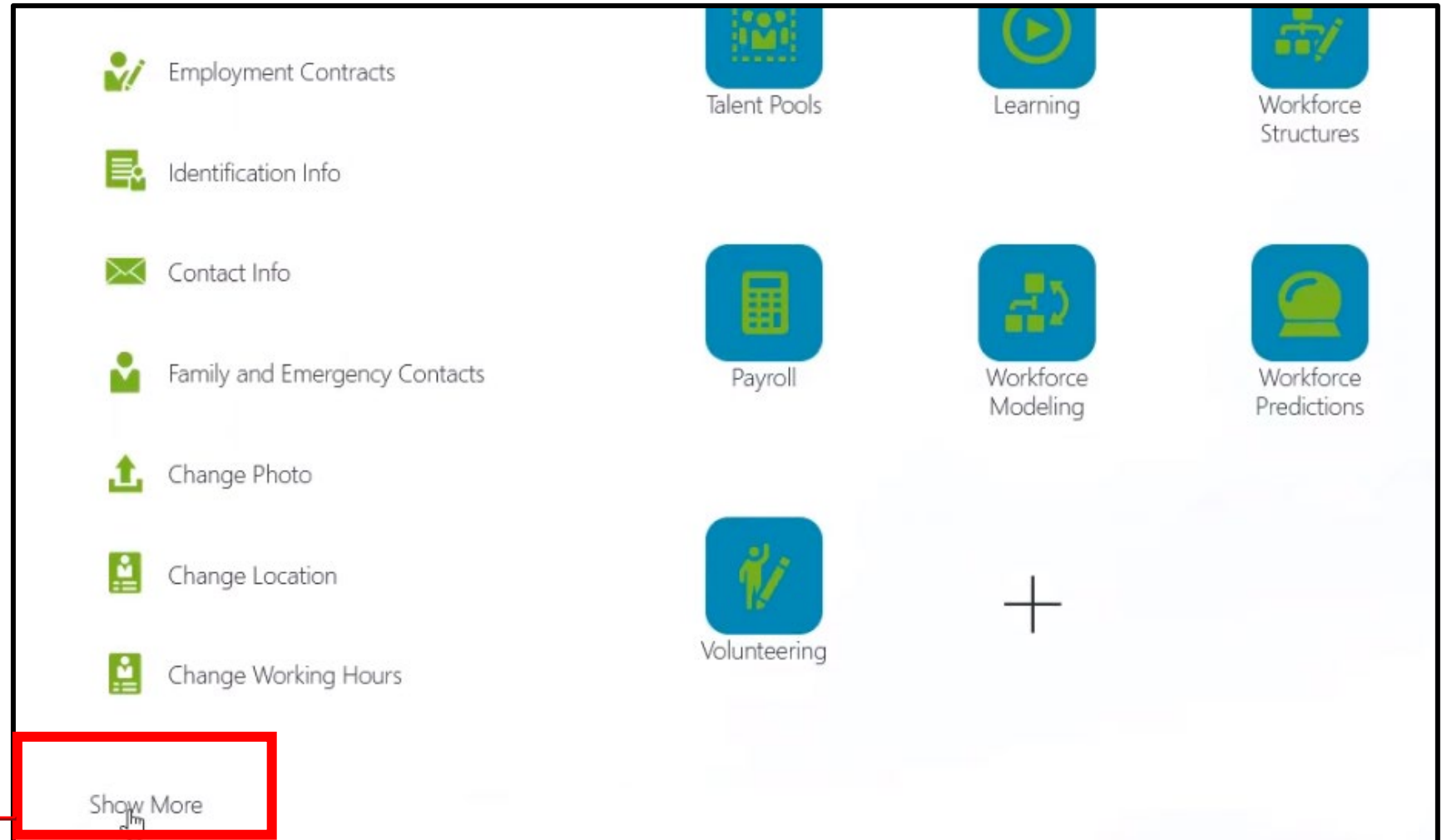**1** From the CV360 Home Page, select the **My Client Groups** tab

Manage Terminations (Including Retirement)

2

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

Manage Terminations (Including Retirement)

3 View the **Employment** section

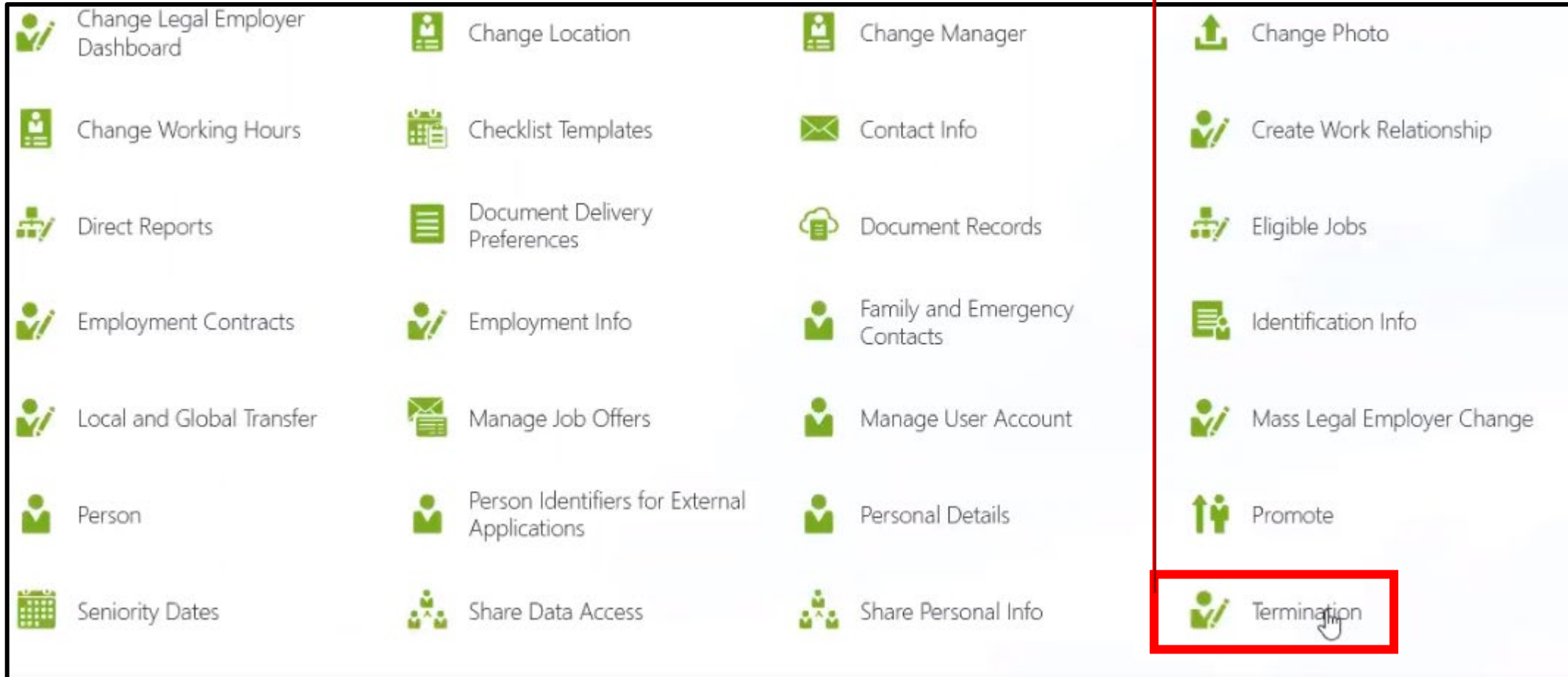|			
Add Assignment	Additional Assignment Info	Additional Person Info	Allocate Checklists
Areas of Responsibility	Cancel Work Relationship	Change Assignment	Change Legal Employer
Change Legal Employer Dashboard	Change Location	Change Manager	Change Photo
Change Working Hours	Checklist Templates	Contact Info	Create Work Relationship

Manage Terminations (Including Retirement)

4 Scroll down and select **Termination**

Change Legal Employer Dashboard	Change Location	Change Manager	Change Photo
Change Working Hours	Checklist Templates	Contact Info	Create Work Relationship
Direct Reports	Document Delivery Preferences	Document Records	Eligible Jobs
Employment Contracts	Employment Info	Family and Emergency Contacts	Identification Info
Local and Global Transfer	Manage Job Offers	Manage User Account	Mass Legal Employer Change
Person	Person Identifiers for External Applications	Personal Details	Promote
Seniority Dates	Share Data Access	Share Personal Info	Termination

Manage Terminations (Including Retirement)

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

The next actions will allow the following types of termination: **involuntary**, **voluntary**, and **retirement**

Termination

Search for a Person

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

Manage Terminations (Including Retirement)

CloudVergent 360

6 Select the appropriate **Person Name** from the Search Results

Termination

Search Person

100115

Advanced Search:100115

	Name	Business Title	Work Email	Person Number
TH	Test2 H2 Hire	99005 - Office Assistant		**100115**

Manage Terminations (Including Retirement)

7

Select the appropriate Termination Action from **What's the way to terminate the employee?** drop-down list

Manage Terminations (Including Retirement)

1 When and Why

*When is the termination notification date?

8/27/21

*When does the termination take effect?

8/27/21

*What's the way to terminate the employee?

Termination

Termination Type
Voluntary

Why are you terminating Test2 H2 Hire?

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

Continue

8

Select **Termination** for the **What's the way to terminate the employee?** drop-down list

Manage Terminations (Including Retirement)

9

Select the
appropriate date
and select the
Continue button

Manage Terminations (Including Retirement)

1 When and Why

*When is the termination notification date?

8/27/21

*What's the way to terminate the employee?

Termination

*When does the termination take effect?

8/27/21

Enter a date on or after 8/23/21.

Why are you terminating Test2 H2 Hire?

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

Continue

10

Select the
Appropriate Date
and select the
Continue button

🔍 The effective date for the termination should be the same as the termination notification date

Manage Terminations (Including Retirement)

11

Select the **Appropriate Reason**

Manage Terminations (Including Retirement)

CloudVergent 360

1 When and Why

*When is the termination notification date?
8/27/21

*When does the termination take effect?
8/27/21

*What's the way to terminate the employee?
Termination

Termination Type
Voluntary

Why are you terminating Test2 H2 Hire?
Family Reasons

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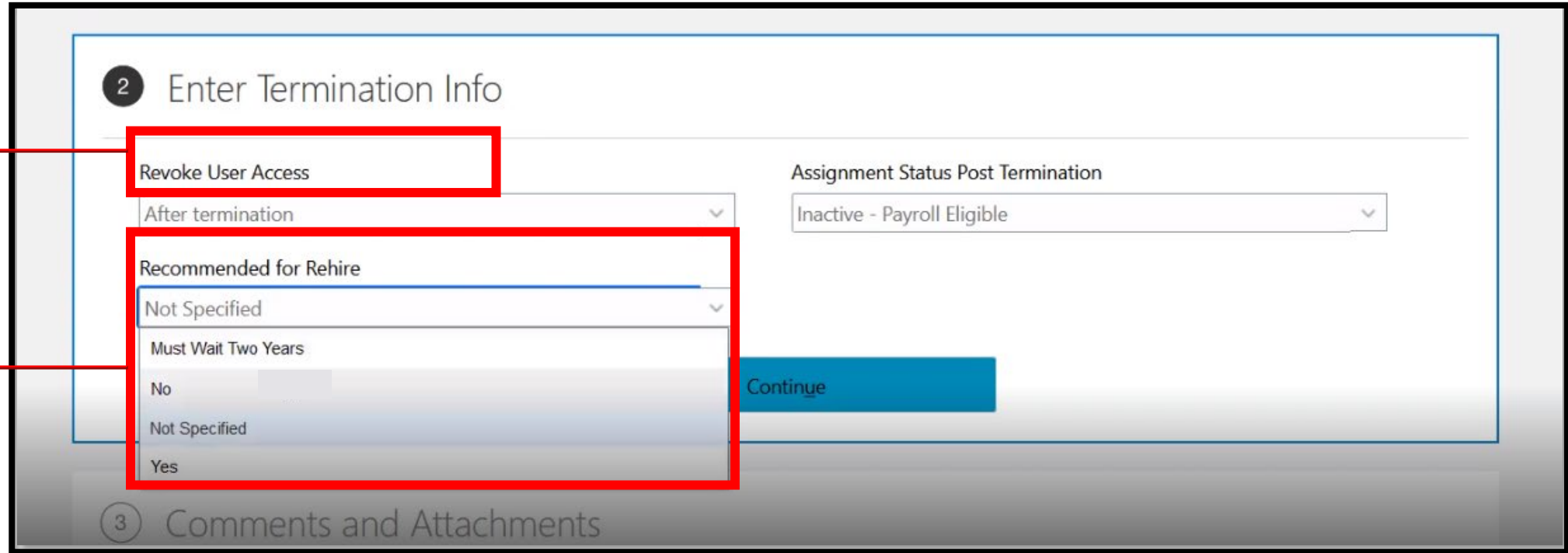
Continue

12 Select the **Continue** button

Manage Terminations (Including Retirement)

13 Select the Appropriate Response for Revoke User Access from the drop-down list

2 Enter Termination Info

Revoke User Access

After termination

Recommended for Rehire

Not Specified

Must Wait Two Years

No

Not Specified

Yes

Assignment Status Post Termination

Inactive - Payroll Eligible

Continue

3 Comments and Attachments

14 Select the Appropriate Value from the Recommended for Rehire drop-down list

Manage Terminations (Including Retirement)

15 From the **Assignment Status Post Termination** drop-down list, select **Inactive-Payroll Eligible**

16 Select the **Continue** button

Enter Termination Info

2

Revoke User Access

After termination

Recommended for Rehire

Yes

Assignment Status Post Termination

Inactive - Payroll Eligible
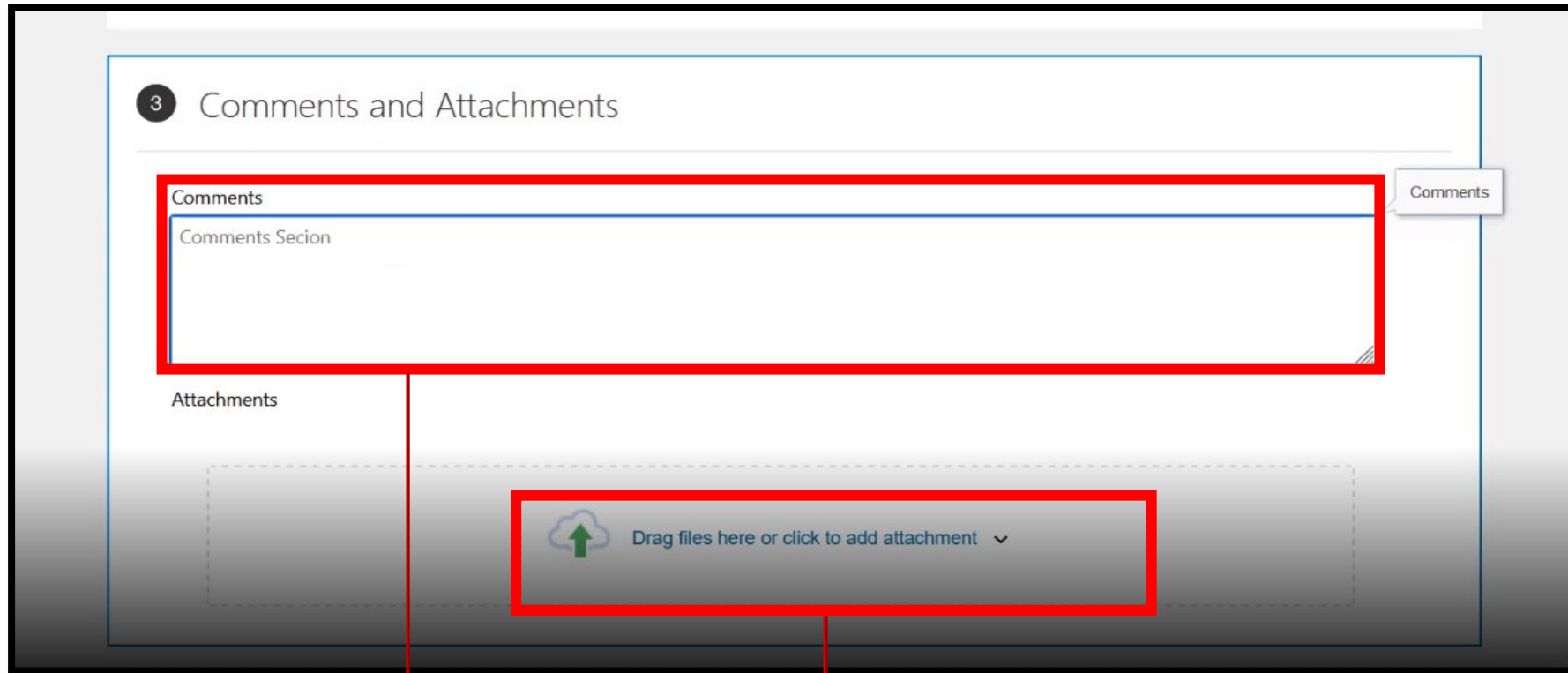
Continue

Selecting **Inactive-Payroll Eligible** will allow employee to receive a final payout

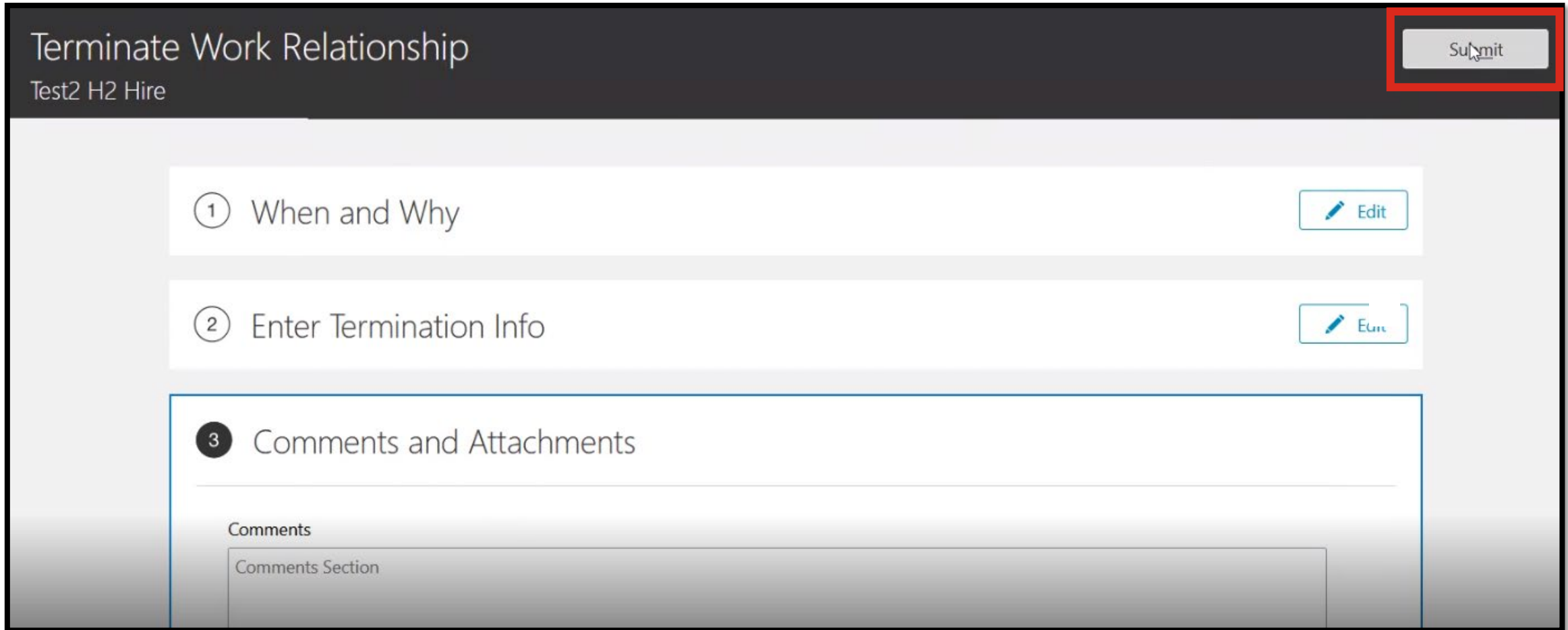# Manage Terminations (Including Retirement)

17 Use the **Comments and Attachments** section to provide comments and upload any **files or attachments** as necessary

Manage Terminations (Including Retirement)

19 Select the **Submit** button

Terminate Work Relationship
Test2 H2 Hire

Submit

① When and Why   ✏ Edit

② Enter Termination Info   ✏ Edit

③ Comments and Attachments

Comments

Comments Section