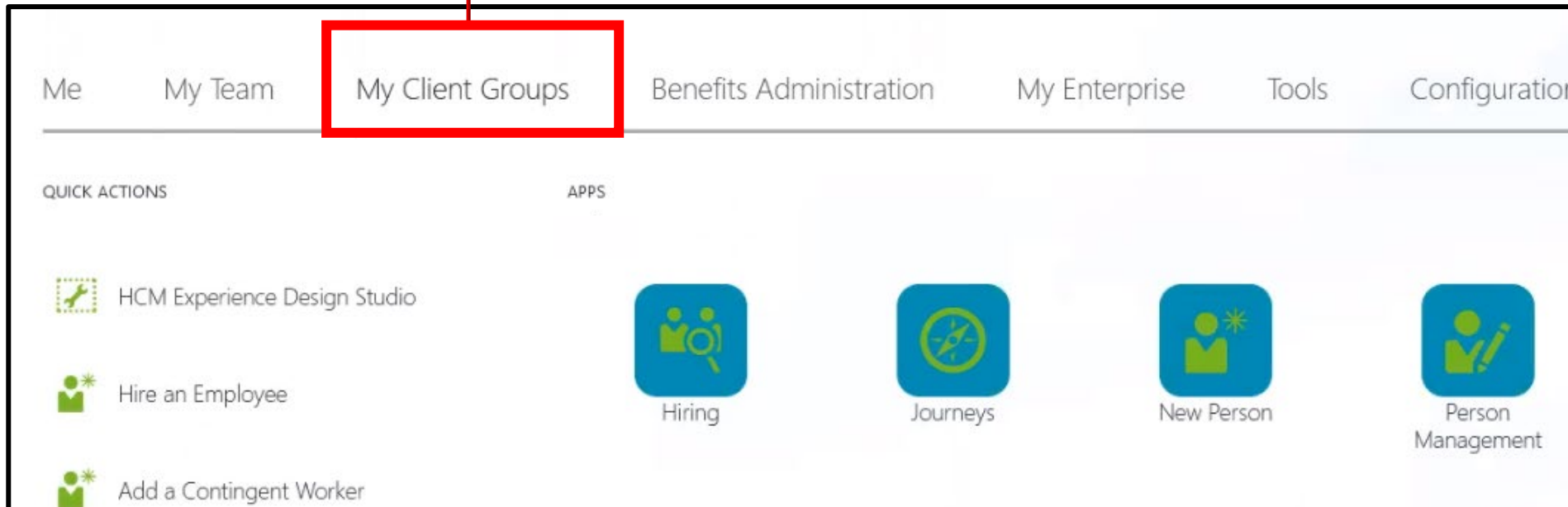


Manage Terminations (Including Retirement)

1

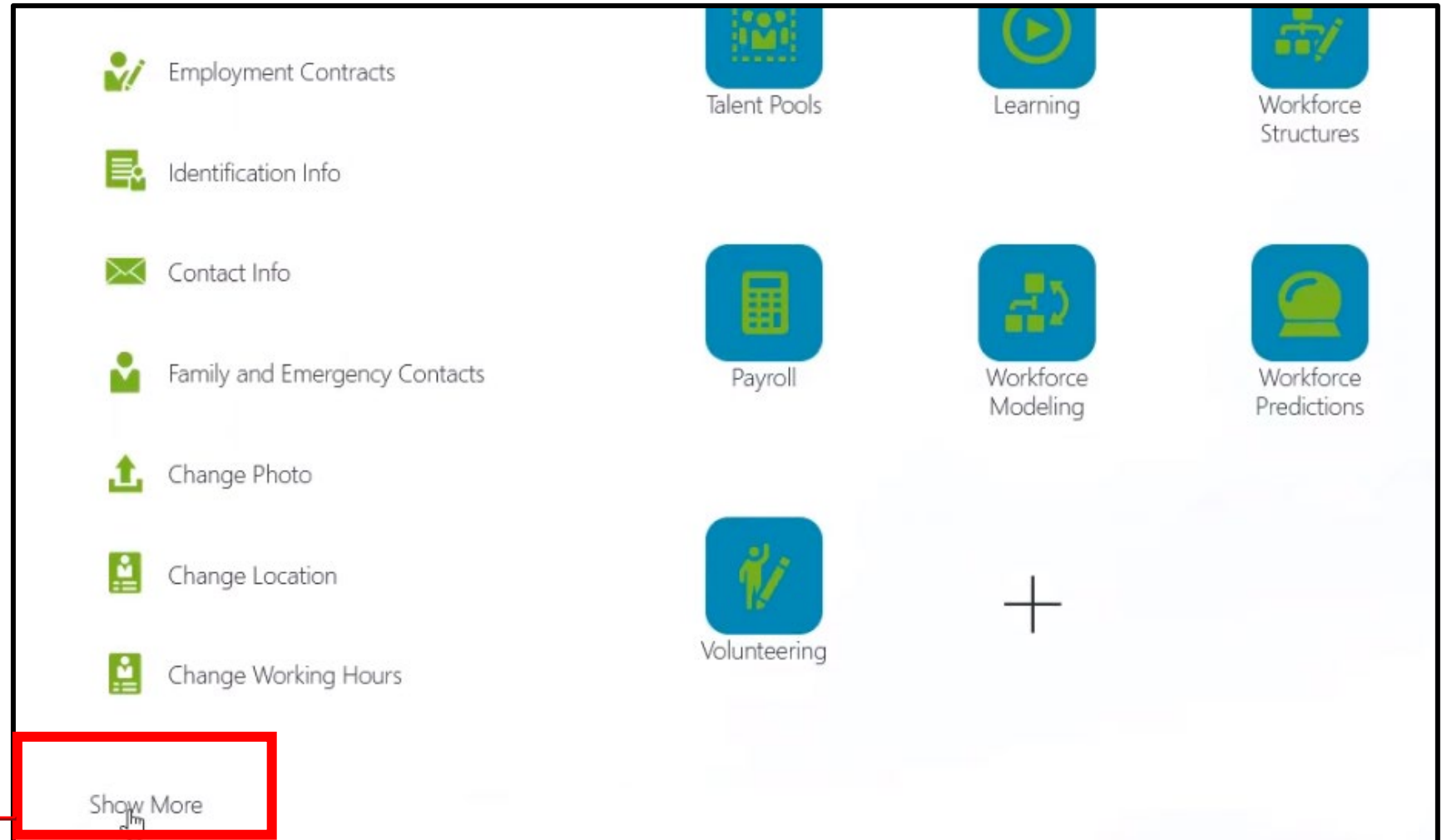
From the CV360 Home Page, select the My Client Groups tab



Manage Terminations (Including Retirement)

2

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



The screenshot displays a user interface with a list of options on the left and a grid of icons on the right. The 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 list.

Manage Terminations (Including Retirement)

3

View the Employment section

Employment



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

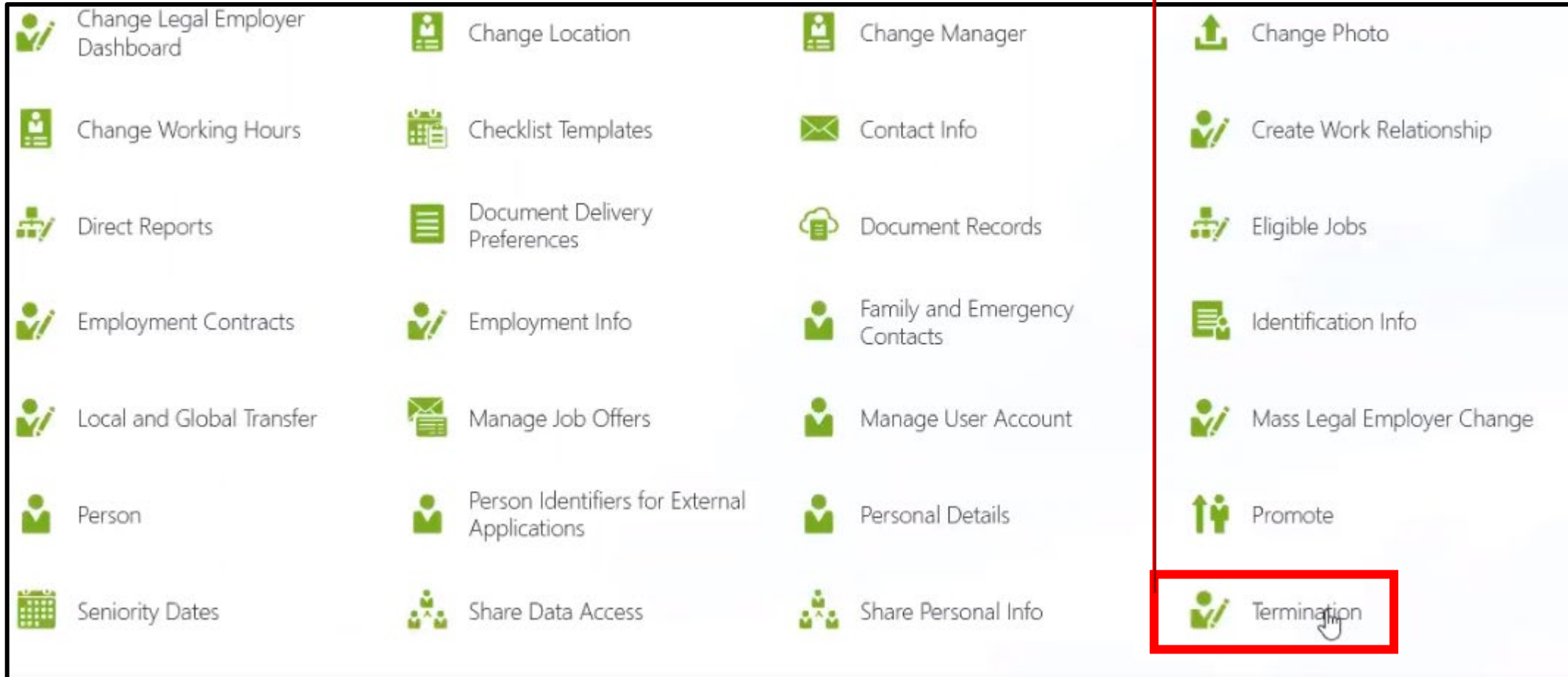






























Create Work Relationship

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



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

Manage Terminations (Including Retirement)

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)


TH
Test2 H2 Hire

Terminate Work Relationship

1 When and Why

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

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

 The employee can see their termination details when the termination type is set to Resignation, Involuntary Termination, or Retirement.

What's the way to terminate the employee?
Resignation

- Action
- Death
- Involuntary Termination
- Resignation
- Retirement
- Retirement with Pay

Cont

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)

1 When and Why


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

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

Enter a date on or after 8/23/21. terminate the employee?
Termination

Termination Type
Voluntary

Why are you terminating Test2 H2 Hire?
Termination

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

Continue

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)

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?

- Reason
- Created in error-Do not use
- DeKalb Termination Cleanup
- Did Not Start Work

The employee can see their termination details when the termination is completed.

11

Select the **Appropriate Reason**

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?
Family Reasons

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

[Continue](#)

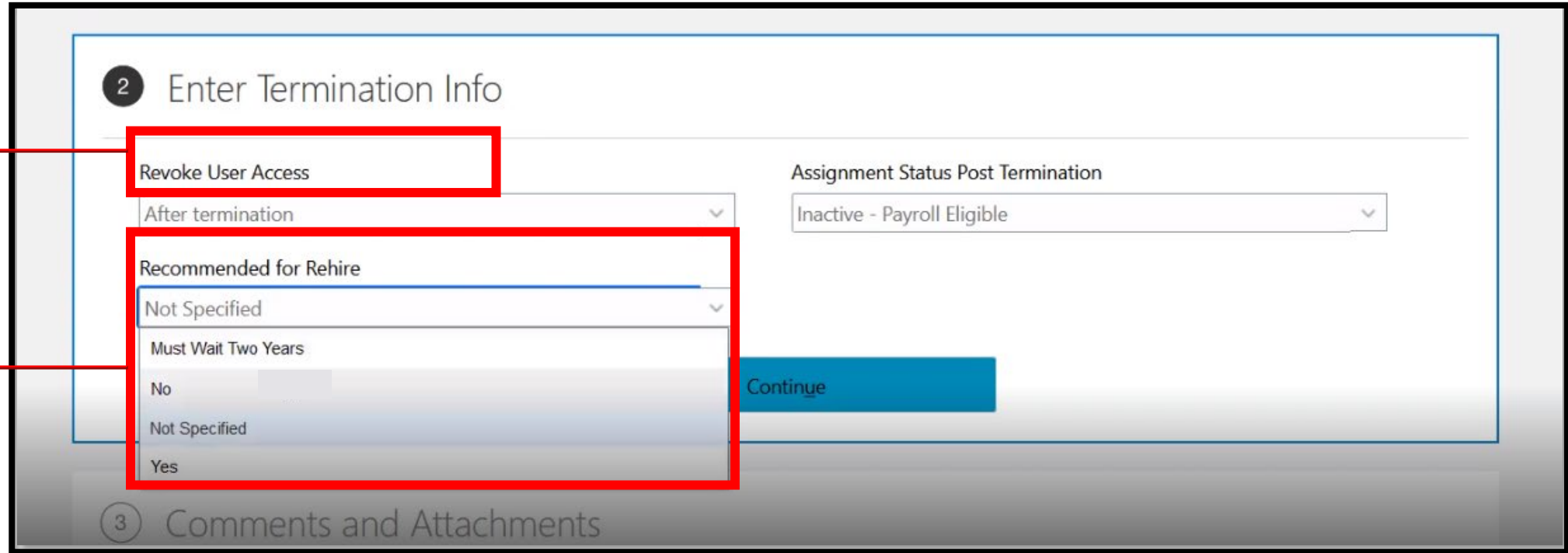
12

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

Assignment Status Post Termination

Inactive - Payroll Eligible

Recommended for Rehire

Not Specified

Must Wait Two Years

No

Not Specified

Yes

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

2 Enter Termination Info

Revoke User Access
After termination

Assignment Status Post Termination
Inactive - Payroll Eligible

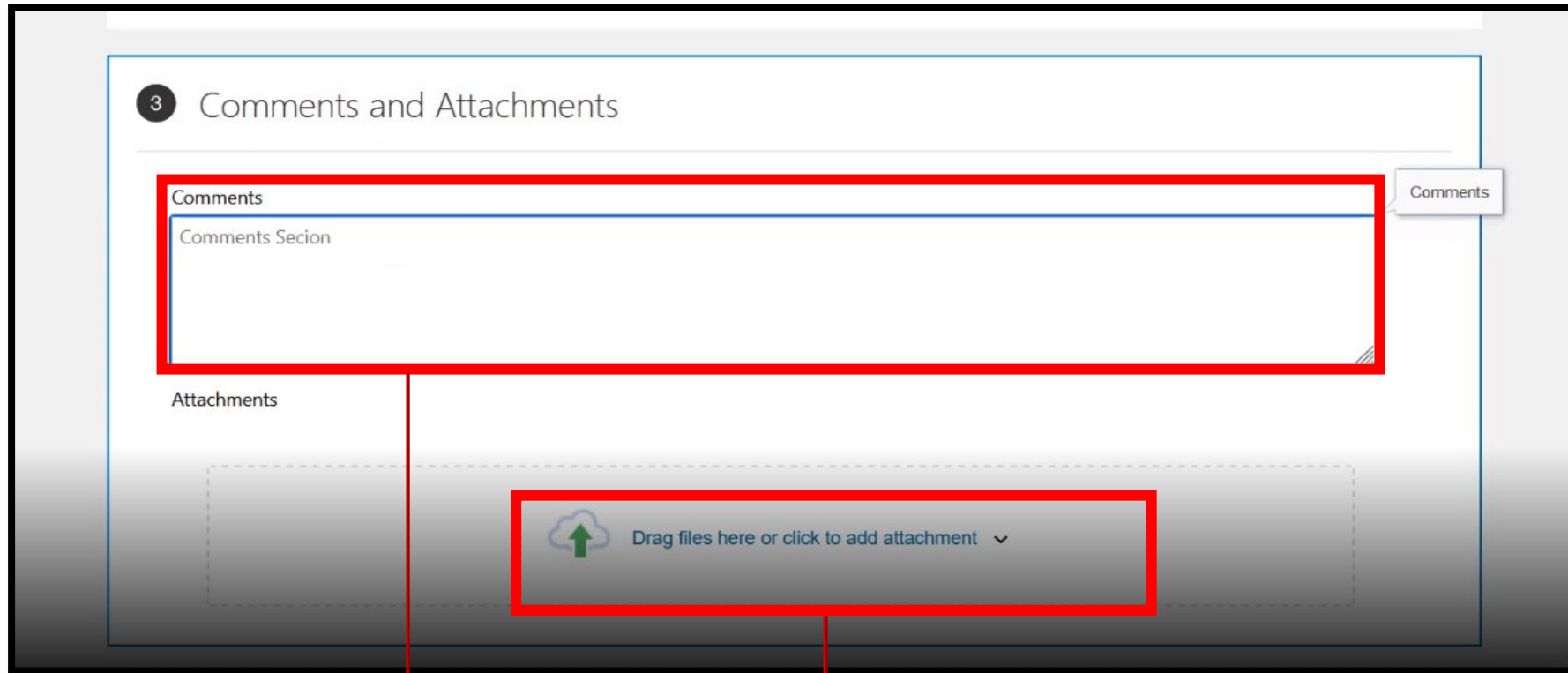
Recommended for Rehire
Yes

Continue



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

Manage Terminations (Including Retirement)



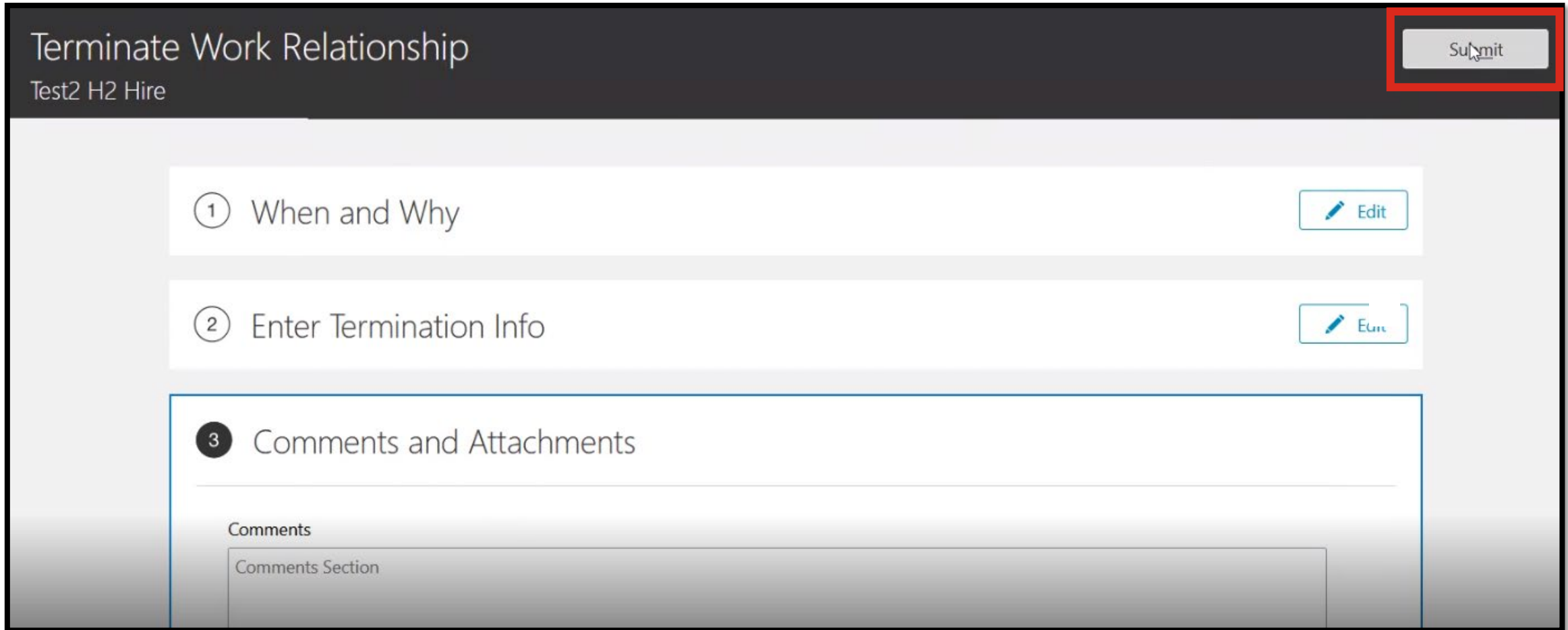
17

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



The screenshot shows a web interface for terminating a work relationship. The title is "Terminate Work Relationship" with the subtitle "Test2 H2 Hire". In the top right corner, a "Submit" button is highlighted with a red rectangular border. The main content area is divided into three sections:

- 1 When and Why**: Includes an "Edit" button with a pencil icon.
- 2 Enter Termination Info**: Includes an "Edit" button with a pencil icon.
- 3 Comments and Attachments**: Includes a "Comments" section with a "Comments Section" input field.