

Payroll Coordinator

**Manage Reverse
Terminations**



Lesson Objective(s):

Upon the completion of the Manage Reverse Terminations lesson, you will be able to:

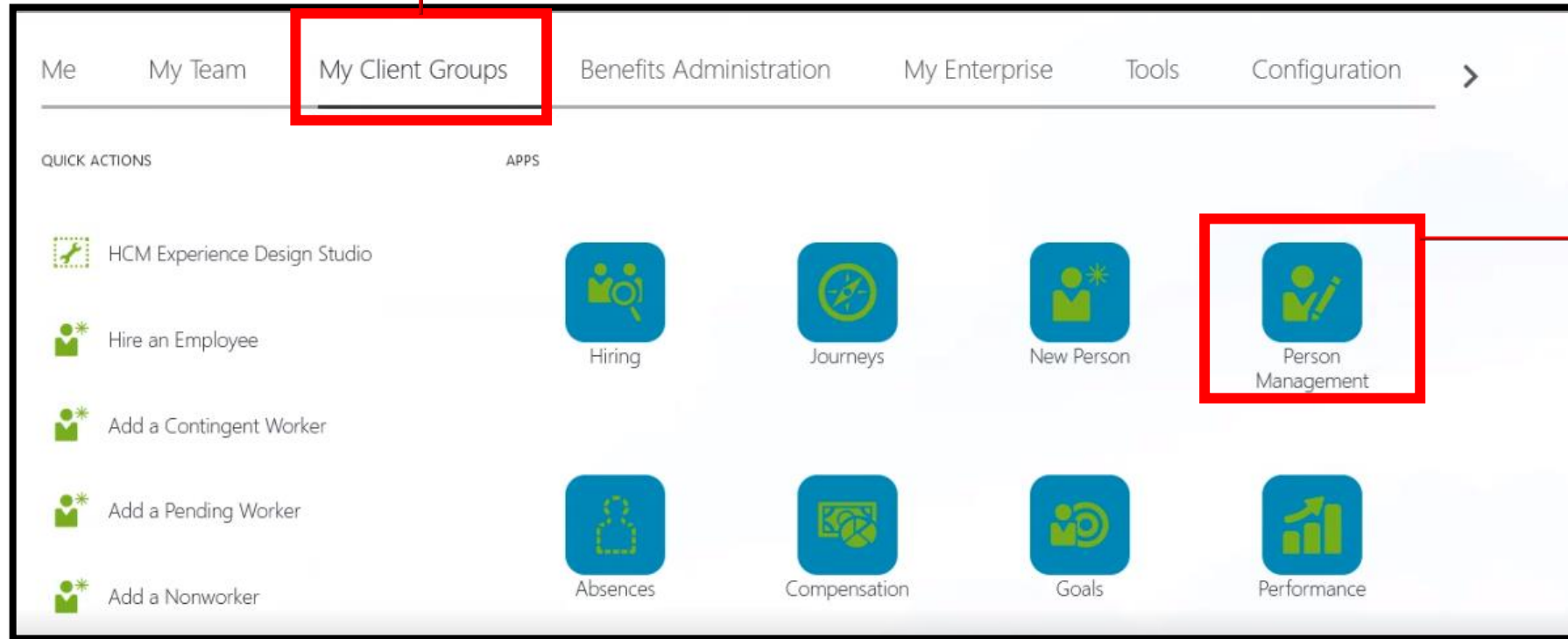
Objectives

- Reverse a terminated employee

Manage Reverse Terminations

1

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



2

Select the Person Management tile

Manage Reverse Terminations

3

In the **Search** fields, enter the information to search for the desired person

4

Select the **Search** button

Person Management: Search ?

Search

**** Name**

**** Person Number**

**** National ID**

**** Keywords**

Include terminated work relationships

***Effective As-of Date**

Advanced Saved Search All People

At least

Search

Search Results ?

Check the check box to **Include terminated work relationships**

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


Manage Reverse Terminations

Person Management: Search [?](#)

Search Advanced Saved Search All People

**** Name** **** Keywords**


**** Person Number** Include terminated work relationships

**** National ID** ***Effective As-of Date** 

* Required
** At least one is required

Search Reset Save...

Search Results [?](#)

Actions View Format 

Name	Person Number	National ID	Department	Location	User Person Type	Job	Position	Assignment Status
Hire, Test2	100115	321-09-8876	01525 - HUMAN RESOURCE...	PIC - DeKalb WorkSource	Employee	99005 - Office Assistant	00005 - Offic...	Inactive - Pay...

5

Select desired Terminated Employee



Terminated employees should always have an Assignment Status of Inactive

Manage Reverse Terminations

Person Management: Search ?

Search Advanced Saved Search All People

**** Name** **** Keywords**

**** Person Number** Include terminated work relationships


**** National ID** ***Effective As-of Date**

* Required
** At least one is required

Search Reset Save...

Search Results ?

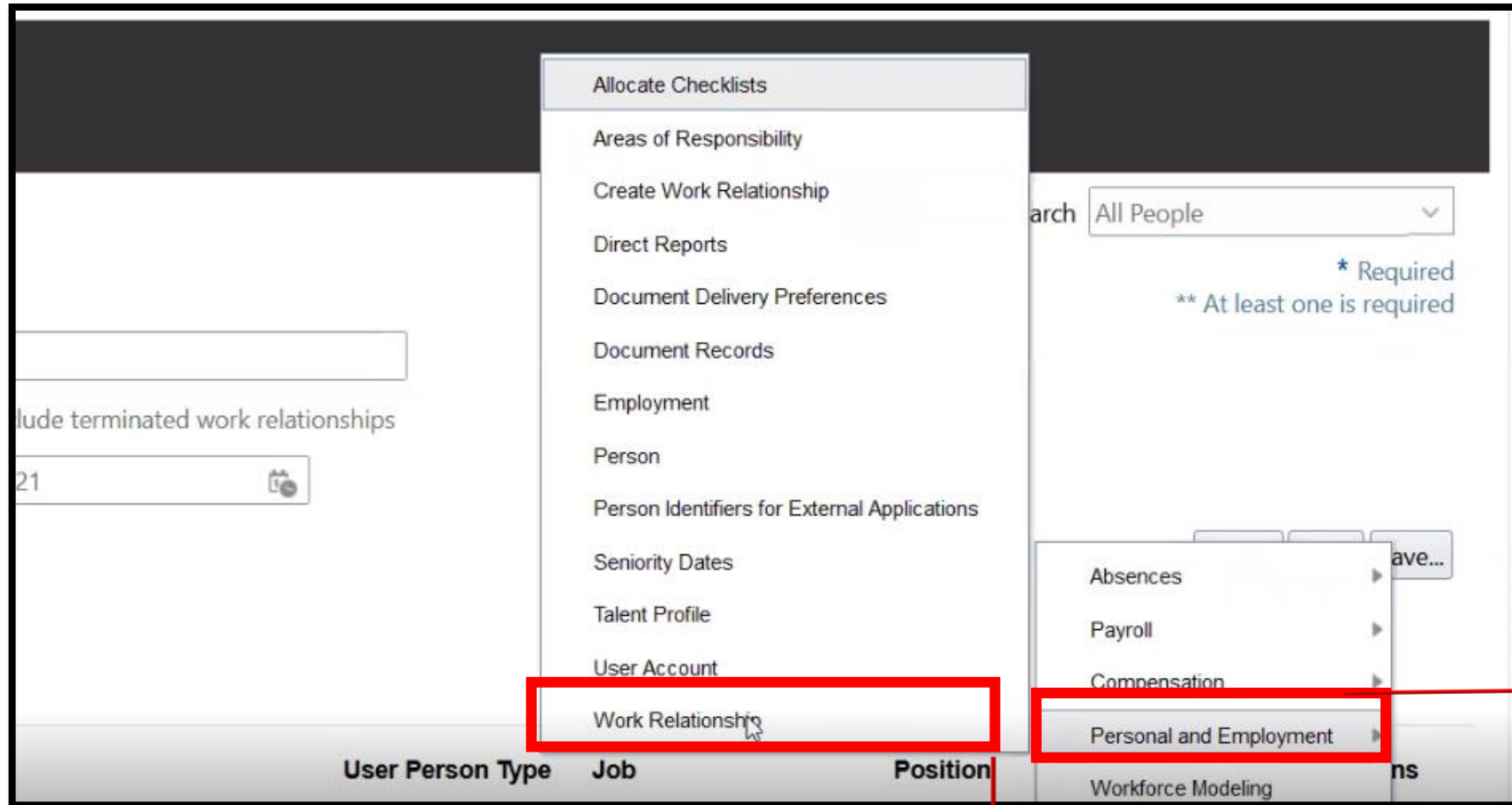
Actions ▾ View ▾ Format ▾

Person Number	National ID	Department	Location	User Person Type	Job	Position	Assignment Status	Actions
100115	321-09-8876	01525 - HUMAN RESOURCE...	PIC - DeKalb WorkSource	Employee	99005 - Office Assistant	00005 - Offic...	Inactive - Pay...	

6

Select the Actions button

Manage Reverse Terminations



The screenshot displays a software interface with a navigation menu on the left. The menu items are: Allocate Checklists, Areas of Responsibility, Create Work Relationship, Direct Reports, Document Delivery Preferences, Document Records, Employment, Person, Person Identifiers for External Applications, Seniority Dates, Talent Profile, User Account, Work Relationship, and Personal and Employment. The 'Work Relationship' and 'Personal and Employment' items are highlighted with red rectangular boxes. A search dropdown menu is visible on the right, showing 'All People' and a note: '* Required ** At least one is required'. Below the search dropdown, there are buttons for 'Absences', 'Payroll', 'Compensation', and 'Personal and Employment'. The bottom of the interface shows a table with columns for 'User Person Type', 'Job', and 'Position'.

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Select Personal and Employment

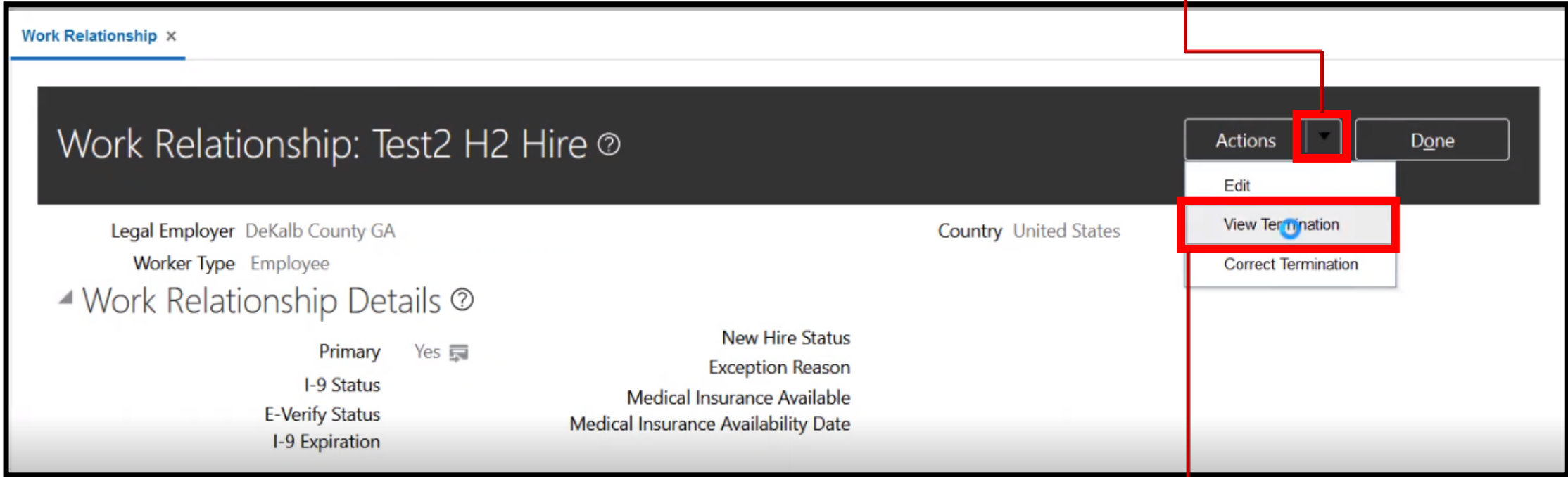
8

Select Work Relationship

Manage Reverse Terminations

9

Select the Actions drop-down list



The screenshot shows a web interface for managing work relationships. At the top, there is a breadcrumb 'Work Relationship x' and a title 'Work Relationship: Test2 H2 Hire ?'. Below the title, there are several fields: 'Legal Employer DeKalb County GA', 'Country United States', and 'Worker Type Employee'. A section titled 'Work Relationship Details ?' contains a list of attributes: 'Primary Yes', 'I-9 Status', 'E-Verify Status', 'I-9 Expiration', 'New Hire Status', 'Exception Reason', 'Medical Insurance Available', and 'Medical Insurance Availability Date'. On the right side, there is an 'Actions' dropdown menu with a 'Done' button. The dropdown menu is open, showing options: 'Edit', 'View Termination', and 'Correct Termination'. A red box highlights the 'View Termination' option, and a red line connects it to the number '10' in the next step.

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From the drop-down list, select **View Termination**

Manage Reverse Terminations

Work Relationship x

View Termination Details

Printable Page Correct **Reverse Termination** Undo term

Termination Details

Action Termination
Reason Family Reasons
Notification Date 8/27/21
Termination Date 8/27/21
Attachments None

User Access

Revoke User Access After termination

11

Select the Reverse Termination button

12

Select the Yes button to continue

Warning

The termination was reversed. Verify the validity of the data restored by the termination reversal.
(PER-1531299)

OK

13

Select the OK button to continue

Reverse a Terminated Worker

Person Management: Search ?

Search Advanced Saved Search All People

** Name

** Person Number

** National ID

** Keywords

Include terminated work relationships

*Effective As-of Date

* Required
** At least one is required

Search Reset Save...

Search Results ?

Actions View Format

Name	Person Number	National ID	Department	Location	User Person Type	Job	Position	Assignment Status
Hire, Test2	100115	321-09-8876	01525 - HUMAN RESOURCE...	PIC - DeKalb WorkSource	Employee	99005 - Office Assistant	00005 - Offic...	Active - Payr...

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View the employee's **Assignment Status** to validate the status is updated to **Active**

Manage Reverse Terminations Knowledge Check

Which action should be taken to begin the Reverse a Termination process?

A. Edit

B. View Termination

C. Update Termination

D. Adjust Termination



Manage Reverse Terminations Knowledge Check

Which action should be taken to begin the Reverse a Termination process?

A. *Edit*

B. *View Termination*

C. *Update Termination*

D. *Adjust Termination*



The correct answer is **B**. To begin the Reverse a Termination process, select **View Termination**

Course Exercise:

Identify a Participant in the audience to share their screen and complete the following exercise:

Assignment:

- Reverse a terminated Employee

Manage Assignment Status Knowledge Check

Which of the following options should be selected as the Assignment Status when suspending an Employee?

A. Active - No Payroll

B. Leave of Absence (Paid)

C. Suspend - No Payroll

D. Active - Payroll Eligible



Manage Assignment Status Knowledge Check

Which of the following options should be selected as the Assignment Status when suspending an Employee?

A. Active - No Payroll

B. Leave of Absence (Paid)

C. Suspend - No Payroll

D. Active - Payroll Eligible



The correct answer is C. Suspend - No Payroll should be selected as the Assignment Status when suspending and Employee

Manage Assignment Status Knowledge Check

Which Quick Action under Employment should a user select to Suspend an Employee?

A. Additional Assignment Info

B. Cancel Work Relationship

C. Add assignment

D. Change Assignment



Manage Assignment Status Knowledge Check

Which Quick Action under Employment should a user select to Suspend an Employee?

A. Additional Assignment Info

B. Cancel Work Relationship

C. Add assignment

D. Change Assignment



The correct answer is D. A user should select the Change Assignment quick action under Employment to Suspend an Employee

Course Exercise:

Identify a Participant in the audience to share their screen and complete the following exercise:

Assignment:

- Submit a Leave of Absence for an Employee