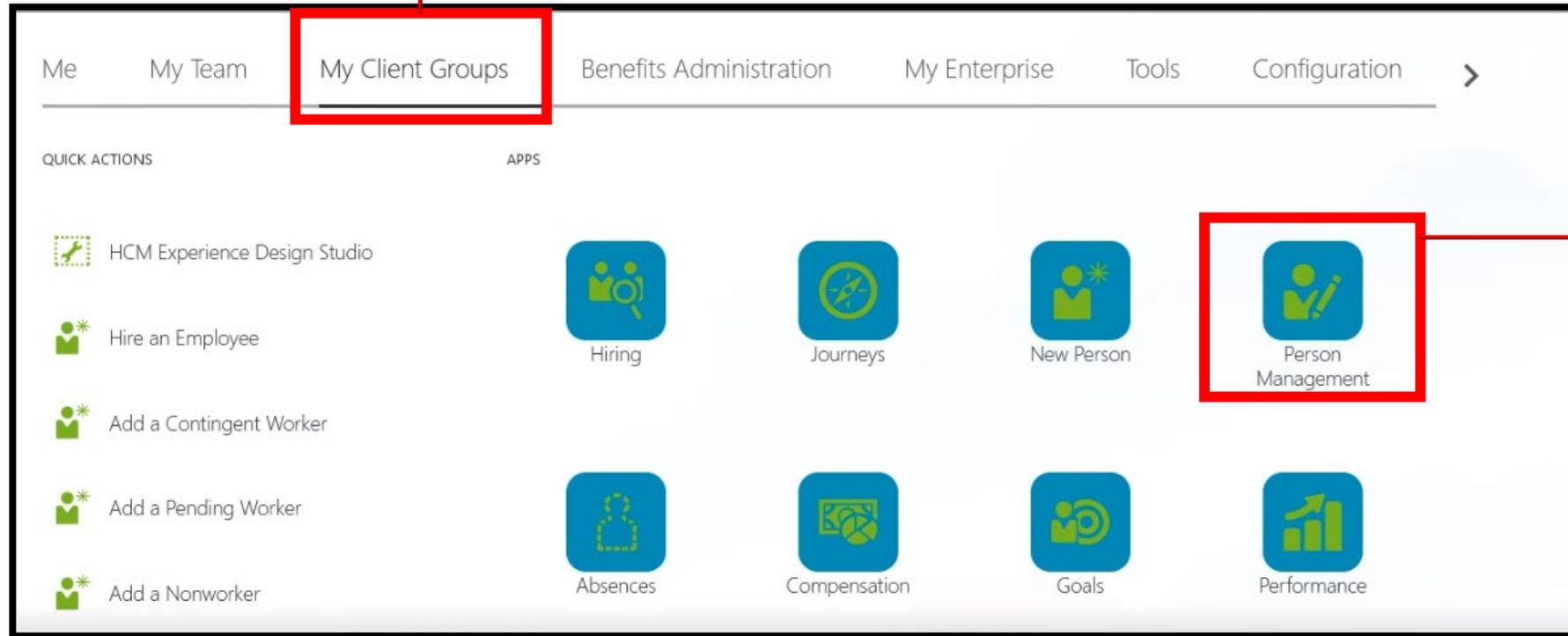# Manage Reverse Terminations

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   Advanced   Saved Search   All People

** At least

** Name   [ ]

** Person Number   [100115]

** National ID   [ ]

** Keywords   [ ]

☑ Include terminated work relationships

*Effective As-of Date   [8/28/21]

Search

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

◢ Search Results ⓘ

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

CloudVergent 360

Manage Reverse Terminations

Person Management: Search ⓘ

Search

Advanced | Saved Search | All People ▼

* Required
** At least one is required

** Name [   ]

** Keywords [   ]

** Person Number [100115   ]

☑ Include terminated work relationships

** National ID [   ]

*Effective As-of Date [8/28/21   ] 📅

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 ▾

* Required
** At least one is required

** Name

** Keywords

** Person Number | 100115

☑ Include terminated work relationships

** National ID

*Effective As-of Date | 8/28/21

Search | Reset | Save...
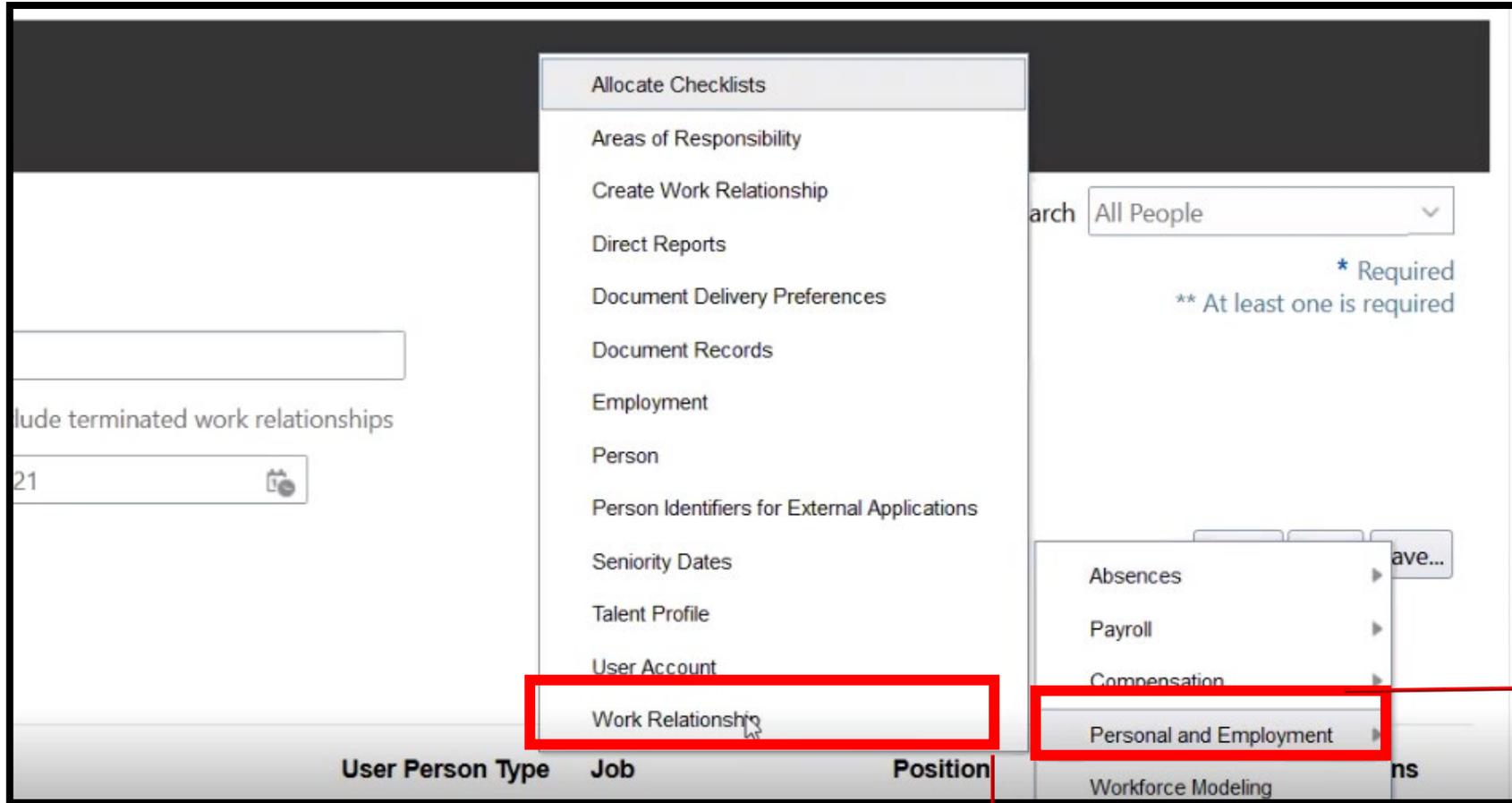
◢ Search Results ⊘

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

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

arch | All People

* Required
** At least one is required

lude terminated work relationships

21

Absences

Payroll

Compensation

Personal and Employment

Workforce Modeling

User Person Type | Job | Position | ns

7

Select **Personal and Employment**

8

Select **Work Relationship**

Manage Reverse Terminations

9 Select the **Actions** drop-down list
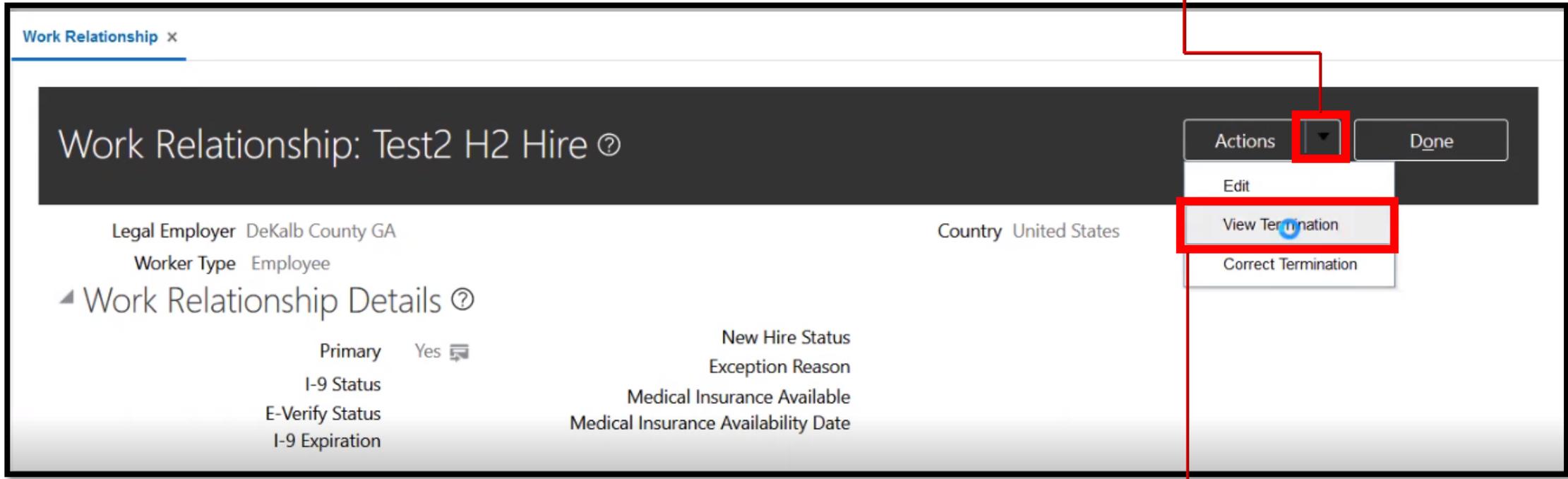
Work Relationship ✕

Work Relationship: Test2 H2 Hire ⓘ

Actions ▼   Done

Edit
View Termination
Correct Termination

Legal Employer DeKalb County GA
Worker Type Employee

Country United States

◢ Work Relationship Details ⓘ

Primary Yes ▤
I-9 Status
E-Verify Status
I-9 Expiration

New Hire Status
Exception Reason
Medical Insurance Available
Medical Insurance Availability Date

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

Manage Reverse Terminations

CloudVergent 360

Work Relationship ×

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

Warning ×

PER-1530579The termination will be reversed. Do you want to continue?

Yes | No

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 ⑦

◢ Search   Advanced | Saved Search | All People ▾

* Required
** At least one is required

** Name [   ]   ** Keywords [   ]

** Person Number [100115   ]   ☐ Include terminated work relationships

** National ID [   ]   * Effective As-of Date [8/27/21   📅]

                                         Search | Reset | Save...

◢ Search Results ⑦

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...

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