

Reverse a Terminated Worker

Lesson Objective:

Upon completion of the Reverse a Terminated Worker lesson, you will be able to:

Objective

- Reverse an employee's termination and restore work relationship to active status.



The terminated employee is identified using search criteria such as name, person number, or national ID. Terminated workers always appear with an inactive assignment status before the reversal is processed.

The termination is reversed from the employee's work relationship actions. A confirmation is required to proceed with reversing the termination and restoring the worker's status.

After reversal is completed, employee's assignment status must be verified to confirm it has been updated back to active. This ensures employee is fully reinstated in system.

Focus



- This lesson focuses on reversing a terminated worker in the system.
- It includes identifying a terminated employee using correct status. The focus is on restoring employee's active work relationship.
- The lesson highlights validation of employee's inactive assignment status. Only terminated employees with an inactive status can be processed. This ensures correct worker is selected for reversal.

Navigation

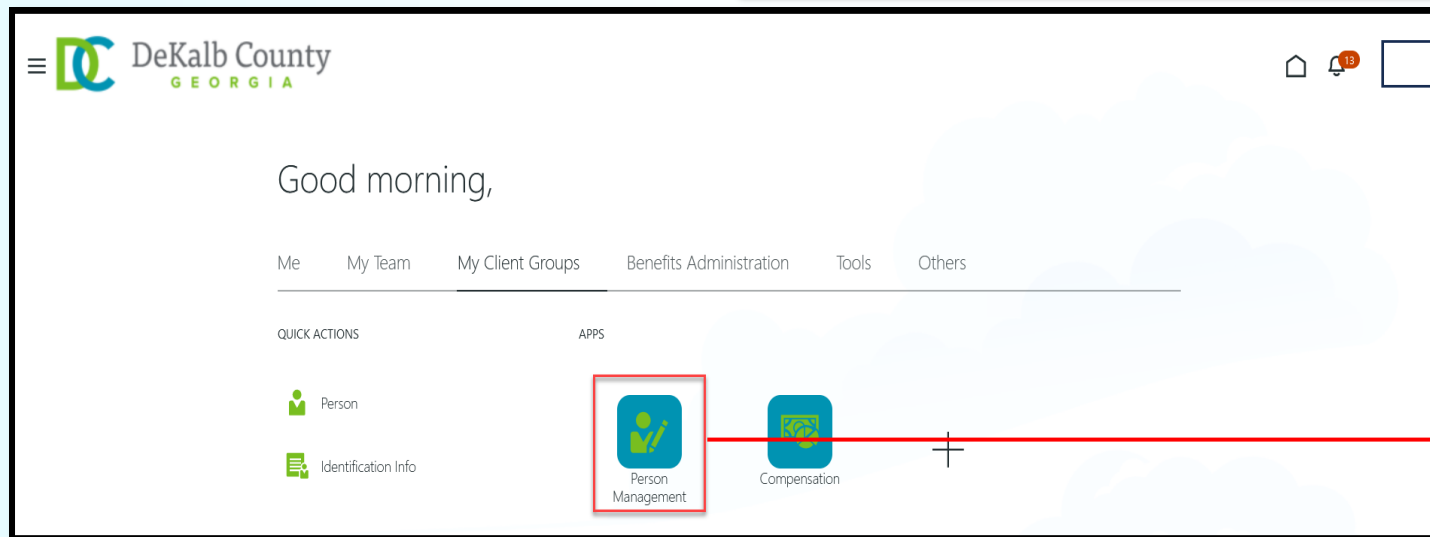
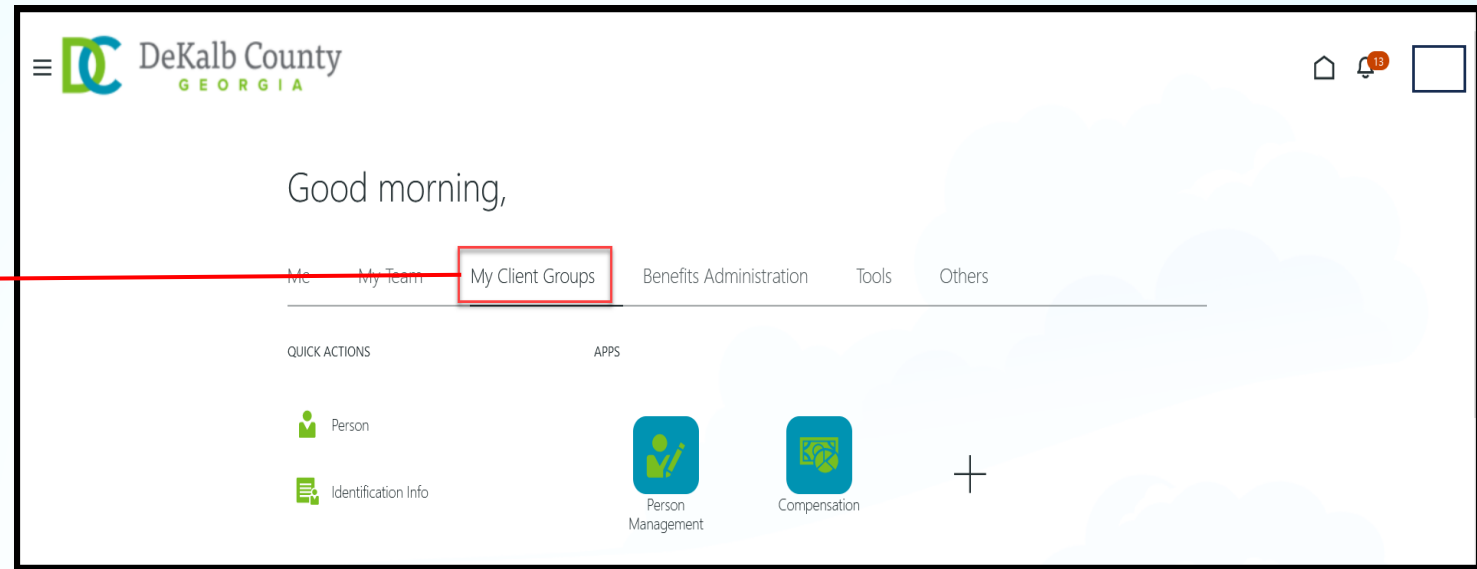


My Client Groups →
Person Management →
Search

Reverse a Terminated Worker

1

Select **My Client Groups** tab from CV360 homepage



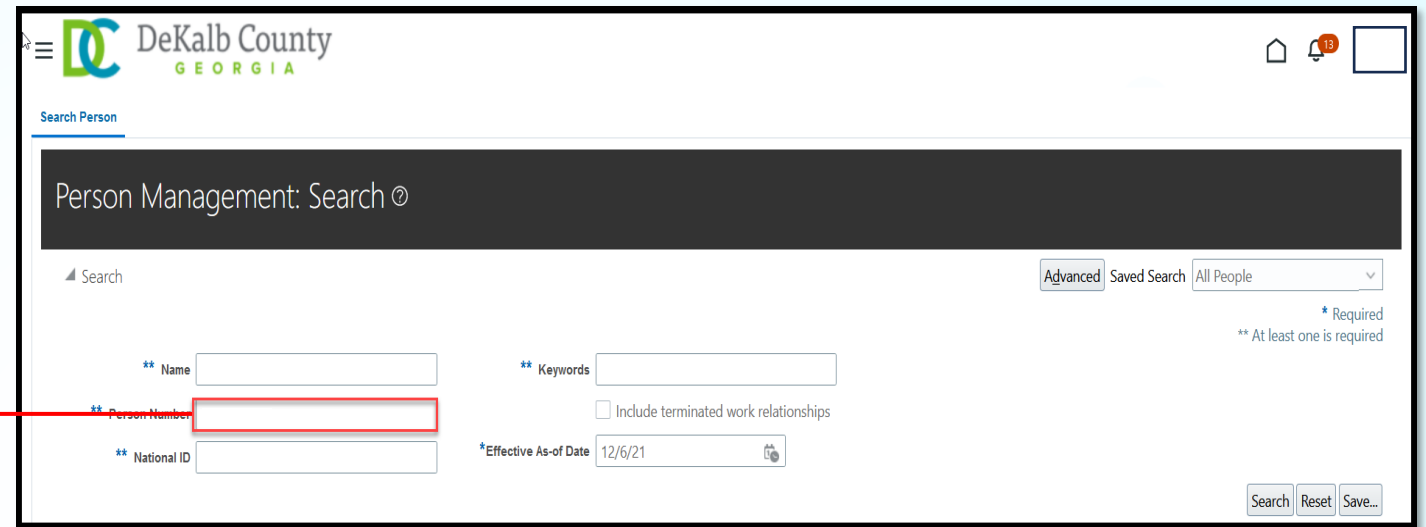
2

Select **Person Management** tile within Apps area

Reverse a Terminated Worker

From Person Management: Search page, key in **Name** or **Person Number** of Employee

3



DeKalb County
GEORGIA

Search Person

Person Management: Search ⓘ

Search

Advanced Saved Search All People

* Required
** At least one is required

** Name

** Keywords

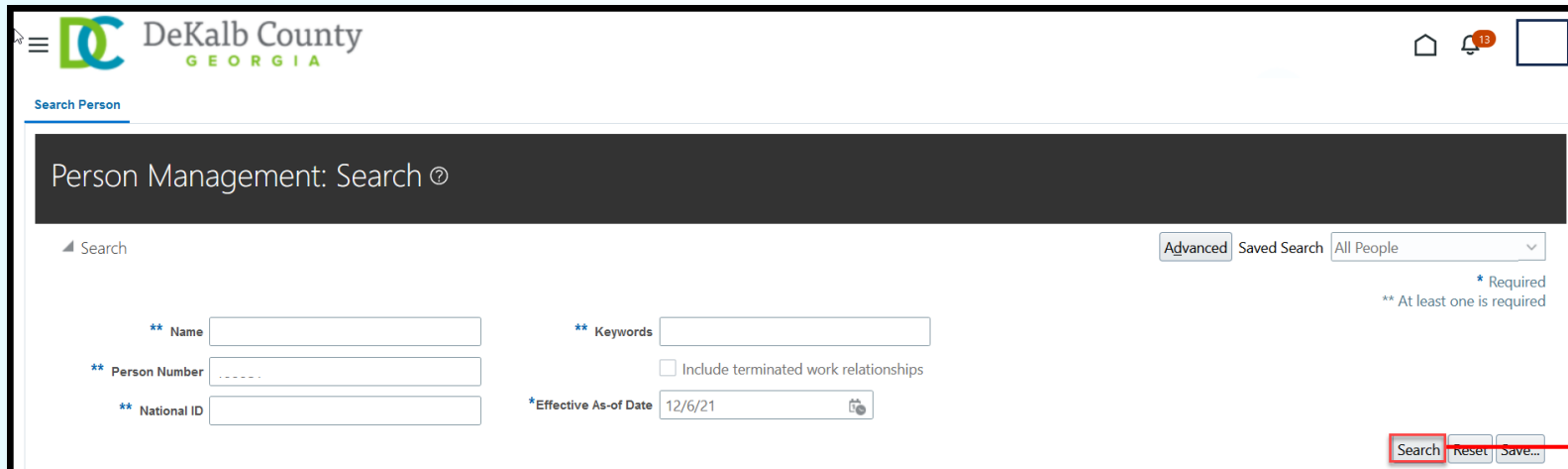
** Person Number

☐ Include terminated work relationships

** National ID

* Effective As-of Date 12/6/21

Search Reset Save...



DeKalb County
GEORGIA

Search Person

Person Management: Search ⓘ

Search

Advanced Saved Search All People

* Required
** At least one is required

** Name

** Keywords

** Person Number

☐ Include terminated work relationships

** National ID

* Effective As-of Date 12/6/21

Search Reset Save...

Employees may be searched by **Name**, **Person Number**, **National ID** or by **Keywords**

4

Select Search button

Troubleshooting



Ensure search criteria (Name, Person Number, or National ID) are entered correctly.
Inaccurate or incomplete input may result in no records being displayed.

Reverse a Terminated Worker

Person Management: Search ?

Search

Advanced Saved Search All People

* Required
** At least one is required

** Name

** Keywords

** Person Number

☒ Include terminated work relationships

** National ID

*Effective As-of Date

Search Reset Save...

Search Results ?

Actions View Format

Name	Person Number	National ID	Department	Location	User Person Type	Job	Position	Assignment Status
Hire, Test2		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**

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

8/28/21

* Required

** At least one is required

Search

Reset

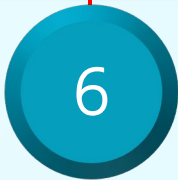
Save...

Search Results ?

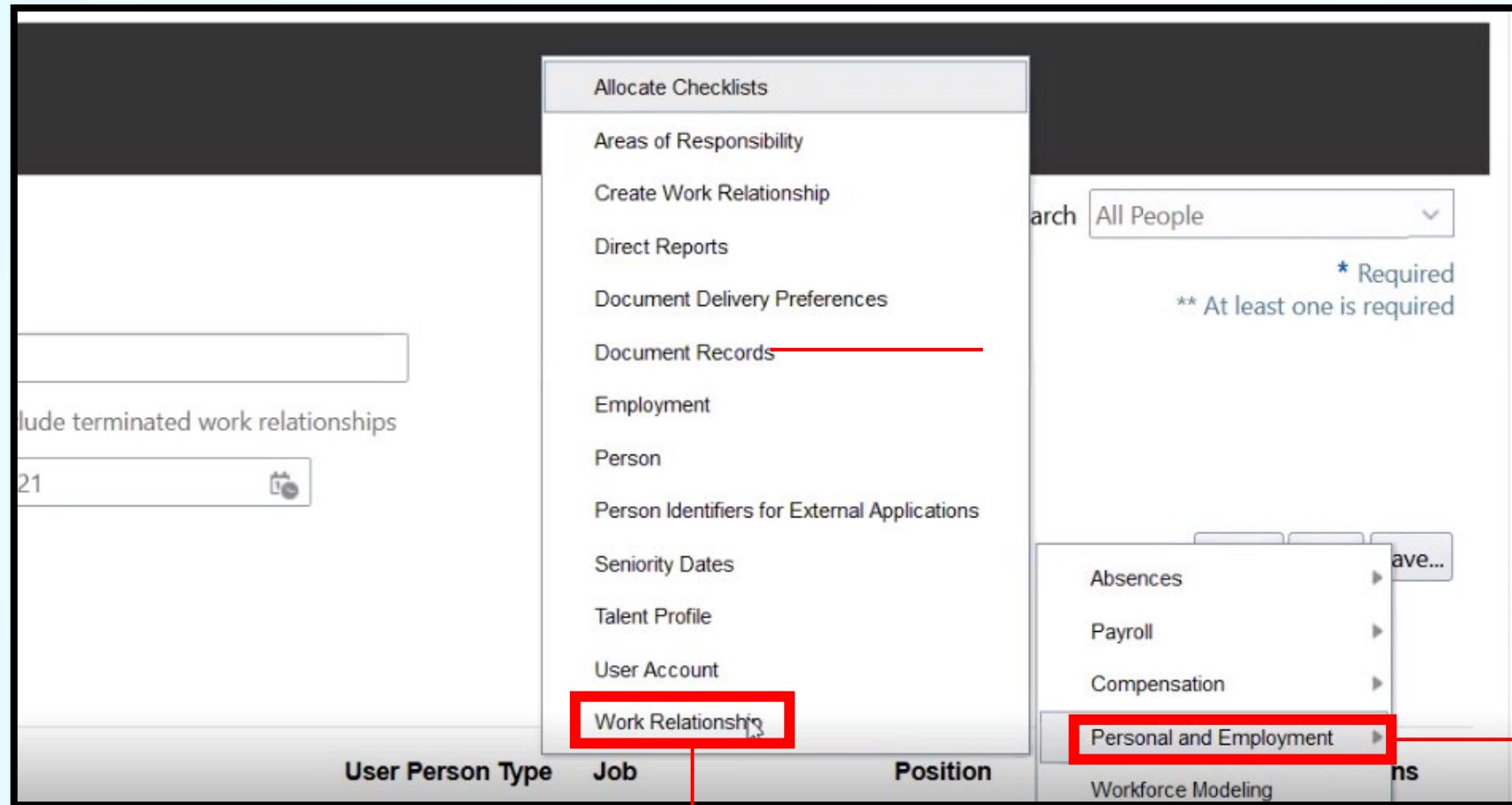
Actions View Format

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

Select Actions button



Reverse a Terminated Worker



7

Select Personal and Employment

8

Select Work Relationship

Reverse a Terminated Worker

Select Actions drop-down list

9

Work Relationship x

Work Relationship: Test2 H2 Hire ?

Legal Employer DeKalb County GA Country United States

Worker Type Employee

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

Actions  Done

- Edit
- View Termination
- Correct Termination

From drop-down list, select View Termination

10

Reverse a Terminated Worker

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 Reverse Termination button

12

Select Yes to continue

13

Select OK to continue

Warning

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

OK

Reverse a Terminated Worker



Person Management: Search ?

Search

Advanced Saved Search All People

** Name

** Person Number

100115

** National ID

** Keywords

☐ Include terminated work relationships

* Effective As-of Date

8/27/21

* 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...

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

Conclusion

- The learner can now search for a terminated employee using multiple identifiers. They understand how names, person numbers, and keywords support the search. This ensures correct employee is identified.
- The learner understands that only employees with an inactive assignment status are eligible. They can verify the terminated status before proceeding. This ensures compliance with reversal requirement.
- The learner can now view employee's termination details. They understand how to access termination information from the system. This confirms termination record before reversal.
- The learner can now perform reverse termination action. They understand how to confirm action using system prompts. This ensures reversal is processed successfully.
- The learner understands how to complete the confirmation steps. They know how to continue through system validation messages. This ensures reversal action is finalized.