

DeKalb Pre-Termination Journey

Lesson Objective:

Upon completion of the Pre-Termination Journey lesson, you will be able to:

Objective

- Guide Department Administrators and Payroll Coordinators through Pre-Termination Journey

Background



CV360 houses both ERP (financials, purchasing, requisitions, expenses, approvals) and HCM (recruiting, HR, benefits, payroll) in a single integrated platform. Because these two sides share employee data, actions taken in HCM directly affect access and functionality in ERP.

When an employee is terminated in the HCM portion of CV360, that action immediately ends the employee's access and profile visibility in the ERP system. As a result, certain tasks that depend on ERP access must be completed before processing a termination in HCM.

These dependencies are the foundation of the Pre-Termination Journey, which ensures all ERP-related responsibilities, approvals, and financial tasks are finished before the termination is finalized in HCM.

Before an employee's termination can be completed, the Department Administrator or Payroll Coordinator must complete all assigned Journey tasks.

Navigation

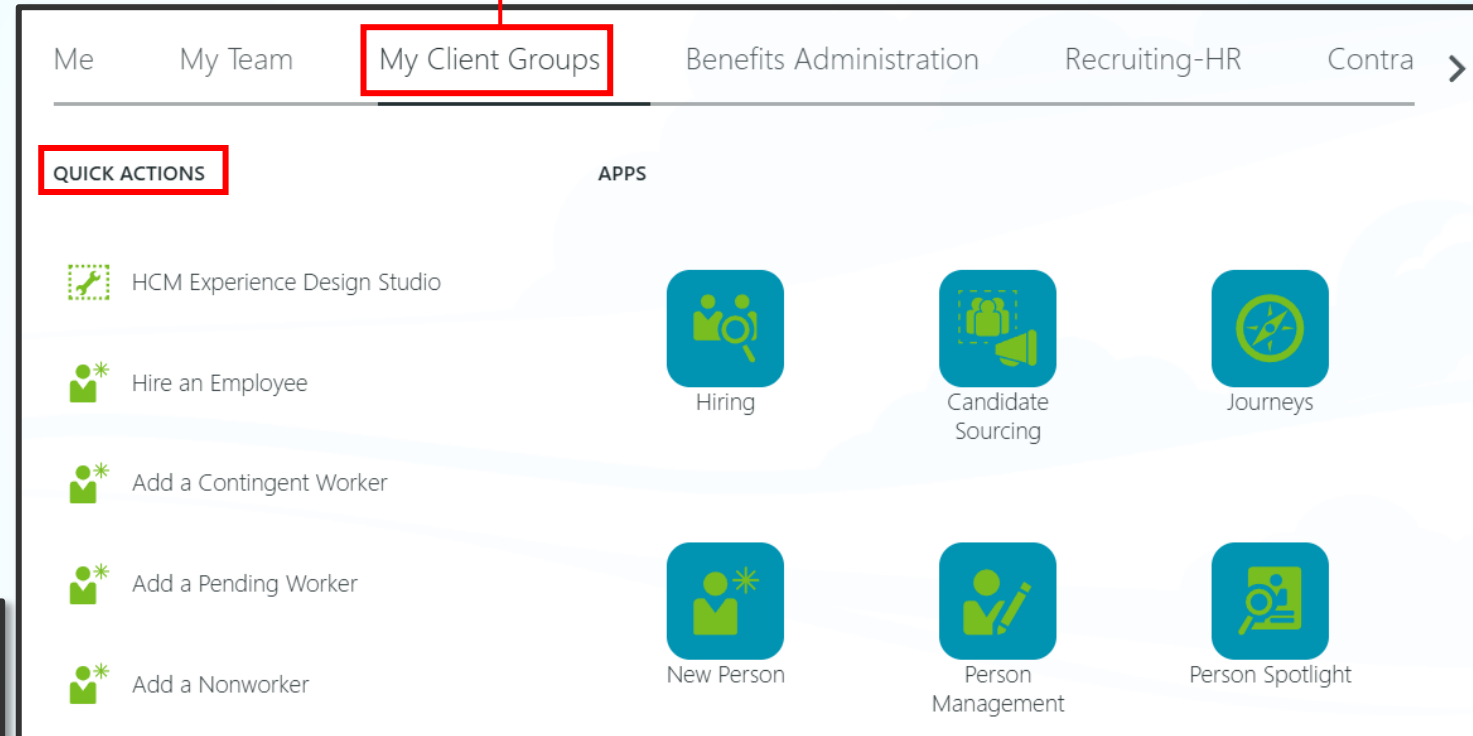


My Client Groups →
Quick Actions →
Show More →
Employment →
Terminate Employee

Pre-Termination Journey

1

Select the My Client Groups tab



-  Contact Info
-  Dependent and Beneficiary Contacts
-  Change Photo

Show More

2

From the Quick Actions section, select the Show More link from the drop-down list

Pre-Termination Journey

3

Navigate to Employment section

Employment



Add Assignment



Additional Assignment Info



Allocate Checklists



Change Location



Change Manager



Person Spotlight



Promote



Terminate Employment



Transfer

4

Select Terminate Employment

Pre-Termination Journey



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In the Search field, key in the employee's name, person number, or assignment number.

< Terminate Employment

Q Search by name, person number, or assignment number

Business TitleAssignment StatusEffective As-of DateInclude Terminated Work RelationshipsWorker TypeFilters

Sort By Relevance

Name	Business Title	Person Number	Assignment Number	Assignment Status	Worker Type	Work Email	Work Phone
evonya jones Augustin	9004 - Polling Place Clerk *			Active - Payroll Eligible	Employee		
SUMATI Hodge King	9012 - Election Worker *			Active - Payroll Eligible	Employee		



The Coordinator can select the employees directly from the **Terminate Employment** page instead of using the search



Apply filters under search bar to ease the search to find an employee

Pre-Termination Journey

< Terminate Employment

Q 052465 — Lakethia Mccray

Lakethia Mccray

6

Select the **Employee** from the search result

Pre-Termination Journey

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Select
Start This Journey

< DeKalb Pre-Termination Journey

Start This Journey

Tasks in this journey

	Reassign Expense Approvers	Required	▼
	Reassign Open Requisitions	Required	▼
	Pending Invoice Approval	Required	▼
	Update the approver in hierarchy workflows	Required	▼
	Reassign Projects or Grants tasks	Required	▼
	Update Employee Home Address	Required	▼
	Exit Interview	Required	▼
	Terminate Employee	Required	▼

Pre-Termination Journey



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Select each task to view its details

<

DeKalb Pre-Termination Journey

Ruben S Hurtarte

Actions

Tasks I need to do

Tasks completed 0 of 7

Reassign Expense Approvers

Due in 7 days

Required

...

Reassign Open Requisitions

Due in 7 days

Required

...

Update the approver in hierarchy workflows

Due in 7 days

Required

...

Reassign Projects or Grants tasks

Due in 7 days

Required

...

Update Employee Home Address

Due in 7 days

Required

...

Exit Interview

Due in 7 days

Required

...

Terminate Employee

Due in 7 days

Required

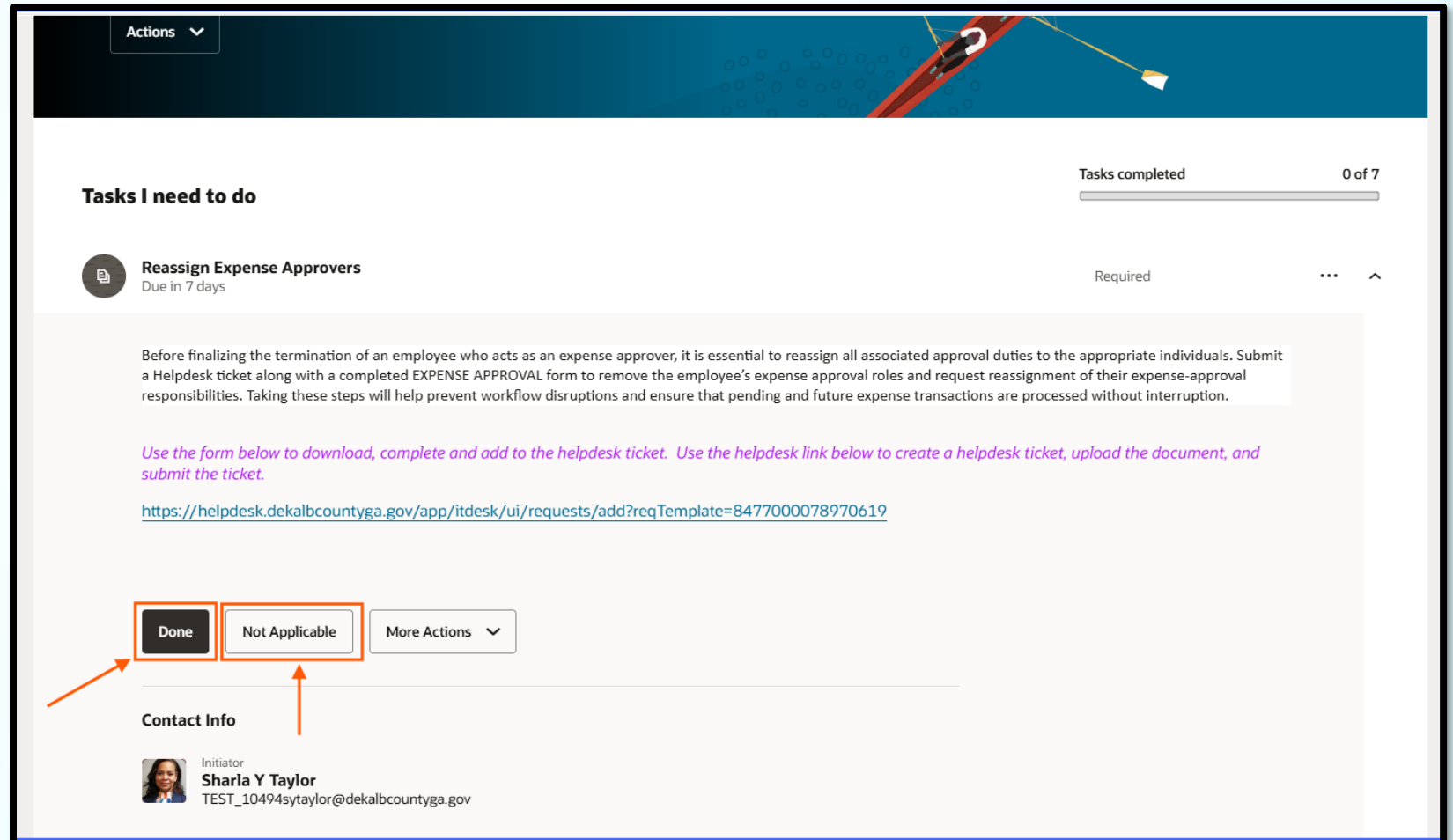
...

Pre-Termination Journey

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Complete required actions outlined in each task. Once all steps are completed, mark specific task as **Done**.

If a task does not apply to employee, mark as **Not Applicable**.



The screenshot displays a task interface within the CloudVergent 360 system. At the top, there is a dark blue header with an 'Actions' dropdown menu. Below this, a progress bar indicates 'Tasks completed 0 of 7'. The main task is titled 'Reassign Expense Approvers' with a subtext 'Due in 7 days' and a 'Required' status. A detailed instruction block explains the need to reassign approval duties before finalizing an employee's termination. Below the instruction, a purple text prompt guides the user to use a form and a helpdesk link. The link provided is <https://helpdesk.dekalbcountyga.gov/app/itdesk/ui/requests/add?reqTemplate=8477000078970619>. At the bottom of the task card, there are three buttons: 'Done', 'Not Applicable', and 'More Actions'. Two orange arrows point to these buttons, one to 'Done' and one to 'Not Applicable'. Below the task card, the 'Contact Info' section identifies the initiator as Sharla Y Taylor with the email TEST_10494syaylor@dekalbcountyga.gov.

Pre-Termination Journey

At bottom of Journeys page, review details of employee whose termination is being initiated.

**Update Employee Home Address**
Due in 7 days

Required

... ▼

**Exit Interview**
Due in 7 days

Required

... ▼

**Terminate Employee**
Due in 7 days

Required

... ▼

Tasks others need to do

**Pending Invoice Approval**
Due in 7 days

Assigned To
Gregory A Padrick

Required

... ▼

Work info

Business Title
46050 - Police Officer, Master

Assignment Number
E054629

Business Unit
DeKalb County

Department
04679 - POLICE SERVICES - INTELLIGENCE-
SPECIAL INVESTIGATIONS

Legal Employer
DeKalb County GA

Job
46050 - Police Officer, Master

Start Date
11/7/16

Need help? Contact us.



Line manager
Michael B Campbell
TEST_10264mbcampbell@dekalbcountyga.gov



Talent Approver
William L Wallace
TEST_10753wlwallace@dekalbcountyga.gov



Talent Manager
Phillip E Williams
TEST_3258pewilliams@dekalbcountyga.gov



Department Admin
Shelia R Grayson





Pre-Termination Journey

After all tasks have been completed, proceed with the **Terminate Employee** task

Tasks I need to do

✓ Reassign Expense Approvers
Completed on 9/1/26

✓ Reassign Open Requisitions
Completed on 9/1/26

✓ Update the approver in hierarchy workflows
Completed on 9/1/26

✓ Reassign Projects or Grants tasks
Completed on 9/1/26

✓ Update Employee Home Address
Completed on 9/1/26

✓ Exit Interview
Completed on 9/1/26

 **Terminate Employee**
Due in 7 days

Tasks completed 6 of 7

Required

...

▼

Required

...

▼

Required

...

▼

Required

...

▼

Required

...

▼

Required

...

▼

Required

...

▼

Tasks others need to do

✓ Pending Invoice Approval
Completed on 9/1/26

Tasks completed 1 of 1

Required

...

▼

Completed By
Sharla Y Taylor



Pre-Termination Journey



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Select Go to application task

✓

Update Employee Home Address

Completed on 9/1/26

Required

⋮

▼

✓

Exit Interview

Completed on 9/1/26

Required

⋮

▼

📅

Terminate Employee

Due in 7 days

Required

⋮

▲

Employee should be Terminated, once the all assigned Journey Task is completed.

Please click on below **Go to application task** to terminate the employee.

Go to application task

Done

Not Applicable

More Actions ▼

Contact Info

Initiator

Sharla Y Taylor

TEST_10494syttaylor@dekalbcountyga.gov

Tasks others need to do

Tasks completed

1 of 1

✓

Pending Invoice Approval

Completed By

Required

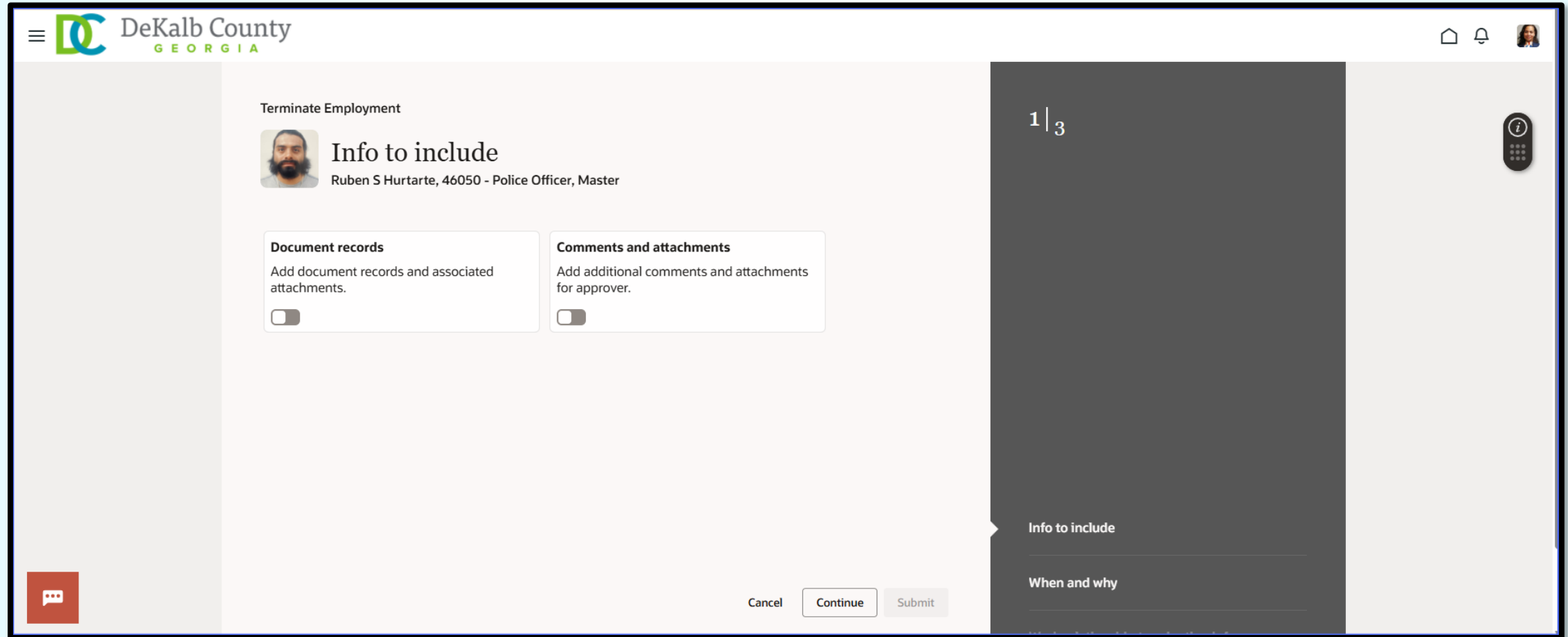
⋮

▼

Pre-Termination Journey

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Complete standard termination process for employee



DeKalb County
GEORGIA

Terminate Employment

 **Info to include**
Ruben S Hurtarte, 46050 - Police Officer, Master

Document records
Add document records and associated attachments.
☐

Comments and attachments
Add additional comments and attachments for approver.
☐

Cancel Continue Submit

1 | 3

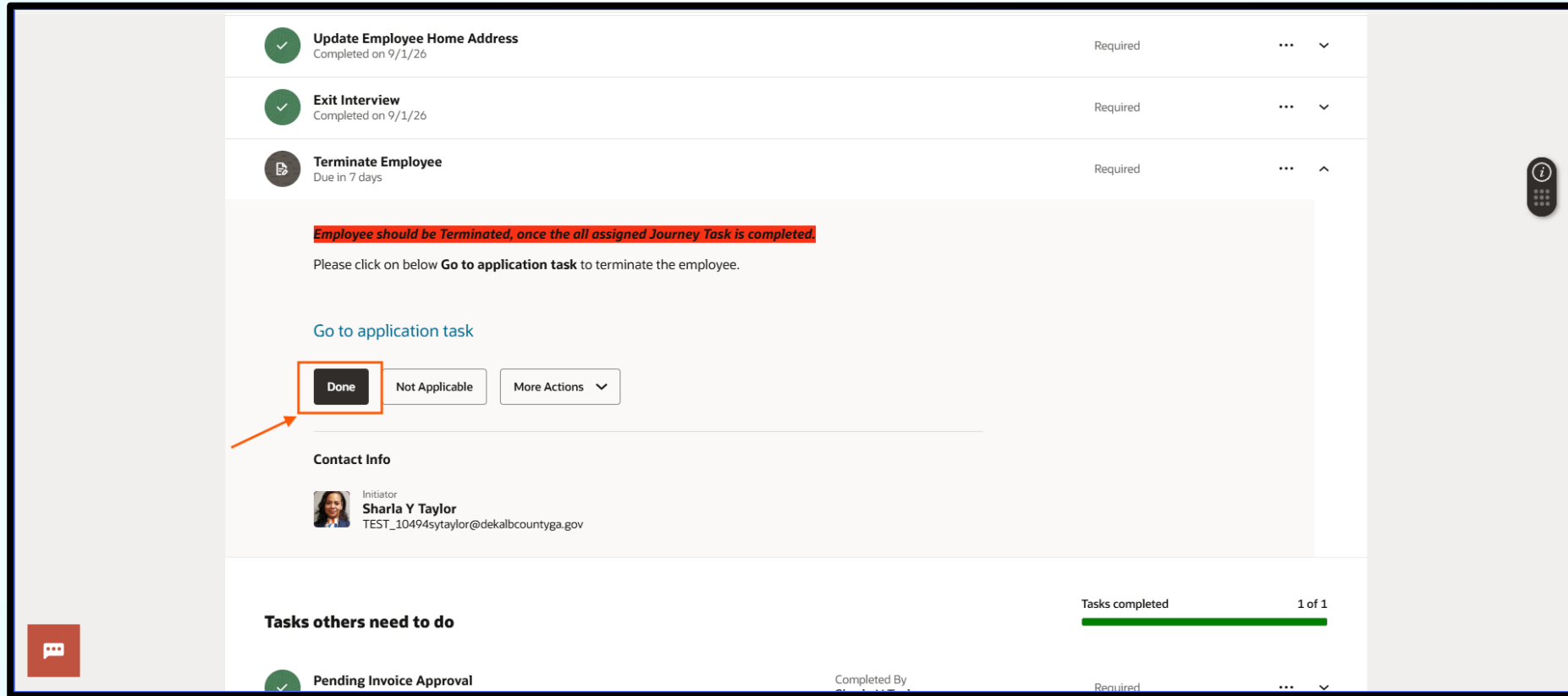
Info to include

When and why

Pre-Termination Journey

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Return to the Pre-Termination Journey and mark the task as Done



The screenshot displays the 'Pre-Termination Journey' interface. At the top, there are three tasks: 'Update Employee Home Address' (Completed on 9/1/26), 'Exit Interview' (Completed on 9/1/26), and 'Terminate Employee' (Due in 7 days). The 'Terminate Employee' task is highlighted with a red box. Below the tasks, a red banner states: 'Employee should be Terminated, once the all assigned Journey Task is completed.' Below this, a message says: 'Please click on below Go to application task to terminate the employee.' A blue link 'Go to application task' is present. Below the link, there are three buttons: 'Done' (highlighted with a red box and an orange arrow), 'Not Applicable', and 'More Actions' with a dropdown arrow. Below the buttons, the 'Contact Info' section shows the Initiator 'Sharla Y Taylor' with the email 'TEST_10494syaylor@dekalbcountyga.gov'. At the bottom, there is a 'Tasks others need to do' section with a progress bar showing 'Tasks completed 1 of 1' and a 'Pending Invoice Approval' task.

After termination has been submitted in Core HR, the **Terminate Employee** task stays open until marked as **Done**.

Conclusion



- This lesson guided you through how to complete an employee's Pre-Termination Journey in CV360.
- This guidance ensures all ERP-related responsibilities, approvals, and financial tasks are finished before the termination is finalized in HCM.