



SEPERATION REPORT

The separation report is a report that is sent every Monday from Human Resources. This report contains a list of employees who are no longer employed by the State of Virginia. Their profiles must be deactivated in the COVLC. The following are steps to deactivate these profiles in the COVLC.

1. Sign into COVLC
2. Move cursor over Manage tab and select People.
3. Enter the name of employee into Search bar and press enter.
4. Verify information in employee's account.
5. In the Action bar select Edit Activity and press GO.
6. Change employee's Activity from active to inactive.
7. Save changes.