Payroll Coordinator

Request iExpense Manager Change in CV360

Payroll Coordinators

Change of iExpense Manager in CV360

Make sure to use either Chrome or Firefox as your browser

CloudVergent 360

Change iExpense Manager

1 Select **Show More** from the **My Client Groups** Tab
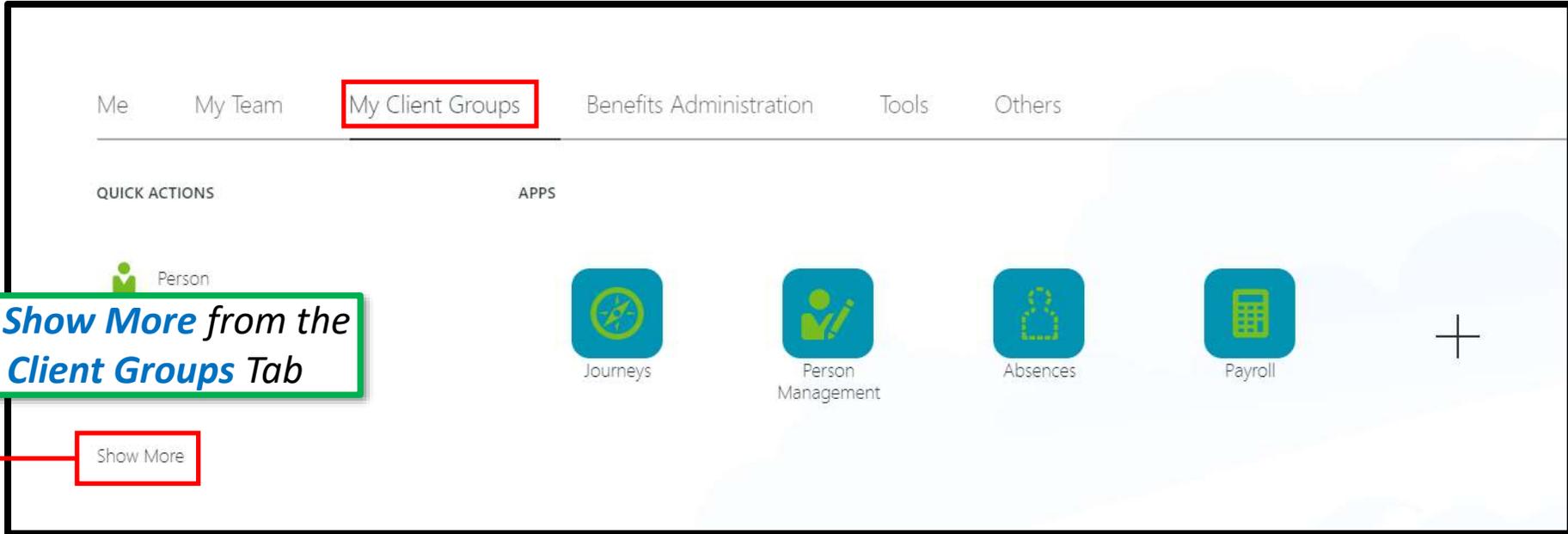
Me   My Team   My Client Groups   Benefits Administration   Tools   Others

QUICK ACTIONS

APPS

Person

Journeys   Person Management   Absences   Payroll

Show More

2 Select the **Change Assignment** quick action
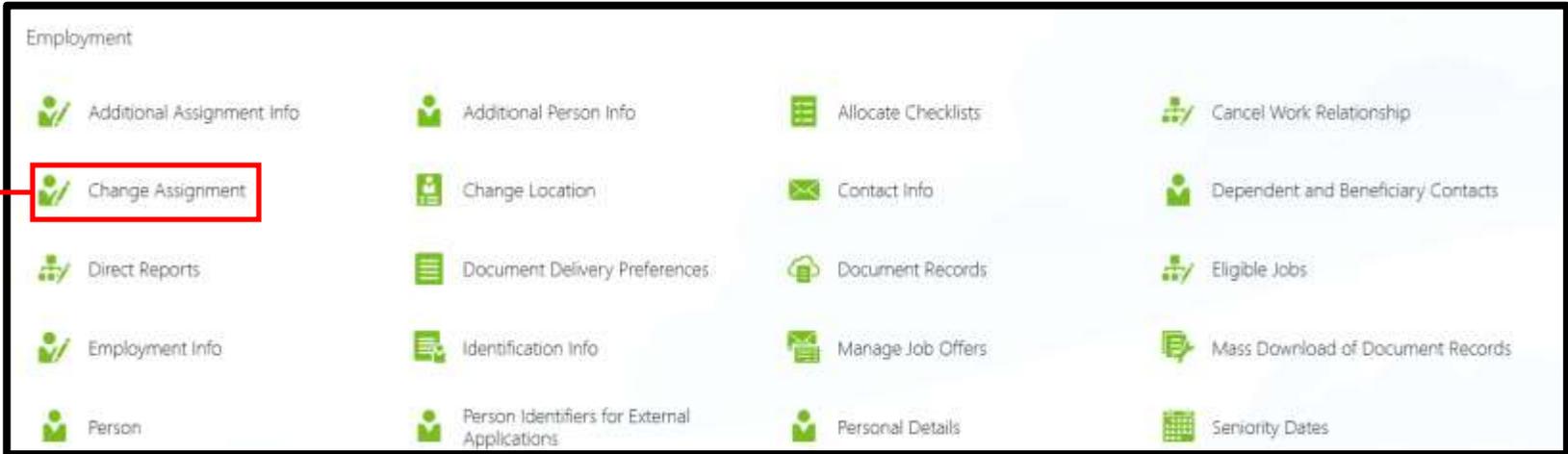
Employment

Additional Assignment Info	Additional Person Info	Allocate Checklists	Cancel Work Relationship
Change Assignment	Change Location	Contact Info	Dependent and Beneficiary Contacts
Direct Reports	Document Delivery Preferences	Document Records	Eligible Jobs
Employment Info	Identification Info	Manage Job Offers	Mass Download of Document Records
Person	Person Identifiers for External Applications	Personal Details	Seniority Dates

Change iExpense Manager

3 Enter the Employee's Name in the search field

< Change Assignment

Search for a Person ⌄

4 Select *Change of iExpense Manager* from the "Why are you changing this assignment?" drop-down list. Then select **Continue.**

① When and Why

*When does the assignment change start?
8/2/23 📅

*Why are you changing the assignment?
Change of iExpense Manager ⌄

*What's the way to change the assignment?
Assignment Change ⌄

Continue

Change iExpense Manager

Assignment (2)

Assignment Number
E034975-2

*Assignment Status
Active - Payroll Eligible

Person Type
Employee

*Business Unit
DC Business Unit

Primary Assignment
Yes

Position
06597 - Administrative Specialist

Job
99015 - Administrative Specialist

Business Title
99015 - Administrative Specialist

Grade
DK2_10

Department
08002 - WATERSHED MGMT - ADMIN & FISCAL CONTROL

*Reporting Establishment
DeKalb County GA

Location
W&S-RDHVN - Watershed-Roadhaven

Worker Category
Select a value

Assignment Category
Full-time regular

Regular or Temporary
Regular

Full Time or Part Time
Full time

Hourly Paid or Salaried
Hourly

Headcount
1

Working Hours
40   Weekly

Derived Standard Working Hours
40 Weekly

FTE
1

Merit Status
Y

*Company
001

Division Code
08000 - DPT OF WATERSHED MANAGEMENT

AD Account Required
Yes

Additional Employment

Interim Position

Acting Position

iExpense Approver
028342 - Thorns,Michelle A

Academic Completion

Time Limited Position

Time Limited End Date
m/d/yy

Continue

> **!**
>
> *Important: Review all items on the Assignment page for accuracy!*

5

> *Select a new manager from the **iExpense Approver** drop-down list*

Change iExpense Manager

6

*Complete the **Additional Assignment Info, Document Records** and **Comments** sections as needed.*

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3 Additional Assignment Info

Info Group | Assignment Extra Information ⌄

Probation Per Change of iExpense Manager

Start Date

| m/d/yy 📅 |

Unit of Measure

| ⌄ |

Duration

| |

End Date

| m/d/yy 📅 |

Continue

4 Document Records (Attachments)

5 Comments

Change iExpense Manager

7

Change Assignment
Veronika S Horton

Submit   Cancel

*Select the **Submit** button to route the **iExpense Approver change request** for Manager Approval*