

Absence Coordinator

Absence
Coordinator



CloudVergent 360

Training Icons

Throughout training, you will come across the following icons:



Instructor Demos: View a live demonstration of the system functionality



Important: Emphasizes information that may impact how you handle a specific area



Remember: Reminds you about previous important information



Quick Tip: Provides extra instructions intended to give immediate, practical advice



Take Note: Recommends that you take note of information needed for future activities



System Exercises: Indicates that you will be participating in a group or paired activity



Repeat Steps : Indicates a time in which previous steps you learned will be repeated related to accomplish a new objective



Knowledge Checks: Test your knowledge of key concepts

Course Overview

Welcome to the Absence Coordinator course. This course is designed to provide DeKalb Leave Coordinators with a focus on managing Employee's Absence Details within CV360.

Who should take this course?

- Absence Coordinator



Prerequisites:

We recommend the following prerequisites before taking this course:

- CV360 Navigation Training



Duration:

- .75 Hours



Course Objectives:

Upon the completion of the Absence Coordinators course, you will be able to:

Objectives

- View an Employee's Absence Records Details

Course Agenda

Below is a list of the sections within this course as well as an estimated duration of each

#	Absence Coordinators	Duration
1	Manage Absence	15 Minutes
2	Submit an Absence Request	15 Minutes
3	Withdraw a Absence Request	15 Minutes

Absence Coordinators

Lesson 1: Manage Absence



Lesson Objective:

Upon the completion of the Manage Absence lesson, you will be able to:

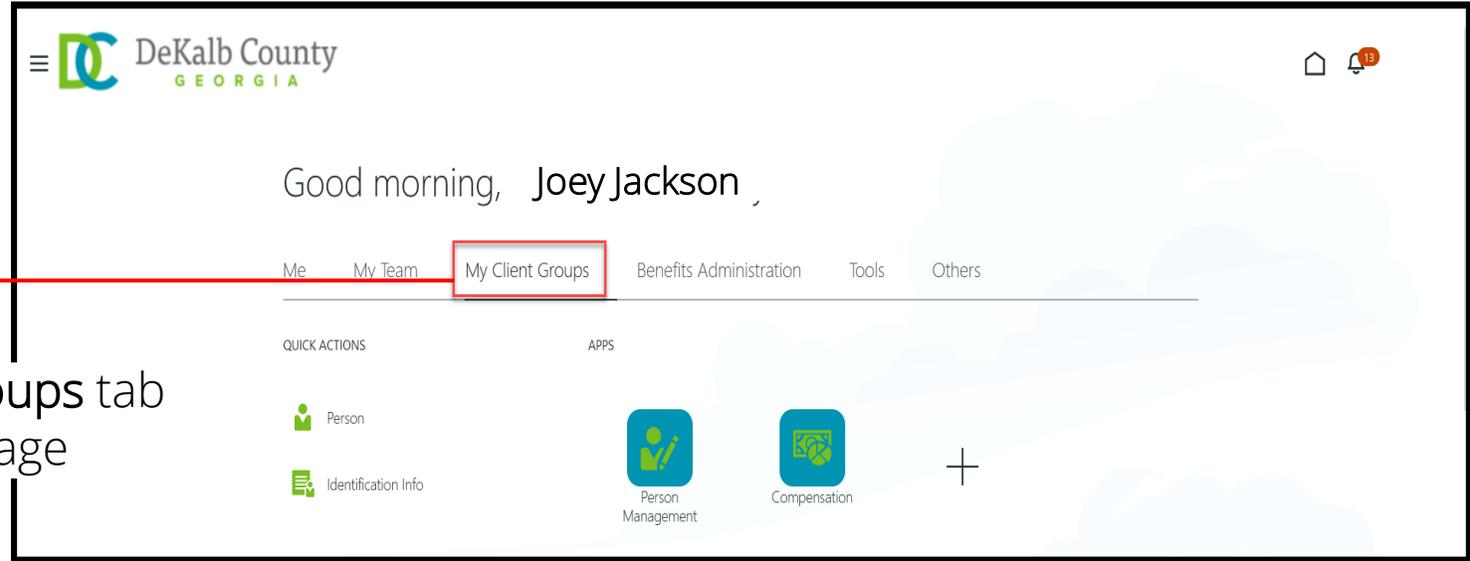
Objective

- View an Employee's Absence Records Details

Manage Absence

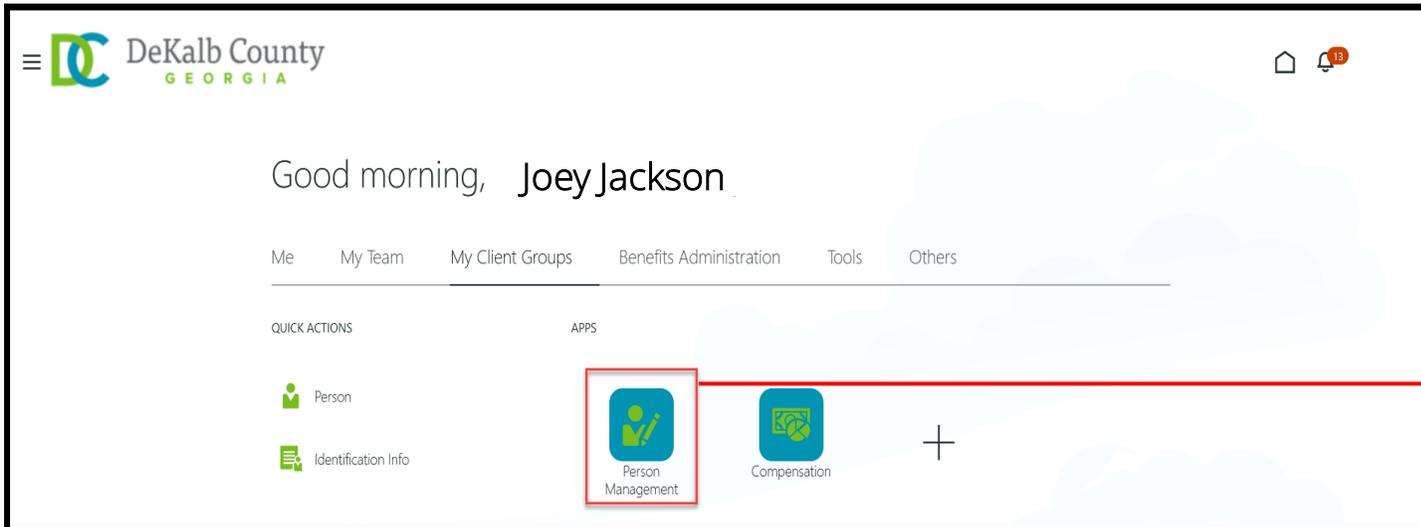
1

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



2

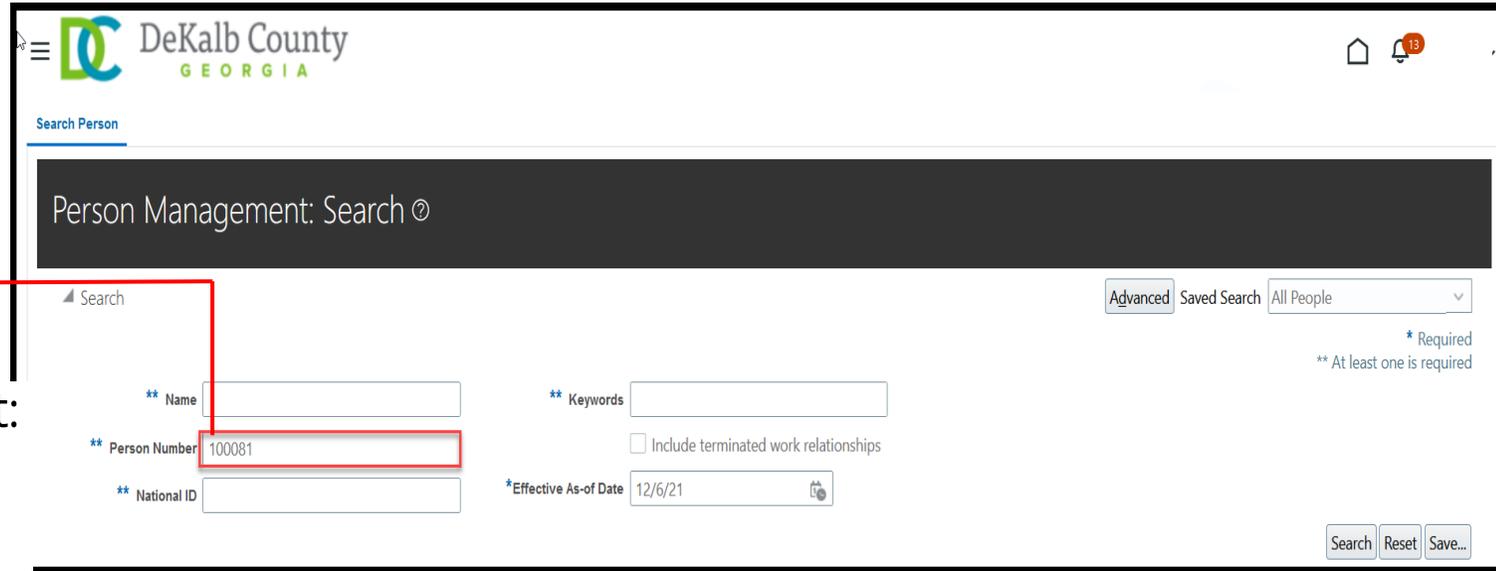
Select the **Person Management** tile within the Apps area



Manage Absence

3

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



DeKalb County GEORGIA

Search Person

Person Management: Search

Search

Advanced Saved Search All People

** Name

** Person Number

** National ID

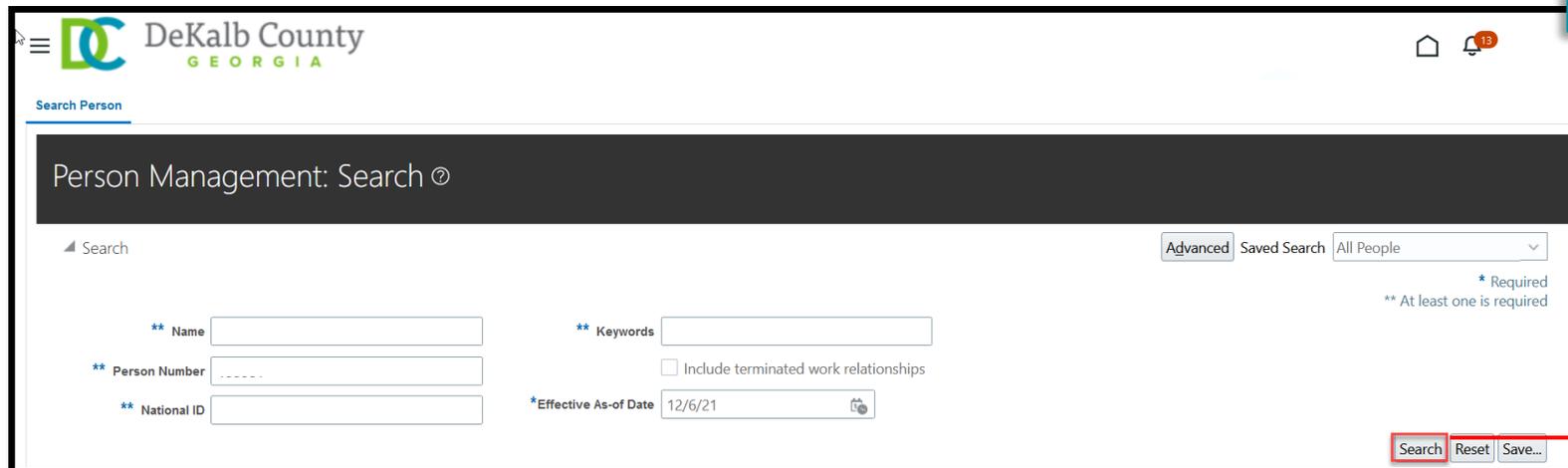
** Keywords

Include terminated work relationships

*Effective As-of Date

* Required
** At least one is required

Search Reset Save...



DeKalb County GEORGIA

Search Person

Person Management: Search

Search

Advanced Saved Search All People

** Name

** Person Number

** National ID

** Keywords

Include terminated work relationships

*Effective As-of Date

* Required
** At least one is required

Search Reset Save...



Employees may be searched by Name, Person Number, or by Keywords

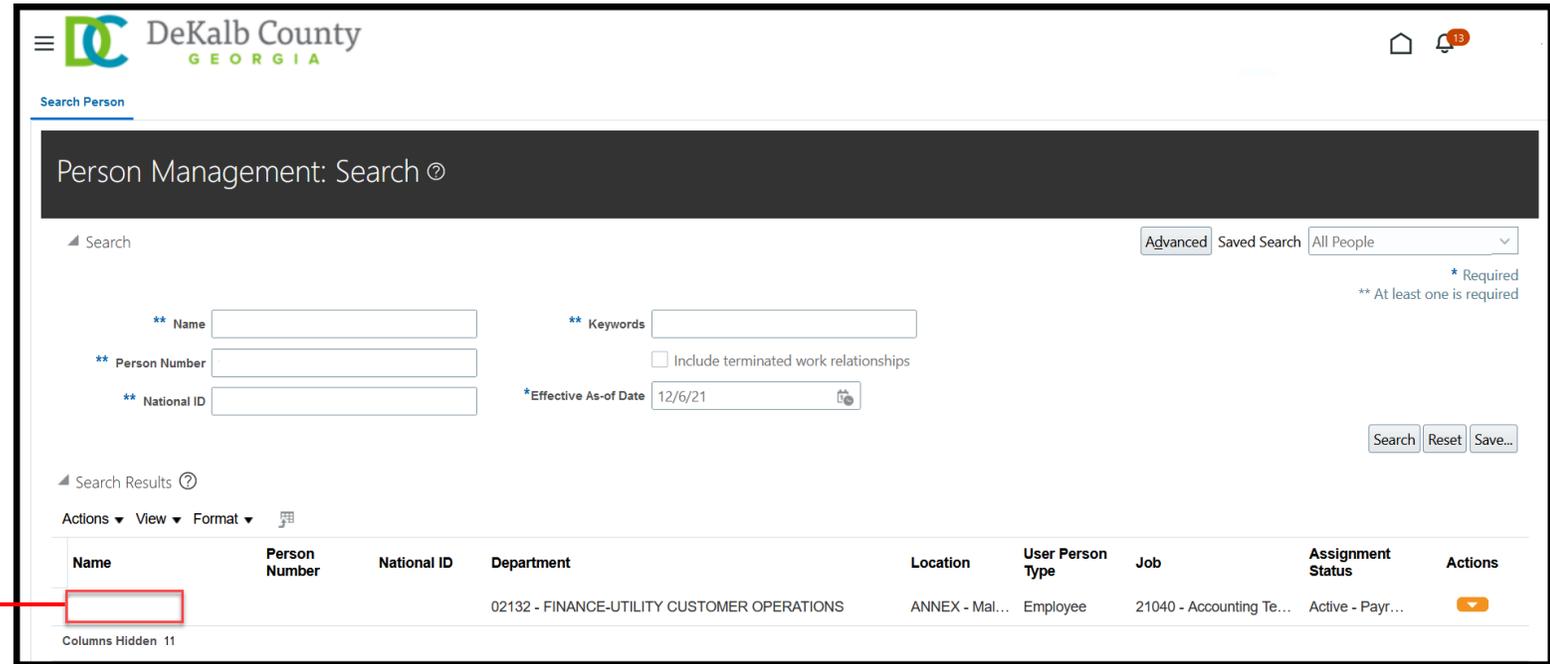
4

Select the Search button

Manage Absence

5

From the Search Results section, select the Employee's Name link



DeKalb County GEORGIA

Search Person

Person Management: Search

Search

Advanced Saved Search All People

** Name ** Keywords

** Person Number Include terminated work relationships

** National ID *Effective As-of Date 12/6/21

Search Reset Save...

Search Results

Actions View Format

Name	Person Number	National ID	Department	Location	User Person Type	Job	Assignment Status	Actions
[Redacted]			02132 - FINANCE-UTILITY CUSTOMER OPERATIONS	ANNEX - Mal...	Employee	21040 - Accounting Te...	Active - Payr...	

Columns Hidden 11

6

From the Employment page, select the Panel Drawer icon



DeKalb County GEORGIA

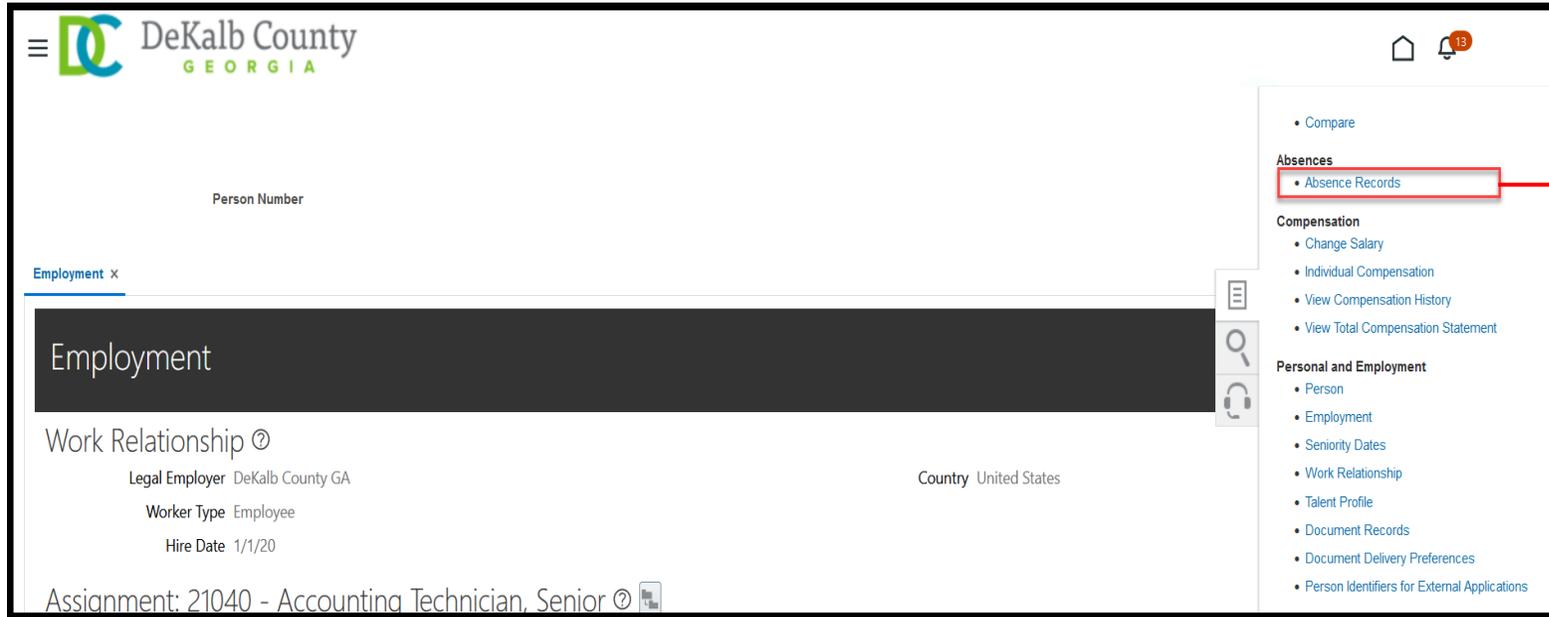
Person Number

Close

Employment x

Employment Done

Manage Absence



The screenshot shows the DeKalb County Georgia HR system interface. At the top left is the DeKalb County Georgia logo. The main content area displays 'Person Number' and 'Employment' details for an employee. A panel drawer is open on the right side, listing various options. The 'Absence Records' link under the 'Absences' section is highlighted with a red box. A red line connects this box to a blue circle containing the number 7.

DeKalb County
GEORGIA

Person Number

Employment x

Employment

Work Relationship ⓘ
Legal Employer DeKalb County GA
Worker Type Employee
Hire Date 1/1/20

Country United States

Assignment: 21040 - Accounting Technician, Senior ⓘ

Panel Drawer:

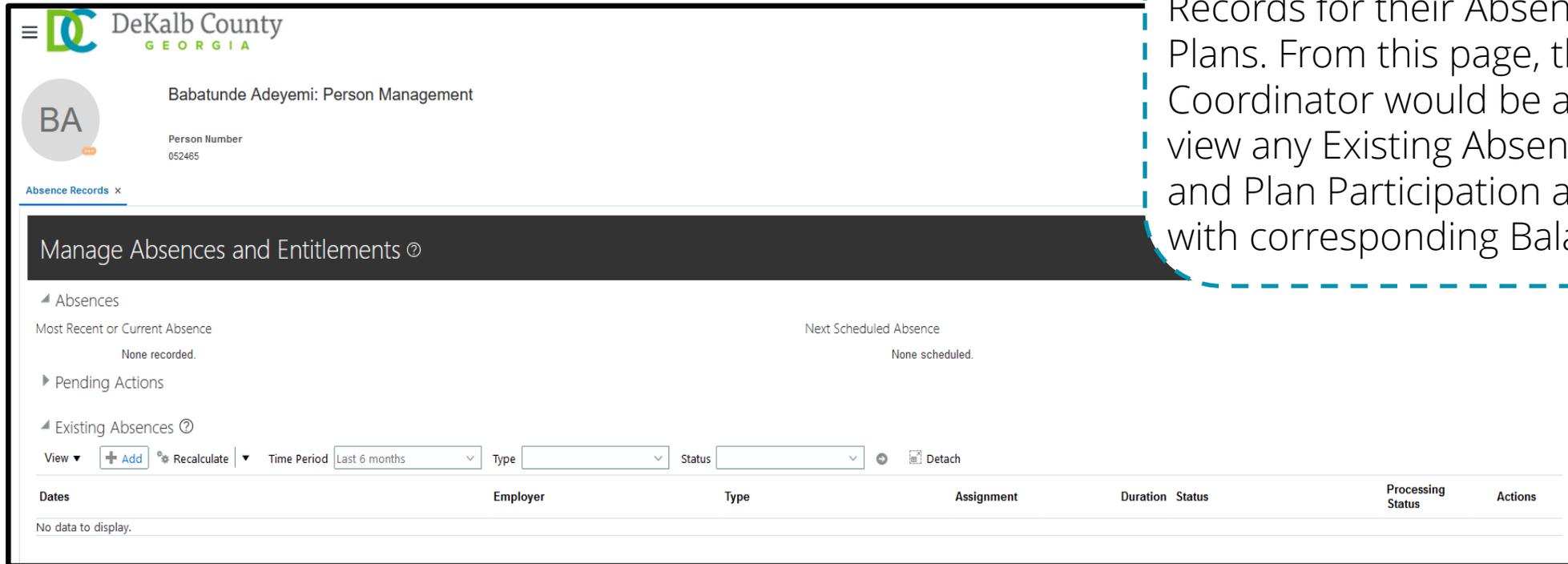
- Compare
- Absences**
 - Absence Records
- Compensation**
 - Change Salary
 - Individual Compensation
 - View Compensation History
 - View Total Compensation Statement
- Personal and Employment**
 - Person
 - Employment
 - Seniority Dates
 - Work Relationship
 - Talent Profile
 - Document Records
 - Document Delivery Preferences
 - Person Identifiers for External Applications

7

Once the Panel Drawer opens, select the **Absence Records** link from the **Absences** section

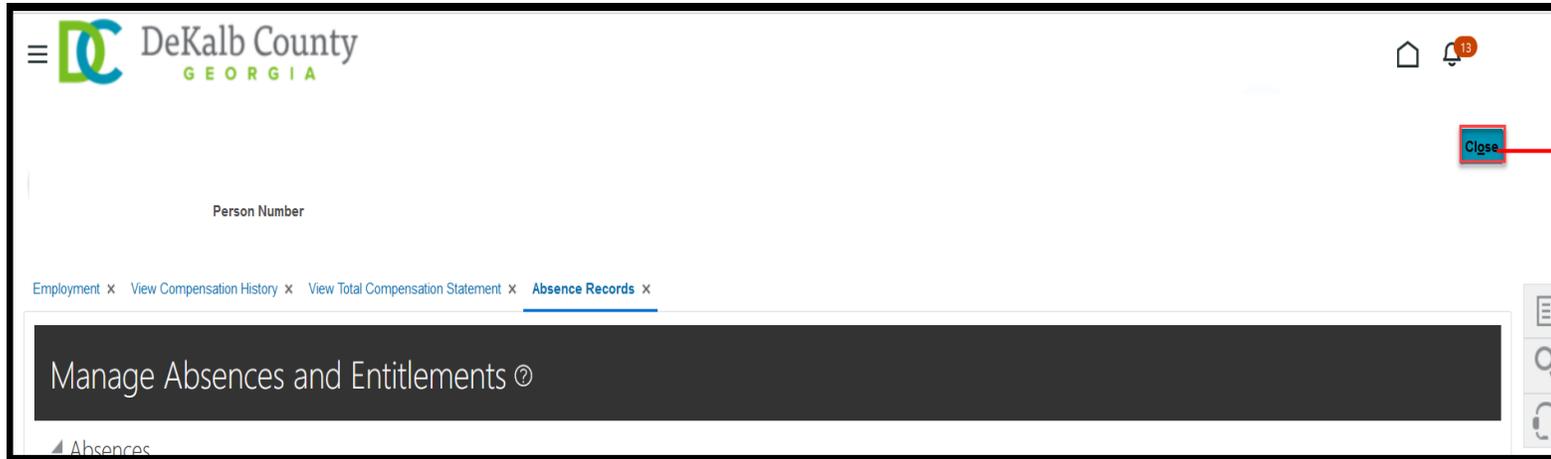
Manage Absence

From the **Absence Records** tab, the Coordinator can review an Employee's Absence Records for their Absence Plans. From this page, the Coordinator would be able to view any Existing Absences and Plan Participation along with corresponding Balances



The screenshot displays the 'Person Management' interface for Babatunde Adeyemi (Person Number: 052465). The 'Absence Records' tab is active, showing a section titled 'Manage Absences and Entitlements'. Under 'Absences', it indicates 'None recorded' for the most recent or current absence and 'None scheduled' for the next scheduled absence. The 'Existing Absences' section includes filters for 'Time Period' (Last 6 months), 'Type', and 'Status', along with '+ Add', 'Recalculate', and 'Detach' options. A table with columns for Dates, Employer, Type, Assignment, Duration, Status, Processing Status, and Actions is present, but it is currently empty with the message 'No data to display.'

Manage Absence



8

Once the Coordinator has completed reviewing the Absence Record details, he/she can select the **Close** button

! If you are not taken directly back to the Person Search page after selecting the **Close** button, a Warning Message may appear. If it does, select the **Yes** button to return to the Person Search page

Manage Absence: Knowledge Check

To view Absence Records details, the Absence Coordinator should select the Person Management tile from the Apps area.

True or False?

A. True

B. False



Manage Absence: Knowledge Check

To view Absence Records details, the Absence Coordinator should select the Person Management tile from the Apps area.

True or False?

A. *True*

B. *False*

 The correct answer is A. To view Absence Records details, the Absence Coordinator should select the Person Management tile from the Apps area

Course Exercise:

Identify a Participant in the audience to share their screen and complete the following exercise:

Assignment:

- View an Employee's Absence Record

Absence Coordinators

Lesson 2: Submit an Absence Request



Lesson Objective:

Upon the completion of the Submit an Absence lesson, you will be able to:

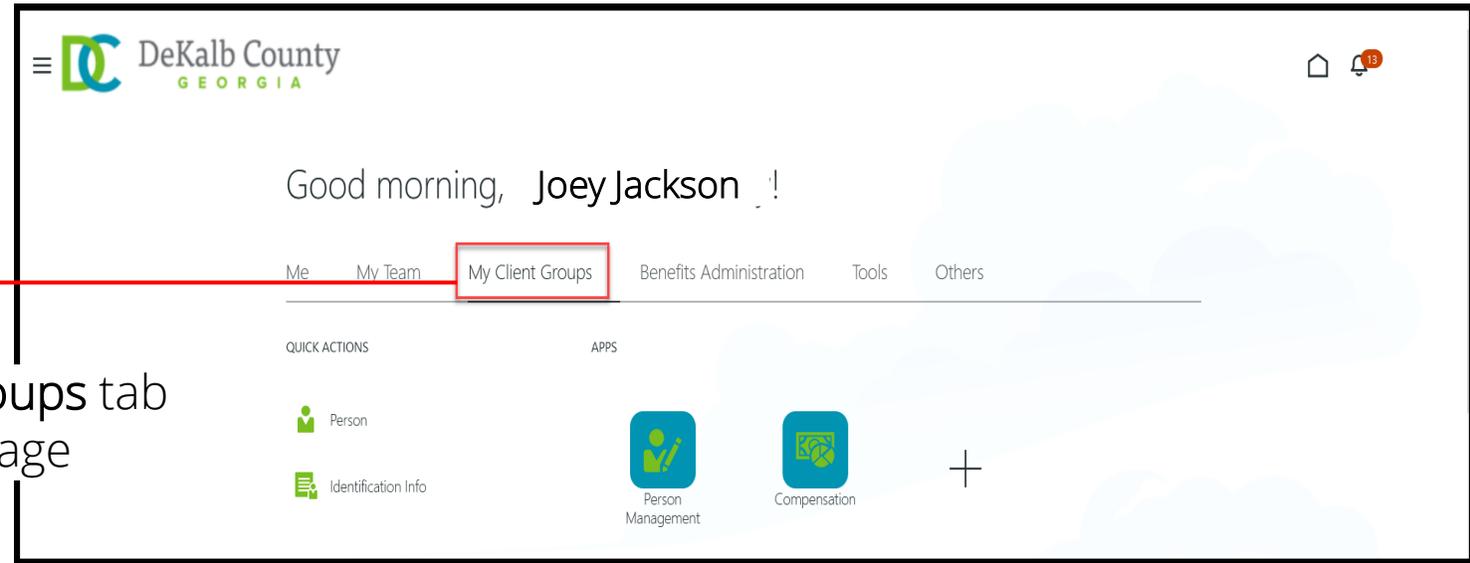
Objective

- Submit an Absence Request for an Employee

Submit an Absence Request

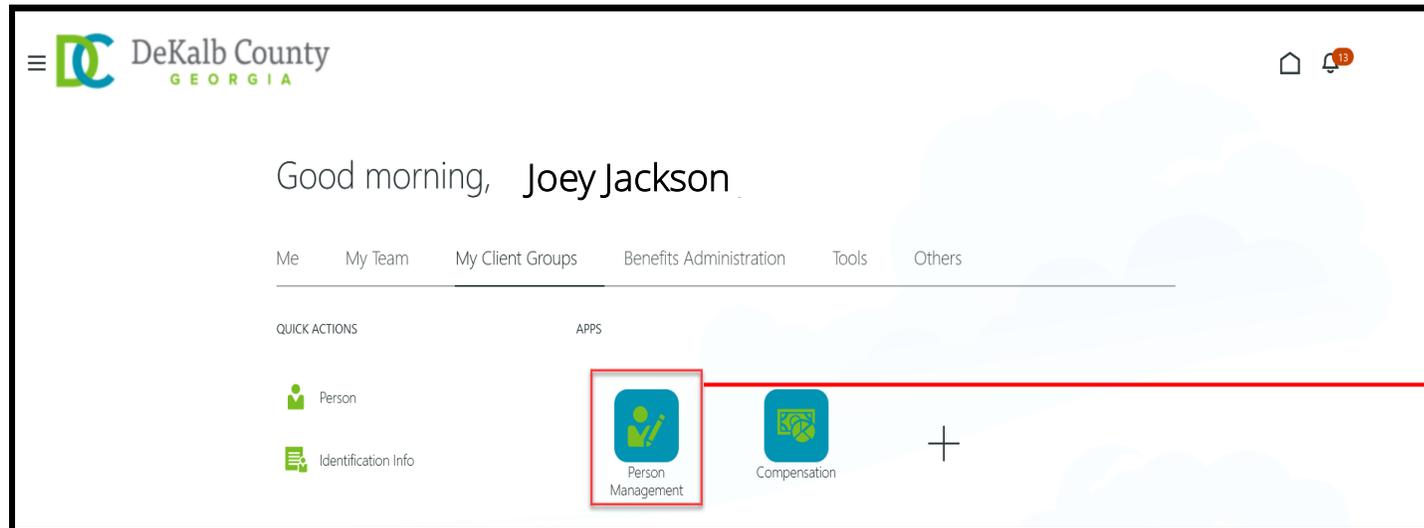
1

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



2

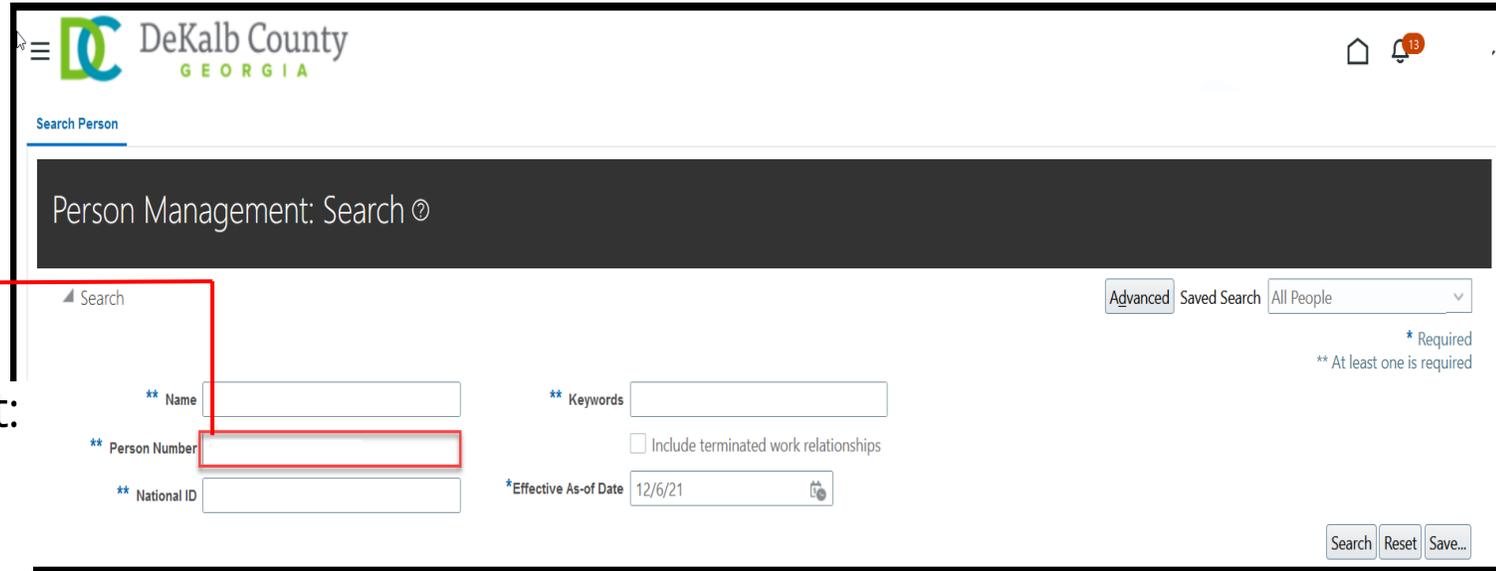
Select the **Person Management** tile within the Apps area



Submit an Absence Request

3

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



DeKalb County GEORGIA

Search Person

Person Management: Search

Search

Advanced Saved Search All People

** Name

** Person Number

** National ID

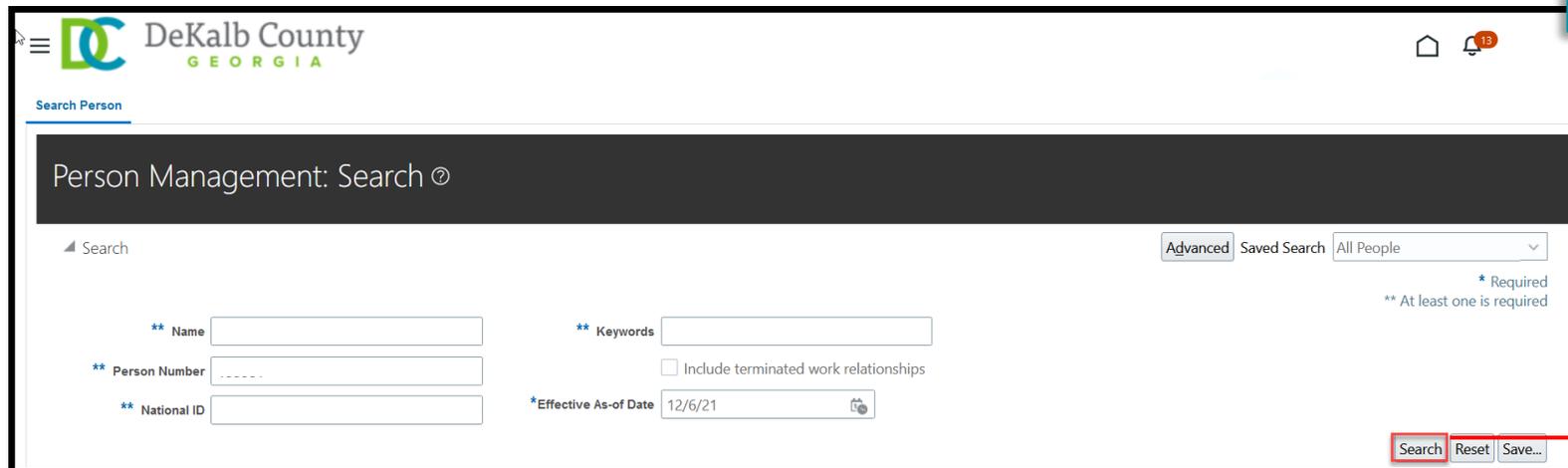
** Keywords

Include terminated work relationships

*Effective As-of Date 12/6/21

* Required
** At least one is required

Search Reset Save...



DeKalb County GEORGIA

Search Person

Person Management: Search

Search

Advanced Saved Search All People

** Name

** Person Number

** National ID

** Keywords

Include terminated work relationships

*Effective As-of Date 12/6/21

* Required
** At least one is required

Search Reset Save...



Employees may be searched by Name, Person Number, or by Keywords

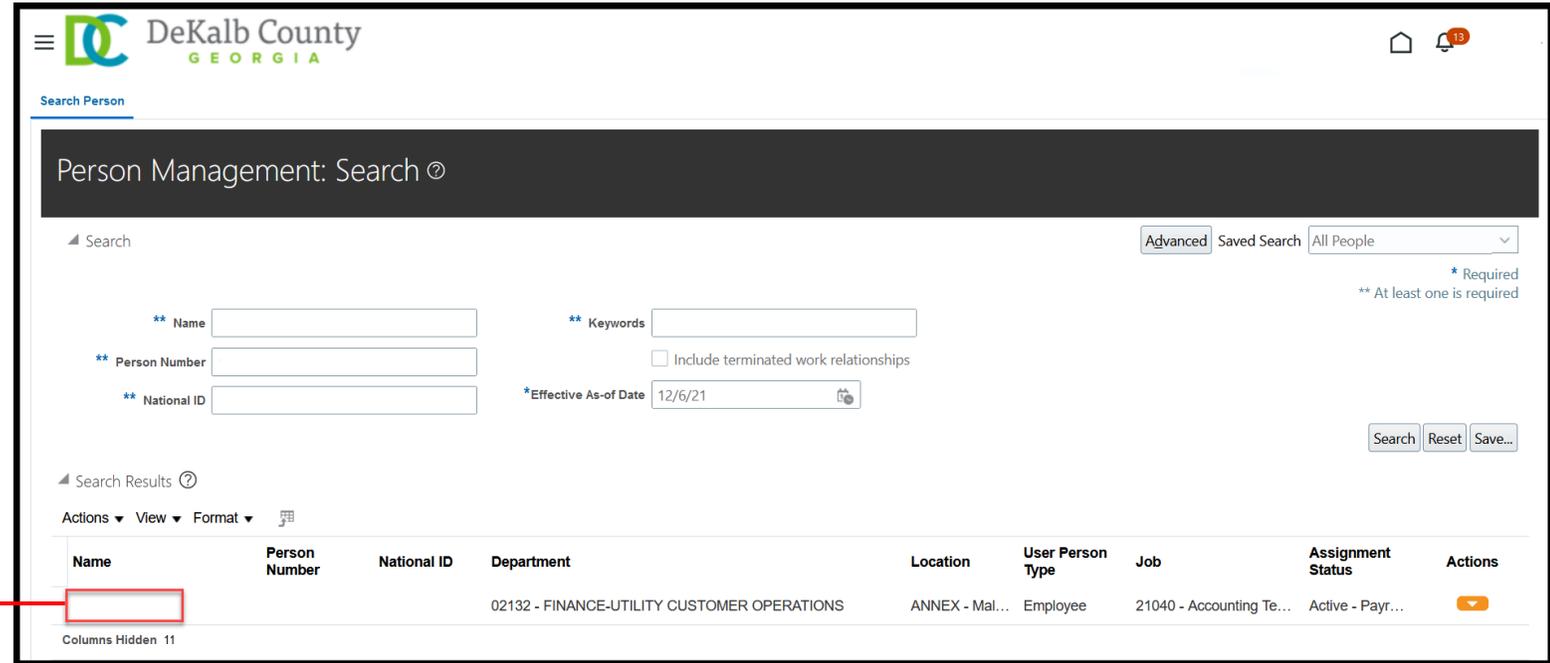
4

Select the Search button

Submit an Absence Request

5

From the Search Results section, select the Employee's Name link



DeKalb County GEORGIA

Person Management: Search

Search

Advanced Saved Search All People

** Name ** Keywords

** Person Number Include terminated work relationships

** National ID *Effective As-of Date 12/6/21

Search Reset Save...

Search Results

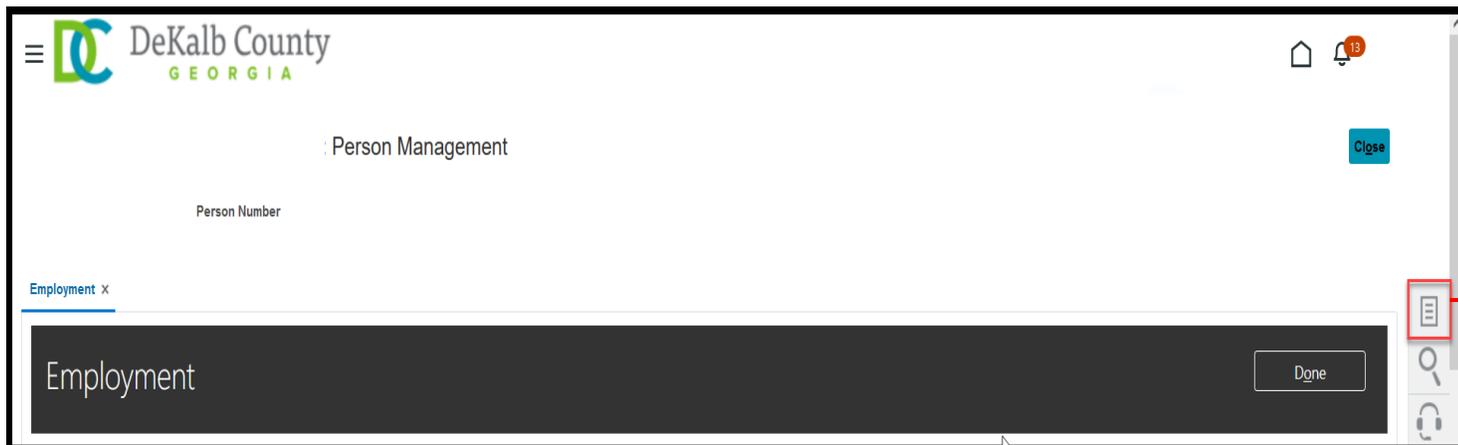
Actions View Format

Name	Person Number	National ID	Department	Location	User Person Type	Job	Assignment Status	Actions
[Red Box]			02132 - FINANCE-UTILITY CUSTOMER OPERATIONS	ANNEX - Mal...	Employee	21040 - Accounting Te...	Active - Payr...	

Columns Hidden 11

6

From the Employment page, select the Panel Drawer icon



DeKalb County GEORGIA

Person Management

Person Number

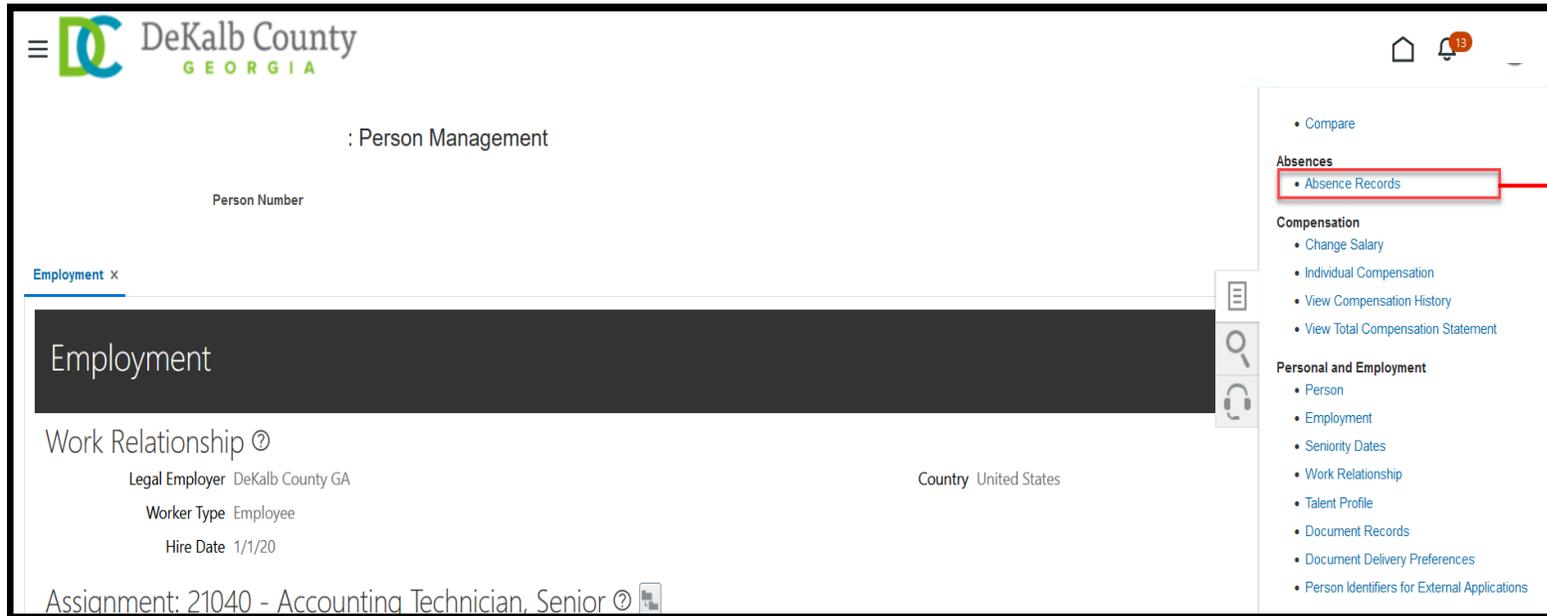
Employment x

Employment

Done

Close

Submit an Absence Request

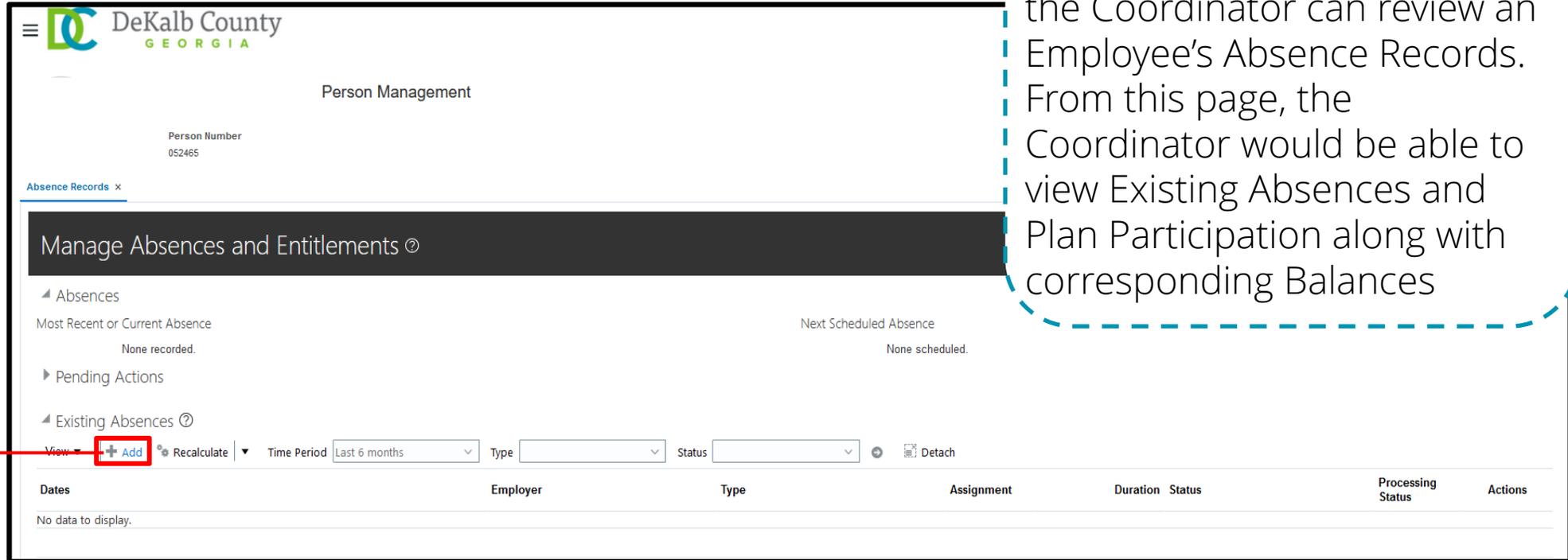


The screenshot shows the DeKalb County Georgia HR system interface. At the top left is the DeKalb County Georgia logo. The main header area displays ': Person Management' and 'Person Number'. Below this is an 'Employment' section with a dark header and a list of details: 'Work Relationship', 'Legal Employer: DeKalb County GA', 'Worker Type: Employee', 'Hire Date: 1/1/20', and 'Country: United States'. At the bottom, it shows 'Assignment: 21040 - Accounting Technician, Senior'. On the right side, a panel drawer is open, listing various options. The 'Absences' section is expanded, and the 'Absence Records' link is highlighted with a red box. A red line connects this link to a blue circle containing the number 7.

7

Once the Panel Drawer opens, select the **Absence Records** link from the Absences section

Submit an Absence Request



DeKalb County
GEORGIA

Person Management

Person Number
052465

Absence Records x

Manage Absences and Entitlements ☺

Absences

Most Recent or Current Absence
None recorded.

Next Scheduled Absence
None scheduled.

Pending Actions

Existing Absences ☺

View **Add** Recalculate Time Period Last 6 months Type Status Detach

Dates	Employer	Type	Assignment	Duration	Status	Processing Status	Actions
No data to display.							

From the **Absence Records** tab, the Coordinator can review an Employee's Absence Records. From this page, the Coordinator would be able to view Existing Absences and Plan Participation along with corresponding Balances

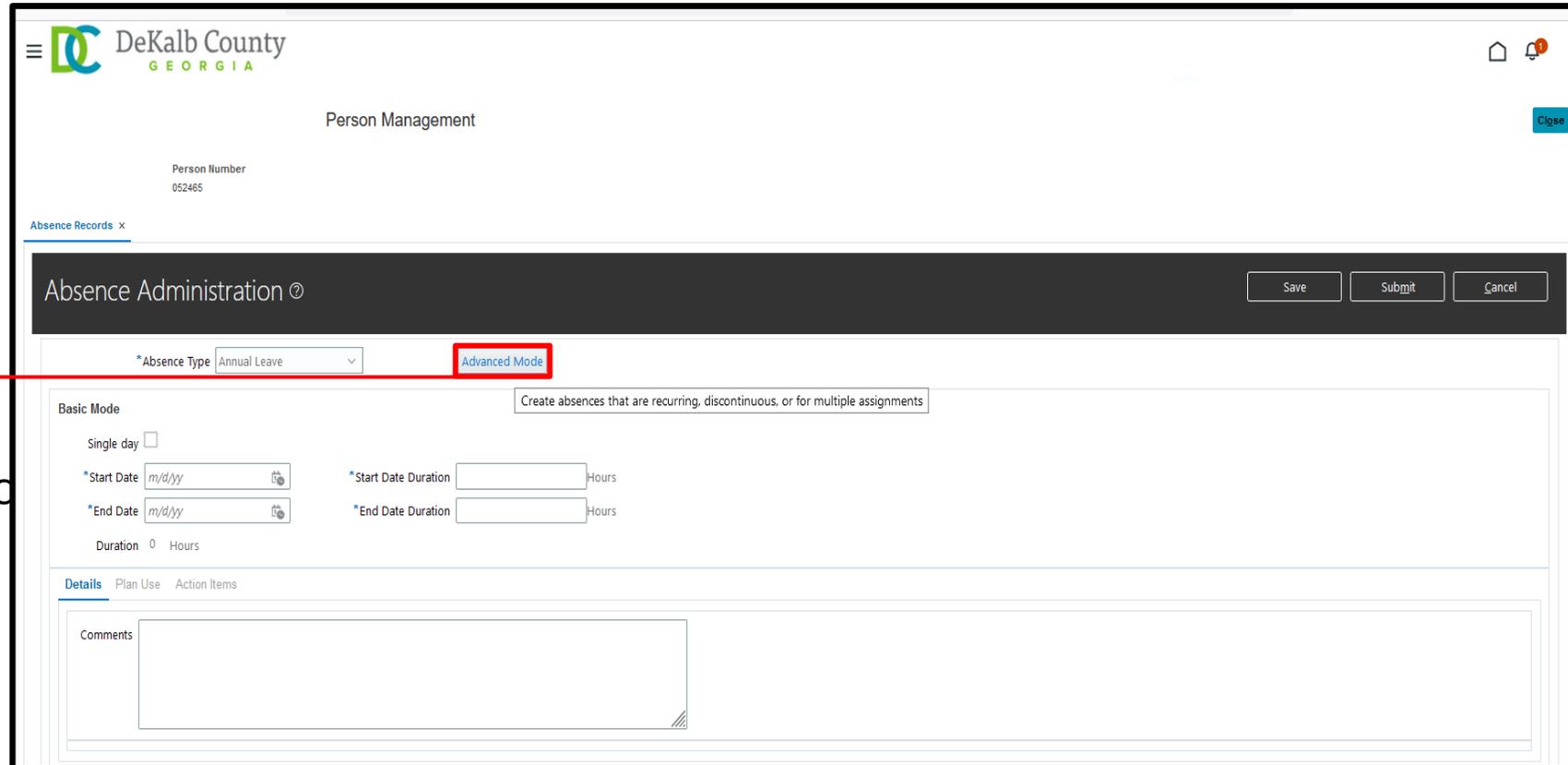
8

Select the **Add** button from the Existing Absences section

Submit an Absence Request

9

Select the **Advanced Mode** button from the Existing Absences section

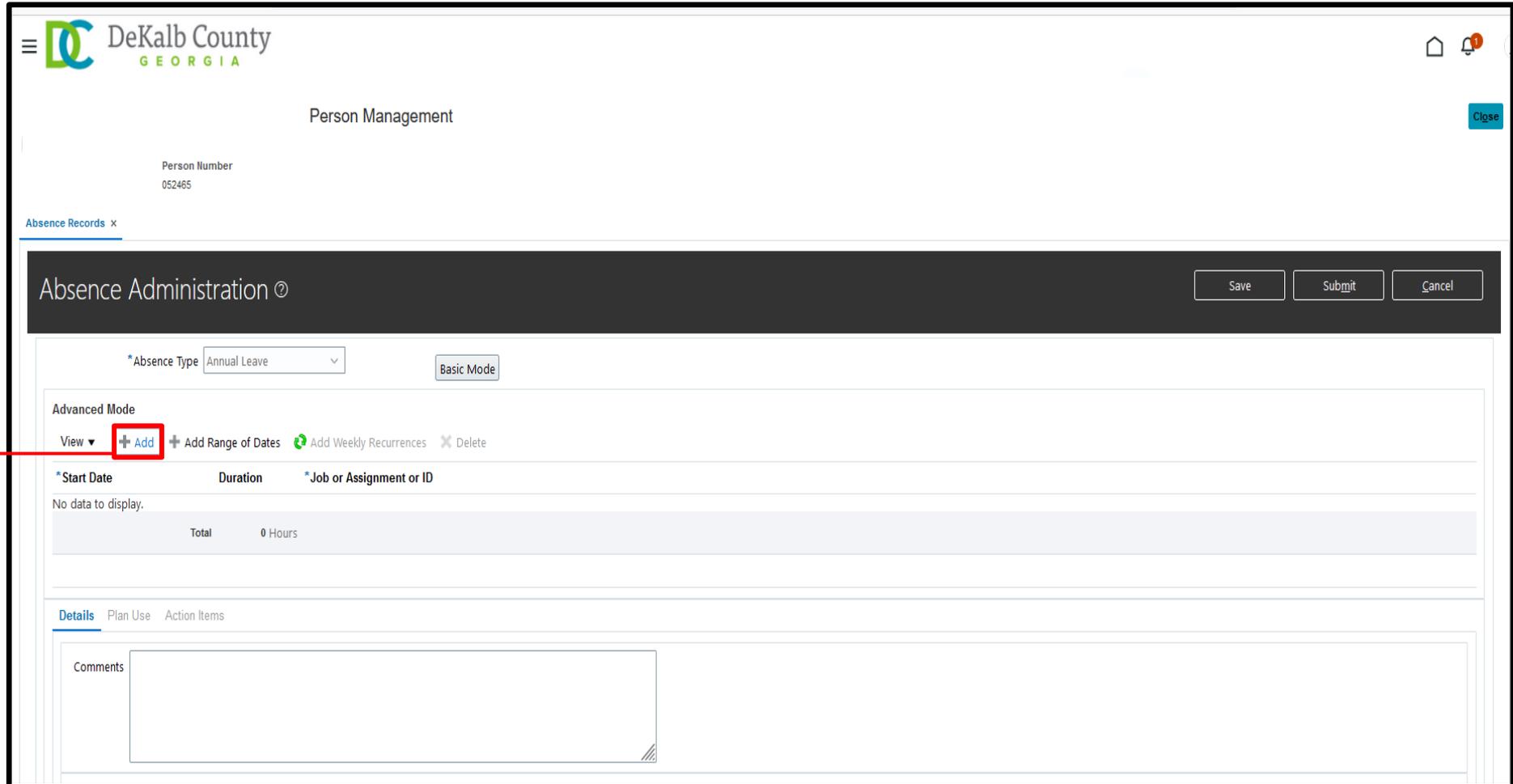


The screenshot displays the DeKalb County Georgia Person Management interface. At the top, the DeKalb County logo and 'Person Management' title are visible. Below this, the 'Person Number' is listed as 052465. A tab labeled 'Absence Records x' is active. The main section is titled 'Absence Administration ©' and contains a 'Save' button, a 'Submit' button, and a 'Cancel' button. The 'Absence Type' is set to 'Annual Leave'. A red box highlights the 'Advanced Mode' button. Below this, the 'Basic Mode' section is visible, which includes a 'Single day' checkbox, 'Start Date' and 'End Date' fields (both with calendar icons), and 'Start Date Duration' and 'End Date Duration' fields (both with 'Hours' labels). A 'Duration' field is also present. At the bottom, there are tabs for 'Details', 'Plan Use', and 'Action Items', with 'Details' selected. A 'Comments' text area is located below the tabs.

Submit an Absence Request

10

Select the **Add** button from the Advanced Mode section

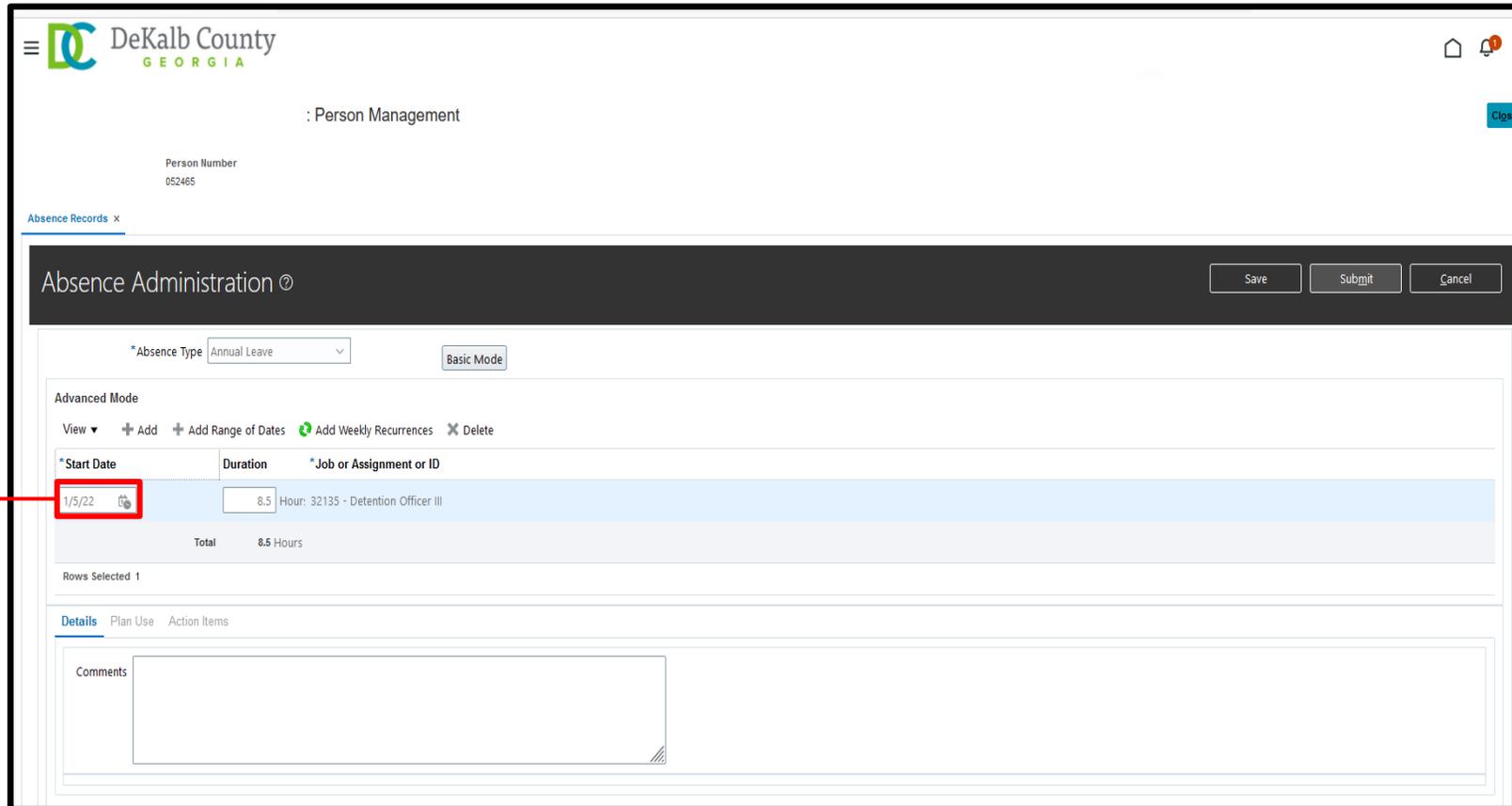


The screenshot displays the DeKalb County Georgia Person Management interface. At the top, the DeKalb County logo and name are visible. Below the header, the page title is "Person Management". A "Person Number" field shows "052465". A "Close" button is in the top right corner. The main content area is titled "Absence Administration" and includes a "Save", "Submit", and "Cancel" button bar. The "Absence Type" is set to "Annual Leave" and "Basic Mode" is selected. The "Advanced Mode" section contains a "View" dropdown, a red-bordered "Add" button, "Add Range of Dates", "Add Weekly Recurrences", and "Delete" options. Below this is a table with columns for "Start Date", "Duration", and "Job or Assignment or ID", showing "No data to display" and a "Total" of "0 Hours". At the bottom, there are tabs for "Details", "Plan Use", and "Action Items", with a "Comments" text area under the "Details" tab.

Submit an Absence Request

11

Key in the appropriate Start Date



DeKalb County
GEORGIA

Person Management

Person Number
052465

Absence Administration

Absence Type: Annual Leave

Basic Mode

Advanced Mode

View Add Add Range of Dates Add Weekly Recurrences Delete

* Start Date	Duration	* Job or Assignment or ID
1/5/22	8.5 Hour	32135 - Detention Officer III
Total		8.5 Hours

Rows Selected 1

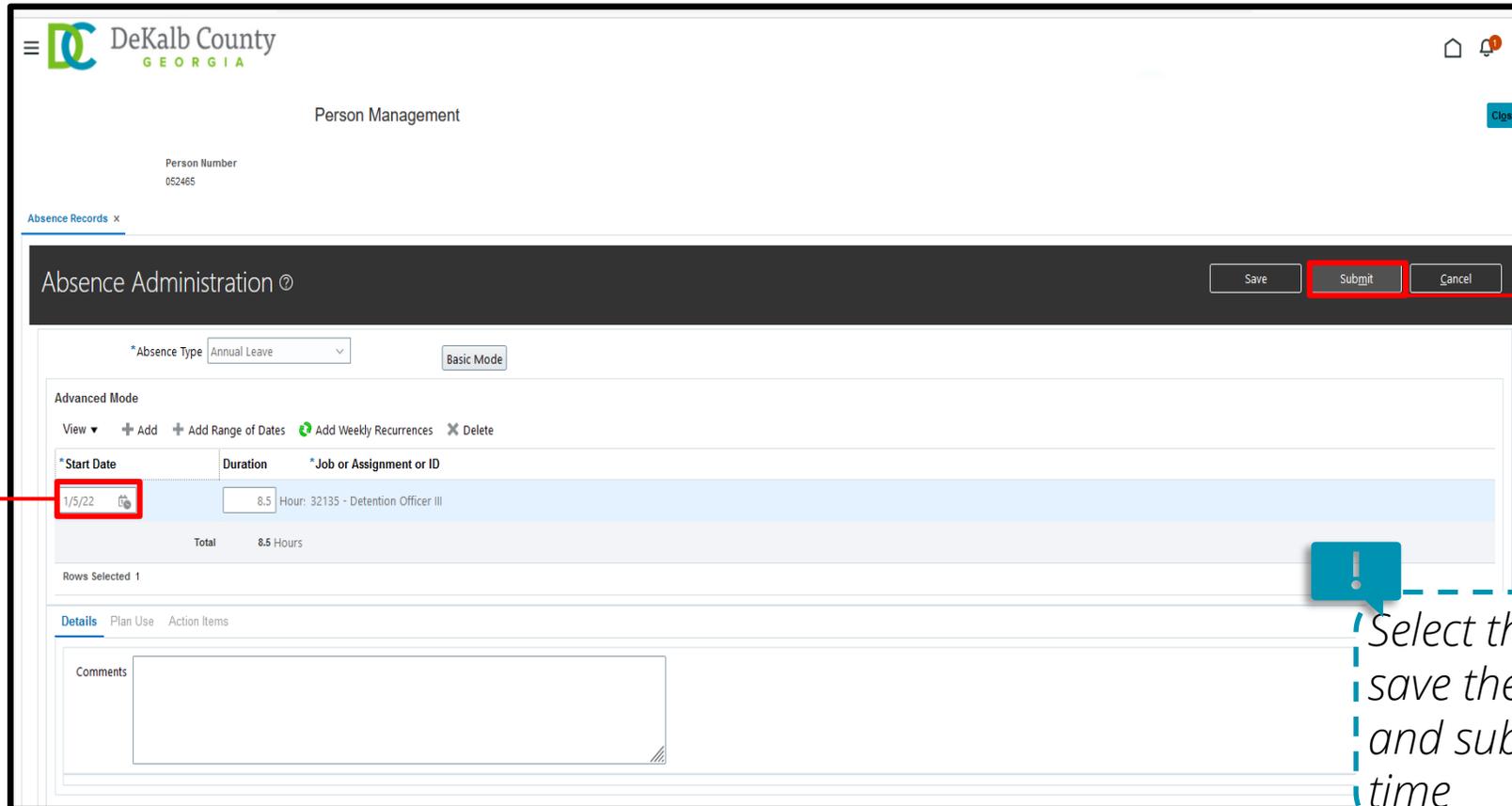
Details Plan Use Action Items

Comments



The Duration field will auto populate.
Absence Coordinators have the option to change the absence duration.

Submit an Absence Request



DeKalb County
GEORGIA

Person Management

Person Number
052465

Absence Administration

Absence Type: Annual Leave

Basic Mode

Advanced Mode

View Add Add Range of Dates Add Weekly Recurrences Delete

* Start Date	Duration	* Job or Assignment or ID
1/5/22	8.5	Hour: 32135 - Detention Officer III
Total		8.5 Hours

Rows Selected 1

Details Plan Use Action Items

Comments

12

Key in the appropriate Start Date

13

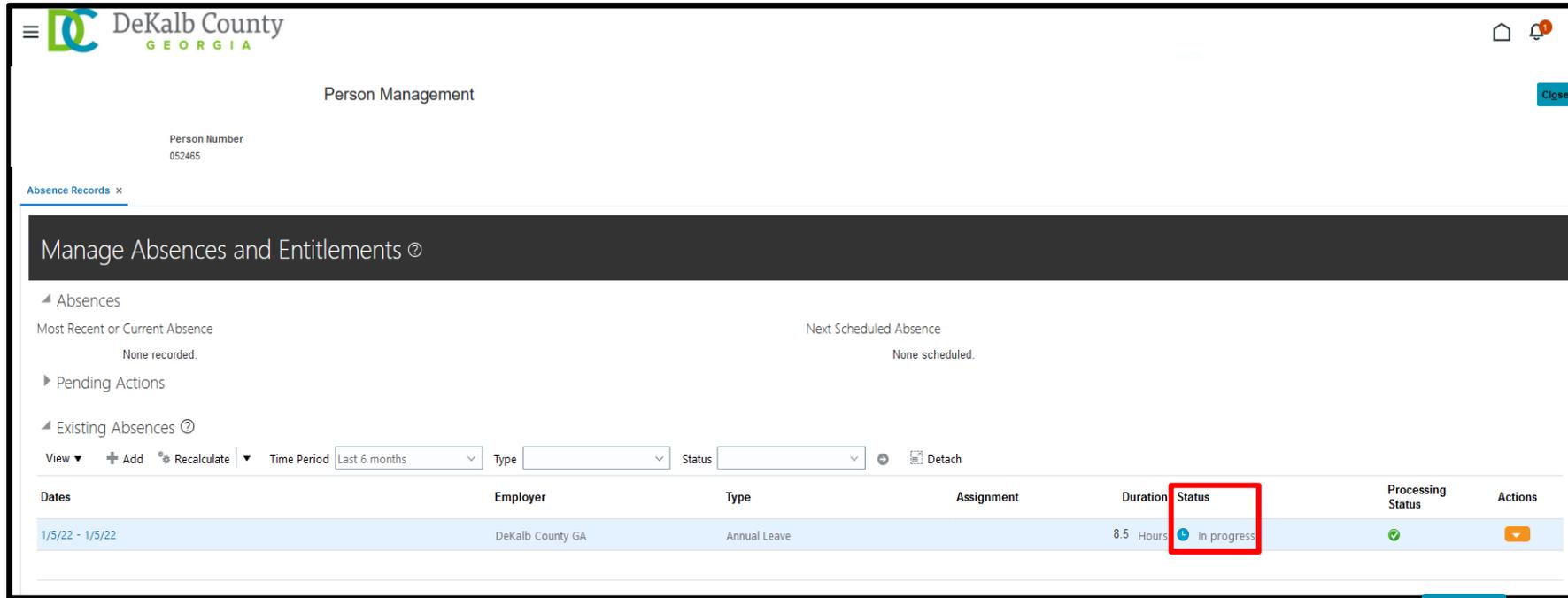
Select the Submit button

Select the Save button to save the Absence request and submit it at a later time



The Duration field will auto populate

Submit an Absence Request



The screenshot shows the 'Person Management' interface for DeKalb County Georgia. The user is logged in as 'Person Number 052465'. The main section is titled 'Manage Absences and Entitlements'. Under the 'Existing Absences' section, there is a table with the following data:

Dates	Employer	Type	Assignment	Duration	Status	Processing Status	Actions
1/5/22 - 1/5/22	DeKalb County GA	Annual Leave		8.5 Hours	In progress	✓	⌵

The 'Status' column for the absence record is highlighted with a red box. A blue callout bubble with an exclamation mark points to this status.

The status of the Absence request will display under the Existing Absences section

Submit an Absence Request: Knowledge Check

The Absence Coordinator is required to key in the Duration for an Absence request.
True or False?

A. True

B. False



Submit an Absence Request: Knowledge Check

The Absence Coordinator is required to key in the Duration for an Absence request.
True or False?

A. *True*

B. *False*

 The correct answer is B. The Duration field will auto-populate after the Absence Coordinator selects the Date for an Absence request

Course Exercise:

Identify a Participant in the audience to share their screen and complete the following exercise:

Assignment:

- View an Employee's Absence Record

Absence Coordinators

Lesson 3: Withdraw a Absence Request



Lesson Objective:

Upon the completion of the Withdraw a Absence Request lesson, you will be able to:

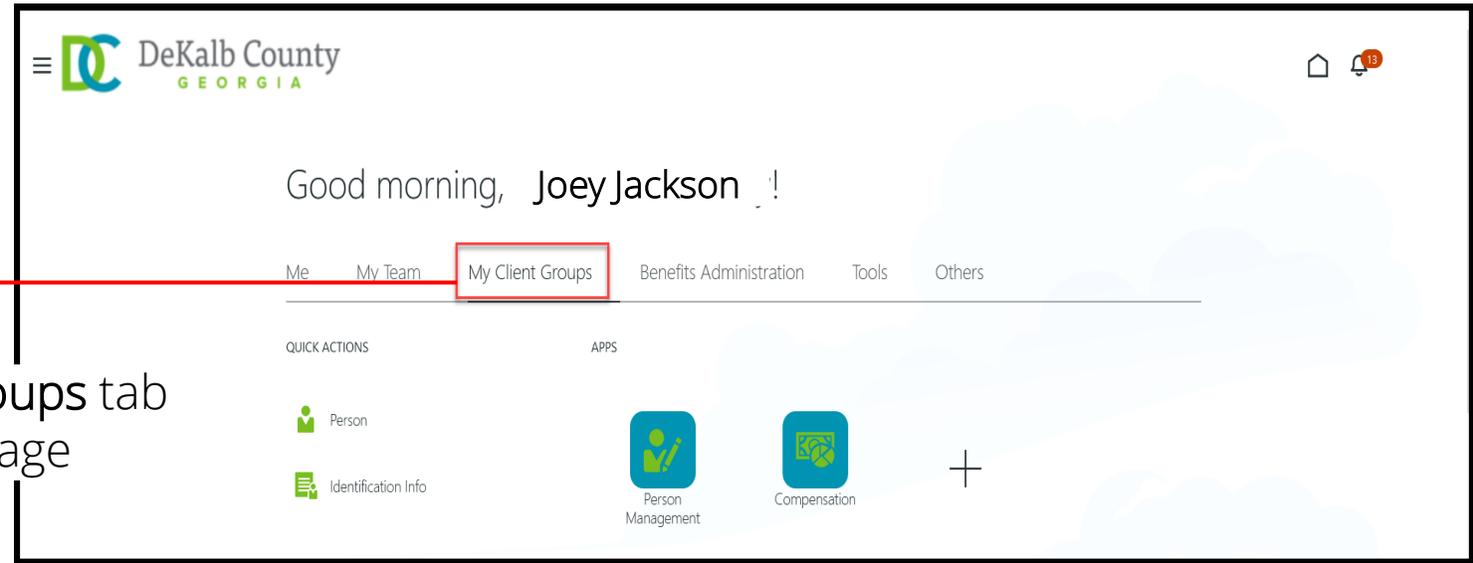
Objective

- Withdraw Absence Requests for an Employee

Withdraw a Absence Request

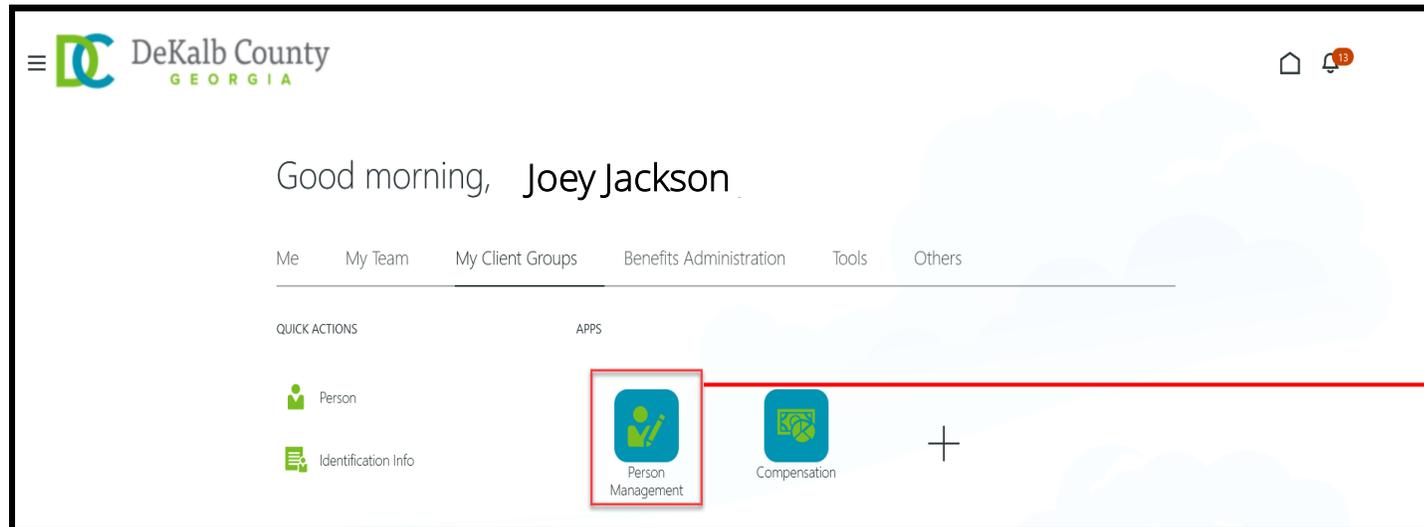
1

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



2

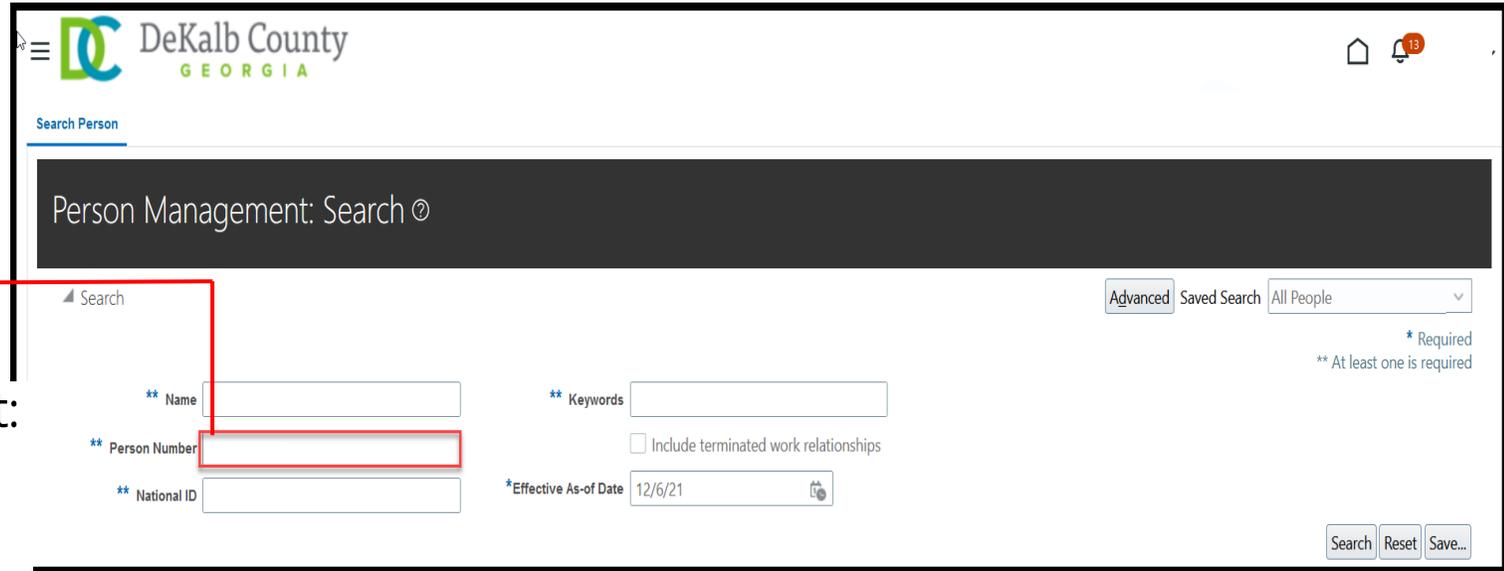
Select the **Person Management** tile within the Apps area



Withdraw a Absence Request

3

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



DeKalb County GEORGIA

Search Person

Person Management: Search

Search

Advanced Saved Search All People

** Name

** Person Number

** National ID

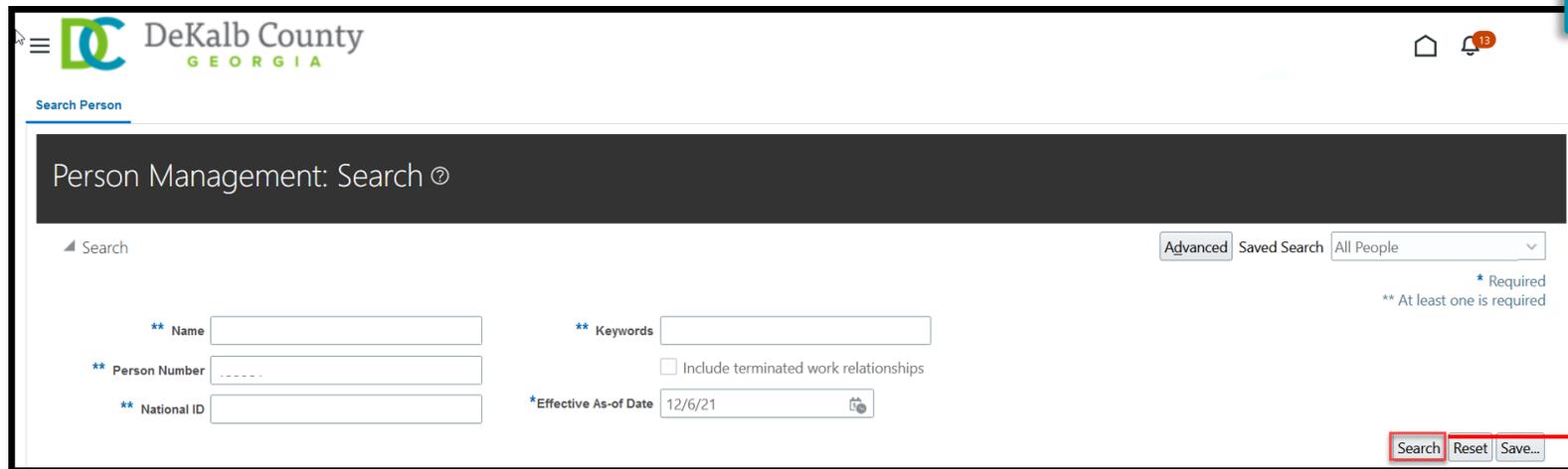
** Keywords

Include terminated work relationships

*Effective As-of Date 12/6/21

* Required
** At least one is required

Search Reset Save...



DeKalb County GEORGIA

Search Person

Person Management: Search

Search

Advanced Saved Search All People

** Name

** Person Number

** National ID

** Keywords

Include terminated work relationships

*Effective As-of Date 12/6/21

* Required
** At least one is required

Search Reset Save...



Employees may be searched by Name, Person Number, or by Keywords

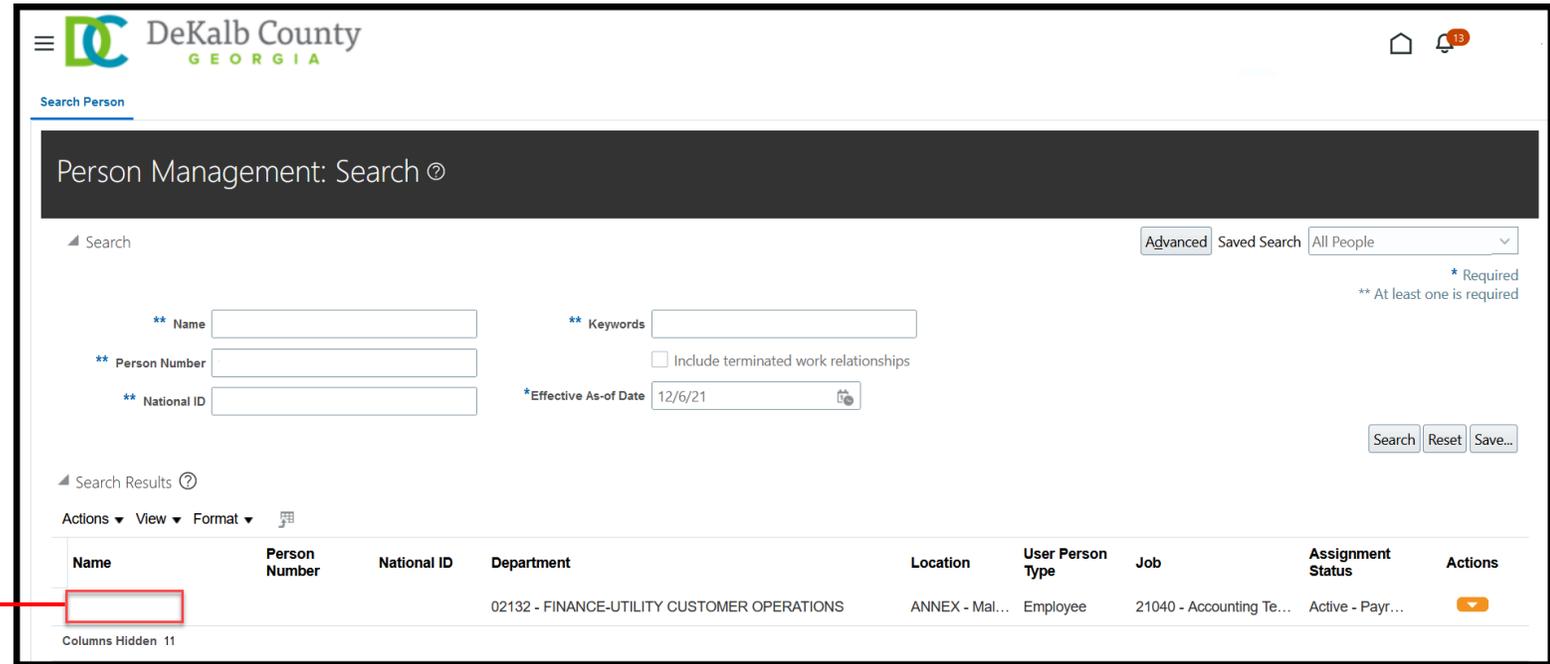
4

Select the Search button

Withdraw a Absence Request

5

From the Search Results section, select the Employee's Name link



DeKalb County GEORGIA

Search Person

Person Management: Search

Search

Advanced Saved Search All People

** Name ** Keywords

** Person Number Include terminated work relationships

** National ID *Effective As-of Date 12/6/21

Search Reset Save...

Search Results

Actions View Format

Name	Person Number	National ID	Department	Location	User Person Type	Job	Assignment Status	Actions
[Red Box]			02132 - FINANCE-UTILITY CUSTOMER OPERATIONS	ANNEX - Mal...	Employee	21040 - Accounting Te...	Active - Payr...	

Columns Hidden 11

6

From the Employment page, select the Panel Drawer icon



DeKalb County GEORGIA

Person Management

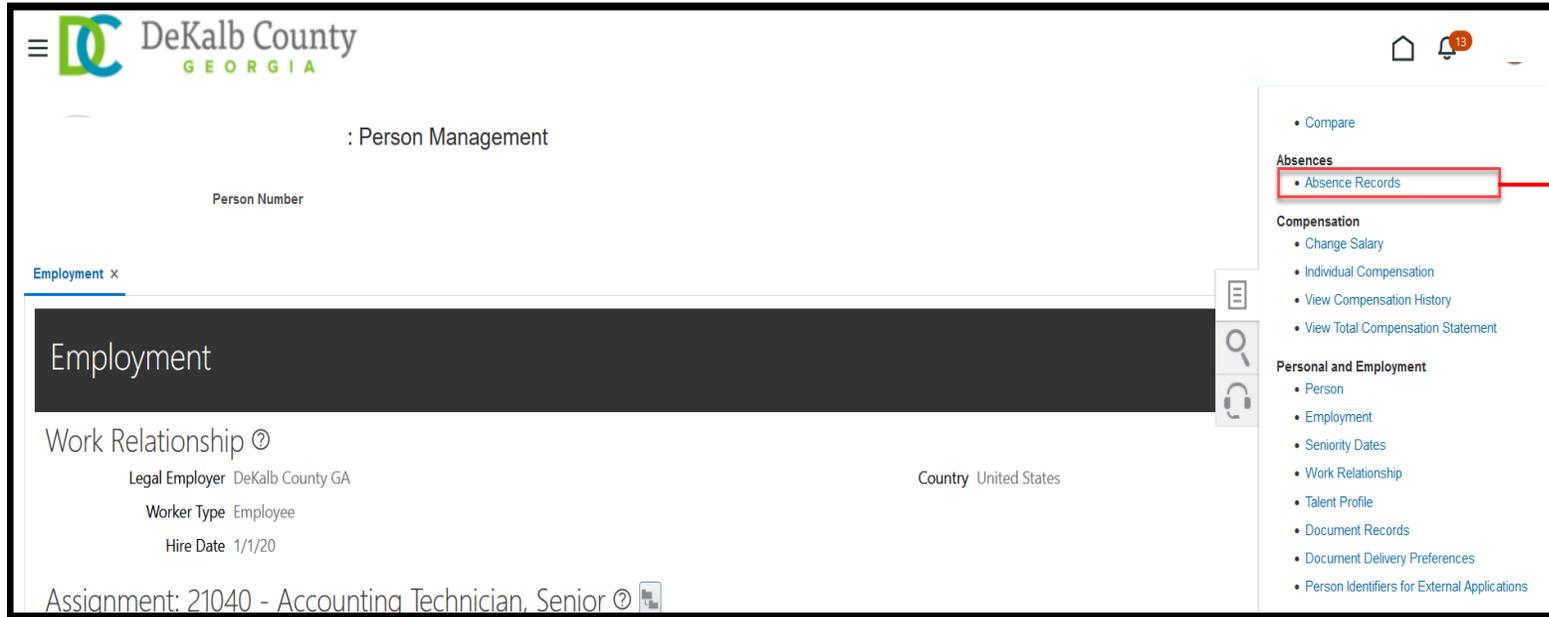
Person Number

Employment x

Employment

Done

Withdraw a Absence Request



The screenshot shows the DeKalb County Georgia HR system interface. At the top left is the DeKalb County logo and name. The main header area displays ': Person Management' and 'Person Number'. Below this is an 'Employment' section with a dark header and a list of details: 'Work Relationship', 'Legal Employer DeKalb County GA', 'Worker Type Employee', 'Hire Date 1/1/20', and 'Country United States'. At the bottom, it shows 'Assignment: 21040 - Accounting Technician, Senior'. On the right side, a panel drawer is open, listing various options. The 'Absences' section is highlighted with a red box, and the 'Absence Records' link is selected. A blue circle with the number '7' is positioned to the right of the panel drawer, with a red line pointing to the 'Absence Records' link.

Once the Panel Drawer opens, select the **Absence Records** link from the Absences section

Withdraw a Absence Request

Person Number
052465

employment x Absence Records x

Manage Absences and Entitlements

Absences

Most Recent or Current Absence

Type Annual Leave
Assignment
Dates 1/5/22 - 1/5/22
Status In progress
Duration 8.5 Hours

Next Scheduled Absence
None scheduled.

Pending Actions

Existing Absences

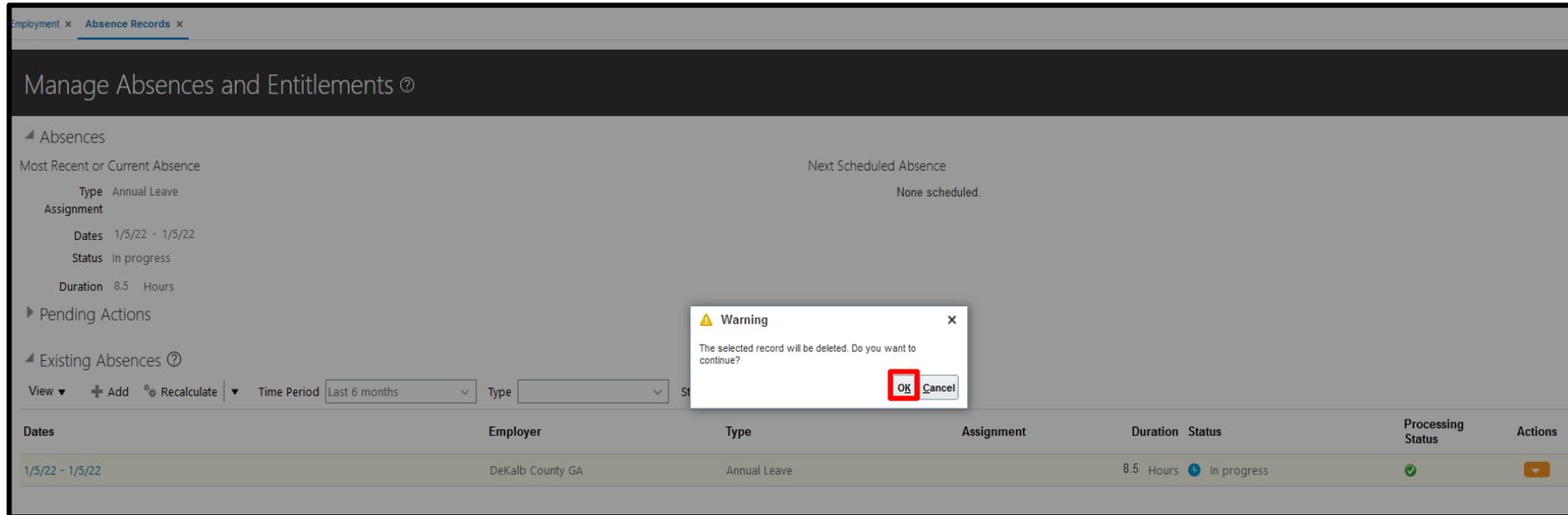
View + Add Recalculate Time Period Last 6 months Type Status Detach

Dates	Employer	Type	Assignment	Duration	Status	Actions
1/5/22 - 1/5/22	DeKalb County GA	Annual Leave		8.5 Hours	In progress	<ul style="list-style-type: none">WithdrawWithdrawn Record DeletedDelete



Highlight the appropriate Absence request that needs to be withdrawn and select **Withdraw** from the **Actions** drop-down list for

Withdraw a Absence Request



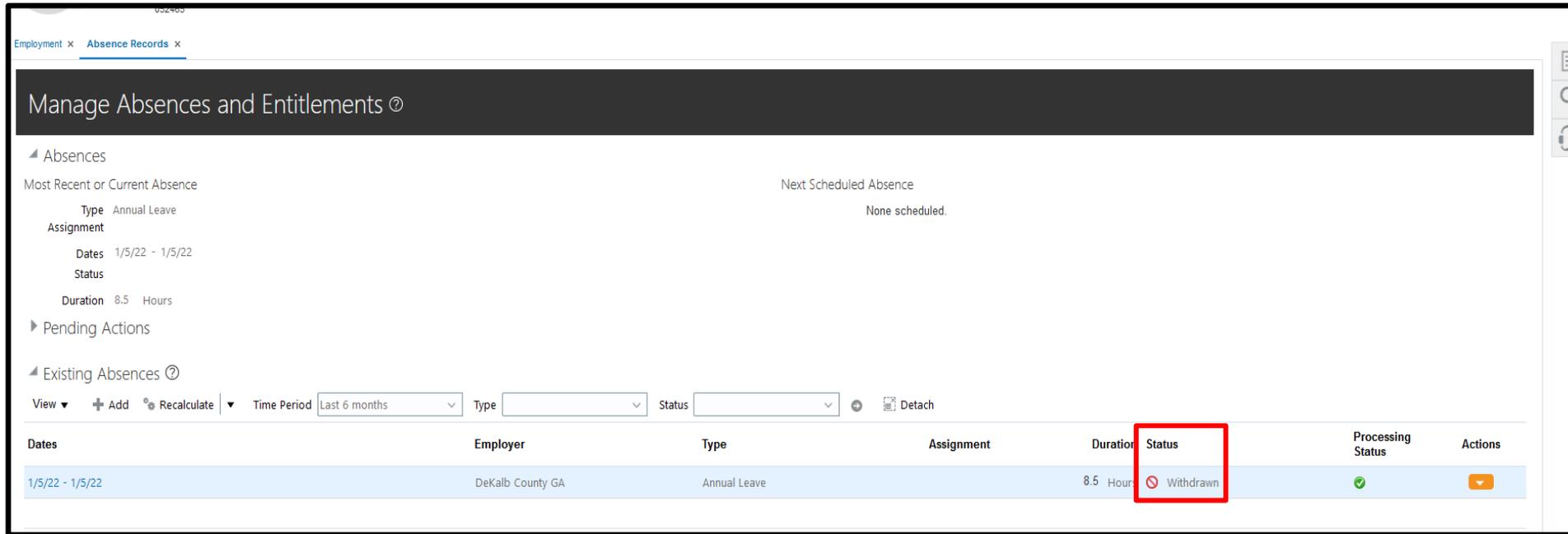
The screenshot shows the 'Manage Absences and Entitlements' interface. A warning dialog box is open, asking for confirmation to delete a record. The dialog text reads: 'Warning: The selected record will be deleted. Do you want to continue?'. The 'OK' button is highlighted with a red square. The background interface shows an absence record for 'Annual Leave' with a duration of 8.5 hours and a status of 'In progress'.

Dates	Employer	Type	Assignment	Duration	Status	Processing Status	Actions
1/5/22 - 1/5/22	DeKalb County GA	Annual Leave		8.5 Hours	In progress	✓	⌵



Select the **OK** button in the pop-up window to withdraw the Absence request

Withdraw a Absence Request



Employment x Absence Records x

Manage Absences and Entitlements

Absences

Most Recent or Current Absence

Type Annual Leave

Assignment

Dates 1/5/22 - 1/5/22

Status

Duration 8.5 Hours

Pending Actions

Existing Absences

View + Add Recalculate Time Period Last 6 months Type Status Detach

Dates	Employer	Type	Assignment	Duration	Status	Processing Status	Actions
1/5/22 - 1/5/22	DeKalb County GA	Annual Leave		8.5 Hours	Withdrawn	✓	

! The status of the Absence request will display under the Existing Absences section

Withdraw a Absence Request: Knowledge Check

Absence Coordinators can withdraw an existing Absence request by selecting Delete from the Actions drop-down list.

True or False?

A. True

B. False



Withdraw a Absence Request: Knowledge Check

Absence Coordinators can withdraw an existing Absence request by selecting Delete from the Actions drop-down list.

True or False?

A. *True*

B. *False*

 The correct answer is B. Absence Coordinators must select Withdraw from the Actions drop-down list to withdraw an Absence request

Course Exercise:

Identify a Participant in the audience to share their screen and complete the following exercise:

Assignment:

- Withdraw an Employee's Absence Request

Absence Coordinators Summary

You have reached the end of the Absence Coordinators course. You should now be able to:

- ✓ Manage Absence
- ✓ Submit an Absence Request
- ✓ Withdraw a Absence Request

For additional information on the topics covered in this course, please consider using the following resources:

- DeKalb POC:
 - Katherine Furlong | kdfurlong@dekalbcountyga.gov
 - Catrina Rives | carives@dekalbcountyga.gov