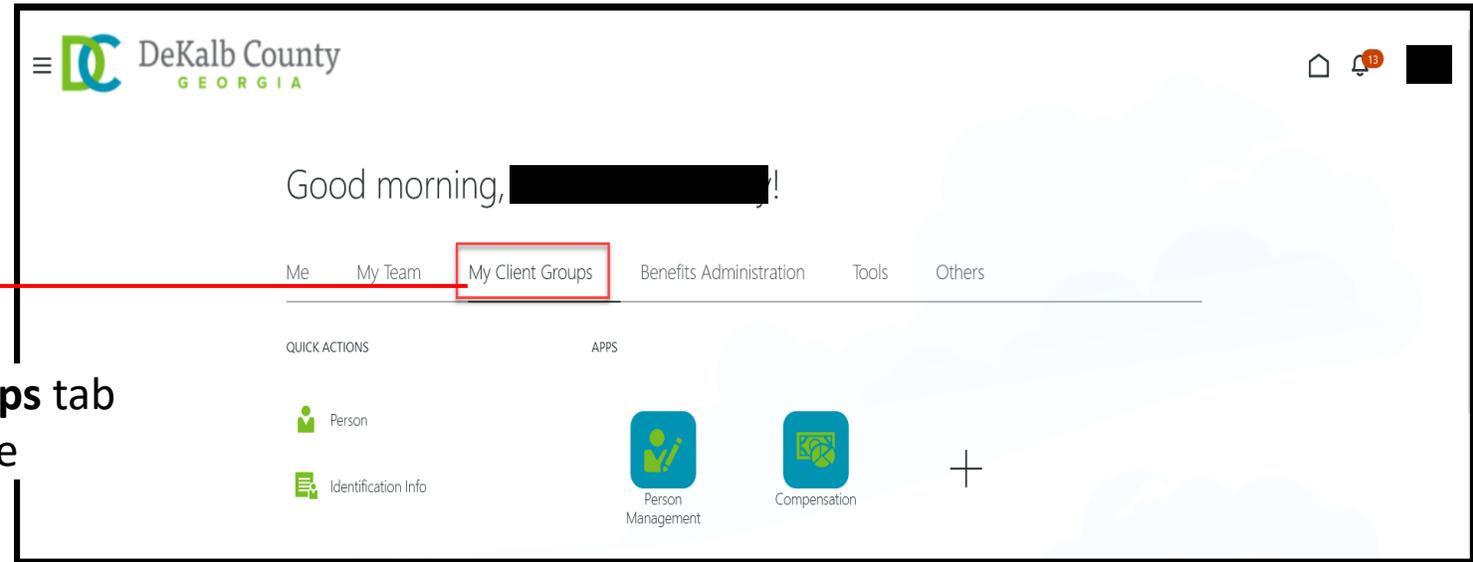


Manage Employment: Add a Document of Record

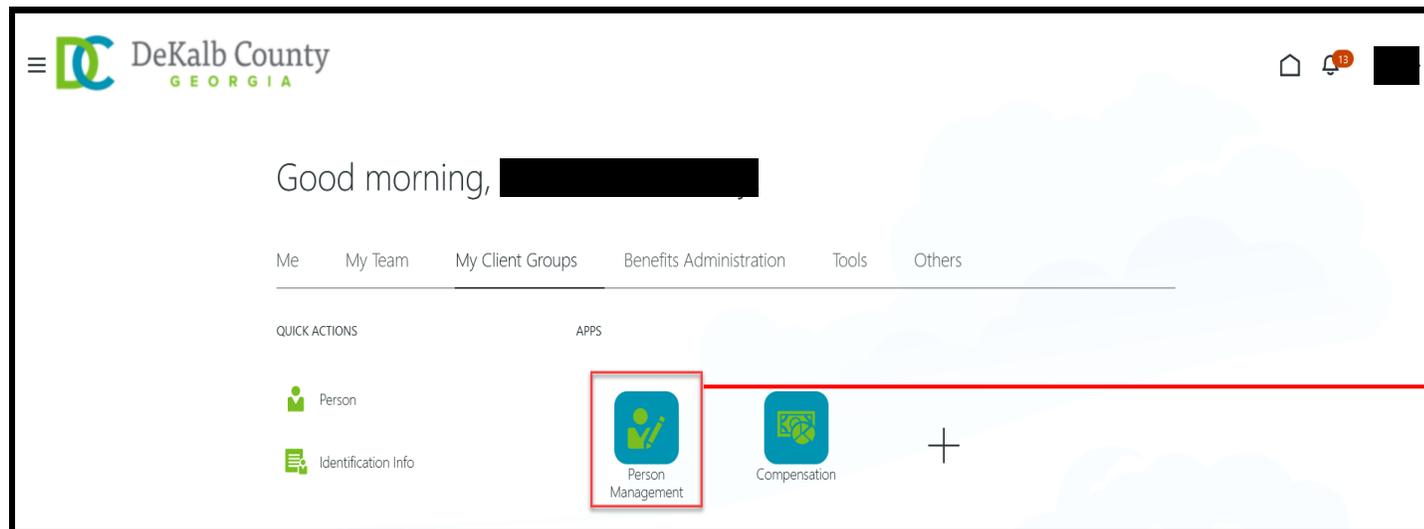
1

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



2

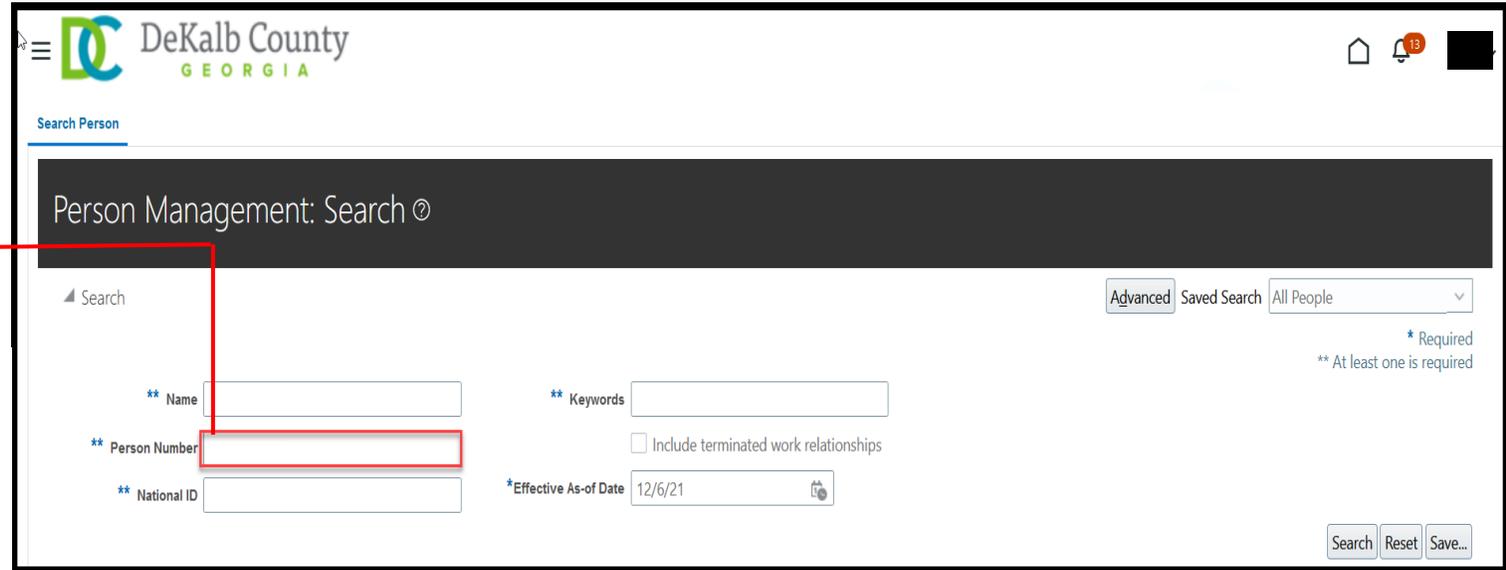
Select the **Person Management** tile within the Apps area



Manage Employment: Add a Document of Record

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

** Keywords

** Person Number

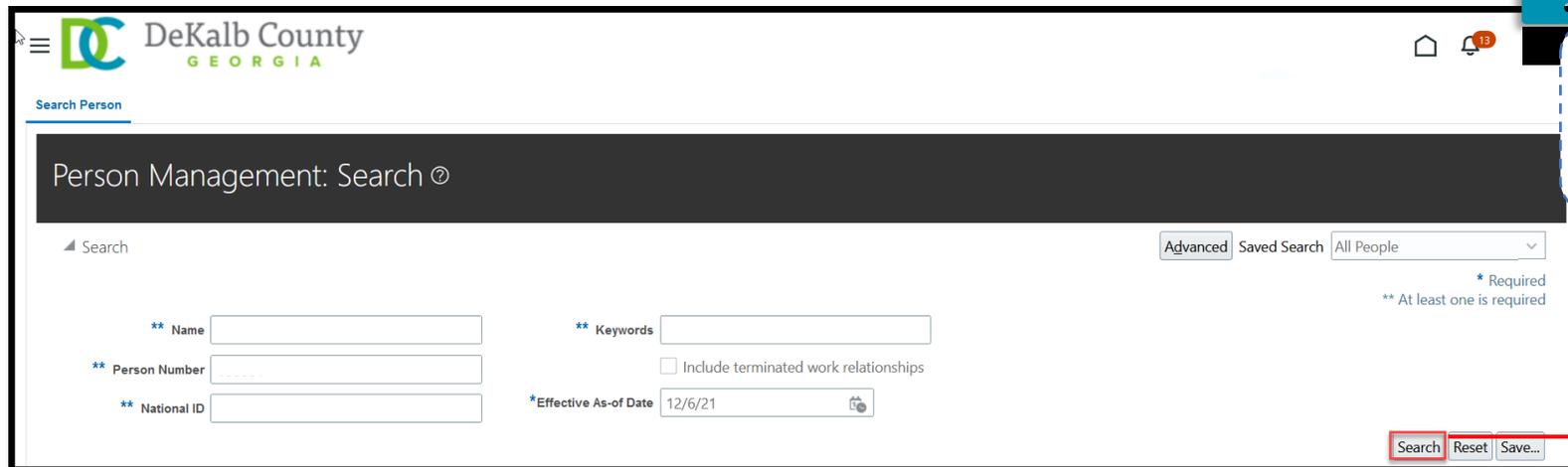
** National ID

*Effective As-of Date 12/6/21

Include terminated work relationships

* Required
** At least one is required

Search Reset Save...



DeKalb County GEORGIA

Search Person

Person Management: Search

Search

Advanced Saved Search All People

** Name

** Keywords

** Person Number

** National ID

*Effective As-of Date 12/6/21

Include terminated work relationships

* Required
** At least one is required

Search Reset Save...

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

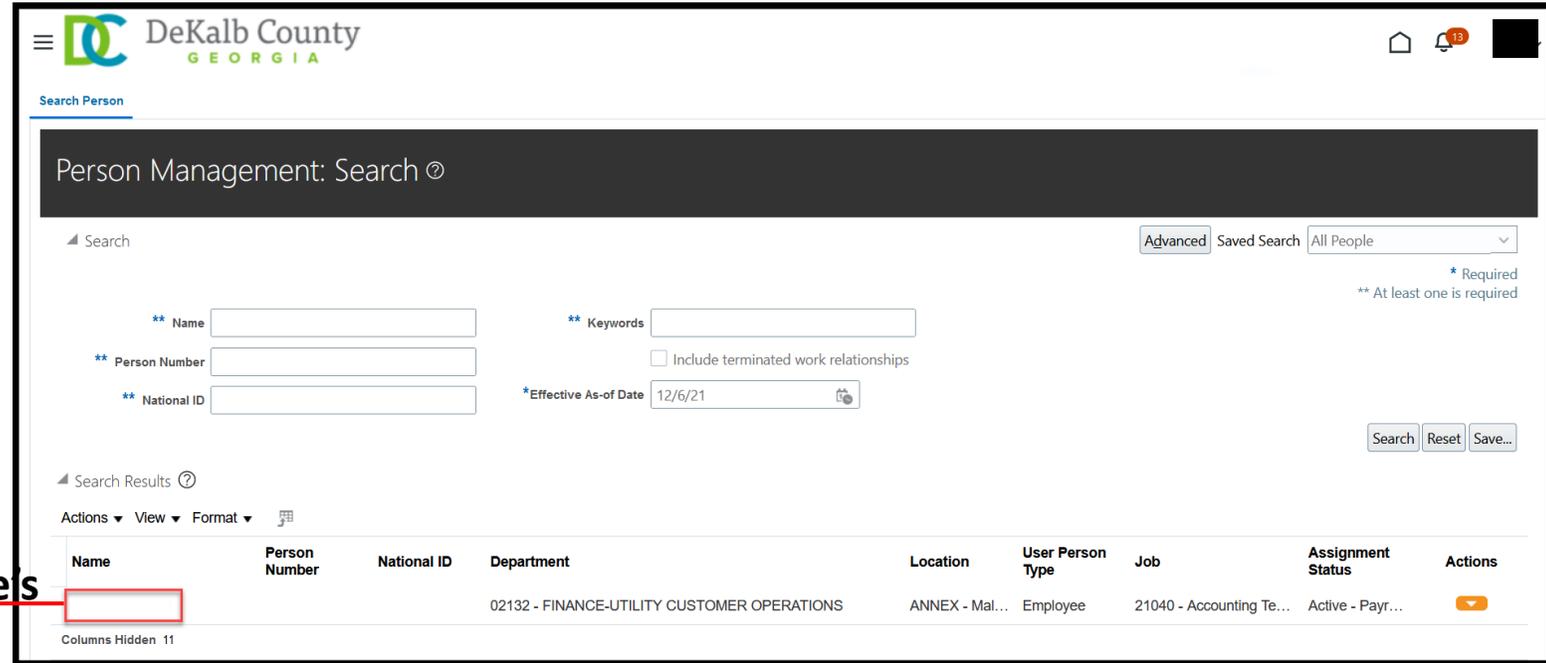
4

Select the **Search** button

Manage Employment: Add a Document of Record

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

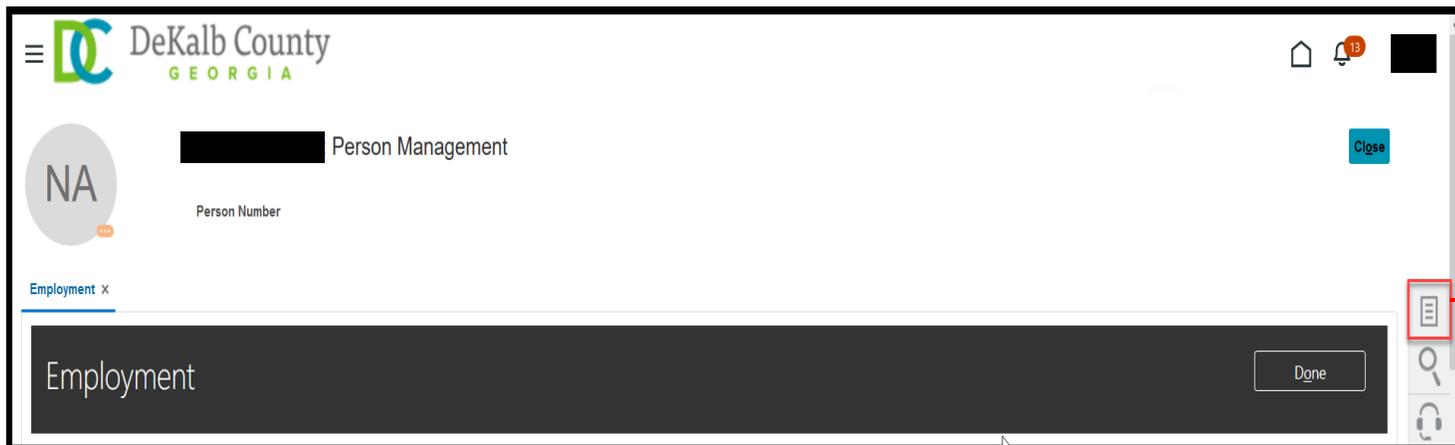
Actions View Format

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

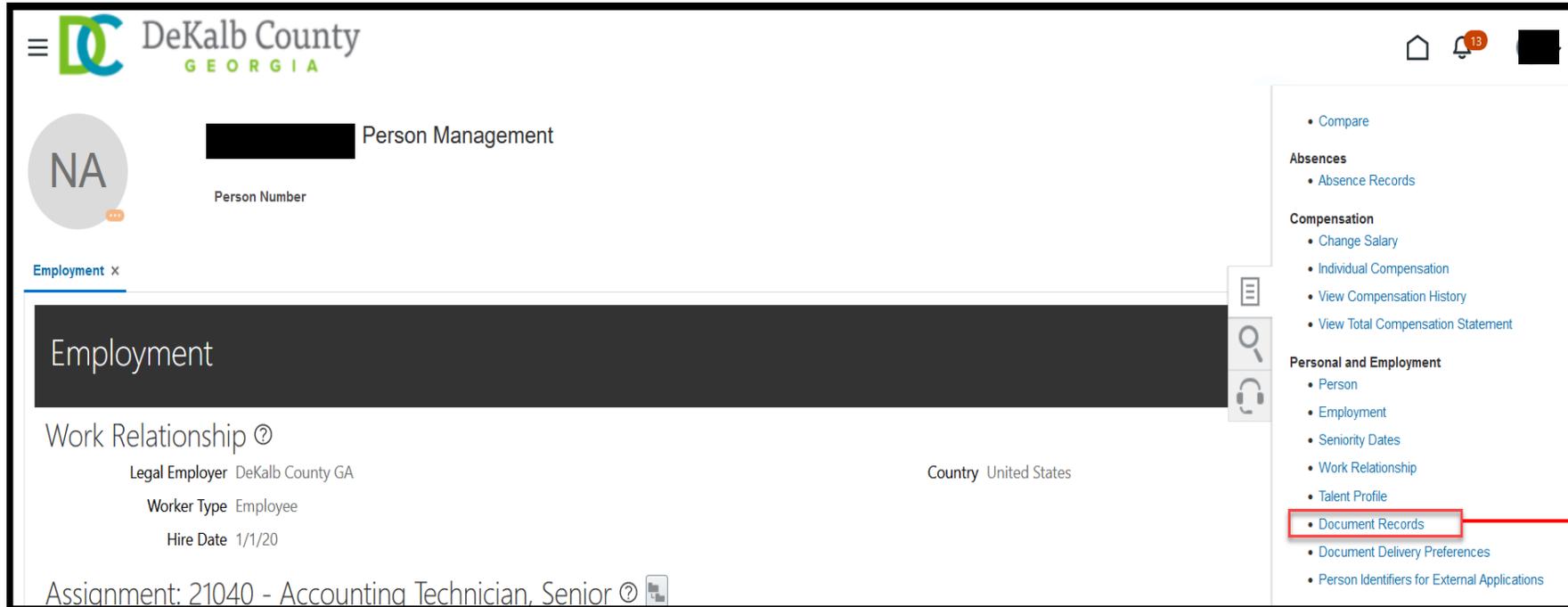
Person Number

Employment x

Employment

Done

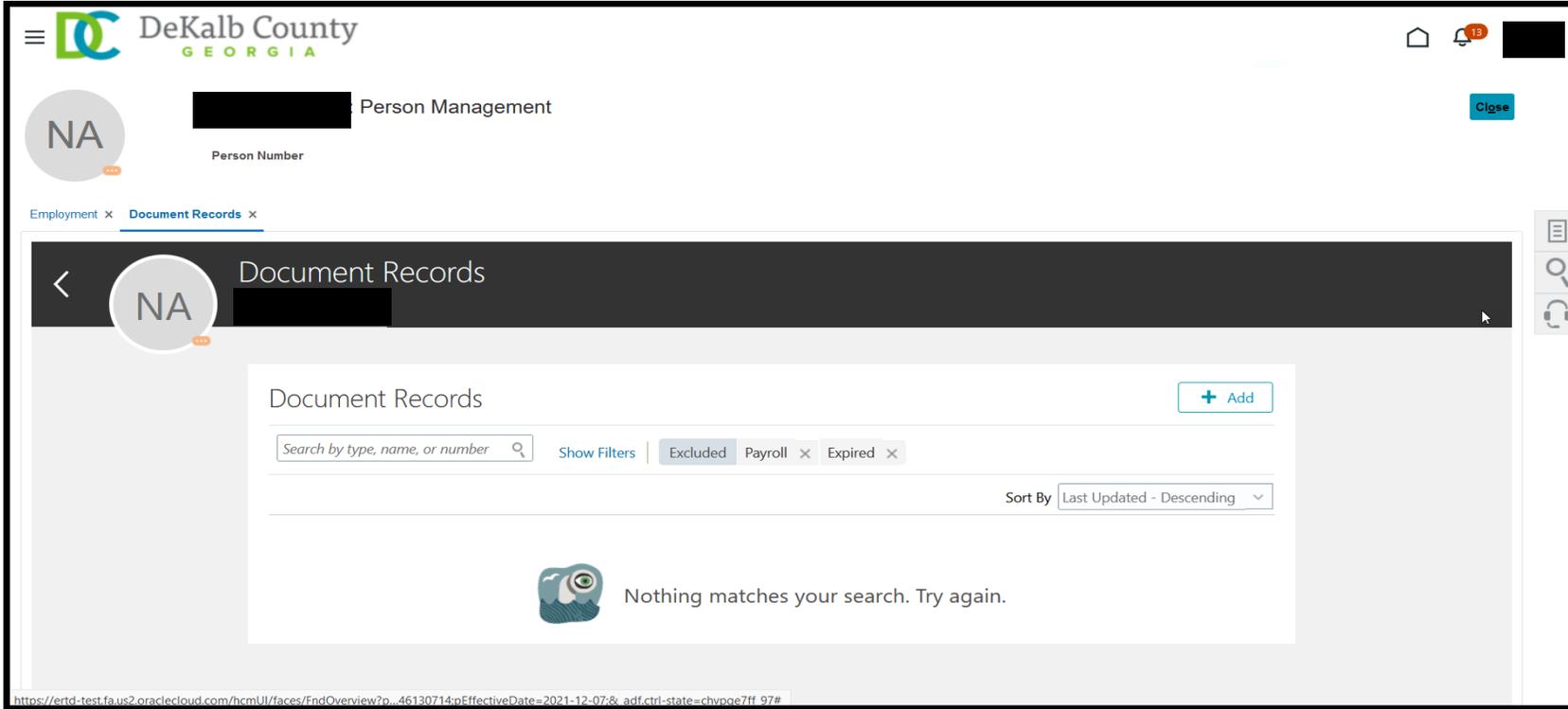
Manage Employment: Add a Document of Record



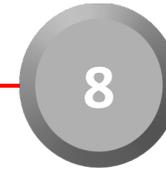
The screenshot displays the DeKalb County Georgia HR system interface. At the top left is the DeKalb County Georgia logo. The main header area shows a user profile with initials 'NA' and a 'Person Management' section with a redacted 'Person Number'. Below this is an 'Employment' tab. The main content area shows 'Work Relationship' details: 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 'Personal and Employment' section is expanded, and the 'Document Records' link is highlighted with a red box. A red line connects this link to a large grey circle containing the number '7'.

Once the Panel Drawer opens, select the **Document Records** link from the **Personal and Employment** section

Manage Employment: Add a Document of Record

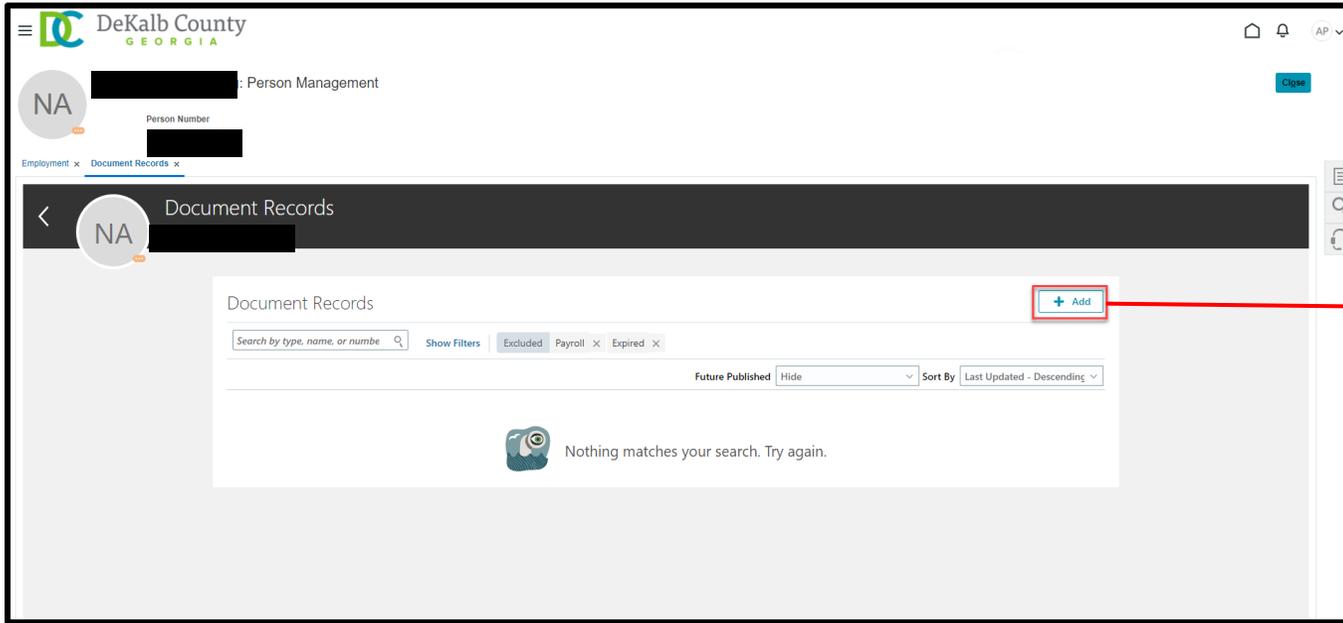


The screenshot shows the DeKalb County Georgia HR system interface. At the top, there is a navigation bar with the DeKalb County logo and the text "DeKalb County GEORGIA". Below this, there is a user profile section with a circular icon containing "NA" and the text "Person Management" and "Person Number". The main content area is titled "Document Records" and features a search bar with the placeholder text "Search by type, name, or number". There are also filter buttons for "Excluded", "Payroll", and "Expired", and a "Sort By" dropdown menu set to "Last Updated - Descending". A message icon with the number "8" is visible in the top right corner of the page. The search results area displays a message: "Nothing matches your search. Try again." with a small icon of a person looking at a document.



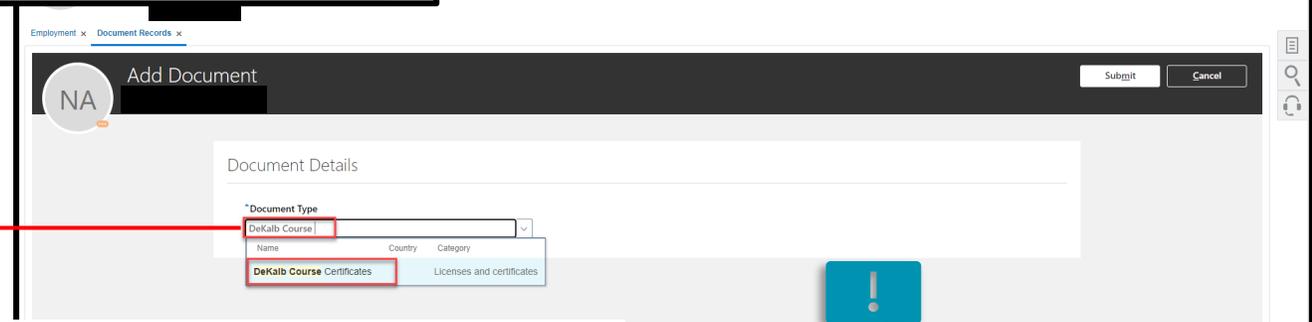
From the **Document Records** tab, the Coordinator can review the Documents assigned to the Employee. If no Documents were assigned, a message , There's nothing here so far, will appear on the page

Manage Employment: Add a Document of Record



9 To add a new Document, select the **+Add** button

10

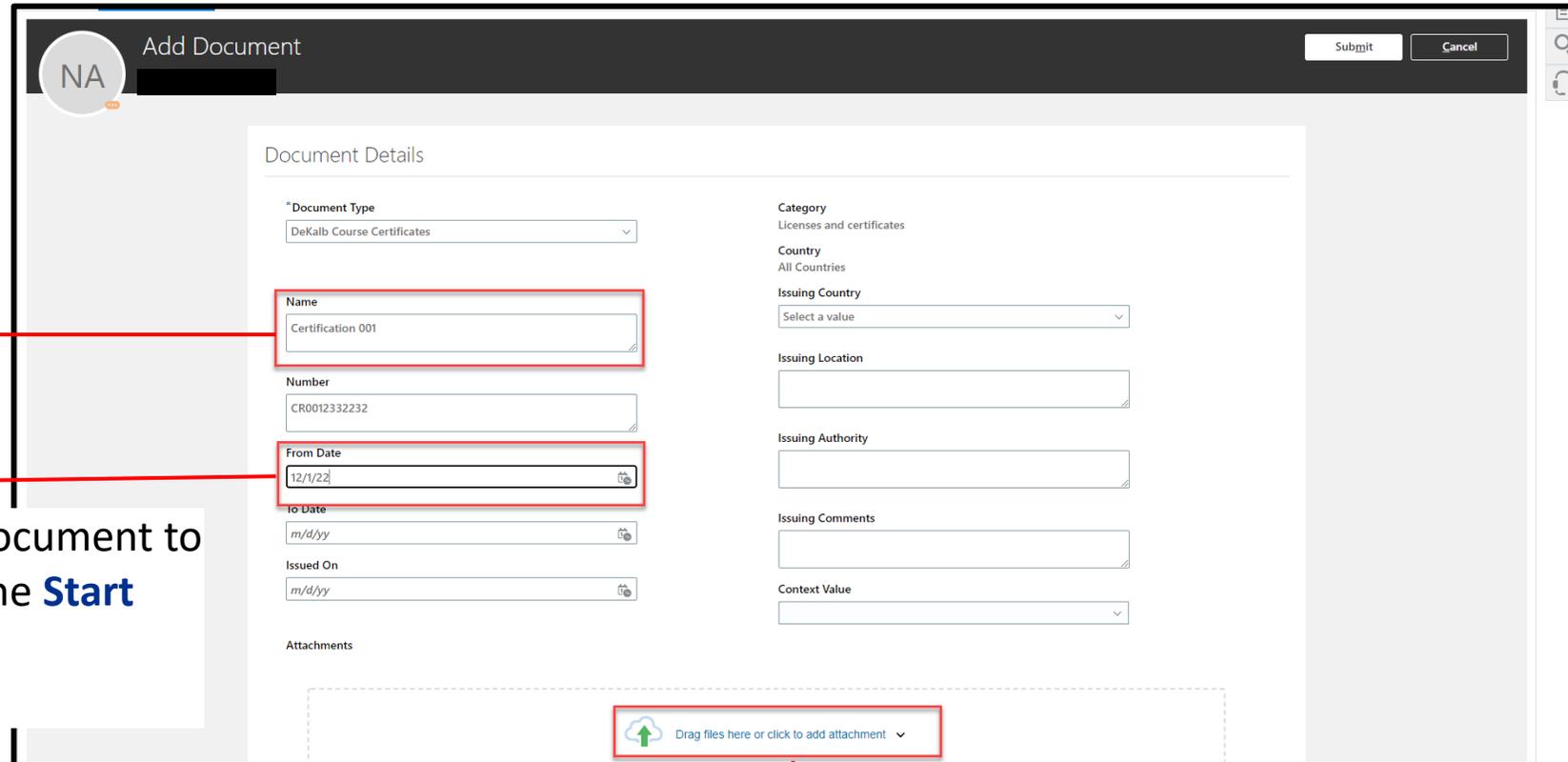


Key in the Document Type that you want to upload against an Employee Record, for example, DeKalb Course Certificate, and select the correct Type from the Search suggestion

Please refer to Appendix 1 for the list of Document Types available for selection

Manage Employment: Add a Document of Record

11

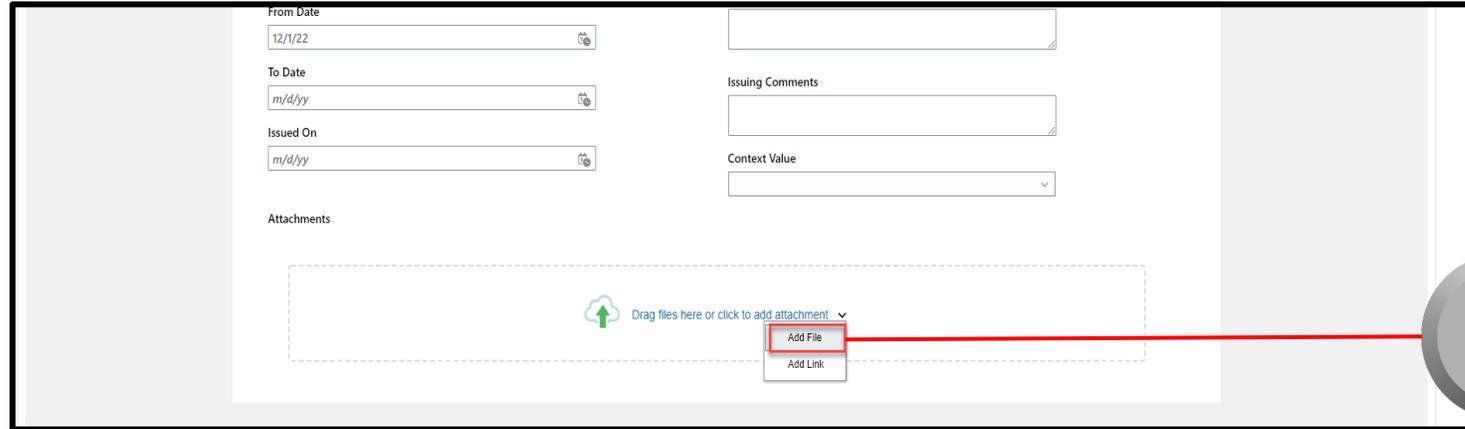


12

Select the **Drag files here or click to add attachment** link to browse the file to be uploaded

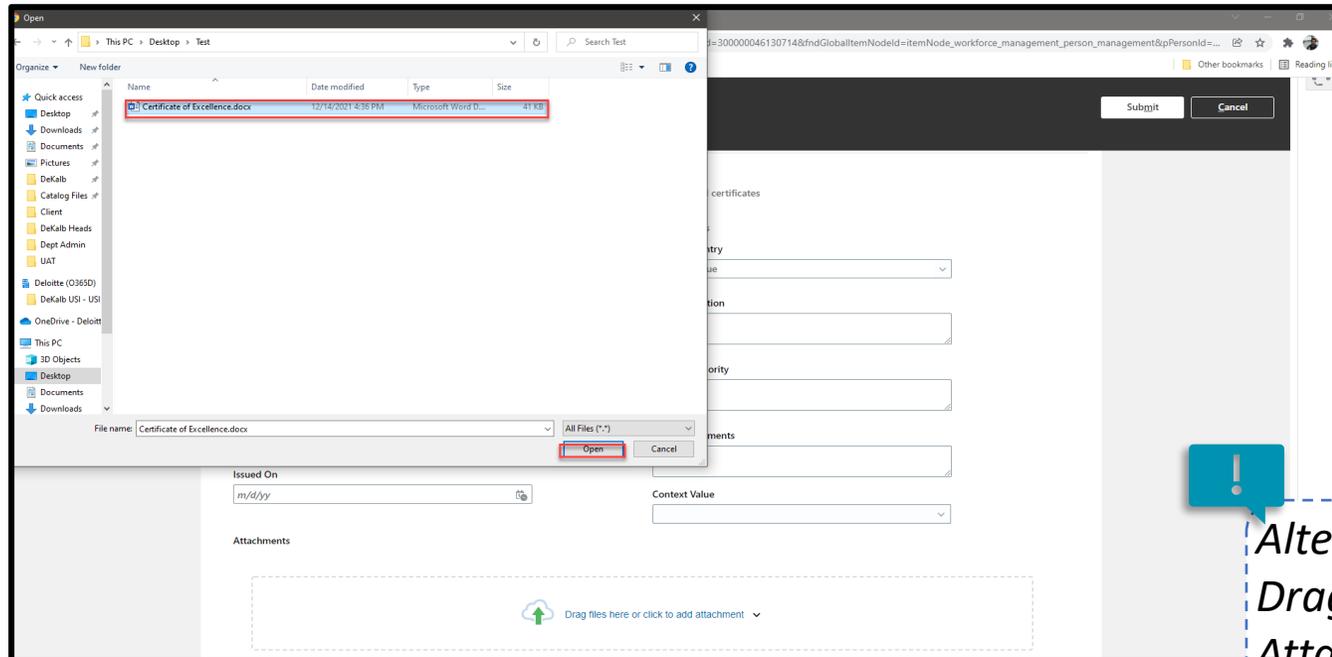
Key in the **Name** for the Document to be uploaded and specify the **Start Date**, if applicable

Manage Employment: Add a Document of Record



13

Select the **Add File** button to select the file

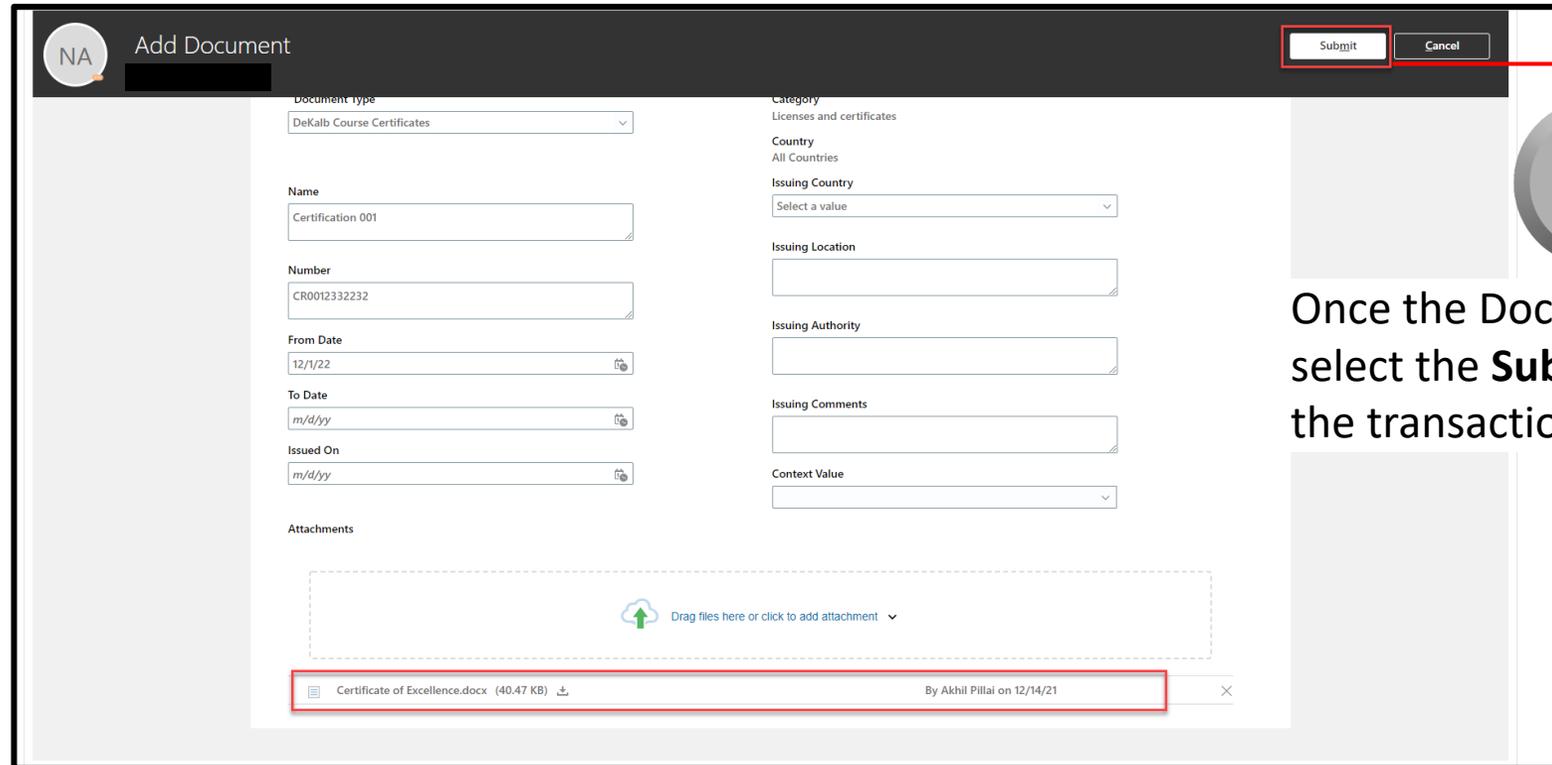


14

Select the file to be uploaded and select the **Open** button

Alternatively, one can also Drag and Drop a file to the Attachments area

Manage Employment: Add a Document of Record



NA Add Document

Document type
DeKalb Course Certificates

Category
Licenses and certificates

Country
All Countries

Issuing Country
Select a value

Issuing Location

Issuing Authority

Issuing Comments

Context Value

Name
Certification 001

Number
CR0012332232

From Date
12/1/22

To Date
m/d/yy

Issued On
m/d/yy

Attachments

Drag files here or click to add attachment

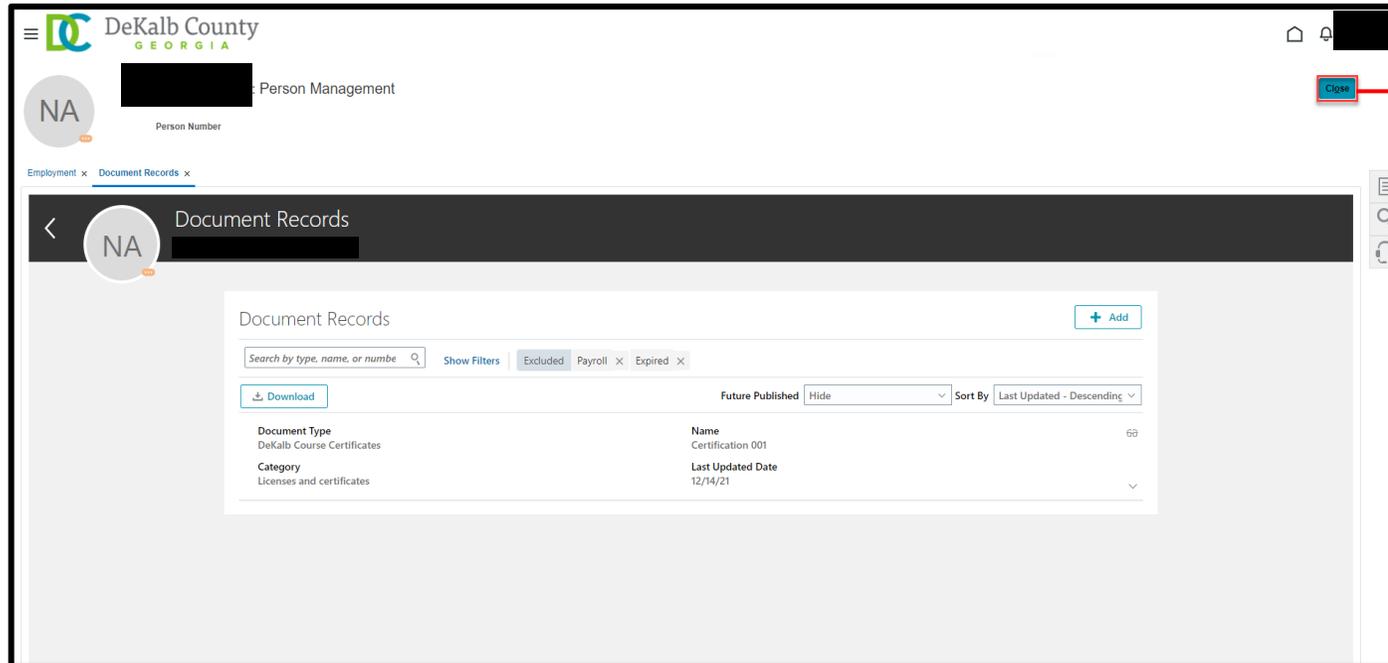
Certificate of Excellence.docx (40.47 KB) By Akhil Pillai on 12/14/21

Submit Cancel

15

Once the Document is uploaded, select the **Submit** button to commit the transaction

Manage Employment: Add a Document of Record



The screenshot shows the 'Document Records' page for a person in the DeKalb County Georgia HR system. The page includes a search bar, filters, and a table of document records.

Document Type	Name	Category	Last Updated Date
DeKalb Course Certificates	Certification 001	Licenses and certificates	12/14/21

16

Once the Coordinator has completed reviewing the Document details or there are no Documents, 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*