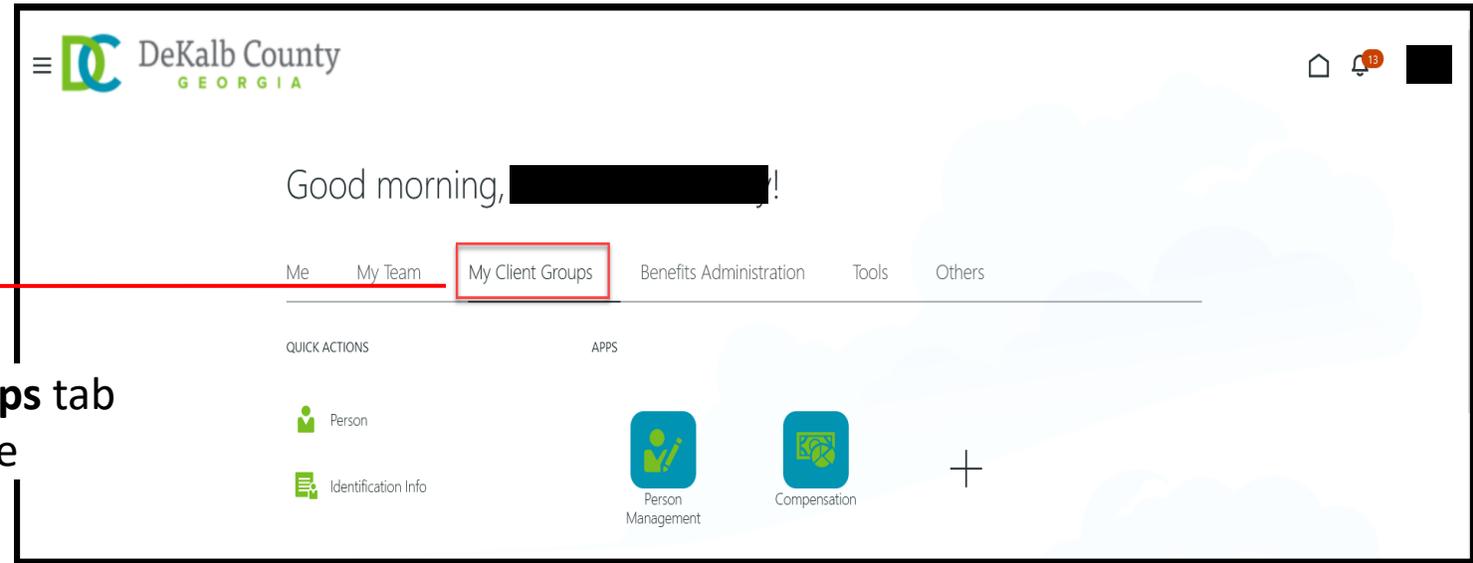


Manage Compensation: Award Compensation to an Employee

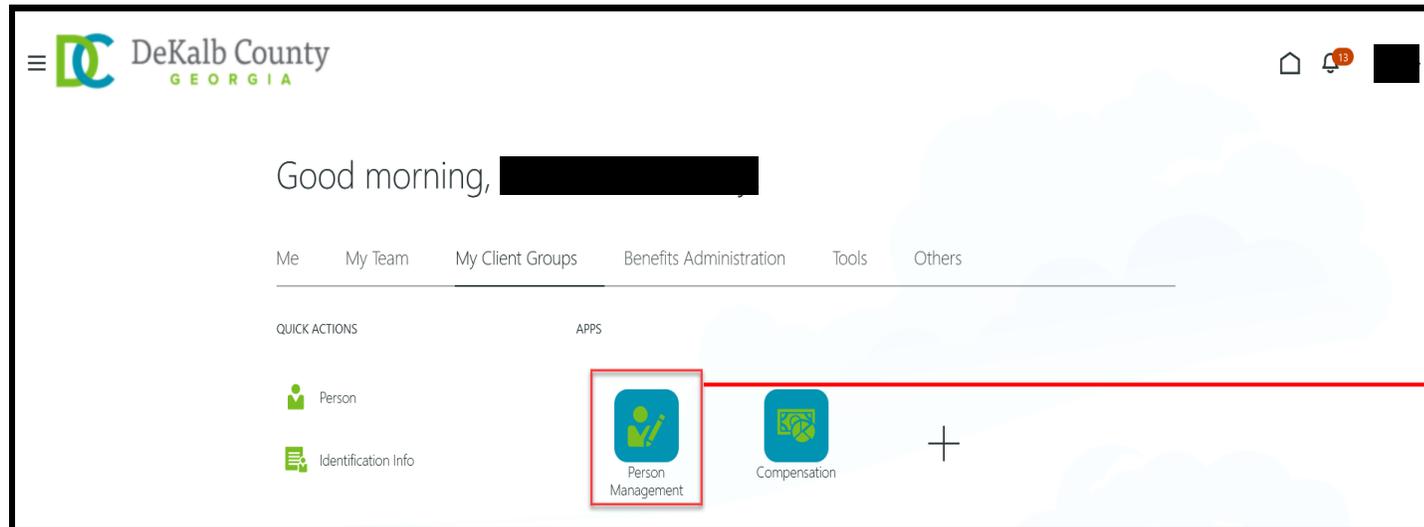
1

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



2

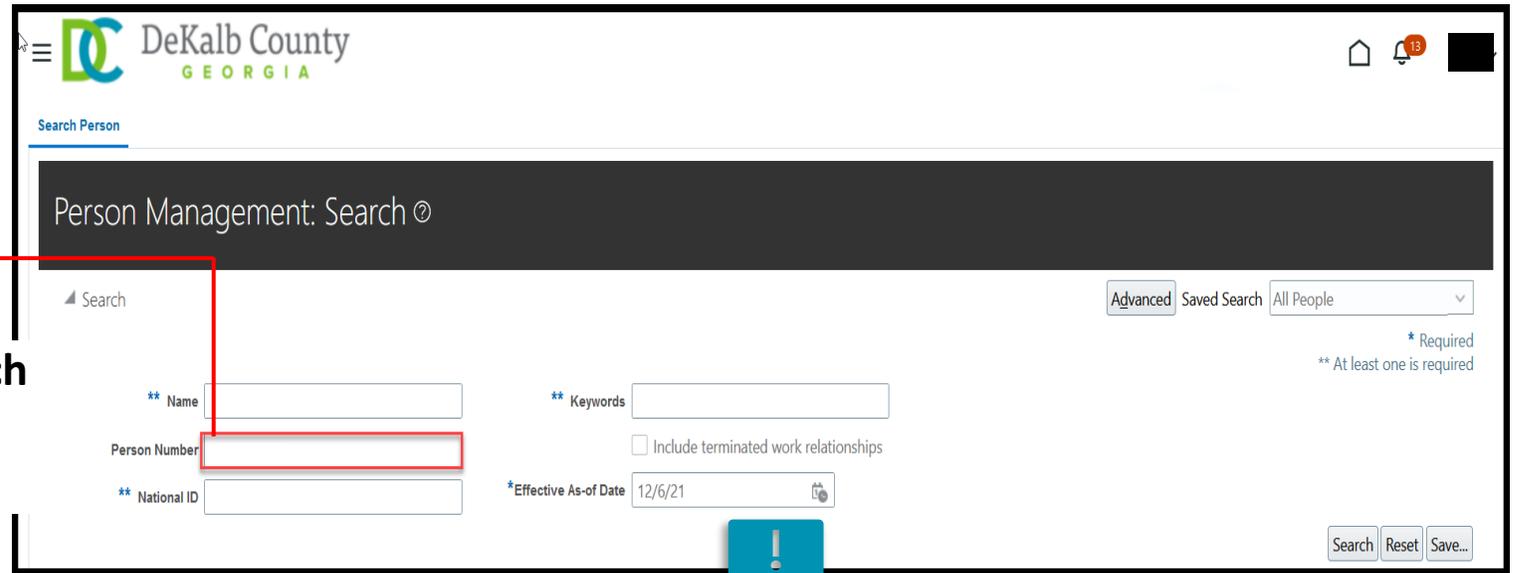
Select the **Person Management** tile within the Apps area



Manage Compensation: Award Compensation to an Employee

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

* Required
** At least one is required

** Name

** Keywords

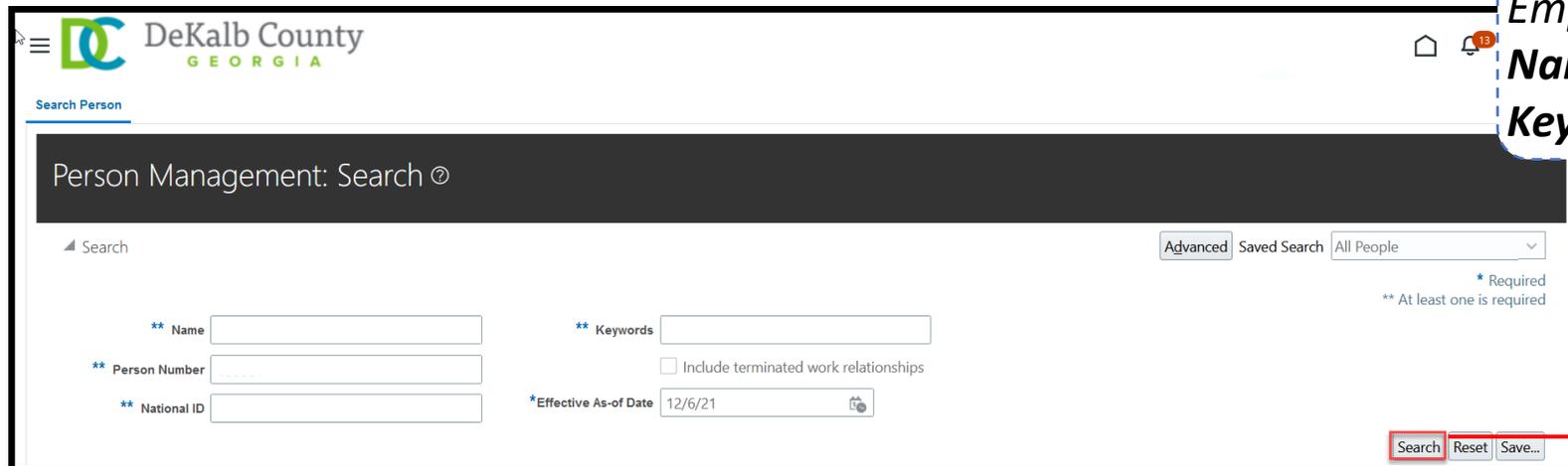
Person Number

Include terminated work relationships

*Effective As-of Date 12/6/21

Search Reset Save...

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



DeKalb County GEORGIA

Search Person

Person Management: Search ©

Search

Advanced Saved Search All People

* Required
** At least one is required

** Name

** Keywords

** Person Number

Include terminated work relationships

*Effective As-of Date 12/6/21

Search Reset Save...

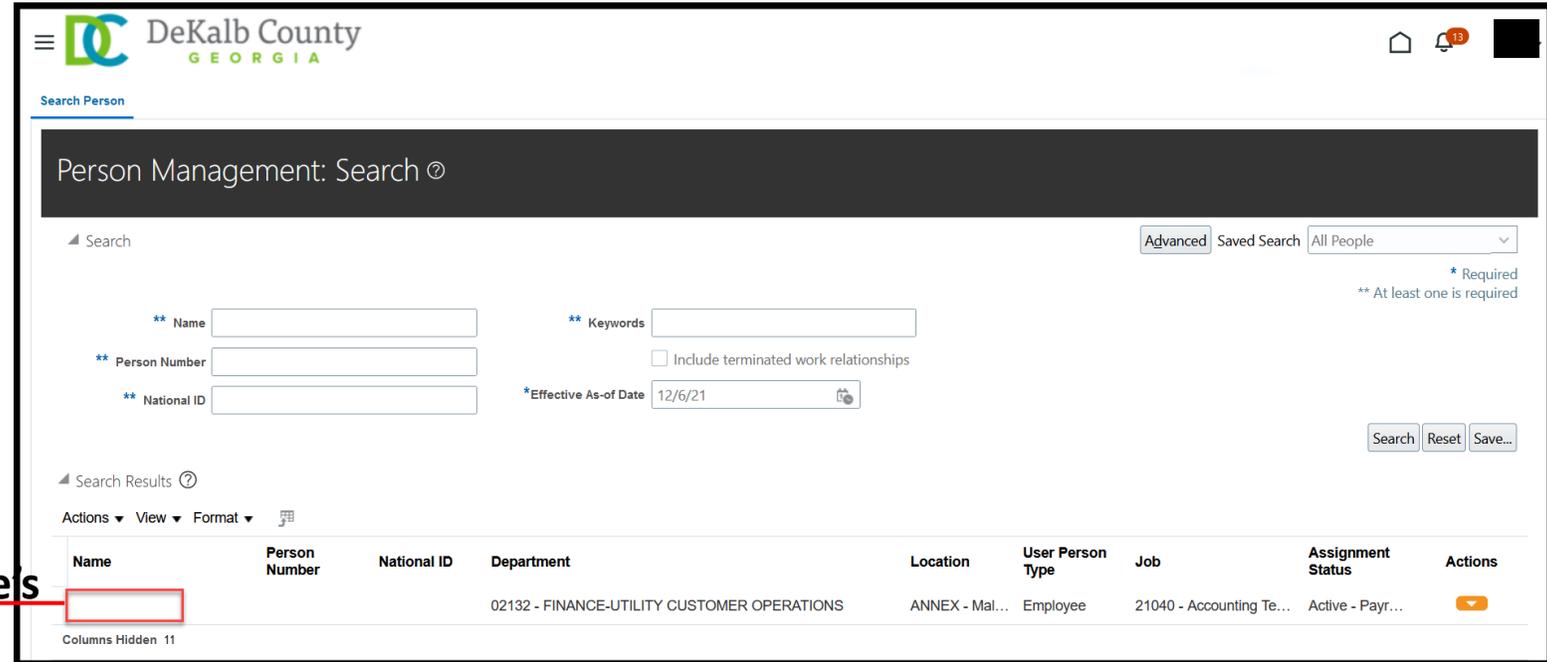
4

Select the **Search** button

Manage Compensation: Award Compensation to an Employee

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

* Required
** At least one is required

Search Reset Save...

Search Results

Actions View Format

Name	Person Number	National ID	Department	Location	User Person Type	Job	Assignment Status	Actions
<input type="text"/>			02132 - FINANCE-UTILITY CUSTOMER OPERATIONS	ANNEX - Mal...	Employee	21040 - Accounting Te...	Active - Payr...	<input type="button" value="v"/>

Columns Hidden 11



DeKalb County GEORGIA

Person Management

Close

NA Person Number

Employment x

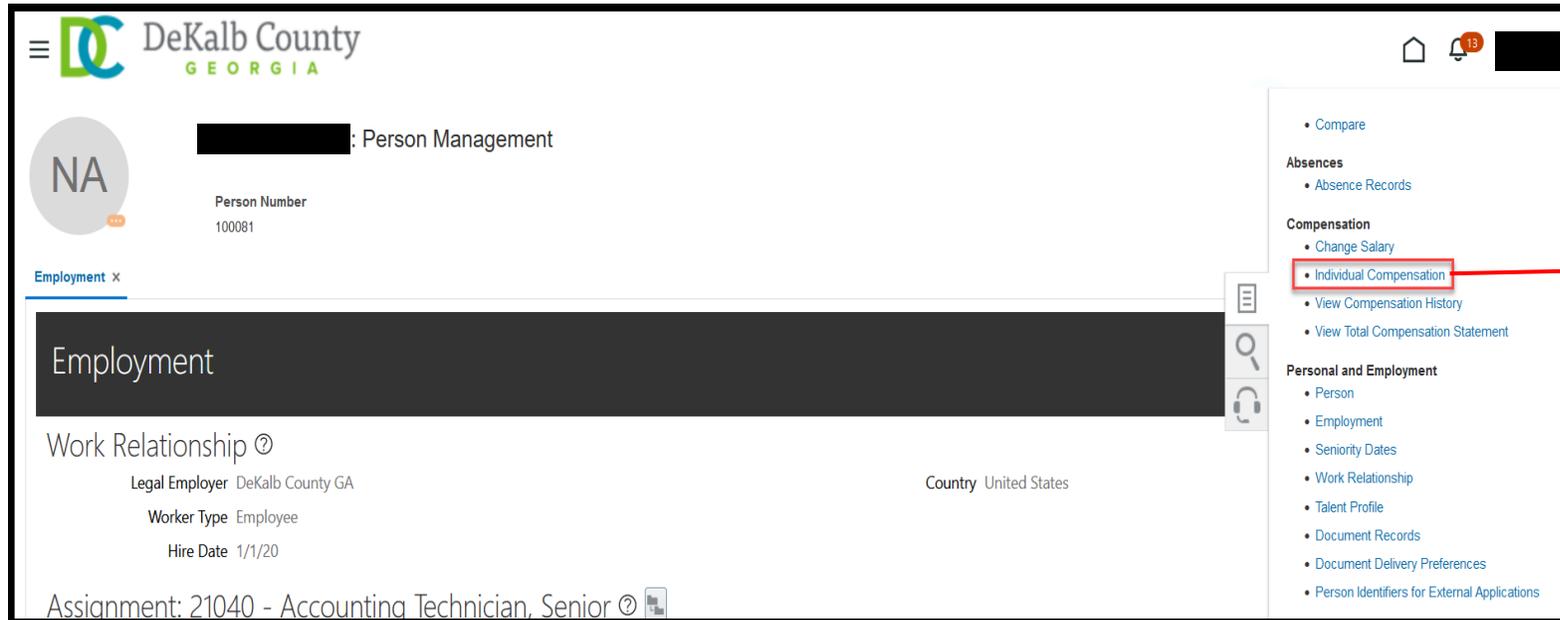
Employment Done

Panel Drawer icon

6

From the Employment page, select the **Panel Drawer** icon

Manage Compensation: Award Compensation to an Employee

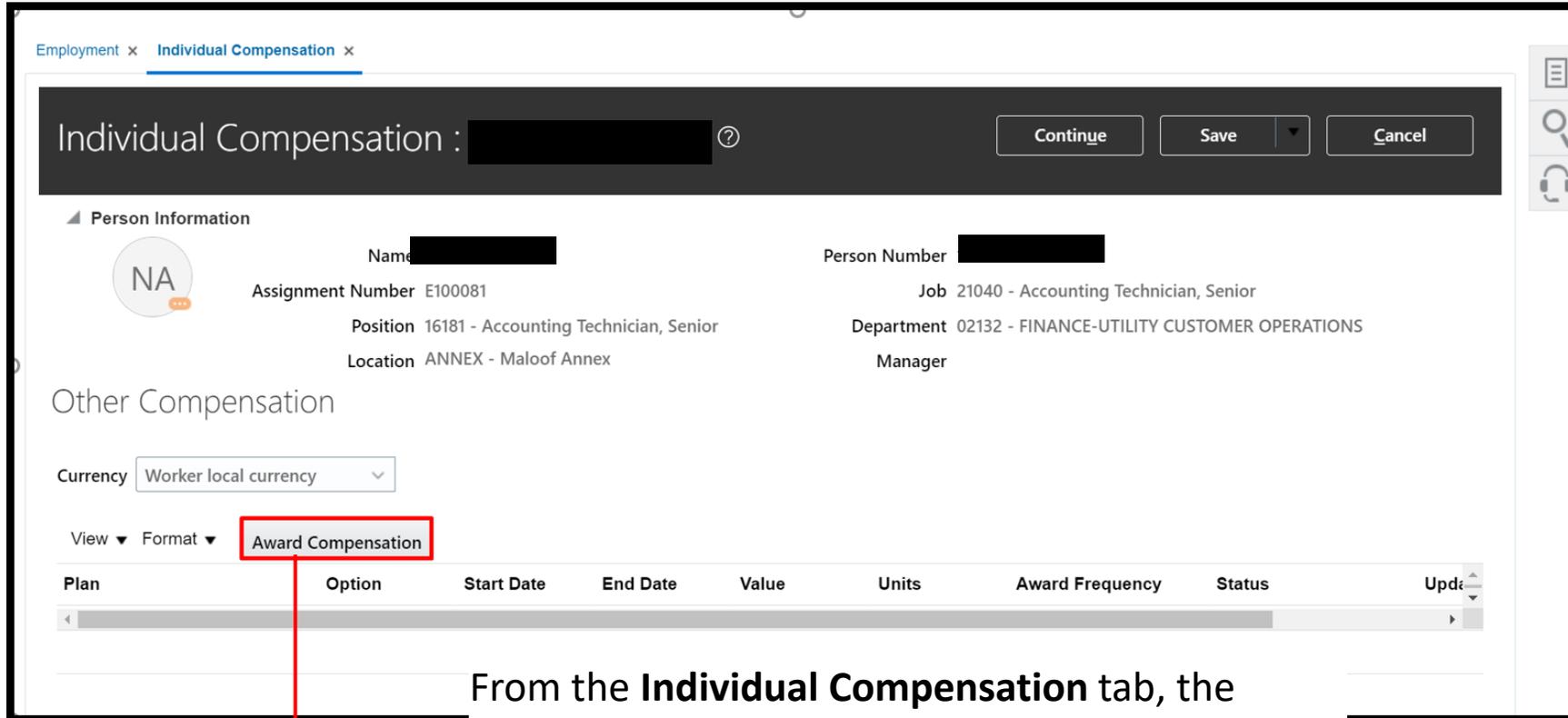


The screenshot shows the DeKalb County Georgia HR system interface. At the top left is the DeKalb County Georgia logo. The main header area displays a user profile with initials 'NA' and a 'Person Management' title. Below this, the 'Employment' section is active, showing details for a 'Work Relationship' with a 'Legal Employer' of 'DeKalb County GA', 'Worker Type' of 'Employee', and 'Hire Date' of '1/1/20'. The 'Assignment' is listed as '21040 - Accounting Technician, Senior'. On the right side, a 'Panel Drawer' is open, listing various navigation options. The 'Compensation' section is expanded, and the 'Individual Compensation' link is highlighted with a red box. A red line connects this link to a circular callout containing the number '7'.

7

Once the Panel Drawer opens, select the **Individual Compensation** link from the **Compensation** section

Manage Compensation: Award Compensation to an Employee



Employment x Individual Compensation x

Individual Compensation : [REDACTED] ?

Continue Save Cancel

Person Information

NA

Name [REDACTED] Person Number [REDACTED]

Assignment Number E100081 Job 21040 - Accounting Technician, Senior

Position 16181 - Accounting Technician, Senior Department 02132 - FINANCE-UTILITY CUSTOMER OPERATIONS

Location ANNEX - Maloof Annex Manager

Other Compensation

Currency Worker local currency

View Format Award Compensation

Plan	Option	Start Date	End Date	Value	Units	Award Frequency	Status	Update
------	--------	------------	----------	-------	-------	-----------------	--------	--------

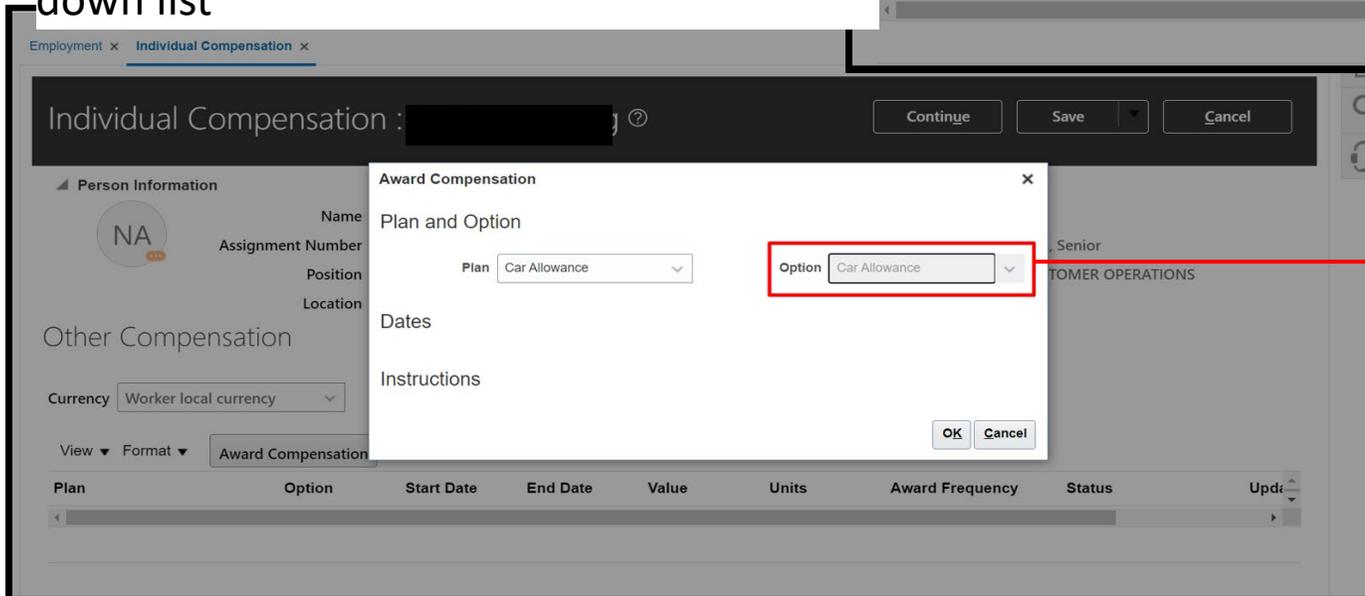
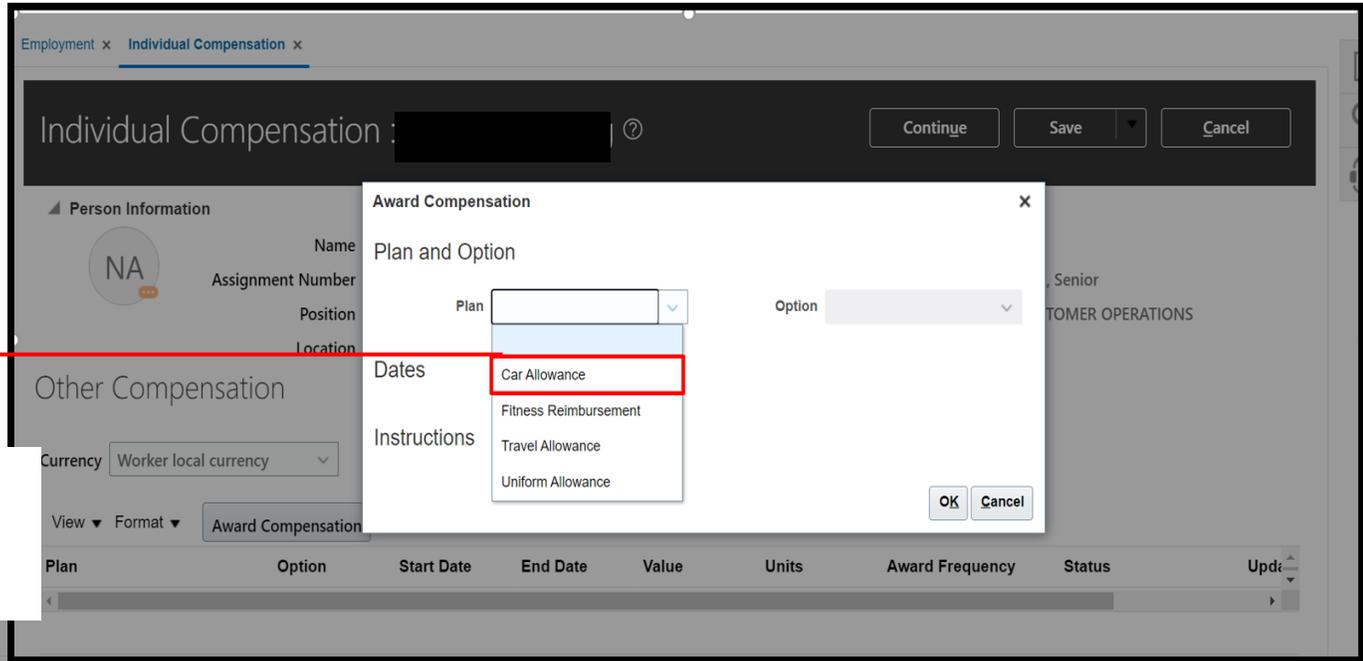
8

From the **Individual Compensation** tab, the Coordinator can award an ICP to an Employee. Additional Compensation could be Car Allowance, Travel Allowance, MPO Incentive, Fitness Reimbursement, and Uniform Allowance. In this example, Car Allowance will be awarded. Select the **Award Compensation** button

Manage Compensation: Award Compensation to an Employee

9

From the Award Compensation pop-up, select **Car Allowance** from the **Plan** drop-down list



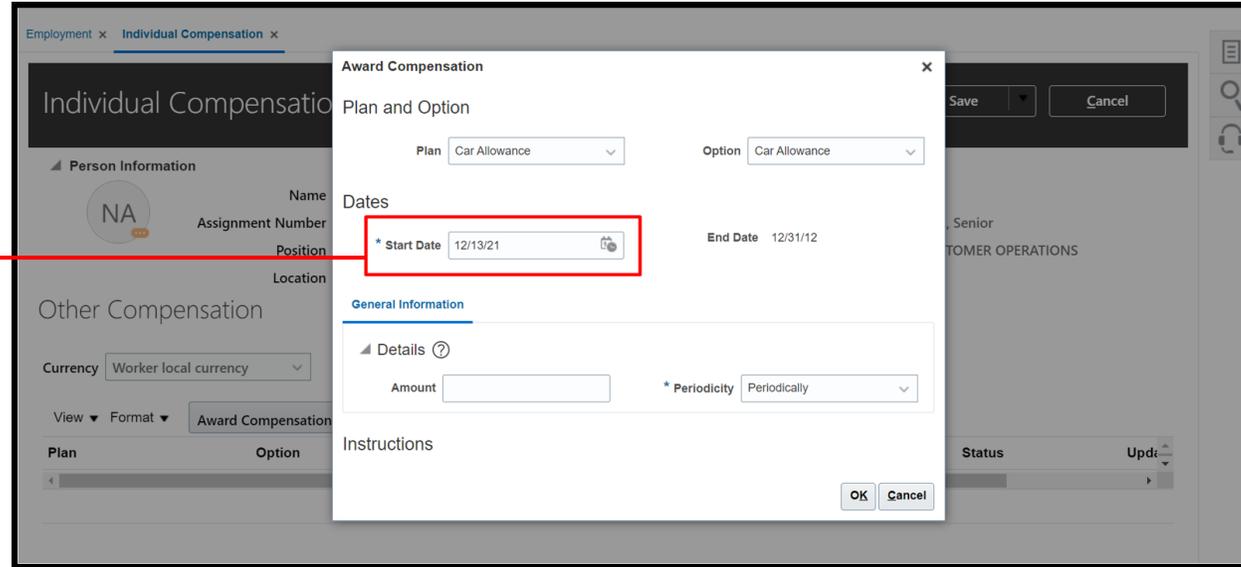
10

After selecting the Plan, select **Car Allowance** for the **Option** from the drop-down list

Manage Compensation: Award Compensation to an Employee

11

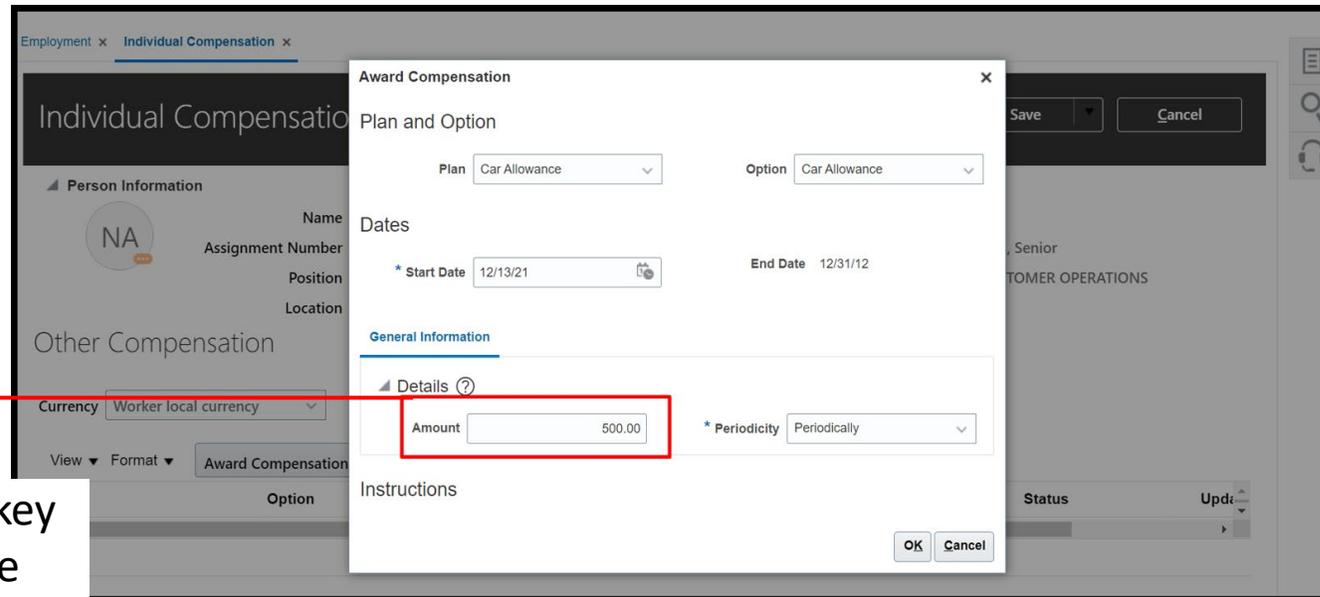
Select the **Start Date** from which you want to reward the Employee with a Car Allowance



The screenshot shows the 'Award Compensation' dialog box in a software application. The dialog is titled 'Award Compensation' and has a close button (X) in the top right corner. It is divided into several sections: 'Plan and Option', 'Dates', 'General Information', and 'Instructions'. In the 'Plan and Option' section, 'Plan' is set to 'Car Allowance' and 'Option' is also set to 'Car Allowance'. In the 'Dates' section, the '* Start Date' is '12/13/21' and the 'End Date' is '12/31/12'. The '* Start Date' field is highlighted with a red rectangular box. In the 'General Information' section, the 'Amount' field is empty and the '* Periodicity' is set to 'Periodically'. There are 'OK' and 'Cancel' buttons at the bottom right of the dialog.

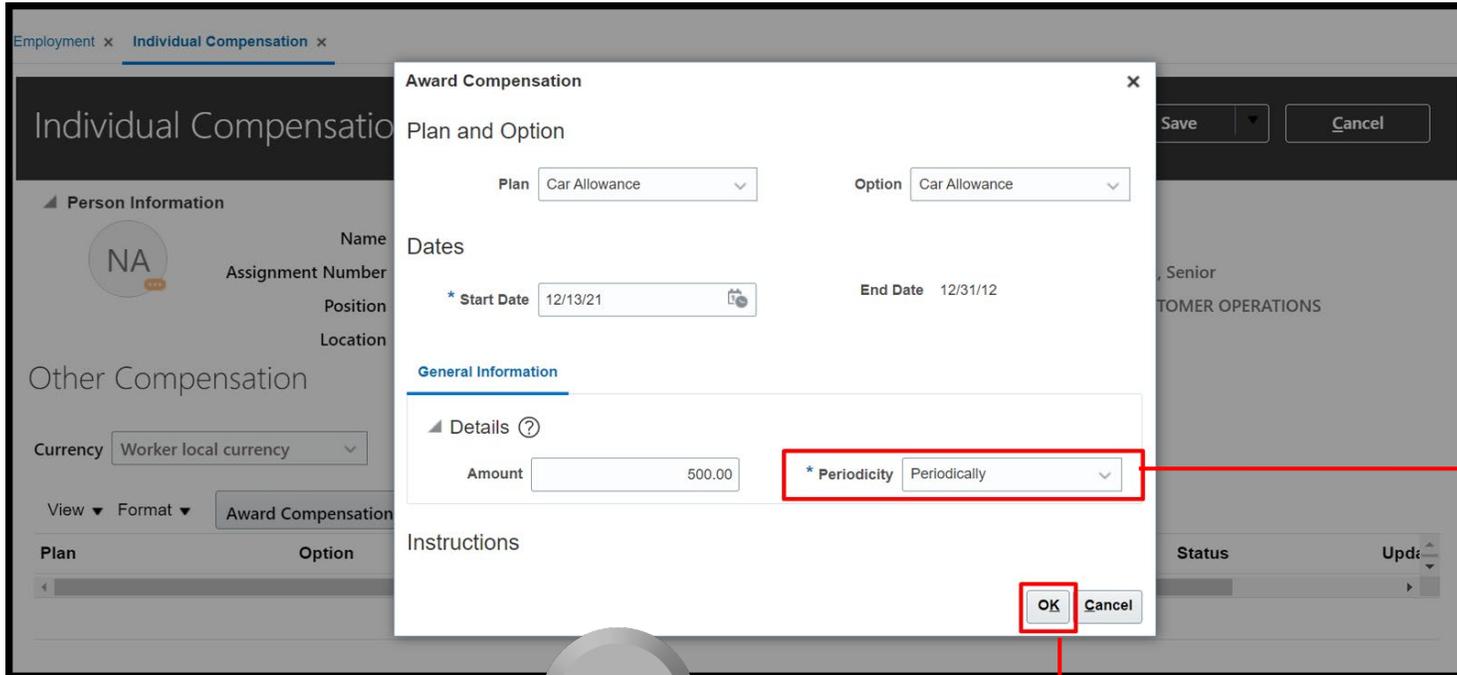
12

From the General Information section, key in the **Amount** you want to award to the Employee in the **Amount** field



The screenshot shows the 'Award Compensation' dialog box, similar to the one above. In this view, the 'Amount' field in the 'General Information' section is highlighted with a red rectangular box and contains the value '500.00'. The '* Start Date' is '12/13/21' and the 'End Date' is '12/31/12'. The '* Periodicity' is still set to 'Periodically'. The 'OK' and 'Cancel' buttons are visible at the bottom right.

Manage Compensation: Award Compensation to an Employee



13 Select the appropriate **Periodicity** from the drop-down list

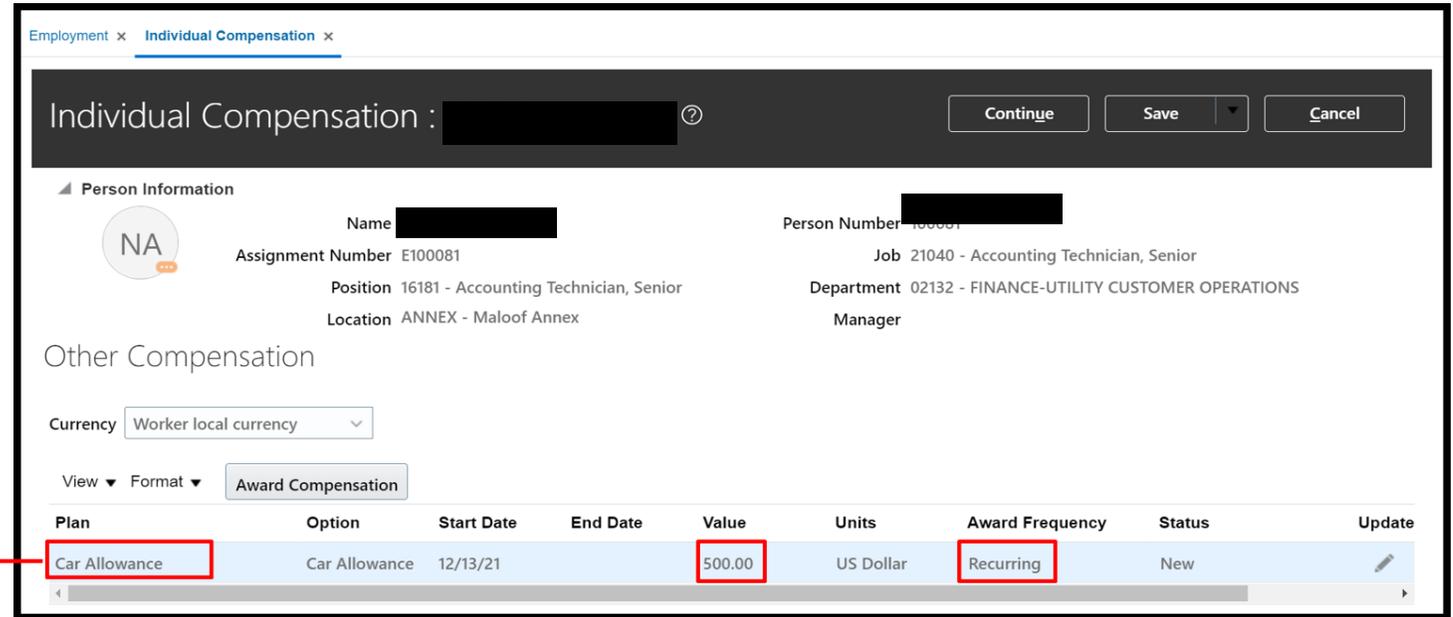
14 Select the **OK** button

! If Periodically in the Periodicity is selected, it implies the amount will be paid to Employee based on their payroll frequency (Regular Monthly or Regular Bi-Weekly). If another value is selected, the amount will get distributed or added according to the Pay Periods

Manage Compensation: Award Compensation to an Employee

15

Once the **OK** button is selected, the Allowance will be a row added in the Compensation area where you will be able to see different details about the Allowance provided



Individual Compensation : [redacted] [Continue] [Save] [Cancel]

Person Information

Name [redacted] Person Number [redacted]
Assignment Number E100081 Job 21040 - Accounting Technician, Senior
Position 16181 - Accounting Technician, Senior Department 02132 - FINANCE-UTILITY CUSTOMER OPERATIONS
Location ANNEX - Maloof Annex Manager

Other Compensation

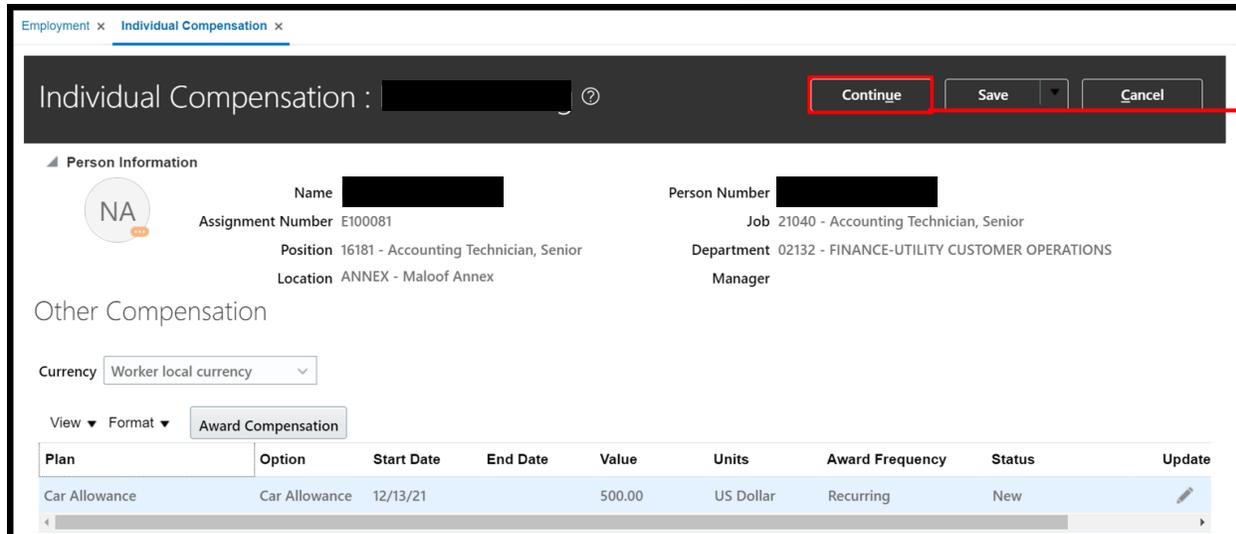
Currency Worker local currency

View Format Award Compensation

Plan	Option	Start Date	End Date	Value	Units	Award Frequency	Status	Update
Car Allowance	Car Allowance	12/13/21		500.00	US Dollar	Recurring	New	

16

After reviewing all the details, select the **Continue** button



Individual Compensation : [redacted] [Continue] [Save] [Cancel]

Person Information

Name [redacted] Person Number [redacted]
Assignment Number E100081 Job 21040 - Accounting Technician, Senior
Position 16181 - Accounting Technician, Senior Department 02132 - FINANCE-UTILITY CUSTOMER OPERATIONS
Location ANNEX - Maloof Annex Manager

Other Compensation

Currency Worker local currency

View Format Award Compensation

Plan	Option	Start Date	End Date	Value	Units	Award Frequency	Status	Update
Car Allowance	Car Allowance	12/13/21		500.00	US Dollar	Recurring	New	

Manage Compensation: Award Compensation to an Employee

Review Compensation: [Redacted]

Person Information

 Name [Redacted] Person Number [Redacted]
Assignment Number E100081 Job 21040 - Accounting Technician, Senior
Position 16181 - Accounting Technician, Senior Department 02132 - FINANCE-UTILITY CUSTOMER OPERATIONS
Location ANNEX - Maloof Annex Manager

Other Compensation

Proposed Compensation

Plan	Option	Start Date	End Date	Value	Units	Award Frequency	Status
Car Allowance	Car Allowance	12/13/21		500.00	US Dollar	Recurring	New

Current Compensation

Plan	Option	Start Date	End Date	Value	Units	Award Frequency	Status
No data to display.							

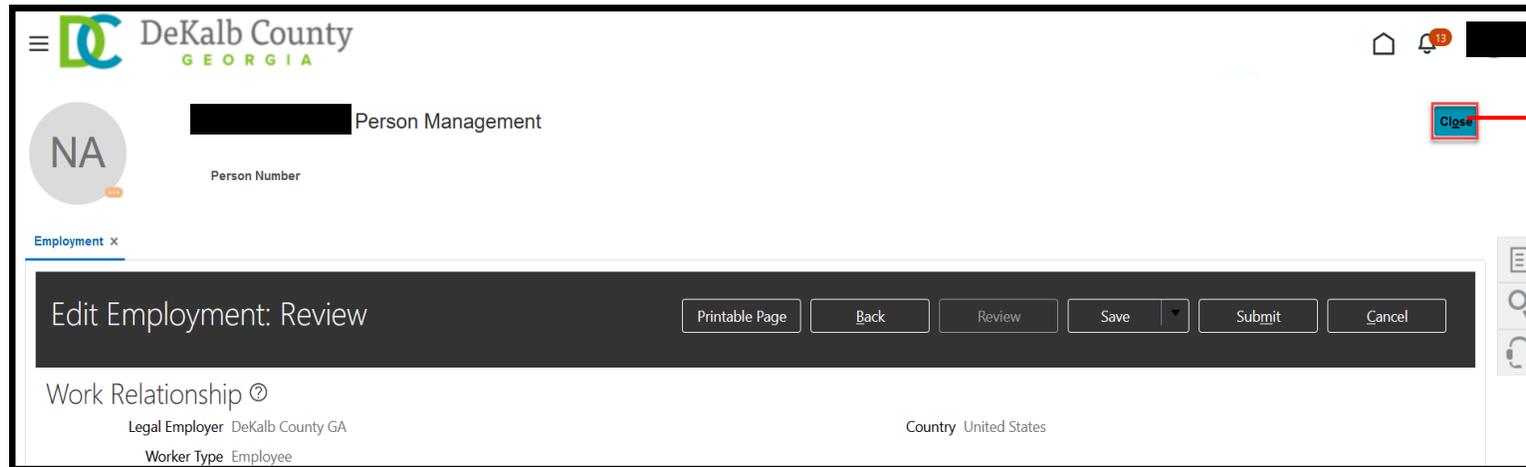
17

From the Review page, you will be able to see the complete details related to the awarded Allowance. Once the details have been verified, select the **Submit** button



The submission will go through an approval process. Once it has been reviewed and approved by all the Approvers, it will be reflected in the database

Manage Compensation: Award Compensation to an Employee



DeKalb County
GEORGIA

Person Management

Person Number

NA

Employment x

Edit Employment: Review

Printable Page Back Review Save Submit Cancel

Work Relationship ⓘ

Legal Employer DeKalb County GA

Country United States

Worker Type Employee

18

Once the Coordinator has completed submission, 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*