

# Payroll Coordinator

**Change  
Location via  
Quick Action**



CloudVergent 360

# Payroll Coordinators

## Change Location via Quick Action

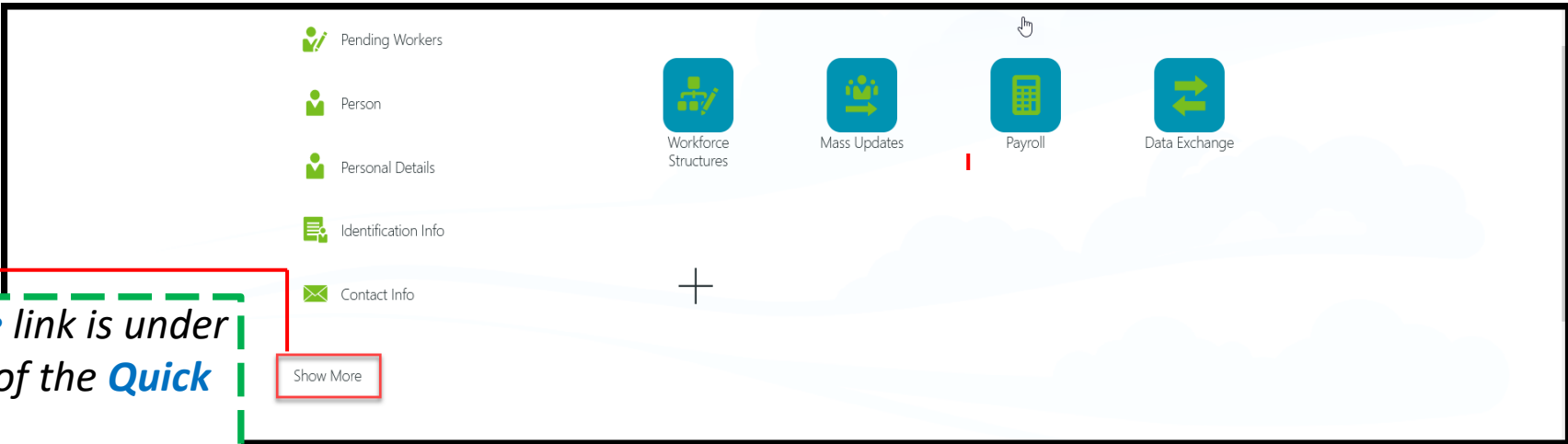
Make sure to use either Chrome or Firefox as your browser



# Change Location via Quick Actions

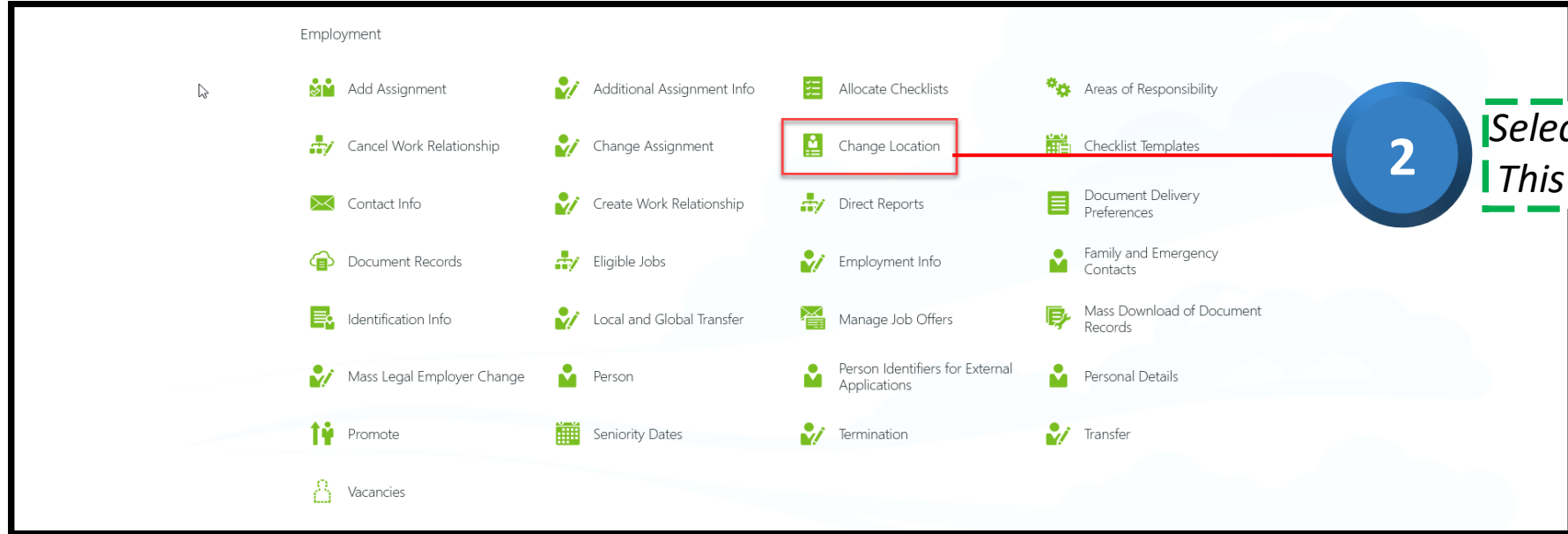
1

Select the **Show More** link is under the same column as of the **Quick Actions**



2

Select the **Browse Catalog** button. This will open a new browser tab.



# Change Location via Quick Actions



**3**

*Key the employee's name or employee number in the **Search Person** field on the Change Location Page*

< Change Location

Faye Hunt

Search Person

Advanced Search:Faye Hunt

	Name	Business Title	Work Email	Person Number
FH	Faye L Hunt	32160 - Sheriff Processing Tech Sr	TEST_flhunt@dekalbcountyga.gov	001426

# Change Location via Quick Actions

**FH** Faye L Hunt

Change Location

Submit Cancel

**1** When and Why

\*When does the location change start?  
3/2/22

\*What's the way to change the location?  
Location Change

Why are you changing the location?


Continue

**4**

Key in the date for **“When does the location change start?”**

The calendar icon may also be selected, and the date selected from the calendar

# Change Location via Quick Actions

 **Change Location**  
Faye L Hunt

**1** When and Why

\*When does the location change start?

\*What's the way to change the location?

Why are you changing the location?

**5**

Click on the **Continue** button.

Note: Enter the action reason in the **“Why are you changing the location?”** Drop-down list.

# Change Location via Quick Actions

2 Location

Location

SO-

Name	Code	Town or City	Country Name
SO-ACHF - SO-Chief	SO-ACHF	Decatur	United States
SO-ADAT - SO Data Information System	SO-ADAT	Decatur	United States
SO-ADMN - SO-Sheriff Administrative	SO-ADMN	Decatur	United States
SO-AMED - SO-Medical Services Unit	SO-AMED	Decatur	United States
SO-AOPS - SO-Operation of Professional	SO-AOPS	Decatur	United States

3

6

On the **Location page**, select the new location from the list of values. Users may also key in the search criteria.

2 Location

Location


SO-ACHF - SO-Chief

Continue

6

Select **Continue** and move to **Comments and Attachments**

# Change Location via Quick Actions



Change Location  
Faye L Hunt

7

Submit Cancel

① When and Why

② Location

Edit

**Note:** The Comments and Attachments section may be skipped as the transaction will be auto approved.

Select the **Submit** button to push the location change into CV360's database.



## Payroll Coordinators Summary

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

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

- DeKalb POC:
  - Katherine Furlong | [kdfurlong@dekalbcountyga.gov](mailto:kdfurlong@dekalbcountyga.gov)