

**Payroll
Coordinator**

**Change Talent
Manager**



CloudVergent 360

Payroll Coordinator

Change Talent Manager

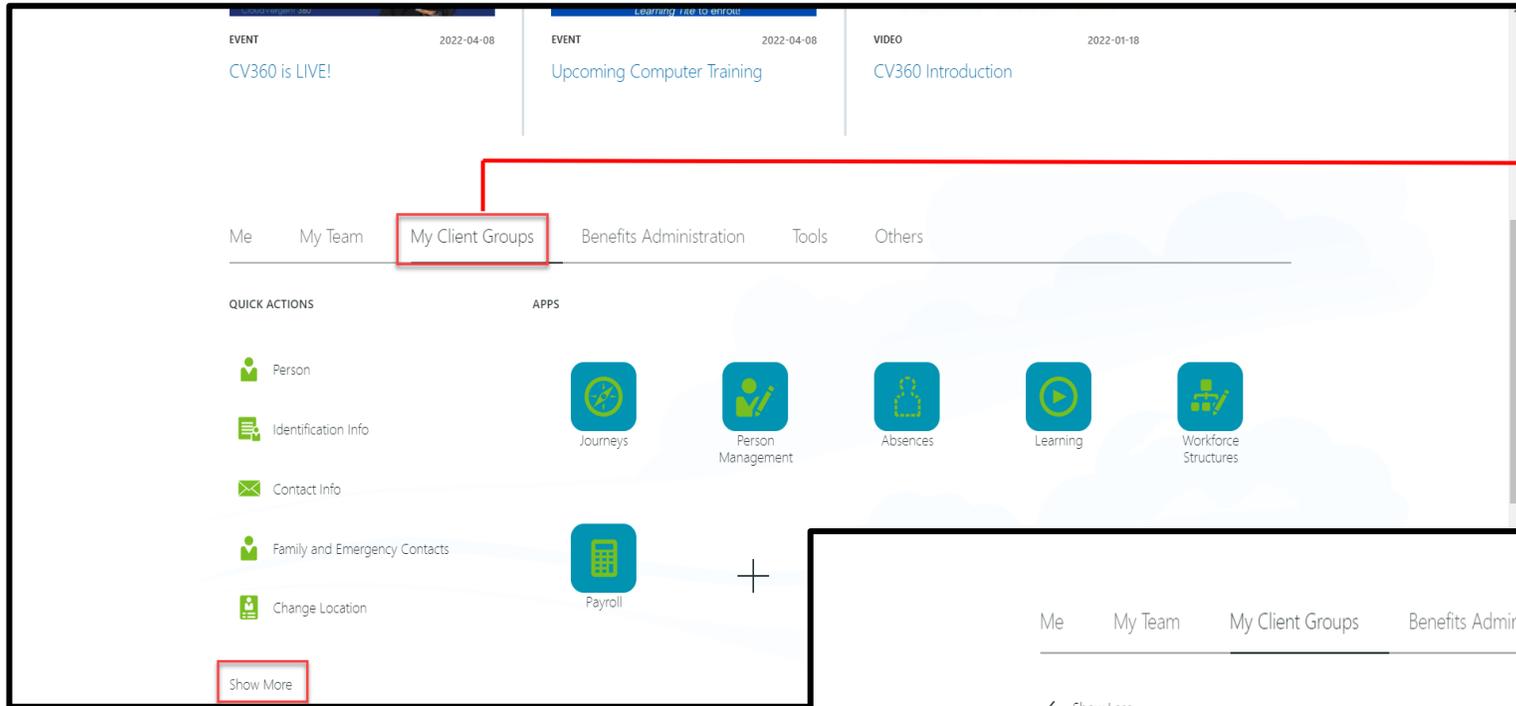
Navigation: My Client Group >> Quick Actions >> Change Manager (Employment Group)

Note to Approver: The approval notification will specify whether the change is to Talent Manager or Line Manager, approvers need always REJECT the transaction in case the proposed manager type is “Line Manager.”



CloudVergent 360

Change Talent Manager

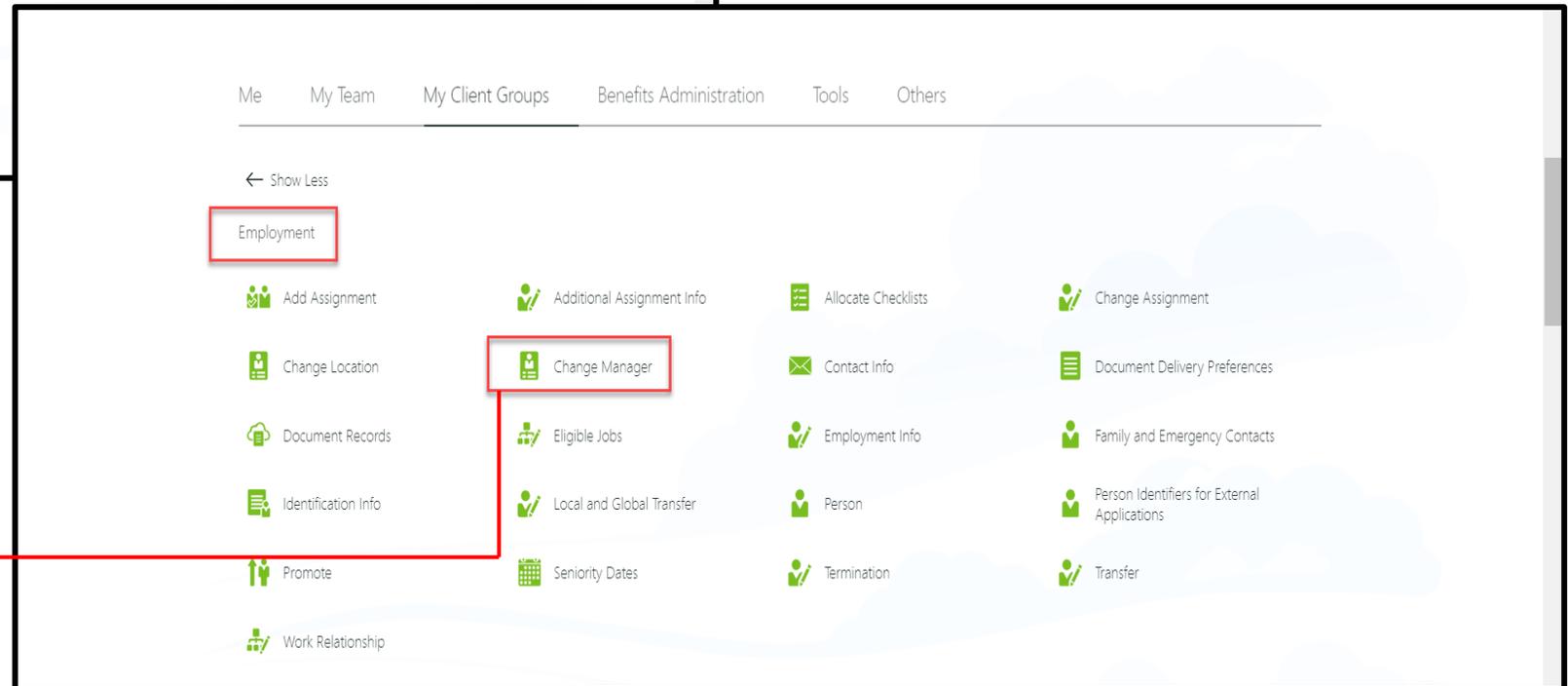


1

Select the My Client Groups Tab

2

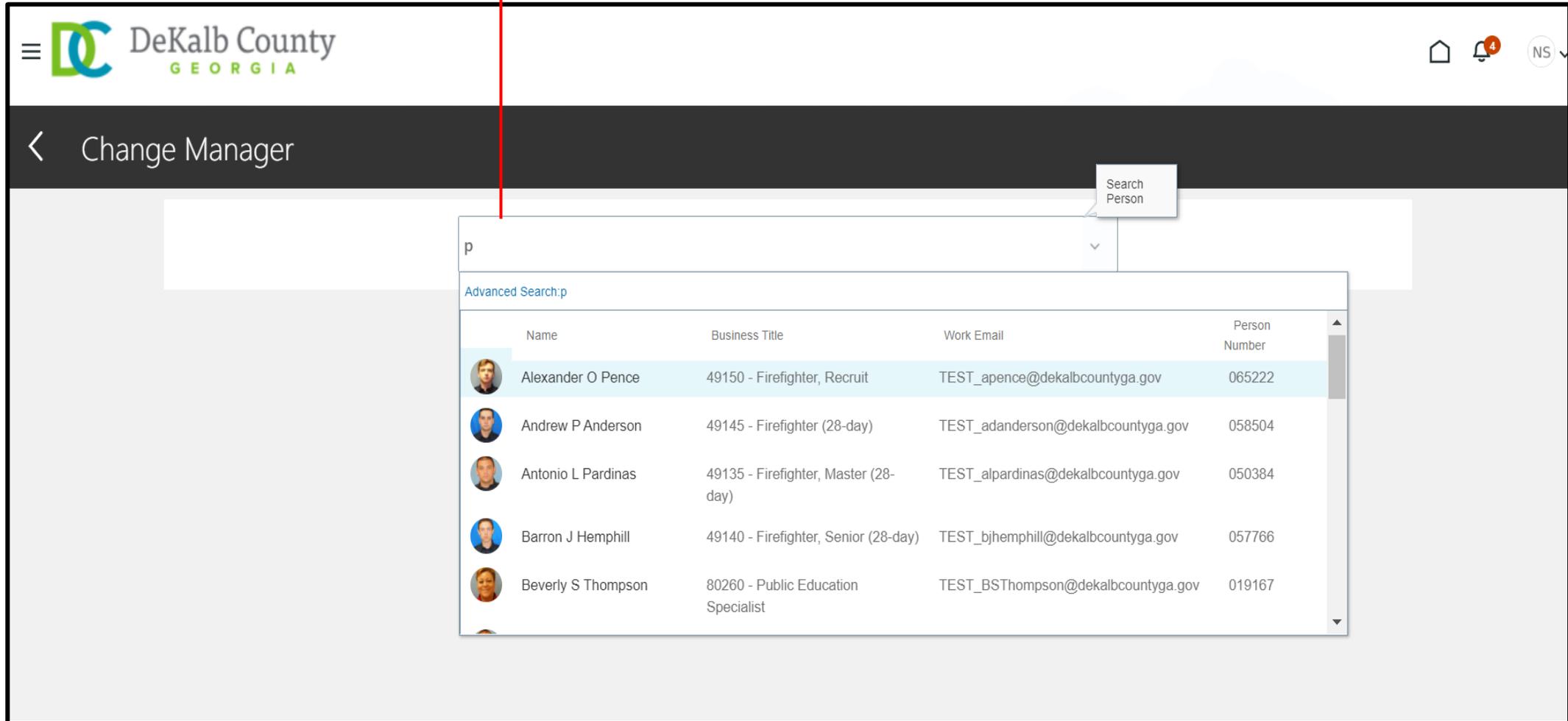
Select the Show More link and navigate to Change Manager in the Employment section



Change Talent Manager

3

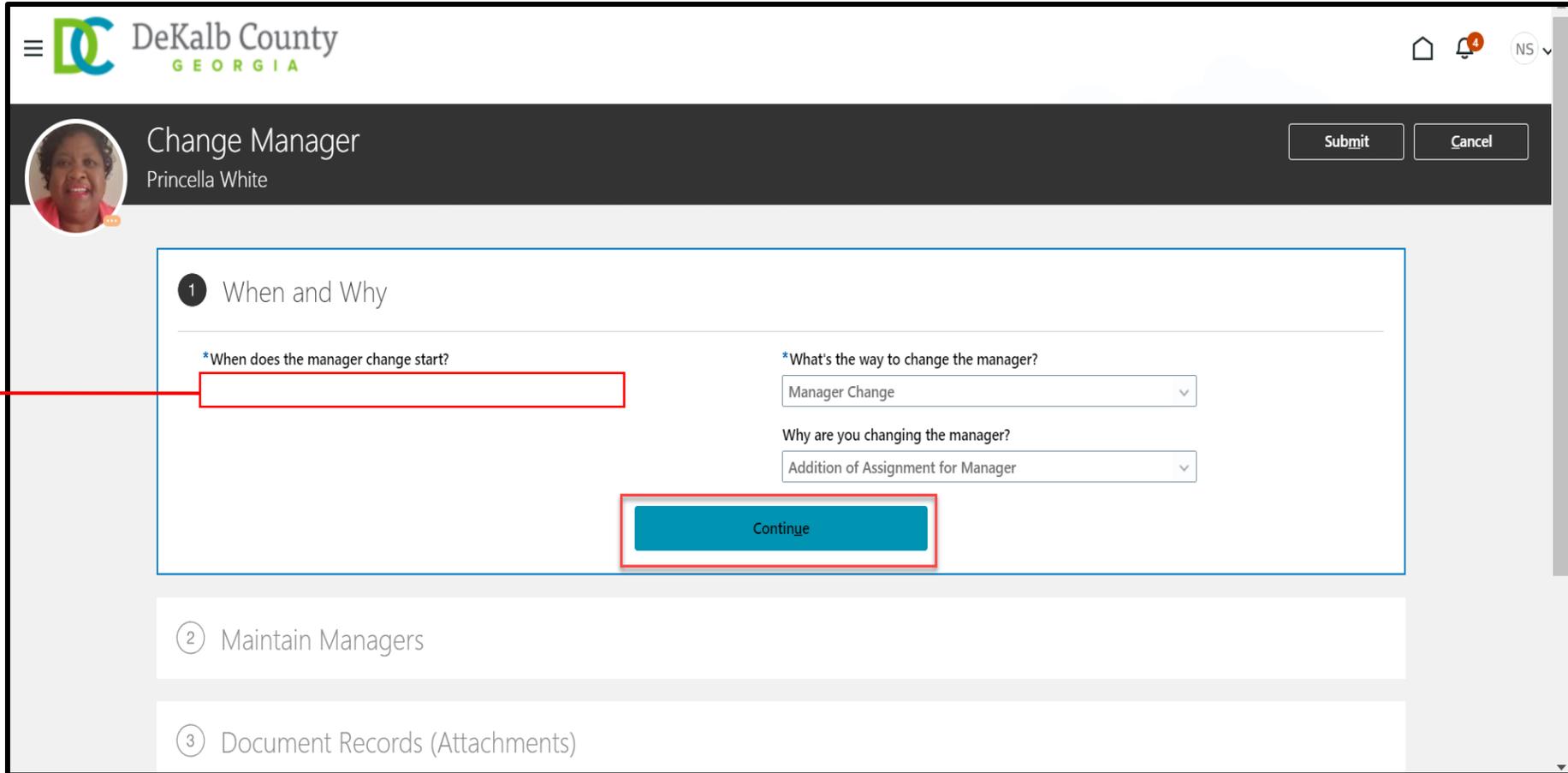
Enter the Manager Name in the Search field



The screenshot shows the DeKalb County Georgia Talent Manager interface. The header includes the DeKalb County Georgia logo and navigation icons. The main content area is titled "Change Manager" and features a search field with the text "p" entered. A "Search Person" button is visible above the search field. Below the search field, an "Advanced Search" dropdown menu is open, displaying a list of search results with columns for Name, Business Title, Work Email, and Person Number.

Name	Business Title	Work Email	Person Number
 Alexander O Pence	49150 - Firefighter, Recruit	TEST_apence@dekalbcountyga.gov	065222
 Andrew P Anderson	49145 - Firefighter (28-day)	TEST_adanderson@dekalbcountyga.gov	058504
 Antonio L Pardinas	49135 - Firefighter, Master (28-day)	TEST_alpardinas@dekalbcountyga.gov	050384
 Barron J Hemphill	49140 - Firefighter, Senior (28-day)	TEST_bjhemphill@dekalbcountyga.gov	057766
 Beverly S Thompson	80260 - Public Education Specialist	TEST_BSThompson@dekalbcountyga.gov	019167

Change Talent Manager



DeKalb County
GEORGIA

Change Manager
Princella White

Submit Cancel

1 When and Why

*When does the manager change start?

*What's the way to change the manager?

Manager Change

Why are you changing the manager?

Addition of Assignment for Manager

Continue

2 Maintain Managers

3 Document Records (Attachments)

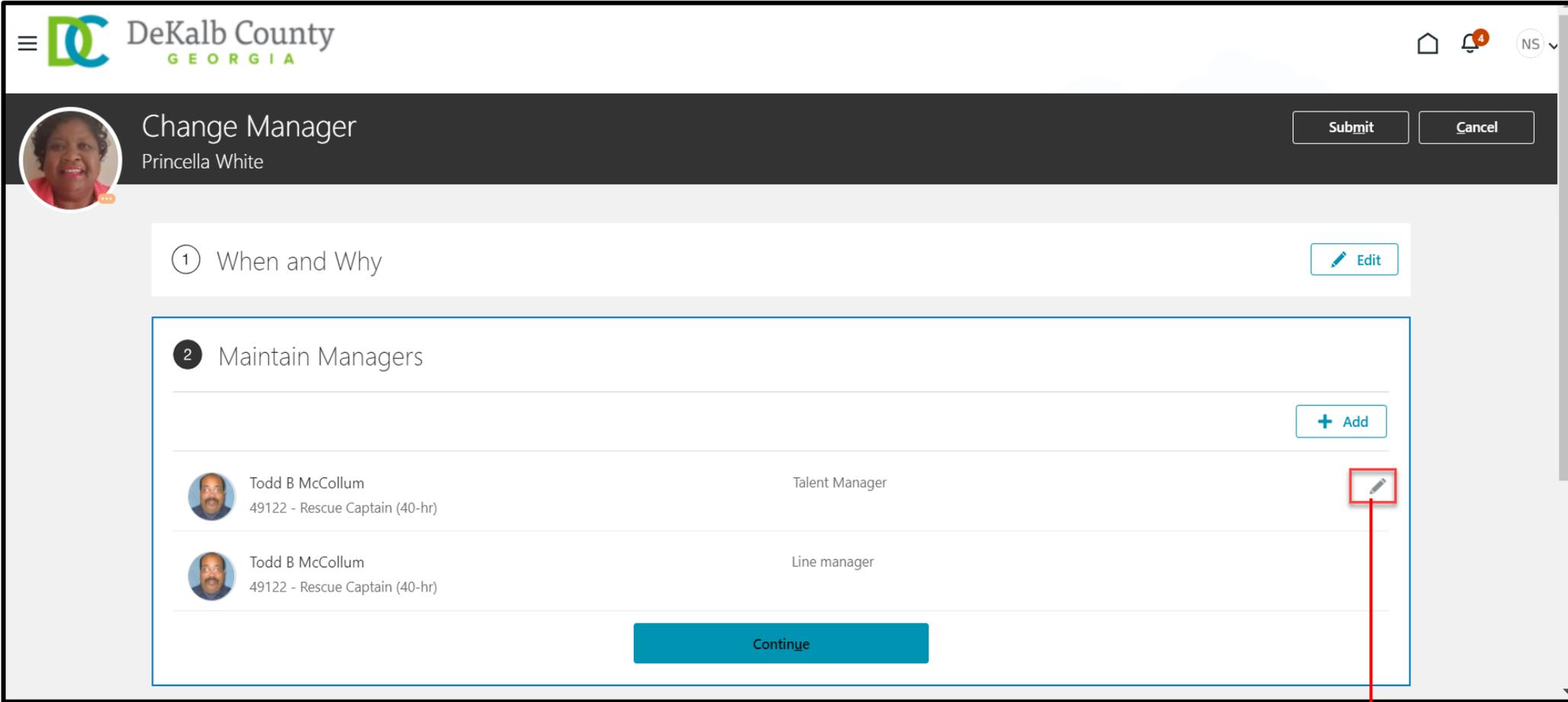
3

Enter the Effective Date of the Talent Manager Change

3

Enter the Action and Action Reason of the Talent Manager Change and Select Continue

Change Talent Manager



DeKalb County
GEORGIA

Change Manager
Princella White

Submit Cancel

1 When and Why [Edit](#)

2 Maintain Managers [+ Add](#)

	Todd B McCollum 49122 - Rescue Captain (40-hr)	Talent Manager	Edit
	Todd B McCollum 49122 - Rescue Captain (40-hr)	Line manager	

Continue

3

Select the Edit button in the Maintain Managers Section

Change Talent Manager



Change Manager
Princella White

Submit Cancel

1 When and Why Edit

2 Maintain Managers

Delete **OK** Cancel

Todd B McCollum
49122 - Rescue Captain (40-hr) Line manager

Continue

3 Select OK

Change Talent Manager



Change Manager
Princella White

Submit Cancel

1 When and Why Edit

2 Maintain Managers

+ Add

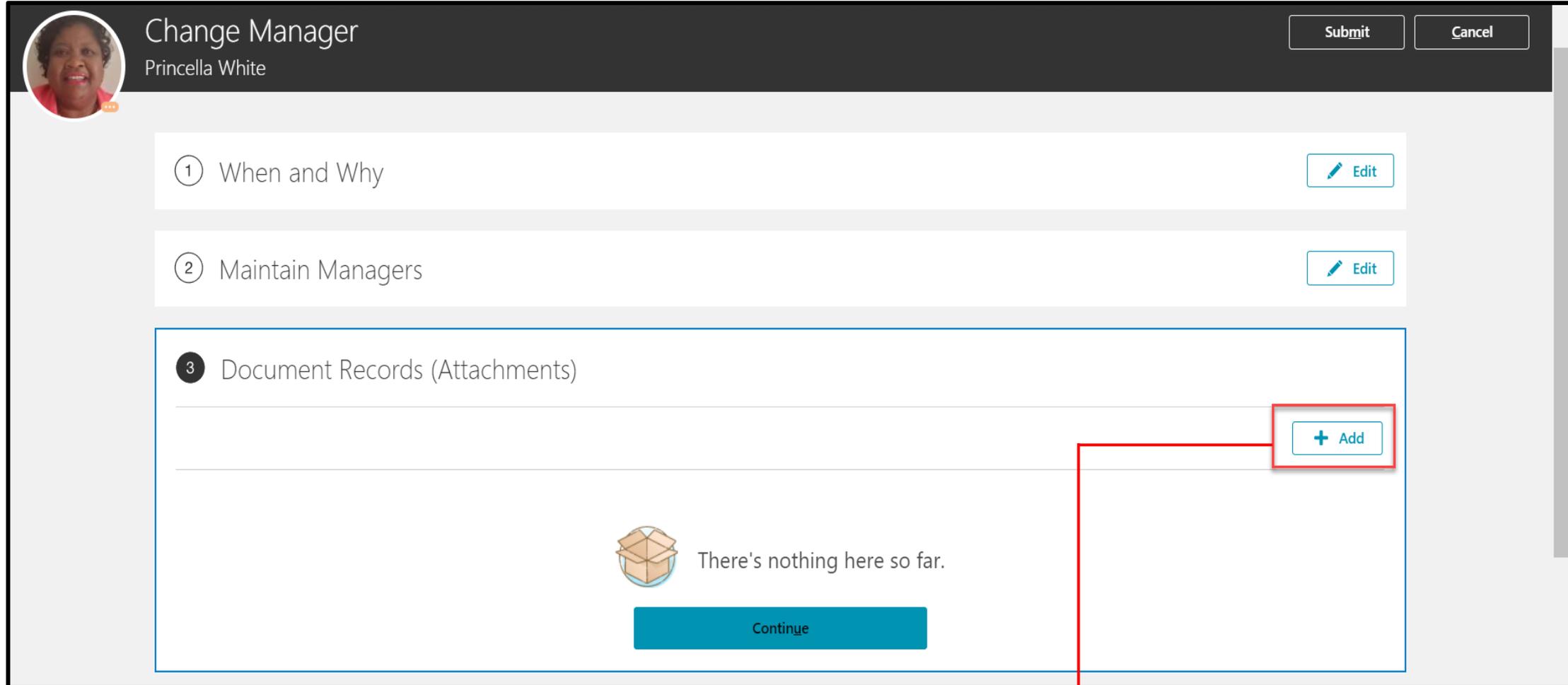
	Adam D Connelly 49119 - Fire Captain	Talent Manager	
	Todd B McCollum 49122 - Rescue Captain (40-hr)	Line manager	

Continue

8

Select the Continue button

Change Talent Manager



The screenshot shows the 'Change Manager' interface for Princella White. At the top right are 'Submit' and 'Cancel' buttons. The main content area has a dark header with a profile picture and name. Below are three items:

- ① When and Why [Edit]
- ② Maintain Managers [Edit]
- ③ Document Records (Attachments)

The 'Document Records (Attachments)' section is highlighted with a blue border and contains an empty list with a '+ Add' button highlighted in red. Below the list is a message: 'There's nothing here so far.' with a box icon and a 'Continue' button.

8

Select the Add button to Attach Document Records

Change Talent Manager

3 Document Records (Attachments)

Document Details OK Cancel

*Document Type

Select a value

Continue

4 Comments

Seniority Dates



Select the Appropriate Document Type

Change Talent Manager

3 Document Records (Attachments)

Document Details OK Cancel

*Document Type
Other Employment

Country
All Countries

Category
Employment

Name
Talent Manager Change

Issuing Location

Number
1

*Issued On
4/20/22

From Date
4/20/22

To Date
m/d/yy

Issuing Country
Select a value

Issuing Authority

Issuing

Context

Note: Enter the Applicable details for the document attachment

8

Select the Continue Button

Number
1

*Issued On
4/20/22

From Date
4/20/22

To Date
m/d/yy

Issuing Authority

Issuing Country
Select a value

Issuing Comments

Context Value

Attachments

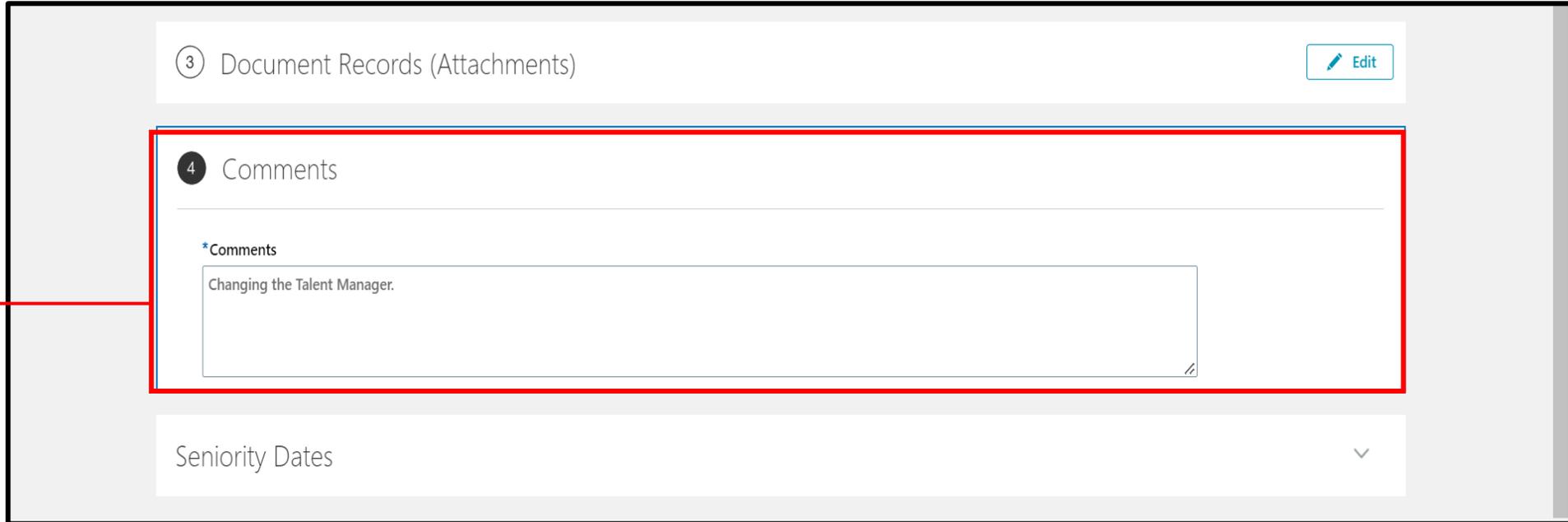
Drag files here or click to add attachment

Doc1.docx (782.33 KB)

By Nora M Stewart on 4/20/22

Continue

Change Talent Manager



③ Document Records (Attachments) [Edit](#)

④ Comments

*Comments

Changing the Talent Manager.

Seniority Dates [v](#)

8

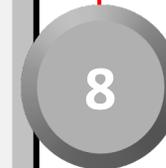
Enter Comments for the Talent Manager Change

Change Talent Manager

Seniority Dates

DeKalb County Enterprise Enterprise	
Seniority Date 3/31/03	Length of Service 18 Years 9 Months 18 Days
DeKalb County GA Legal Employer	
Seniority Date 3/31/03	Length of Service 18 Years 9 Months 18 Days
DeKalb County GA Legal Employer	
Seniority Date 3/31/03	Length of Service 18 Years 9 Months 18 Days
04925 - FIRE & RESCUE SERVICES - OPERATIONS Department	
Seniority Date 10/25/14	Length of Service 7 Years 2 Months 24 Days

[Load More Items](#) 1-4 of 6 items

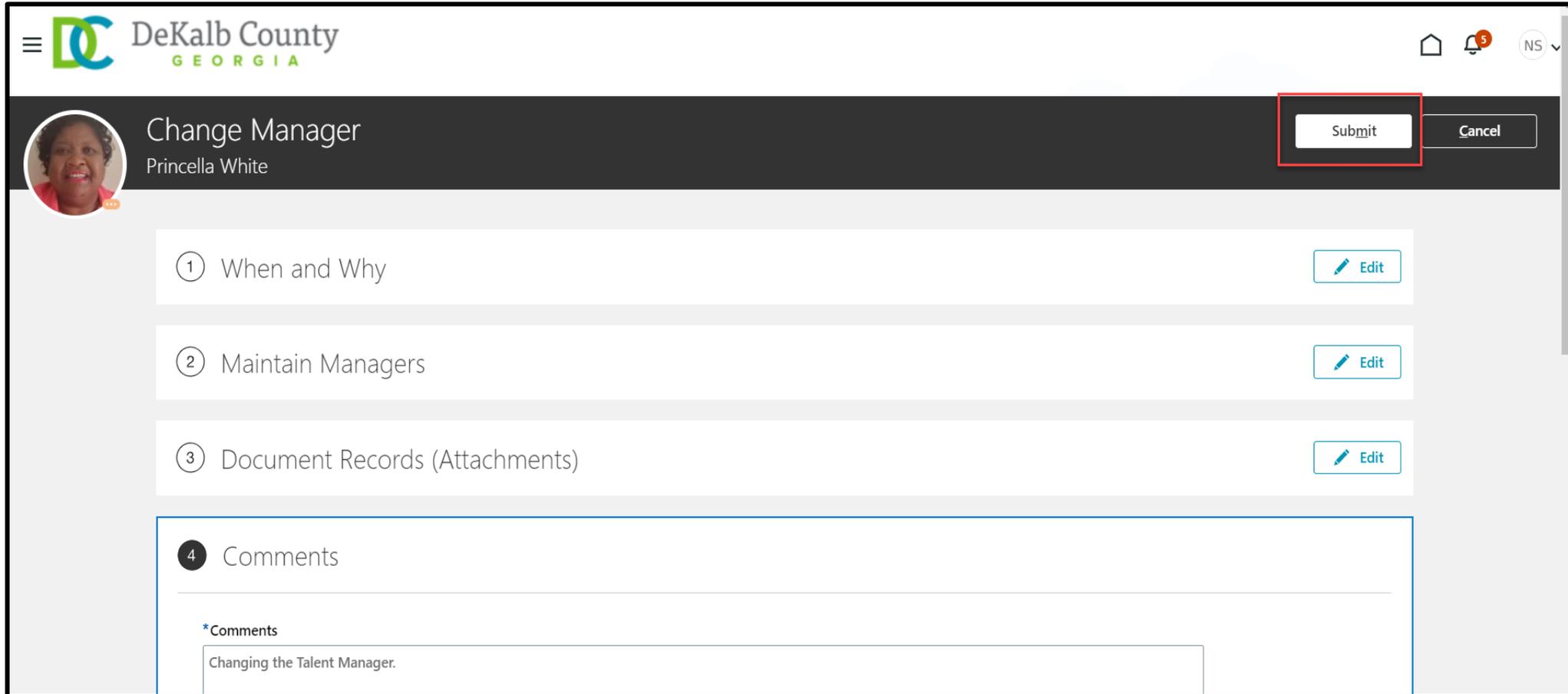


Select the drop-down to view the Manager Seniority Details

Change Talent Manager

8

Select the Submit button to submit the Talent Manager Change for Approval



The screenshot shows the DeKalb County Talent Manager Change form. At the top left is the DeKalb County Georgia logo. The user profile for Princella White is shown on the left. On the right, the 'Submit' button is highlighted with a red box, and the 'Cancel' button is next to it. The form contains four sections: '1 When and Why', '2 Maintain Managers', '3 Document Records (Attachments)', and '4 Comments'. Each section has an 'Edit' button. The 'Comments' section is active, showing a text input field with the text 'Changing the Talent Manager.' and a label '*Comments'.