

Payroll Coordinators

Manage Absence

- **Section 1: View Absence Records**



Lesson Objective:

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

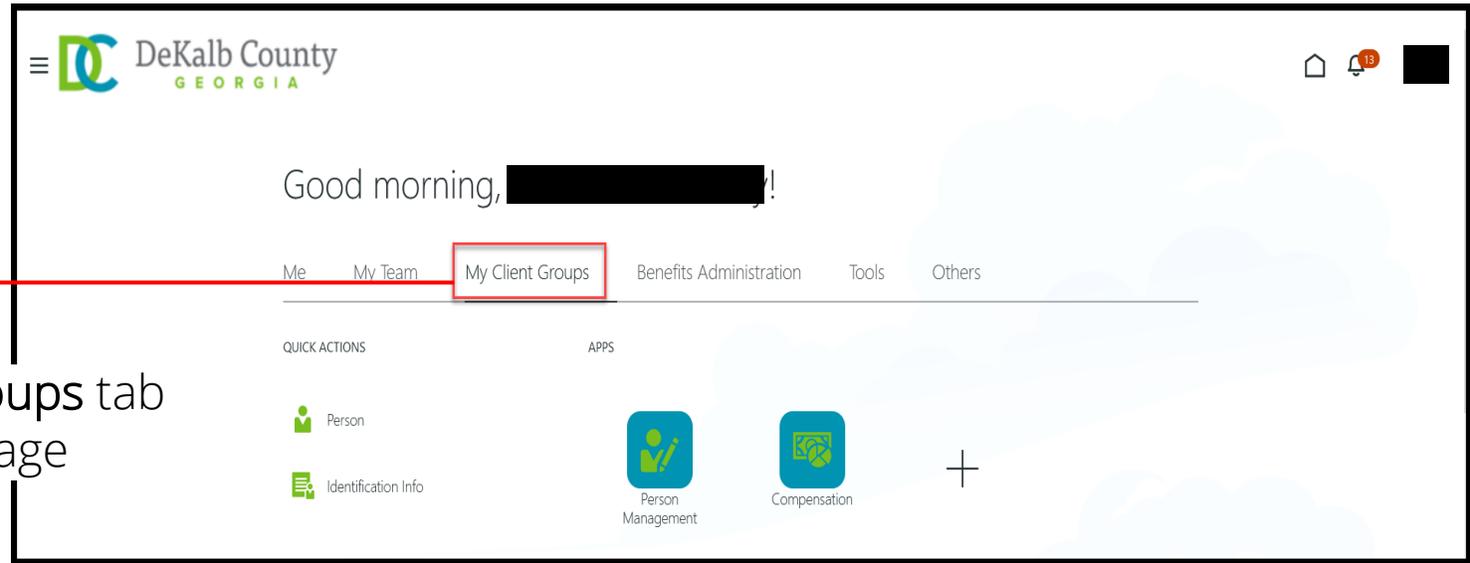
Objective

- View an Employee's Absence Records Details
- Submit an Absence Request
- Manage Work Schedule Assignment
- Withdraw an Absence Request

Manage Absence

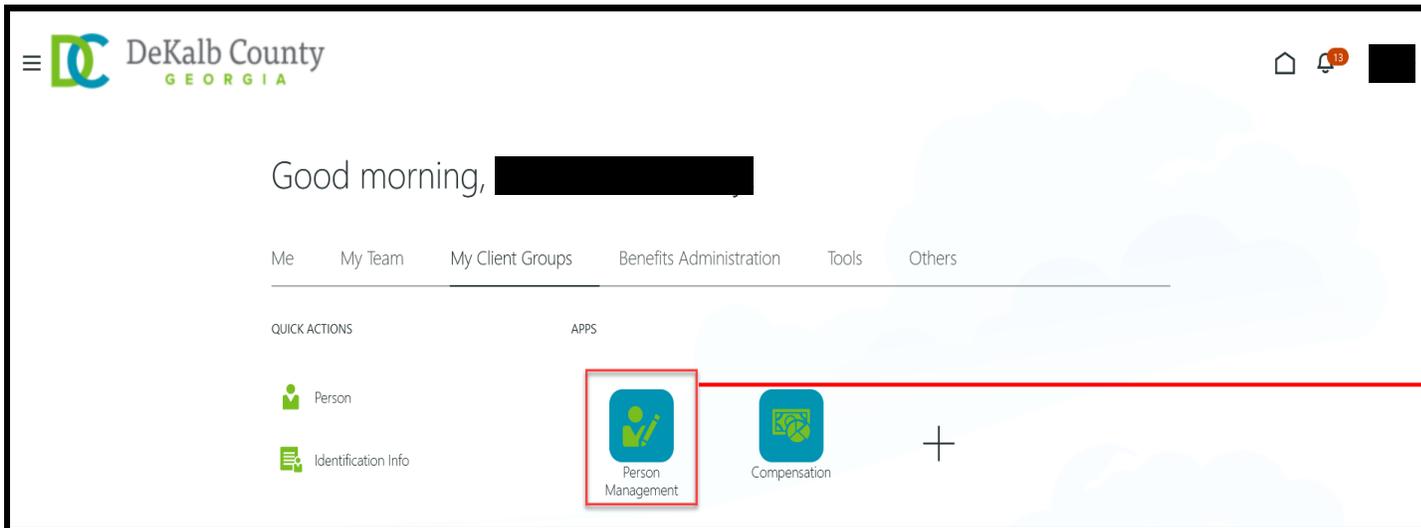
1

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



2

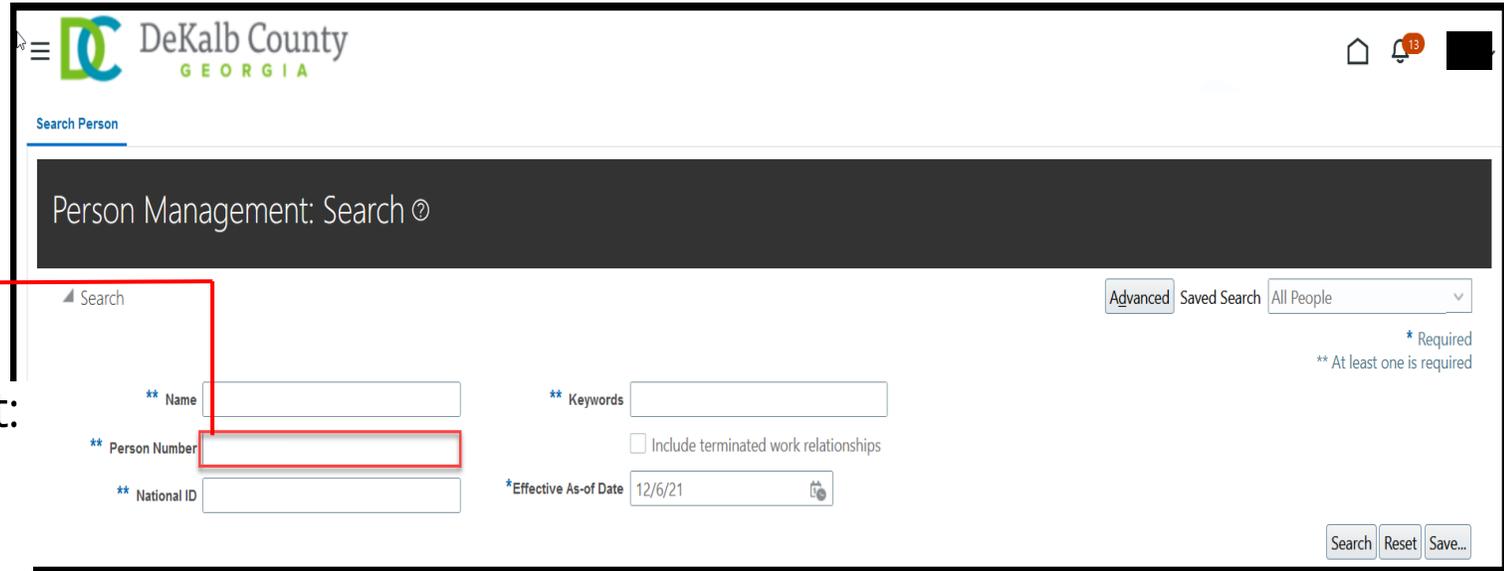
Select the **Person Management** tile within the Apps area



Manage Absence

3

From the Person Management: Search page, key 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

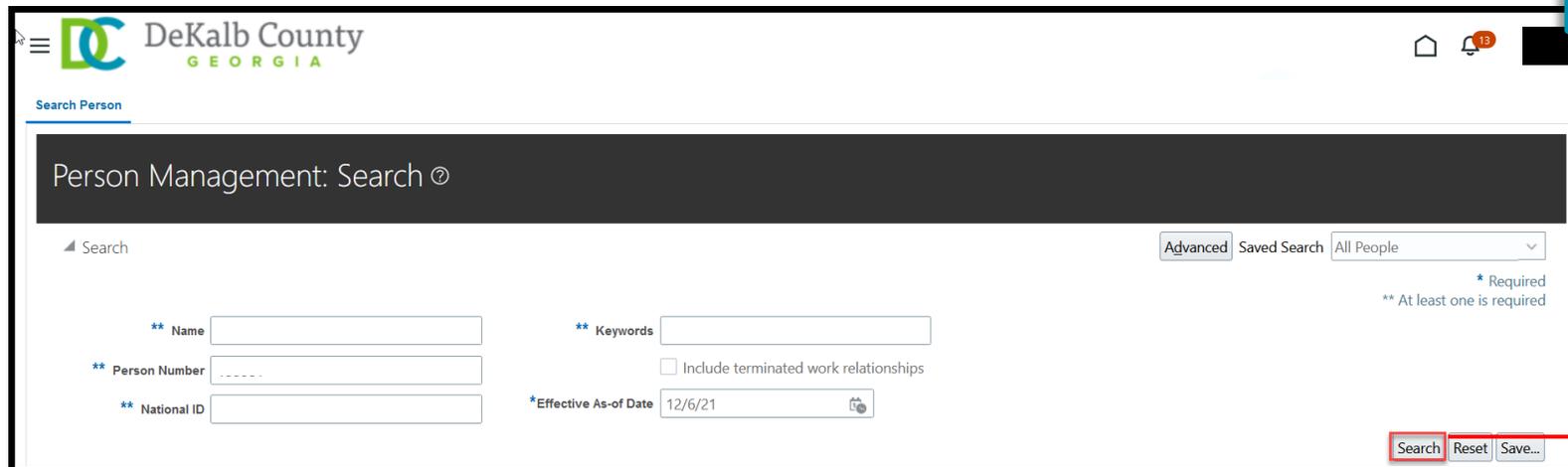
** Keywords

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

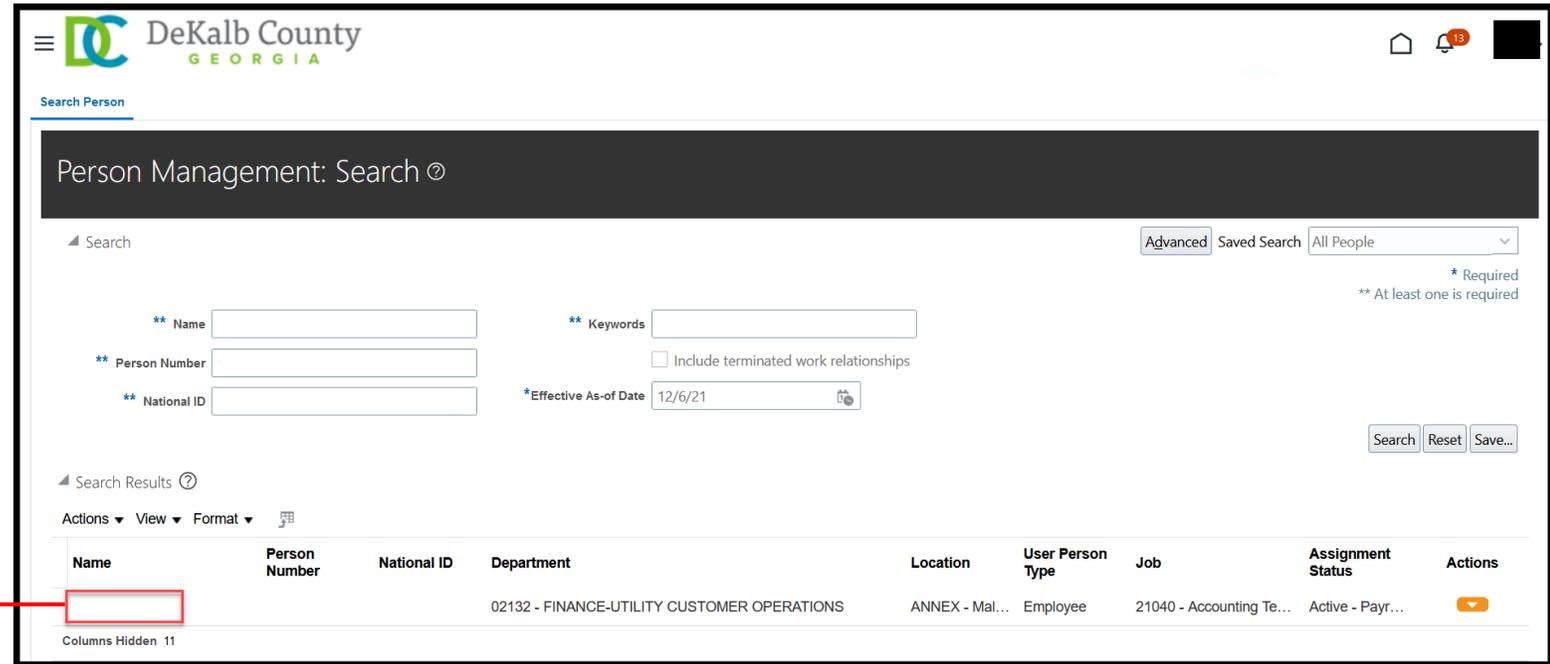
4

Select the Search button

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

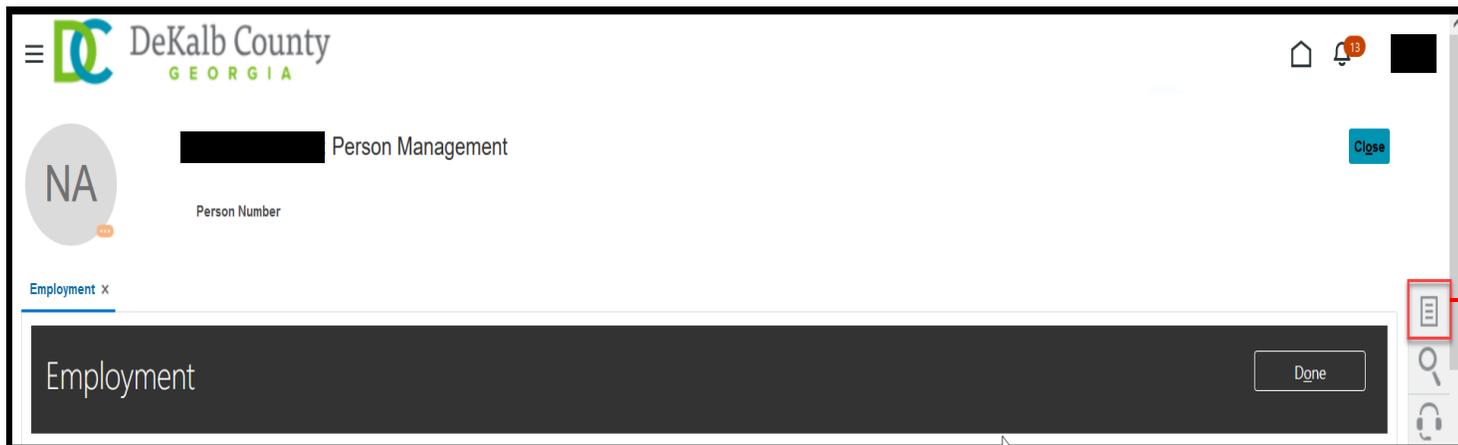
Actions View Format

Name	Person Number	National ID	Department	Location	User Person Type	Job	Assignment Status	Actions
[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

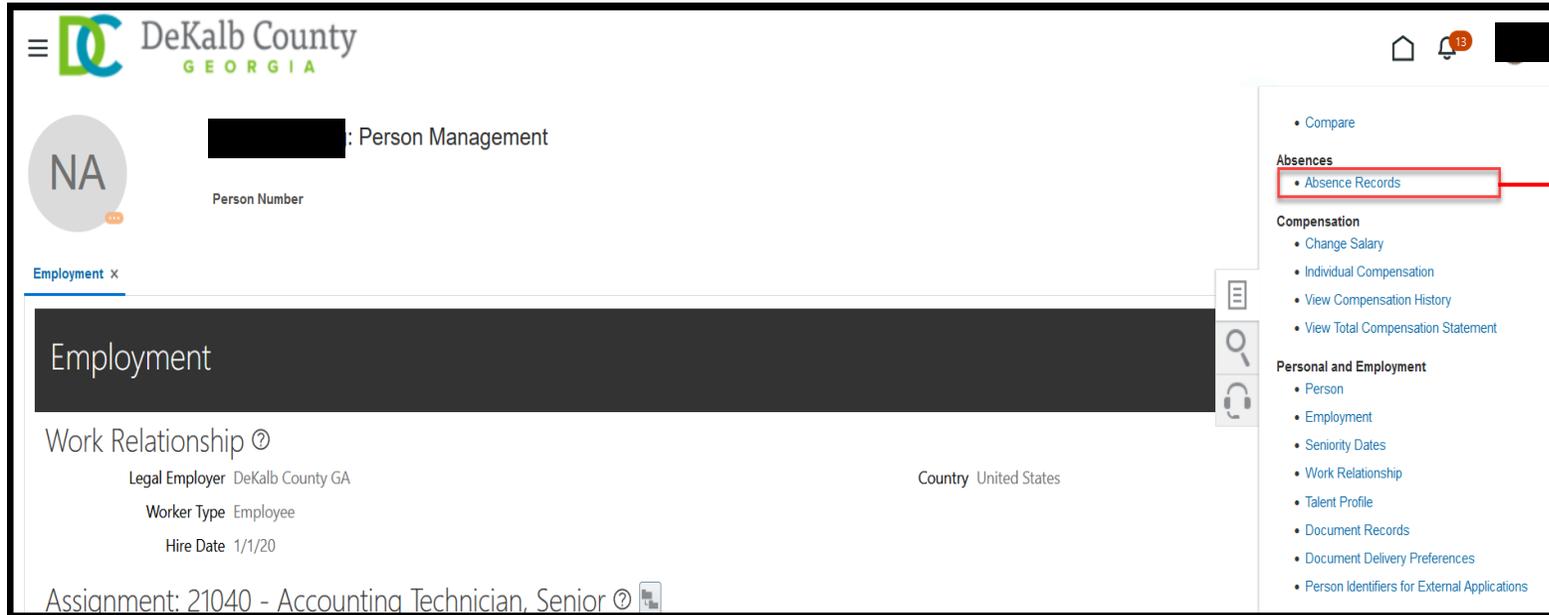
Person Number

Employment x

Employment Done

Panel Drawer icon

Manage Absence



The screenshot shows the DeKalb County Georgia HR system interface. At the top left is the DeKalb County logo. The main header area includes a user profile with the initials 'NA' and a 'Person Management' link. Below this is an 'Employment' section with a dark header. The main content area displays 'Work Relationship' information: Legal Employer (DeKalb County GA), Worker Type (Employee), Hire Date (1/1/20), and Country (United States). An assignment is listed as '21040 - Accounting Technician, Senior'. On the right side, a panel drawer is open, showing a list of navigation 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'.

7

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

Manage Absence

8

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

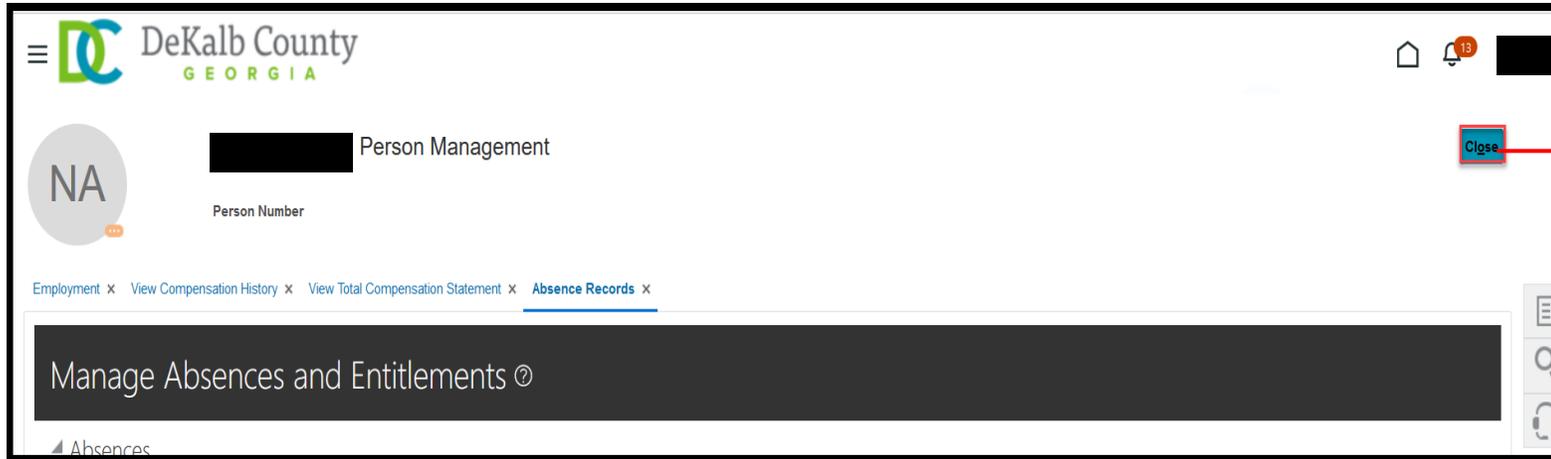
Manage Absences and Entitlements ⓘ

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.							

Manage Absence



9

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 Payroll 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 Payroll 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 Payroll 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 Absence Record for an Employee

Absence Coordinators

Lesson 6: Manage Absence

- **Section 2: Submit an Absence Request**



Lesson Objective:

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

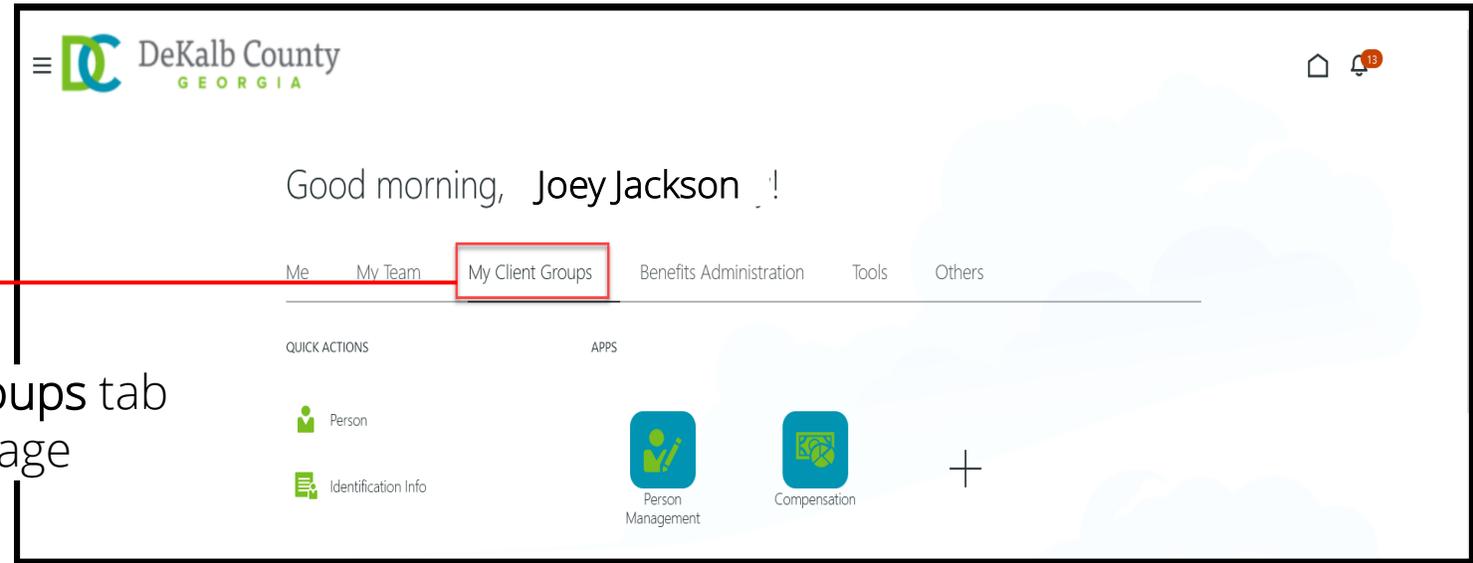
Objective

- Submit an Absence Request for an Employee

Submit an Absence Request

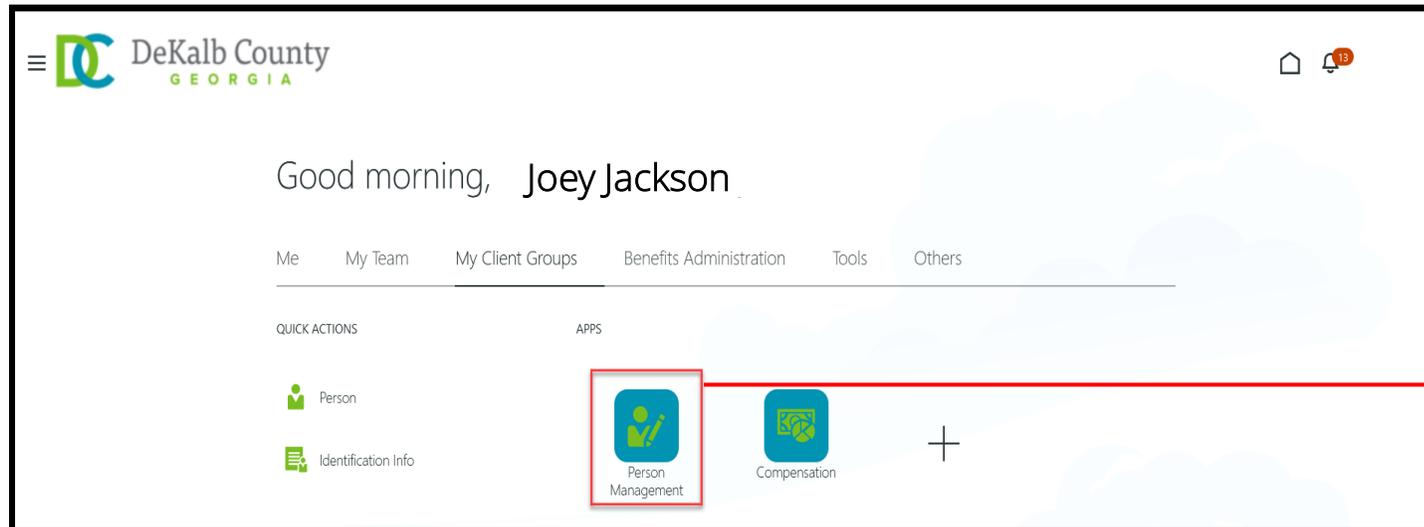
1

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



2

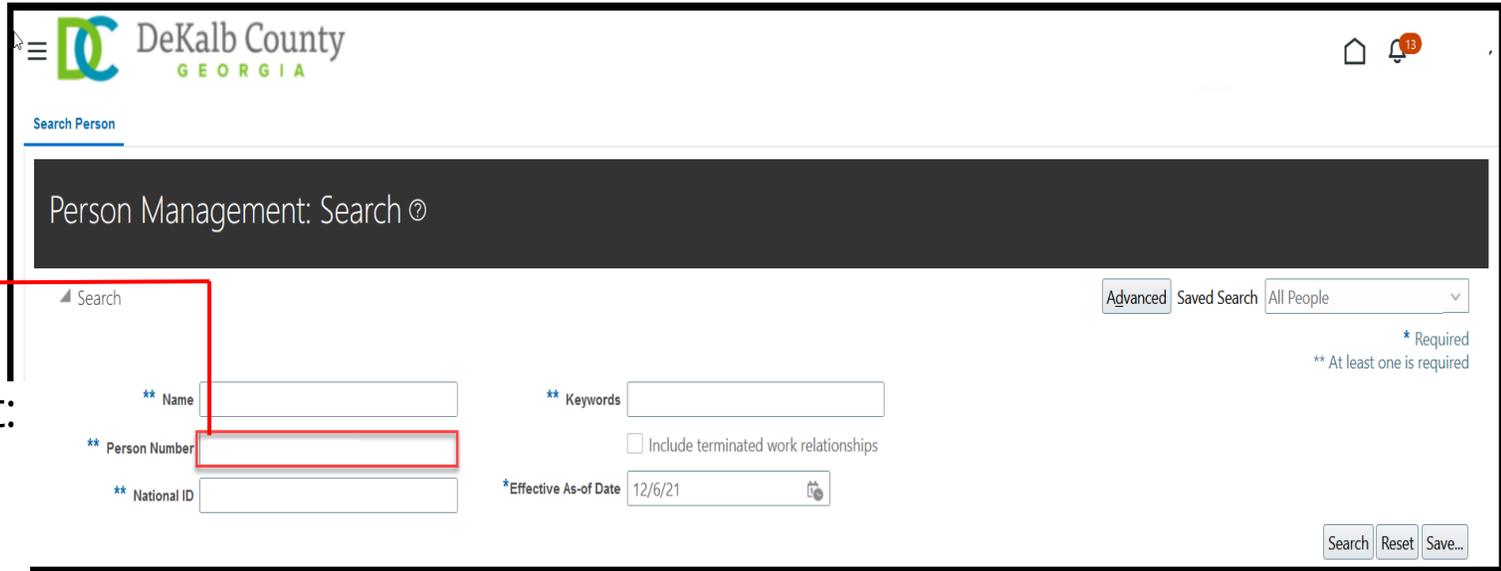
Select the **Person Management** tile within the Apps area



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

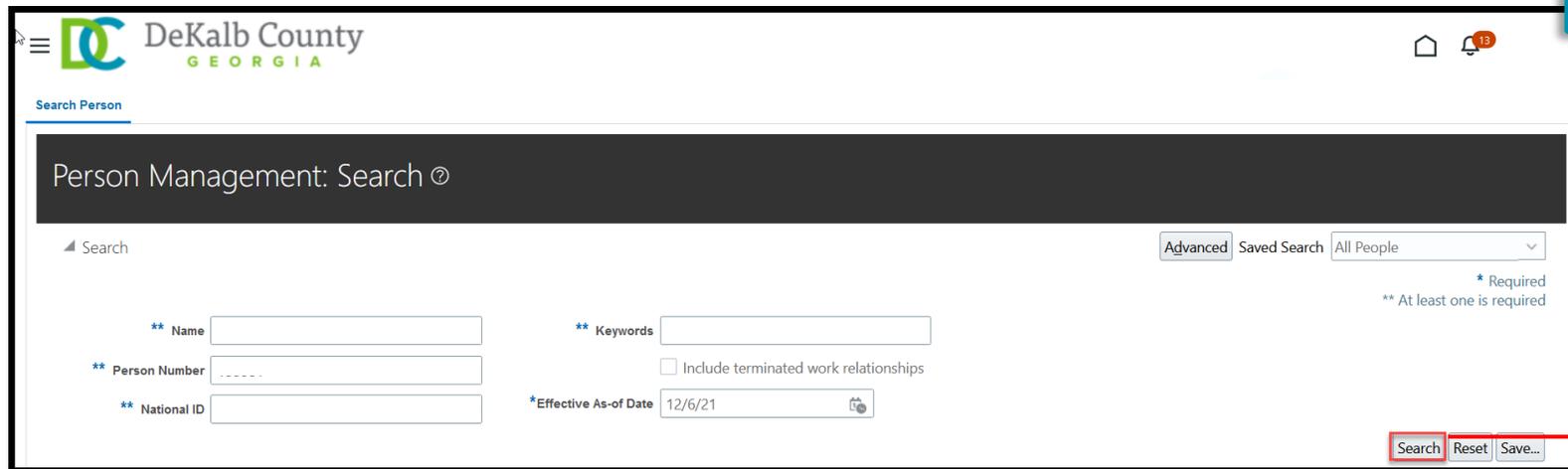
** Keywords

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

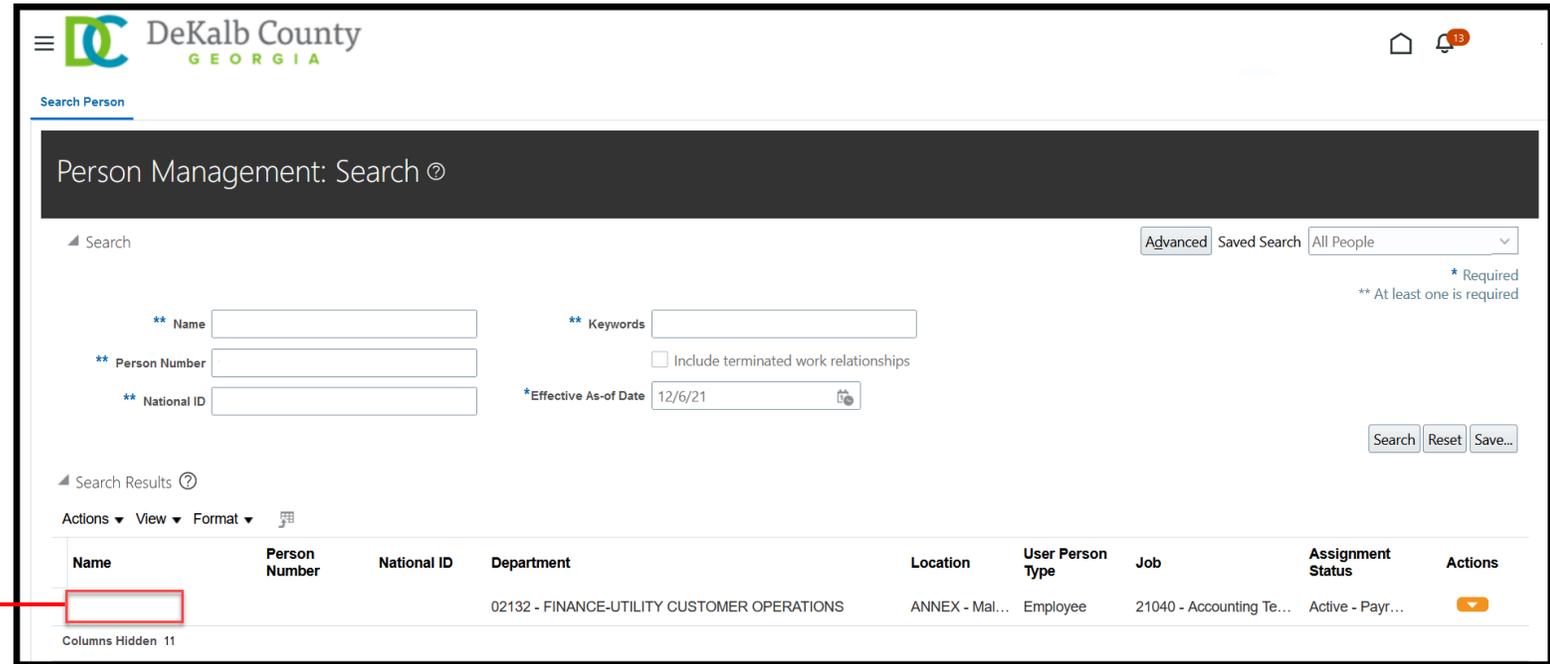
4

Select the Search button

Submit an Absence Request

5

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



DeKalb County GEORGIA

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

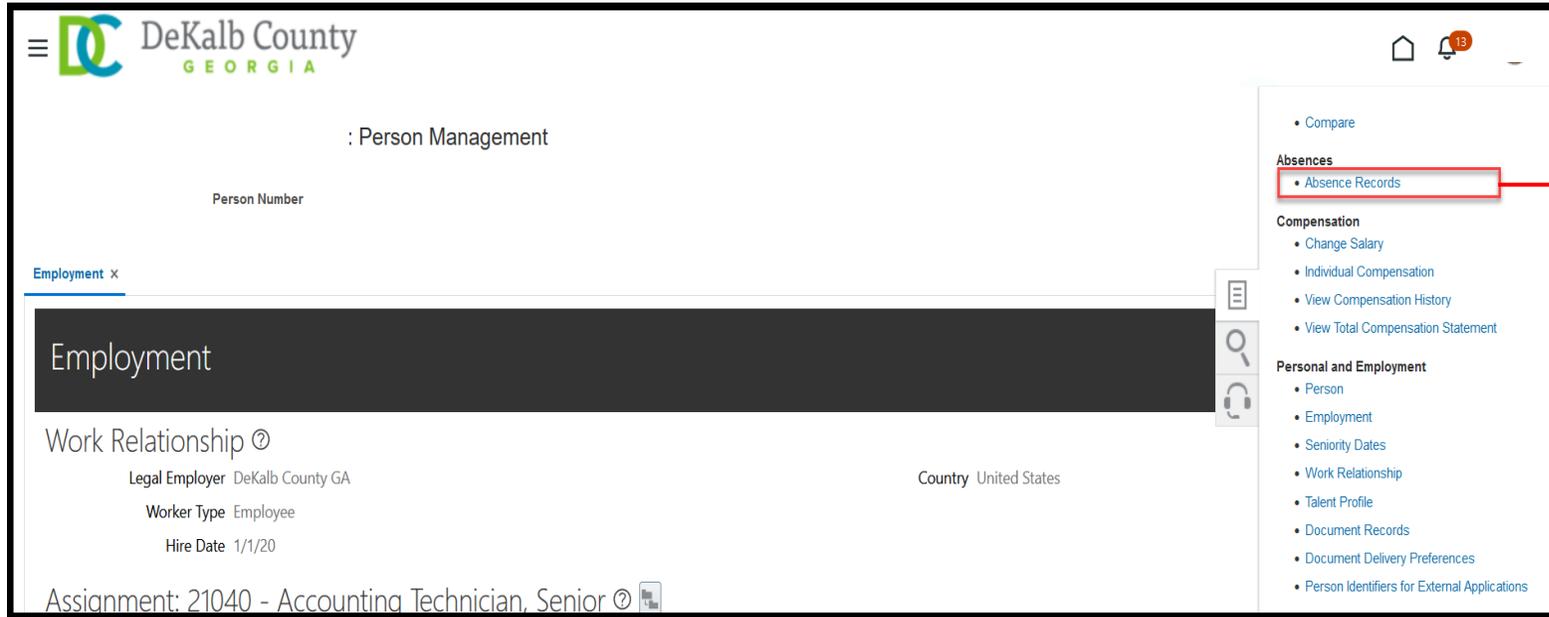
Person Number

Employment x

Employment

Done

Submit an Absence Request

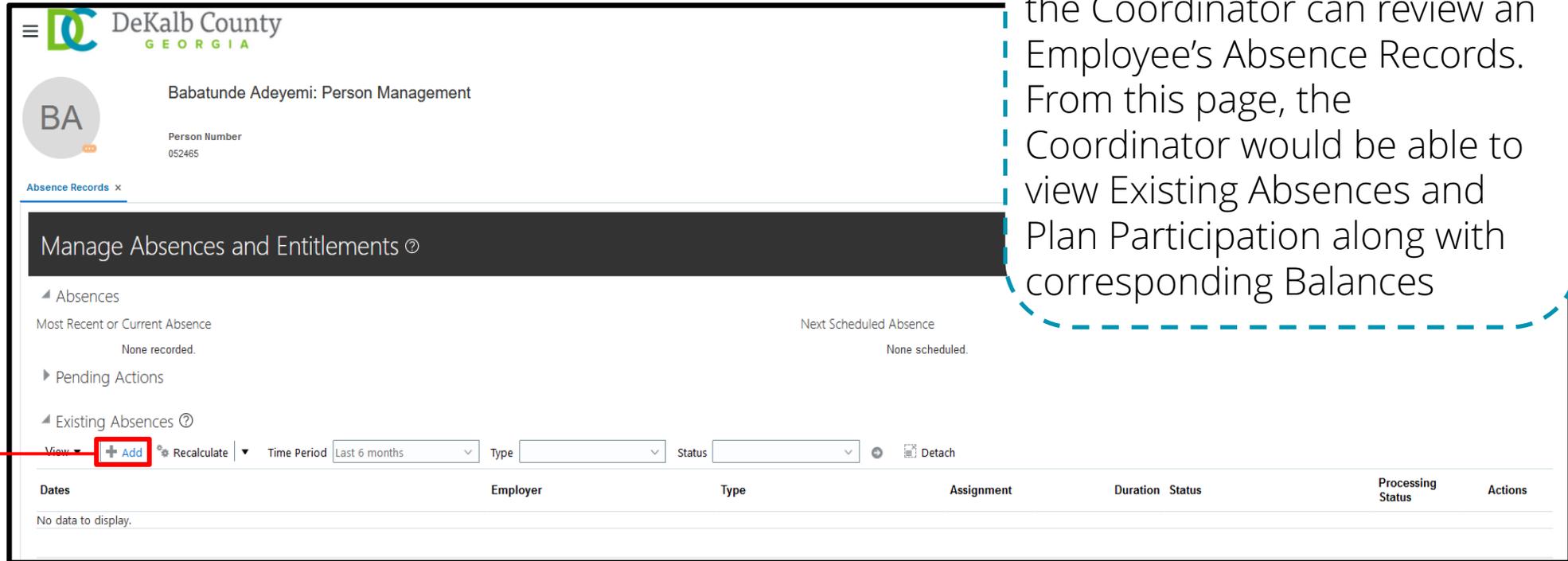


The screenshot shows the DeKalb County Georgia HR system interface. At the top left is the DeKalb County logo and name. The main header area displays ': Person Management' and 'Person Number'. Below this is an 'Employment' section with a dark header bar. The main content area shows 'Work Relationship' details: 'Legal Employer DeKalb County GA', 'Worker Type Employee', and 'Hire Date 1/1/20'. The 'Country' is listed as '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 with 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

Babatunde Adeyemi: 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.							

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

Absence Administration ⓘ

Save Submit Cancel

*Absence Type Annual Leave

Advanced Mode

*Assignment 46050 - Police Officer, Mas

46050 - Police Officer, Master

9008 - Polling Place Security Guard *

Basic Mode

Single day

*Start Date m/d/yy *Start Date Duration Hours

*End Date m/d/yy *End Date Duration Hours

Duration 0 Hours

Details Plan Use Action Items

Comments

Add Attachment None +

Legislative Information

Descriptive Information

Context Segment

Employees may have multiple jobs associated with their employment record. Select the appropriate Assignment to submit the leave request.



*Payroll Coordinators must select the **Advance Mode** button before entering leave for the employee. The leave request will not reflect on the Kronos timecard in Basic Mode.*

Submit an Absence Request

Absence Administration ?

Save Submit Cancel

*Absence Type Annual Leave Basic Mode

*Assignment 46050 - Police Officer, Mas

Advanced Mode

View Add Add Range of Dates Add Weekly Recurrences Delete

* Start Date	Duration	*Job or Assignment or ID
No data to display.		
Total	0 Hours	

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

Payroll Coordinators may enter a "Range of Dates" for the leave request.

10

Select the Add button from the Advanced Mode section

Submit an Absence Request



Users may receive an error message if the leave request is submitted for a day that does not match their Kronos schedule. Ensure you are requesting leave for a scheduled workday.

Save Submit Cancel

Absence Administration ?

*Absence Type Annual Leave

Basic Mode

*Assignment 46050 - Police Officer, Mas

Advanced Mode

View + Add + Add Range of Dates + Add Weekly Recurrences X Delete

*Start Date Duration *Job or Assignment or ID

m/d/yy [calendar icon] [empty field] Hou. 46050 - Police Officer, Master

Total 10 Hours

Rows Selected 1

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

11

Key in the appropriate **Start Date & End Date**

Submit an Absence Request

13

Absence Administration [?](#) Save Submit Cancel

* Absence Type Basic Mode
* Assignment

Select the Submit button

Advanced Mode

View + Add + Add Range of Dates Add Weekly Recurrences Delete

* Start Date	Duration	* Job or Assignment or ID
<input type="text" value="1/26/22"/>	<input type="text" value="10"/>	Hou 46050 - Police Officer, Master
Total		10 Hours

Rows Selected 1

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

Submit an Absence Request

Employment x Absence Records x

Absence Administration ?

Save Submit Cancel

*Absence Type Annual Leave Advanced Mode

Basic Mode

Single day

Error

ANC-Please select [Advanced Mode] or [Edit Entries] button to enter the absence. (ANC--1)
ANC-Please select [Advanced Mode] or [Edit Entries] button to enter the absence.
Cause The message, ANC-Please select [Advanced Mode] or [Edit Entries] button to enter the absence., can not be accessed.
Action Report this problem to an administrator.

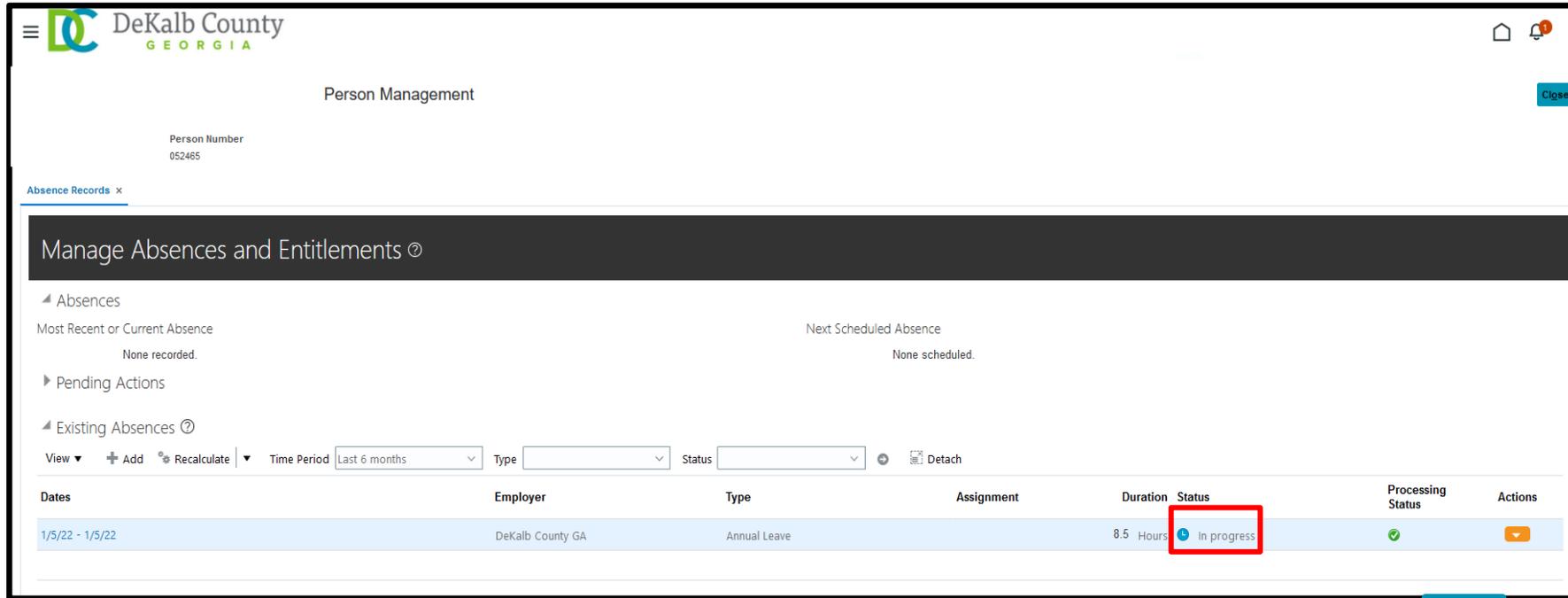
OK

Add Attachment None +



Payroll Coordinators may receive an error message if the leave request was submitted in Basic Mode. If the Error message appears, select ok, and resubmit the request in Advance Mode.

Submit an Absence Request



The screenshot shows the 'Person Management' interface for DeKalb County Georgia. The user is viewing the 'Absence Records' for a person with ID 052465. The main heading is '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.

! 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 6: Manage Absence

- **Section 3: Work Schedule Assignment**



Lesson Objective:

Upon the completion of the Manage Work Schedule Assignment, you will be able to:

Objective

- Manage Work Schedule Assignment for Employee

Manage Work Schedule Assignment



In some instances, employees may receive the error message below when attempting to submit an absence request. The Manage Work Schedule Assignment lesson will provide Payroll Coordinators the steps to Submit a Work Schedule change request.

If you have questions about an employee's schedule, Reach out to their direct line manager.

OUTPUT IN HOURS:

OK Cancel

 The absence start date must be a scheduled work day.

*Date

2/12/22 

Absence Duration

0 Hours

*Business Title

16030 - Systems Analyst

Total Absence Duration

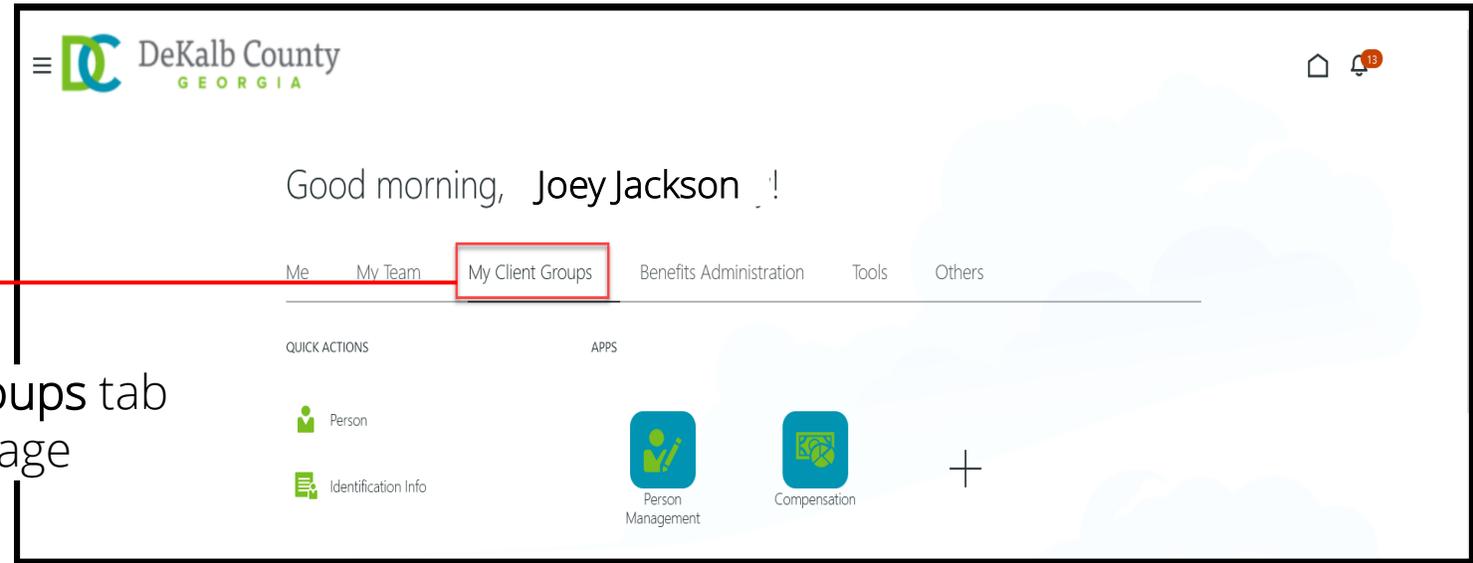
0

Projected Balance Calculate

Manage Work Schedule Assignment

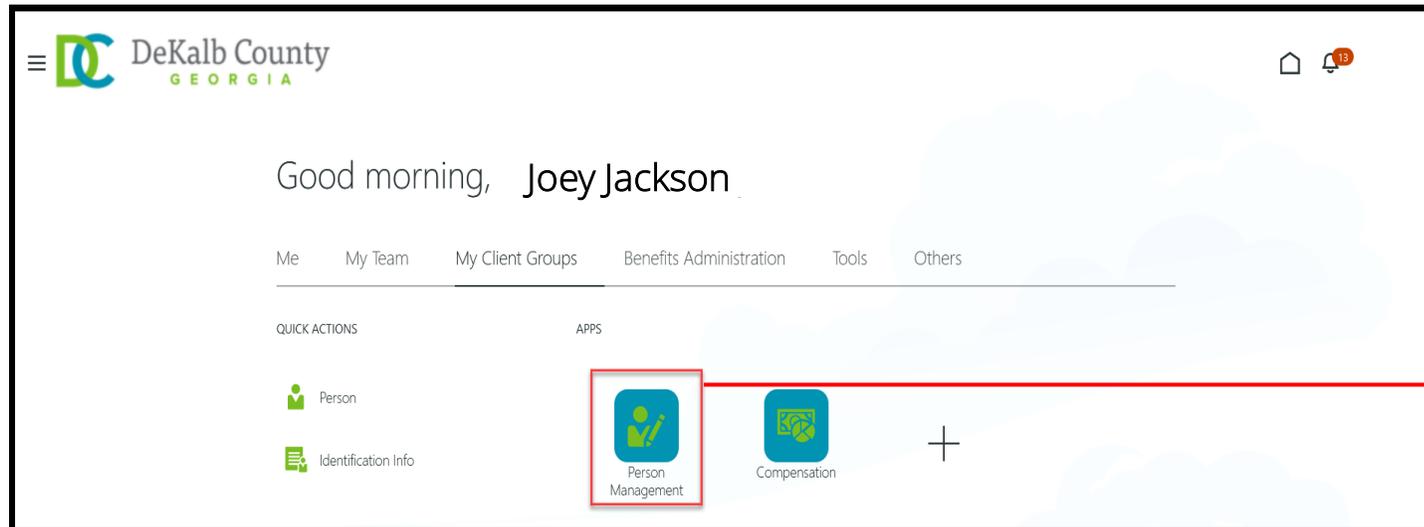
1

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



2

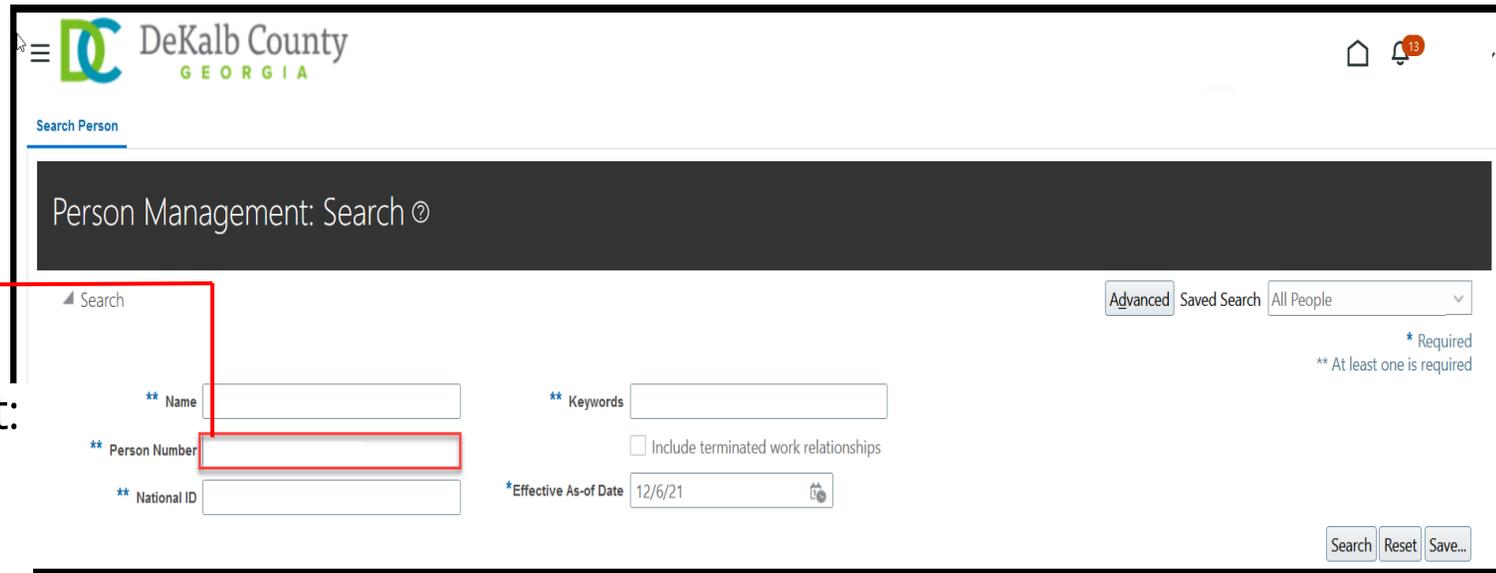
Select the **Person Management** tile within the Apps area



Manage Work Schedule Assignment

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

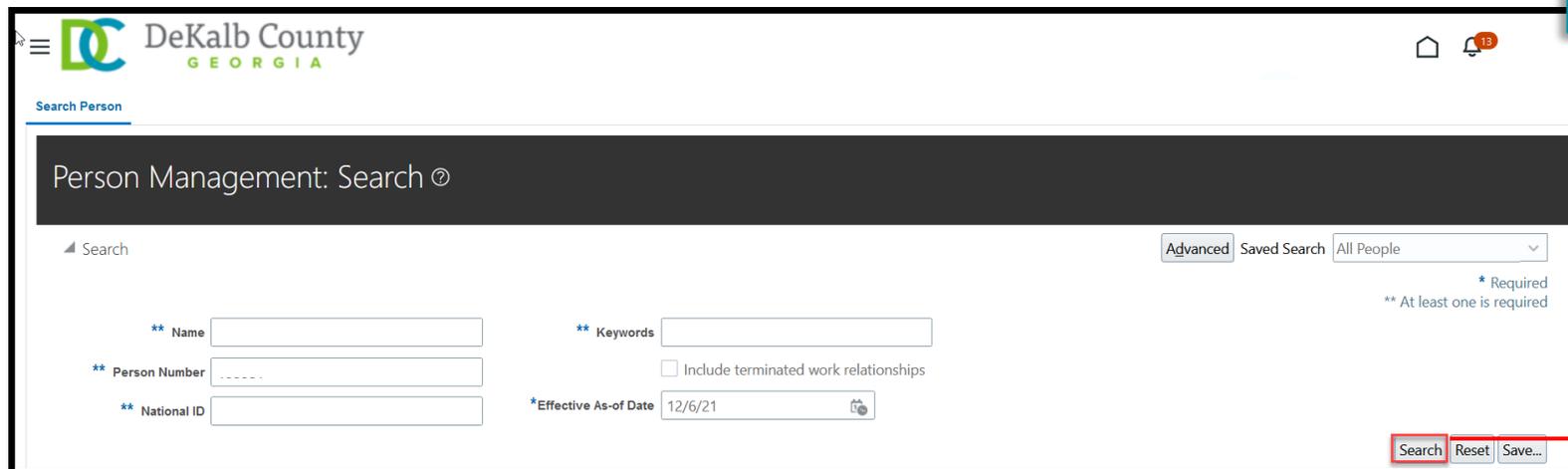
** Keywords

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

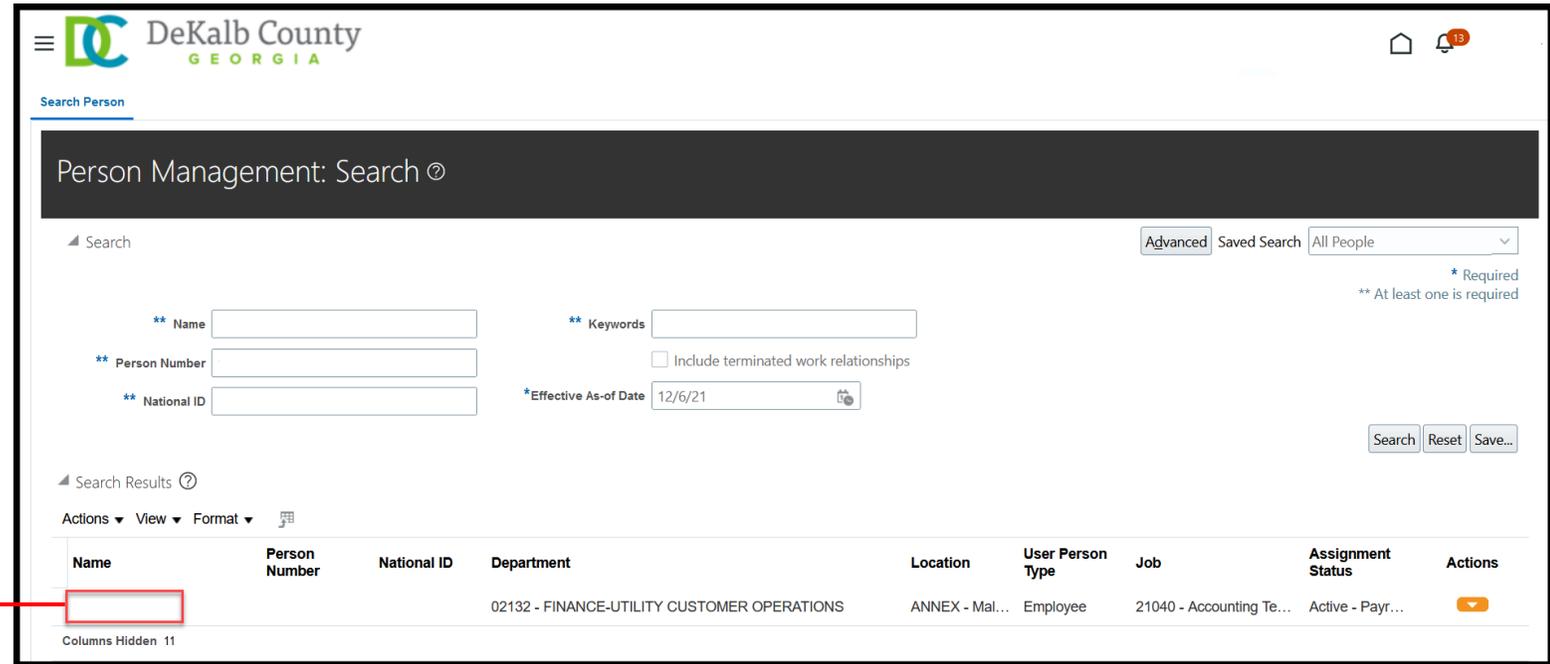
4

Select the Search button

Manage Work Schedule Assignment

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

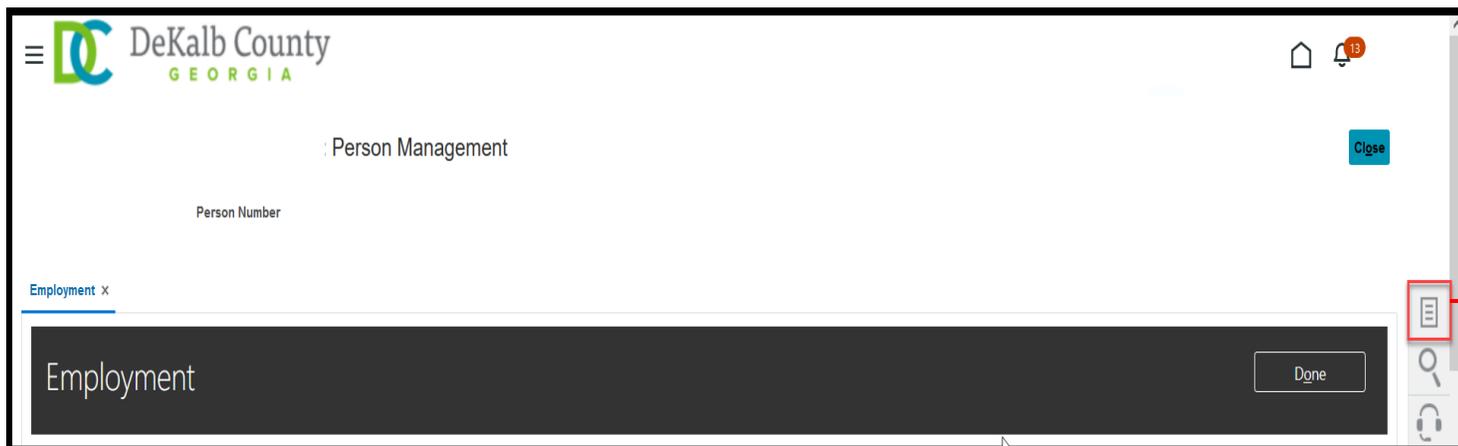
Actions View Format

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

Manage Work Schedule Assignment

Person Management

Person Number



Select Work Schedule Assignment in the Absence Work Area

- Compare

Absences

- Absence Cases
- Absence Records
- **Work Schedule Assignment**

Payroll

- View Payslip

Compensation

- Change Salary
- Individual Compensation
- View Total Compensation Statement

Personal and Employment

- Person
- Allocate Checklists
- Employment
- Seniority Dates
- Work Relationship
- Talent Profile
- Document Records
- Document Delivery Preferences
- Person Identifiers for External Applications

Employment

Work Relationship ?

Legal Employer DeKalb County GA

Country United States

Worker Type Employee

Hire Date

Assignment: 99015 - Administrative Specialist ?

Action Synchronization From Position

Effective Start Date

Action Reason

Effective End Date



Payroll Coordinators may receive a scheduling error message when entering leave on behalf of an employee. If the CV360 schedule doesn't match the Kronos Schedule, Coordinators may adjust the schedule in CV360

Manage Work Schedule Assignment

: Person Management

Person Number



Payroll Coordinators may view the employee's current Work Schedule on the Schedule Assignment page.

Close

If the current Work Schedule Assignment is inaccurate, The End Date must be changed to the Effective End Date minus 1 business day before adding an updated Schedule Assignment.

Cancel

The current Work Schedule Assignment must be saved for historical reporting.

Schedule Assignment ?

Hide

Assignment Number E063581

Department 08105 - SANITATION - ADMINISTRATION

Location SAN-ADMIN - Sanitation Administration

Schedules

View ▼ Format ▼ + × View Calendar

Start Date	End Date	Name	Effective from Date	Effective to Date	Category	Primary
1/8/22	12/31/31	Sanitation 8a - 430p Sat Sun Off ▼	1/8/22	12/31/31		Yes ▼

Manage Work Schedule Assignment



Schedule Assignment ?

Actions Printable Page Review Save Submit Cancel

▲ Hide

Assignment Number E063581

Job 99015 - Administrative Specialist

Department 08105 - SANITATION - ADMINISTRATION

Location SAN-ADMIN - Sanitation Administration

▲ Schedules

View ▼ Format ▼ + X View Calendar

Start Date	End Date	Name	Effective from Date	Effective to Date	Category	Primary
1/8/22	2/4/22	Sanitation 8a - 430p Sat Sun Off	1/8/22	12/31/31		Yes



Change the current Schedule Assignment **End Date** to the Effective End date -1 business day

Manage Work Schedule Assignment



Add a new row to select a new Schedule Assignment for the employee. Select the Plus symbol.

Schedule Assignment ? Actions Printable Page Review Save Submit Cancel

▲ Hide

Assignment Number E063581

Job 99015 - Administrative Specialist

Department 08105 - SANITATION - ADMINISTRATION

Location SAN-ADMIN - Sanitation Administration

▲ Schedules

View ▼ Format ▼ + × View Calendar

Start Date	End Date	Name	Effective from Date	Effective to Date	Category	Primary
2/9/22	m/d/yy					
1/8/2022	2/4/2022	Sanitation 8a - 430p Sat Sun Off	1/8/22	12/31/31		Yes

Manage Work Schedule Assignment



Kronos shares schedule and absence information with CV360. All available schedules should reflect in Oracle. The Kronos Schedule and CV360 Schedule must match.

Schedule Assignment

Assignment Number E063
 Department 0810

Job 99015 - Administrative Specialist
 Position SAN-ADMIN - Sanitation Administration

Start Date 2/9/22
End Date 2/29/28

1/8/2022
2/4/2022

Hide

Schedules

View Format + x View

- Parks 830a - 430p Sat Sun Off
- Plan 730a - 4p Sat Sun Off
- Police 10p - 8a Fri Sat Sun Off
- Police 1p - 11p Fri Sat Sun Off
- Police 1p - 9p Sat Sun Off
- Police 2p - 1030p Mon Tue Off
- Police 2P - 10P Fri Sat Off
- Police 2p - 12a Fri Sat Sun Off
- Police 6a - 2p Sun Mon Off
- Police 6a - 4p Mon Tue Wed Off

[Search...](#)

			Effective from Date	Effective to Date	Category	Primary
<input type="text"/>	<input type="text"/>	<input type="text"/>				<input type="text"/>
<input type="text"/>	<input type="text"/>	Sanitation 8a - 430p Sat Sun Off	1/8/22	12/31/31		Yes <input type="text"/>

Manage Work Schedule Assignment

Schedule Assignment

[Review](#) [Save](#) [Submit](#) [Cancel](#)

- Parks 830a - 430p Sat Sun Off
 - Plan 730a - 4p Sat Sun Off
 - Police 10p - 8a Fri Sat Sun Off
 - Police 1p - 11p Fri Sat Sun Off
 - Police 1p - 9p Sat Sun Off
 - Police 2p - 1030p Mon Tue Off
 - Police 2P - 10P Fri Sat Off
 - Police 2p - 12a Fri Sat Sun Off
 - Police 6a - 2p Sun Mon Off
 - Police 6a - 4p Mon Tue Wed Off
- [Search...](#)

Job 99015 - Administrative Specialist
Position SAN-ADMIN - Sanitation Administration

Hide
Assignment Number E063
Department 0810
Schedules
View Format + X View

Start Date	End Date		Effective from Date	Effective to Date	Category	Primary
2/9/22	2/29/28					
1/8/2022	2/4/2022	Sanitation 8a - 430p Sat Sun Off	1/8/22	12/31/31		Yes

10

Select the Search hyperlink to select a new Work Schedule Assignment for the employee.

Manage Work Schedule Assignment

Person Management Close

Person Number

Employment x Work Schedule Assignment x

Schedule Assignment ?

Hide

Assignment Number E063581

Department 08105 - SANITATION - ADMINISTRATION

Schedules

View Format + x View Calendar

Start Date	End Date	Name	Effective from Date	Effective to Date	Category	Primary
2/9/22	2/29/28					
1/8/2022	2/4/2022	Sanitation 8a - 430p Sat Sun Off	1/8/22	12/31/31		Yes

Search and Select: Schedule X

Search Advanced

**** At least one is required**

**** Name**

**** Type**

**** Category**

**** Effective from Date** m/d/yy

**** Effective to Date** m/d/yy

Search Reset

Name

No rows to display

OK Cancel

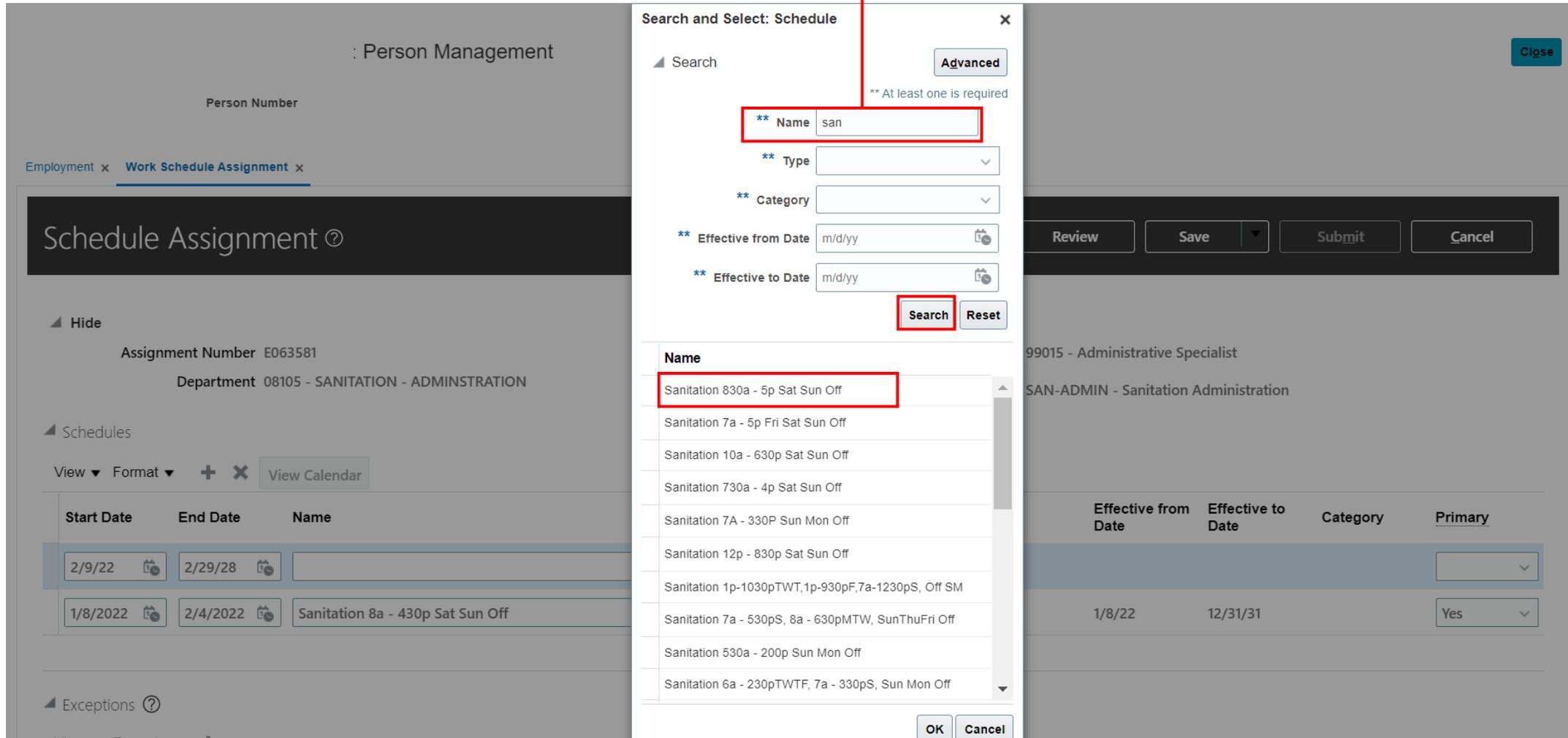
11

Search the Department Name within the Name field.

Manage Work Schedule Assignment

12

Enter the applicable Department Name or Abbreviation in the Name field and select Search. View the search results and select the appropriate Work Schedule Assignment.



The screenshot shows the 'Manage Work Schedule Assignment' interface. A search dialog box titled 'Search and Select: Schedule' is open. The dialog has a search bar with the text 'san' entered, which is highlighted with a red box. Below the search bar are several filter fields: 'Type', 'Category', 'Effective from Date', and 'Effective to Date'. A 'Search' button is also highlighted with a red box. The search results are displayed in a list below the dialog, with the first item 'Sanitation 830a - 5p Sat Sun Off' highlighted with a red box. The background interface shows the 'Person Management' section with 'Person Number' and 'Assignment Number E063581' fields. The 'Work Schedule Assignment' section is active, showing a table of assignments with columns for 'Start Date', 'End Date', and 'Name'. The table has two rows: one with dates '2/9/22' and '2/29/28' and an empty name field, and another with dates '1/8/2022' and '2/4/2022' and the name 'Sanitation 8a - 430p Sat Sun Off'. There are also 'Review', 'Save', 'Submit', and 'Cancel' buttons at the bottom of the dialog.

Manage Work Schedule Assignment



Ensure the new *Work Schedule Assignment* is correct, as CV360 will send the new schedule information to Kronos.

Schedule Assignment ?

Actions | Printable Page | Review | Save | Submit | Cancel

Hide

Assignment Number E063581 Job 99015 - Administrative Specialist
Department 08105 - SANITATION - ADMINISTRATION Location SAN-ADMIN - Sanitation Administration

Schedules

View ▼ Format ▼ + X View Calendar

Start Date	End Date	Name	Effective from Date	Effective to Date	Category	Primary
2/9/22	12/31/31	Sanitation 830a - 5p Sat Sun Off	1/8/22	12/31/31		Yes
1/8/2022	2/4/2022	Sanitation 8a - 430p Sat Sun Off	1/8/22	12/31/31		No



Select the Primary drop down list on the new Work Schedule Assignment and select Yes.

Manage Work Schedule Assignment

14

Select the **Review** button to review your proposed changes.

Schedule Assignment ?

Actions

Printable Page

Review

Save

Submit

Cancel

▲ Hide

Assignment Number E063581

Job 99015 - Administrative Specialist

Department 08105 - SANITATION - ADMINISTRATION

Location SAN-ADMIN - Sanitation Administration

▲ Schedules

View ▼ Format ▼ + X View Calendar

Start Date	End Date	Name	Effective from Date	Effective to Date	Category	Primary
2/9/22	12/31/31	Sanitation 830a - 5p Sat Sun Off	1/8/22	12/31/31		Yes
1/8/2022	2/4/2022	Sanitation 8a - 430p Sat Sun Off	1/8/22	12/31/31		No

Manage Work Schedule Assignment



Select the **Submit** button to route your proposed Work Schedule Assignment change for approval.

Schedule Assignment:Review ?

Printable Page

Back

Save

Submit

Cancel

▲ Hide

Assignment Number E063581

Job 99015 - Administrative Specialist

Department 08105 - SANITATION - ADMINISTRATION

Location SAN-ADMIN - Sanitation Administration

▲ Changed Schedule and Exception

View ▼ Detach

Schedule Name	Type	Attribute	Current Value	Proposed Value
▲ Sanitation 8a - 430p Sat Sun Off				
	Schedule			
		Name	Sanitation 8a - 430p Sat Sun Off	Sanitation 8a - 430p Sat Sun Off
		Effective Start Date	1/8/22	1/8/22
		Effective End Date	12/31/31	12/31/31
		Category		
		Start Date	1/8/22	1/8/22
		End Date	12/31/31	2/4/22
		Primary	Y	N

Manage Work Schedule Assignment

Schedule Assignment:Review ?

Printable Page

Back

Save

Submit

Cancel

Hide

Assignment Number E063581

Job 99015 - Administrative Specialist

Department 08105 - SANITATION - ADMINISTRATION



Select Yes to confirm the Work Schedule Assignment change.

Changed Schedule and Exception

View ▾  Detail

Schedule Name	Type	Attribute	Current Value	Proposed Value
Sanitation 8a - 430p Sat Sun Off	Schedule	Name		Sanitation 8a - 430p Sat Sun Off
		Effective Start Date	1/8/22	1/8/22
		Effective End Date	12/31/31	12/31/31
		Category		
		Start Date	1/8/22	1/8/22
		End Date	12/31/31	2/4/22
		Primary	Y	N

Warning

The request will be submitted. Do you want to continue? (HRC-1035163)

Manage Work Schedule Assignment

Employment x Work Schedule Assignment x

Schedule Assignment:Review ?

Printable Page Back Save Submit Cancel

Hide

Assignment Number E063581 Job 99015 - Administrative Specialist
Department 08105 - SANITATION - ADMINISTRATION Location SAN-ADMIN - Sanitation Administration

Changed Schedule and Exception

View Detach

Schedule Name	Type	Attribute	Proposed Value
No data to display.			

Approvers

Confirmation

The request was submitted.

OK

17

Select OK to confirm the request.

Absence Coordinators

Lesson 6: Manage Absence

- **Section 4: Withdraw an Absence Request**



Lesson Objective:

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

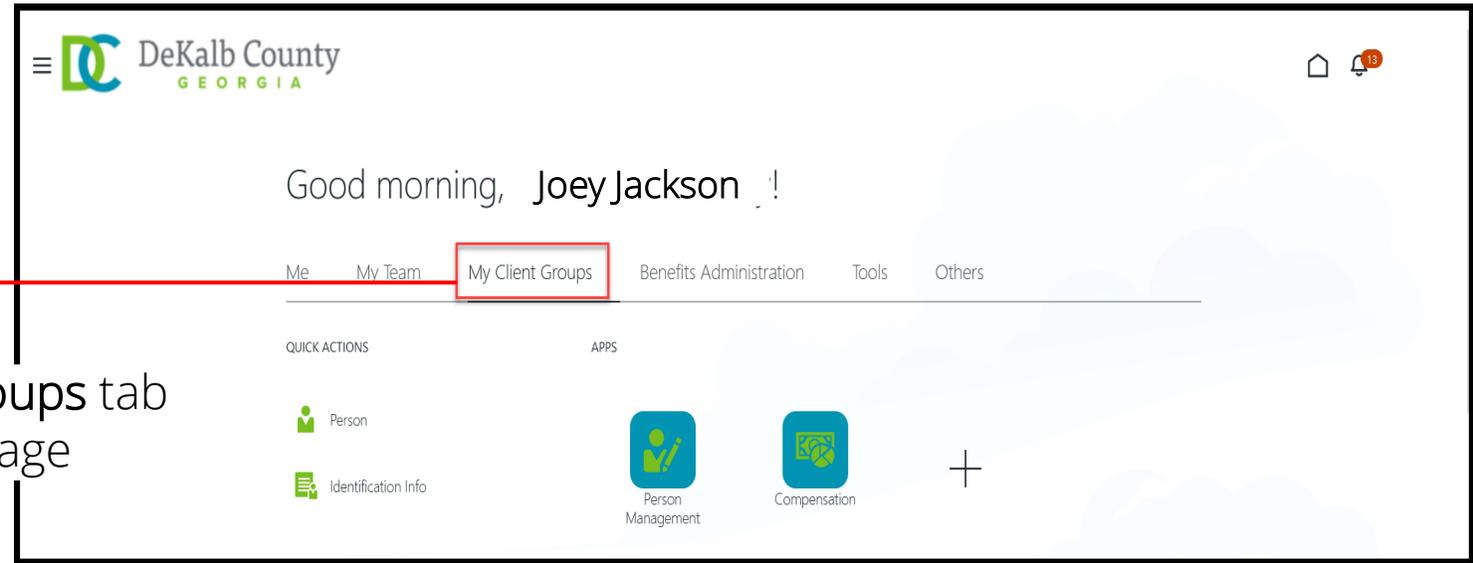
Objective

- Withdraw Absence Requests for an Employee

Withdraw a Absence Request

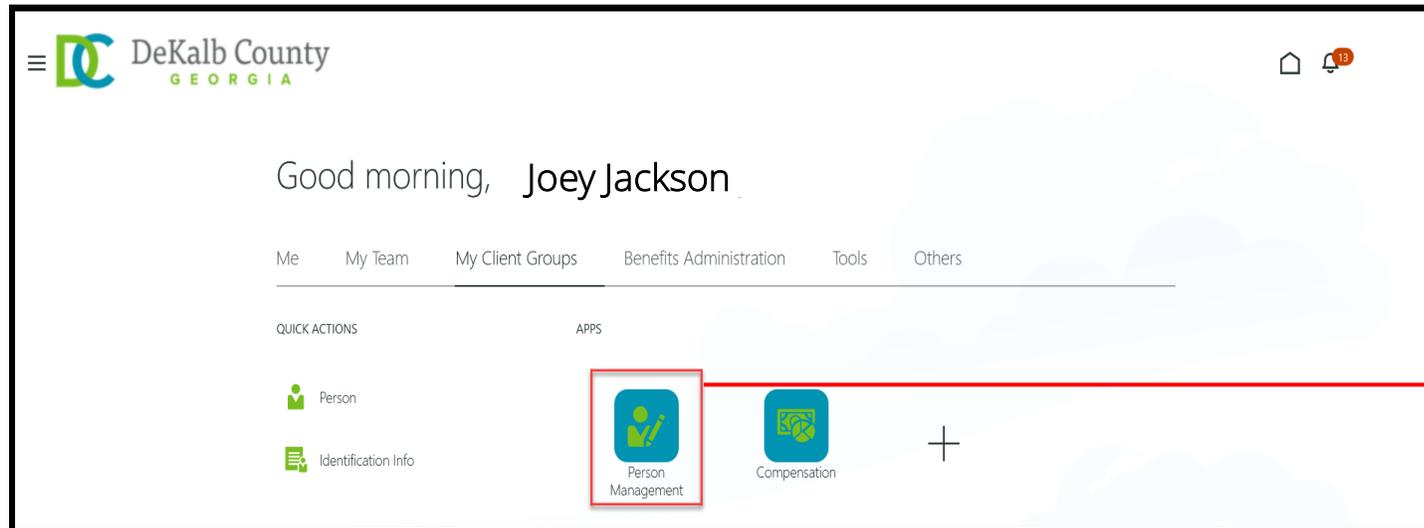
1

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



2

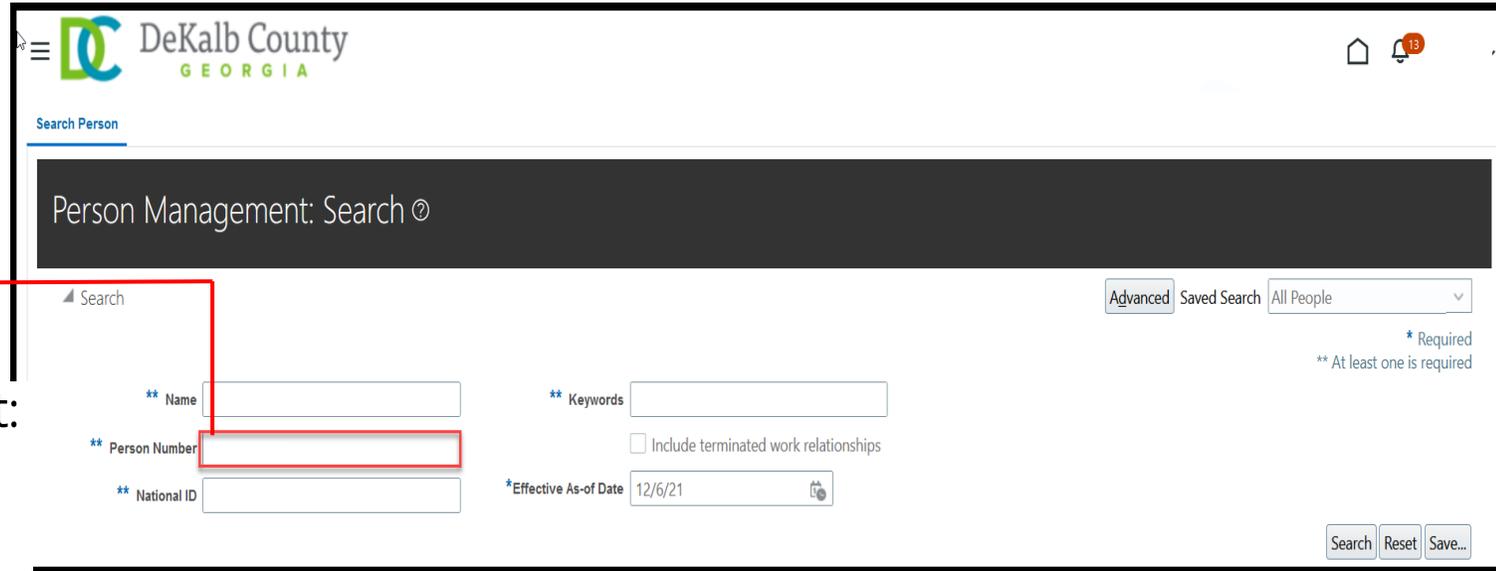
Select the **Person Management** tile within the Apps area



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

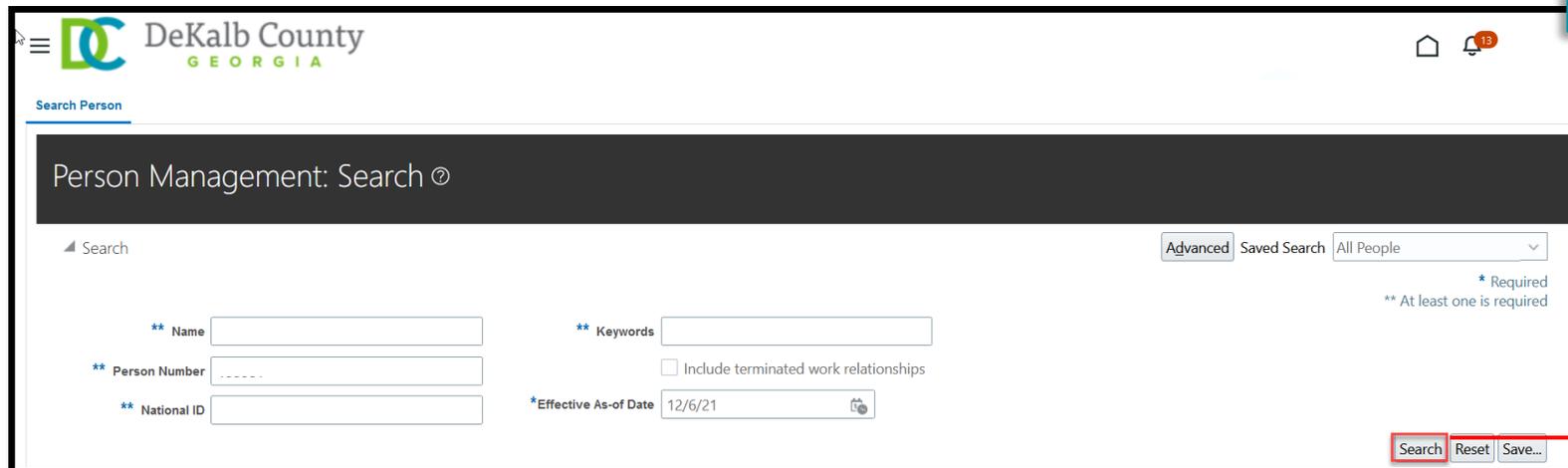
** Keywords

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

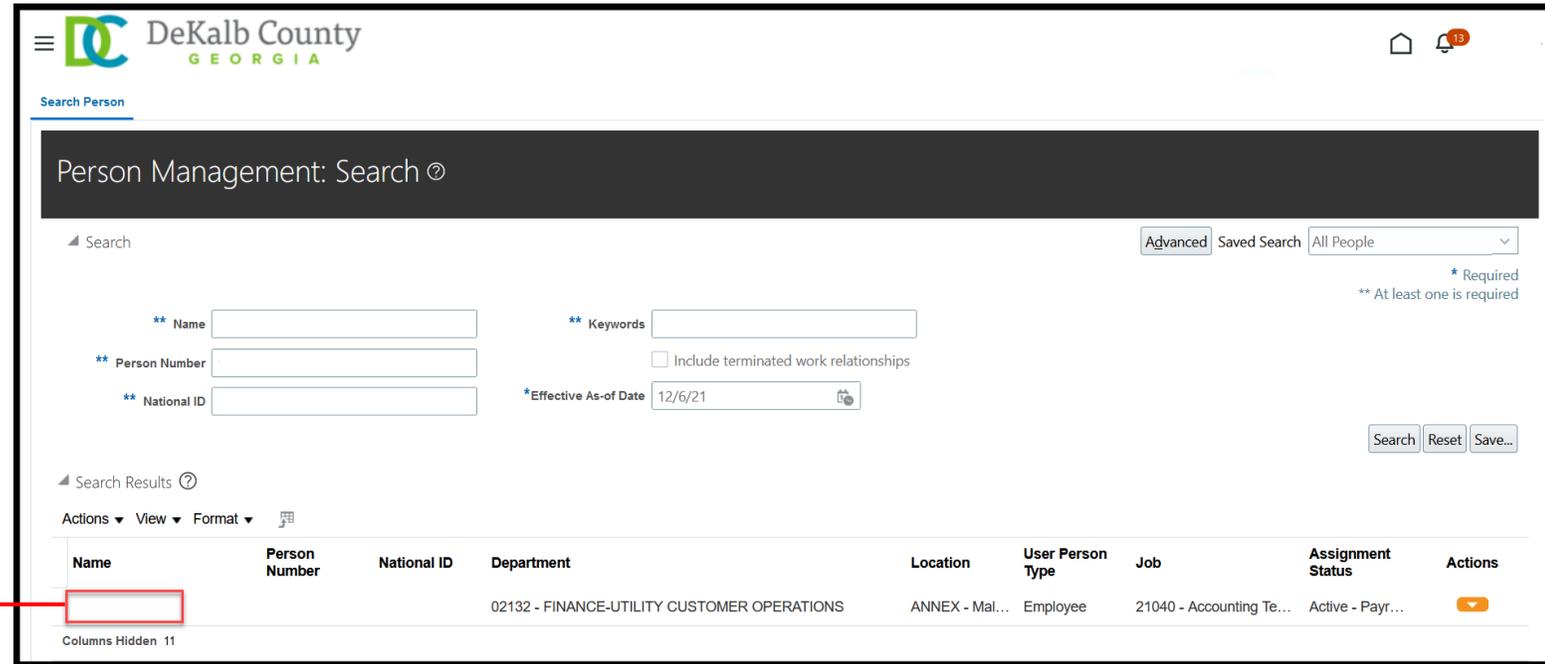
4

Select the Search button

Withdraw a Absence Request

5

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



DeKalb County GEORGIA

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

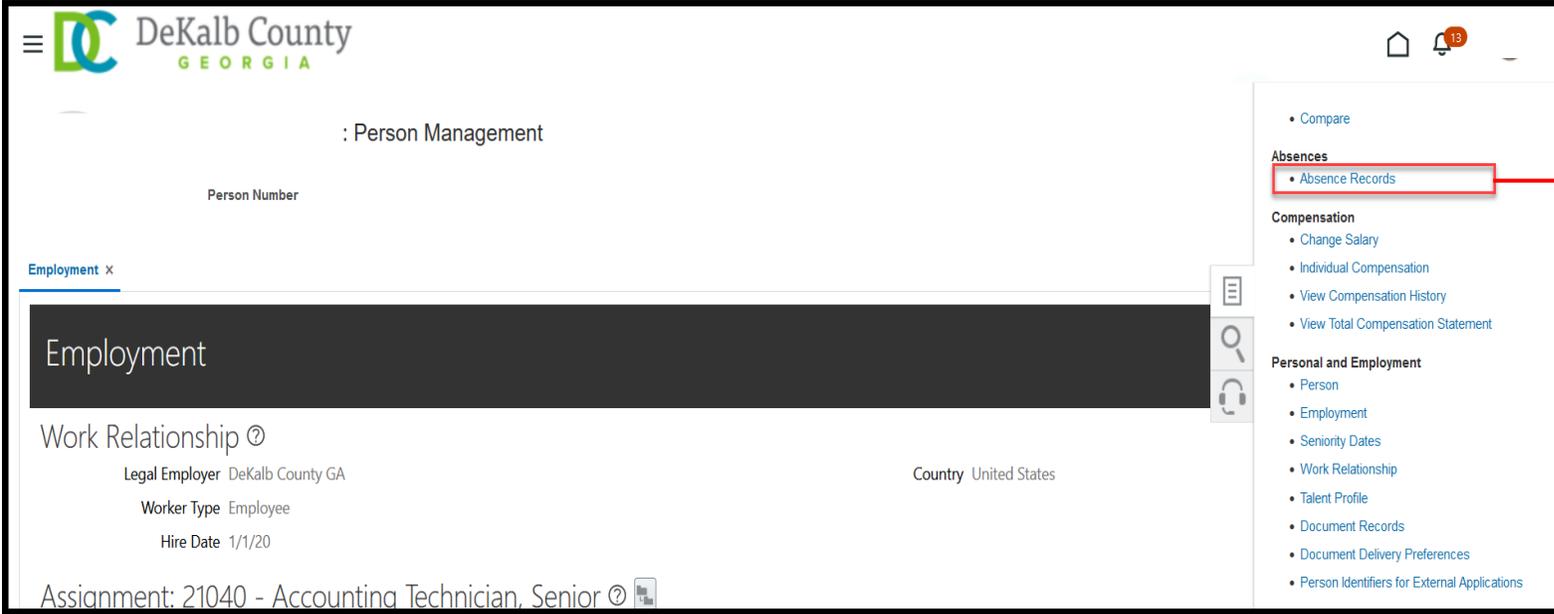
Person Management

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 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

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

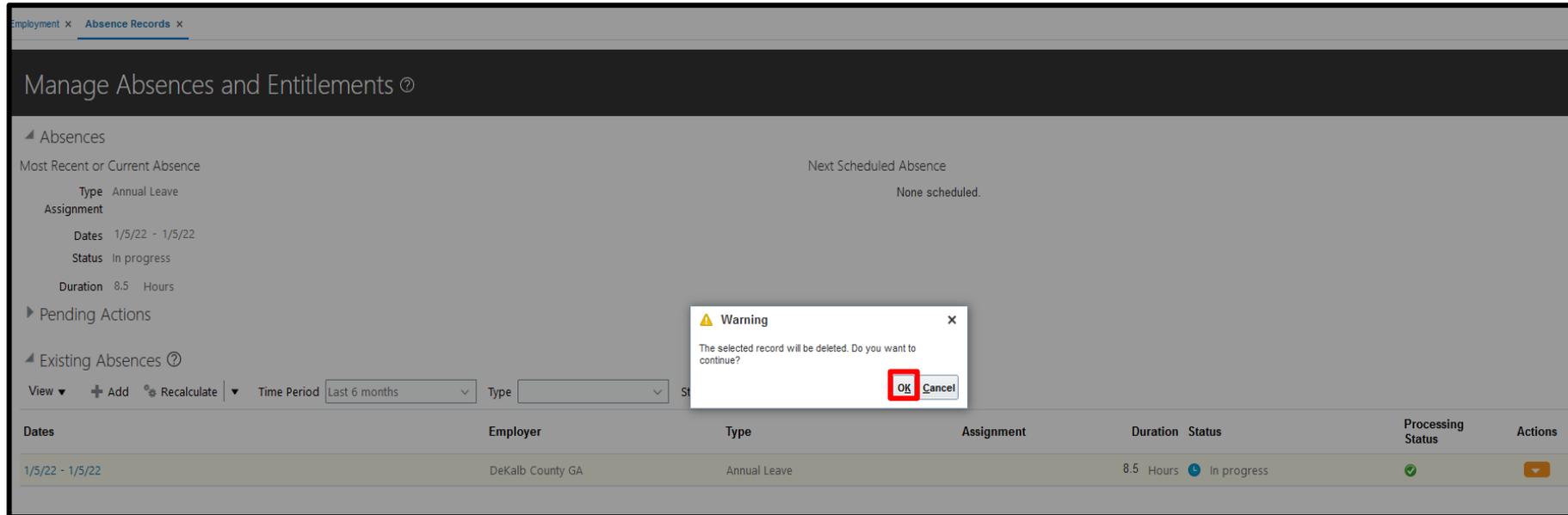
View + Add Recalculate Time Period Last 6 months Type Status Detach

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



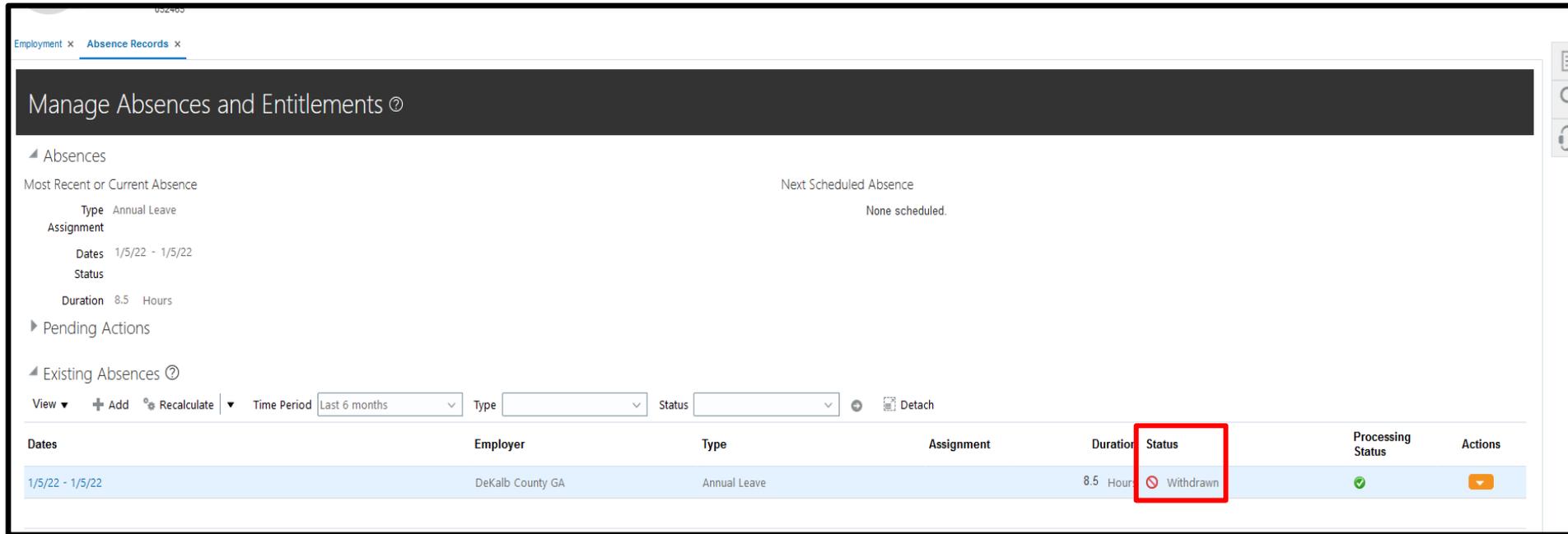
The screenshot shows the 'Manage Absences and Entitlements' interface. A warning dialog box is displayed in the center, asking for confirmation to delete a record. The dialog box contains the following text: 'Warning', 'The selected record will be deleted. Do you want to continue?', and two buttons: 'OK' and 'Cancel'. The 'OK' button is highlighted with a red square. The background interface shows a table of absence records with columns for Dates, Employer, Type, Assignment, Duration, Status, Processing Status, and Actions. The first row shows an absence for '1/5/22 - 1/5/22' at 'DeKalb County GA' 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