

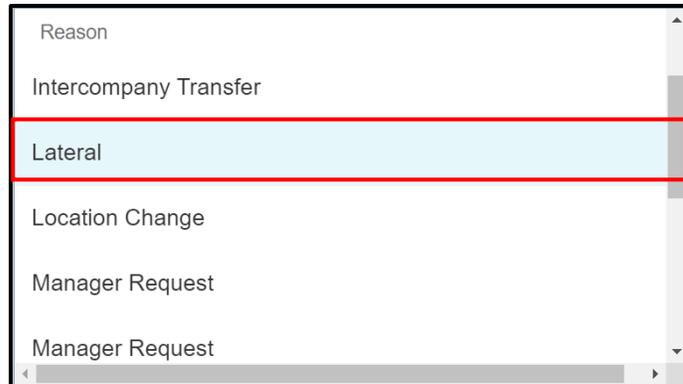
Payroll Coordinator

Manage Transfers

Section 1: Transfers w/o Pay Rate Change

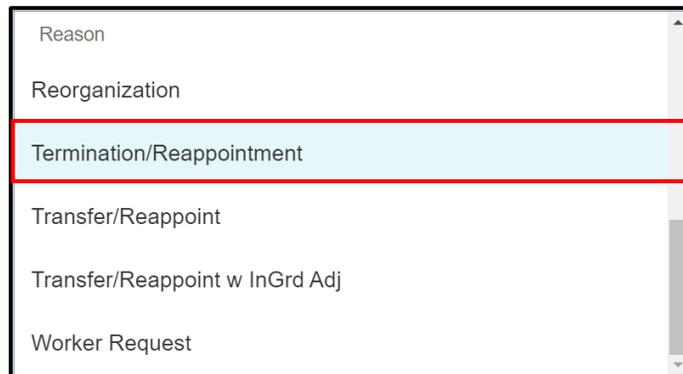
Manage Transfers Action Reasons

Payroll Coordinators are responsible for initiating the transfer and reappointment of personnel between departments and legal entities in DeKalb County. The preceding department may attach multiple attributes to the transfer e.g., salary grade, position details, etc. CV360 will have multiple action reasons for transfers. Use the action reason drop down list to specify the appropriate action and action reason for the Transfer.



A screenshot of a dropdown menu titled "Reason". The menu is open, showing several options. The option "Lateral" is highlighted with a red border. Other visible options include "Intercompany Transfer", "Location Change", "Manager Request", and "Manager Request".

A lateral transfer refers to when an employee moves from one job to another job at the same pay grade within Dekalb County under the same official.



A screenshot of a dropdown menu titled "Reason". The menu is open, showing several options. The option "Termination/Reappointment" is highlighted with a red border. Other visible options include "Reorganization", "Transfer/Reappoint", "Transfer/Reappoint w InGrd Adj", and "Worker Request".

A Termination/Reappointment action reason is used when an employee transfers to another department under a different official in DeKalb County. Coordinators may also use this action reason if an employee is moved from Temporary to Regular employment status.

Manage Transfers Action Reasons

Reason

- Comparable Transfer
- Employee Request
- Intercompany Transfer
- Lateral
- Location Change

A Comparable Transfer action reason is used when an employee is transferring to a different position within DeKalb County with the same pay grade excluding term reappoint

Reason

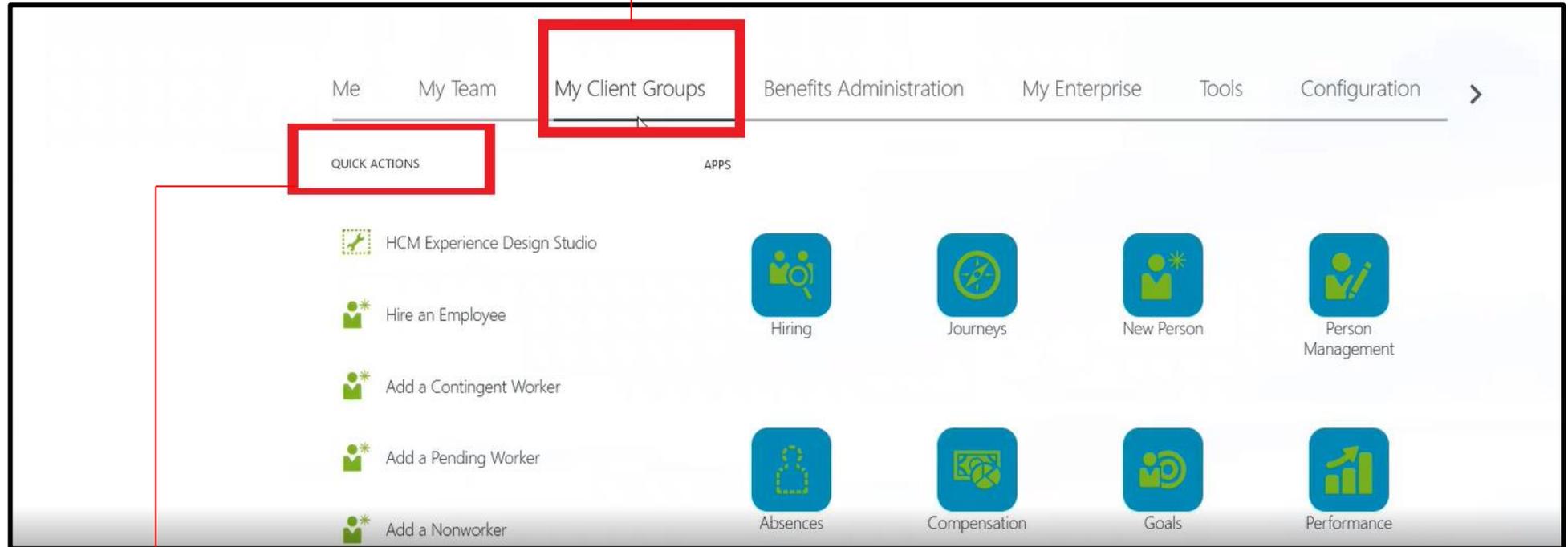
- Intercompany Transfer
- Lateral
- Location Change
- Manager Request
- Manager Request

Intercompany Transfer action reason is used when a employee is transferred to the receiving department without salary or position data

Manage Transfers: Transfer w/o Pay Rate Change

1

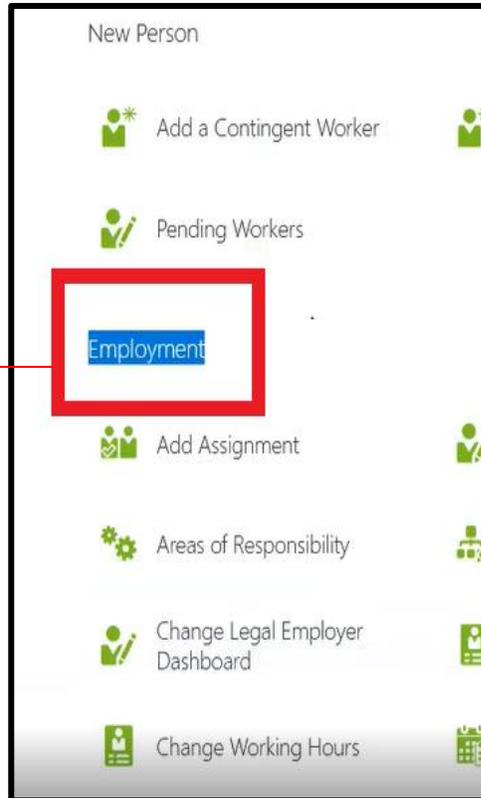
Select the My Client Groups tab



2

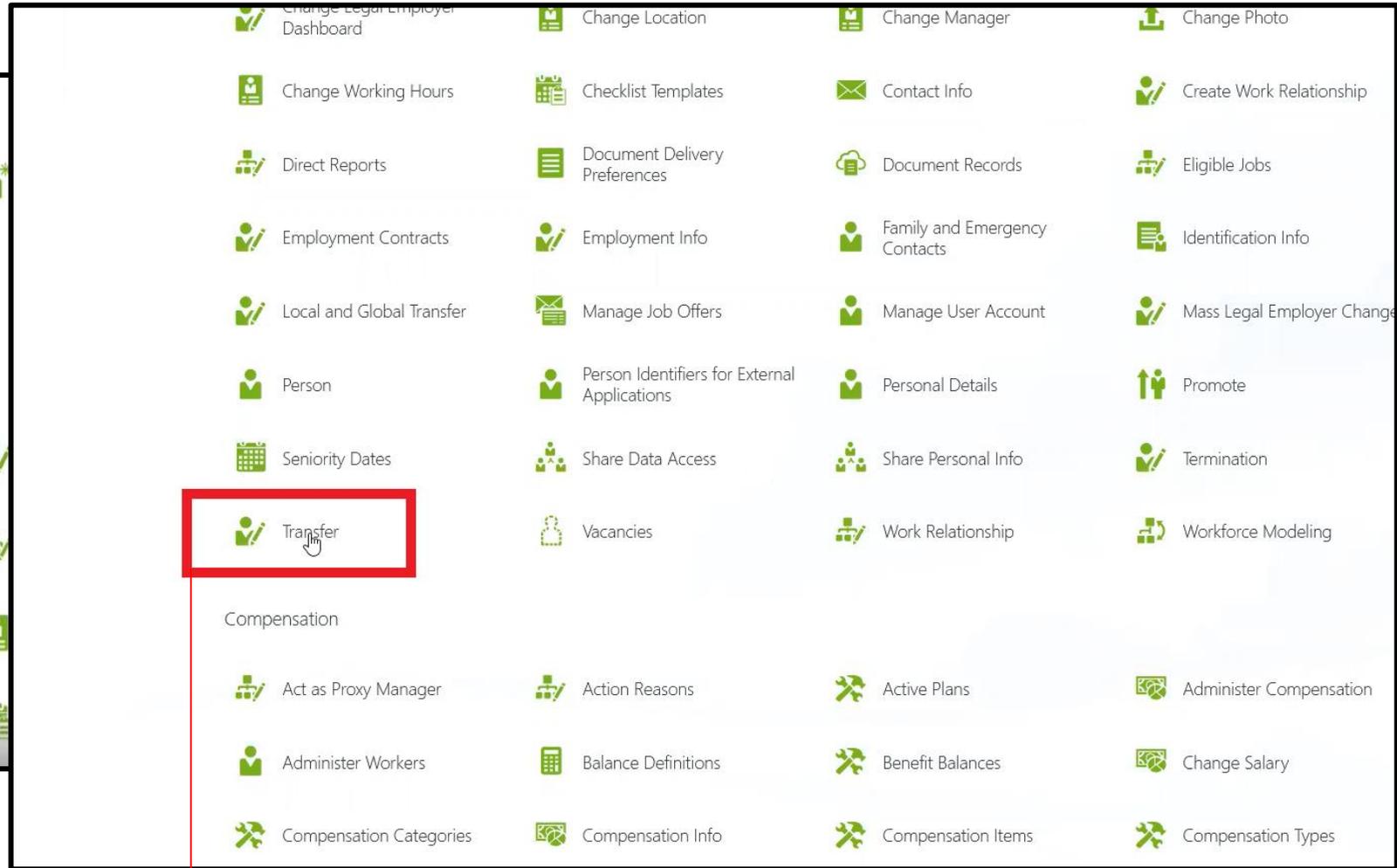
Select the Quick Actions section and select the Show More link from the drop-down list

Manage Transfers: Transfer w/o Pay Rate Change



3

Locate the Employment section



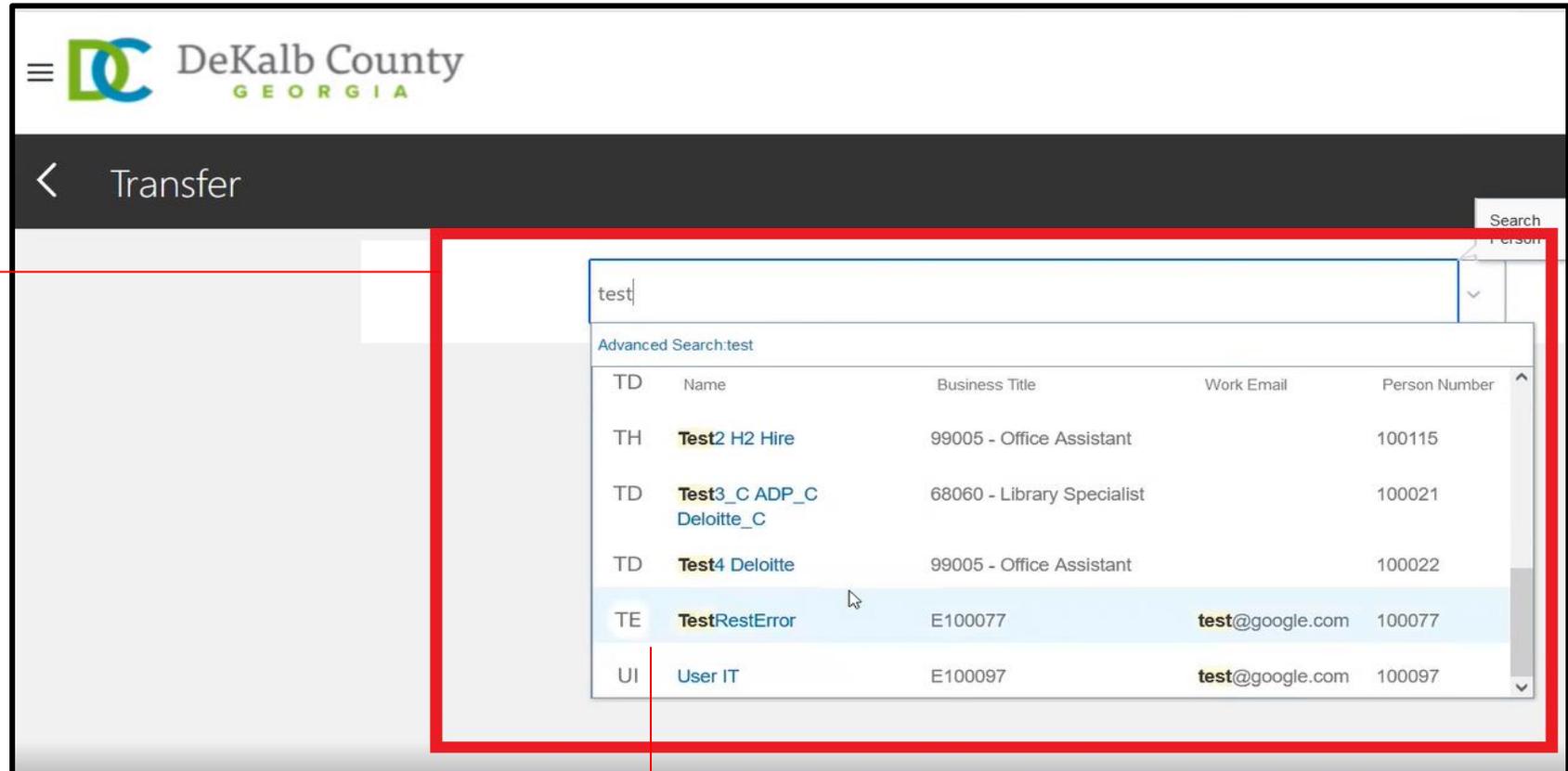
4

Select Transfer under the Employment section

Manage Transfers: Transfer w/o Pay Rate Change

5

From the Search for a Person field, key in the Employee's Name or Employee Number



DeKalb County
GEORGIA

Transfer

Search Person

test

Advanced Search: test

TD	Name	Business Title	Work Email	Person Number
TH	Test2 H2 Hire	99005 - Office Assistant		100115
TD	Test3_C ADP_C Deloitte_C	68060 - Library Specialist		100021
TD	Test4 Deloitte	99005 - Office Assistant		100022
TE	TestRestError	E100077	test@google.com	100077
UI	User IT	E100097	test@google.com	100097

6

Select the Employee from the returned results within the Recent Items list

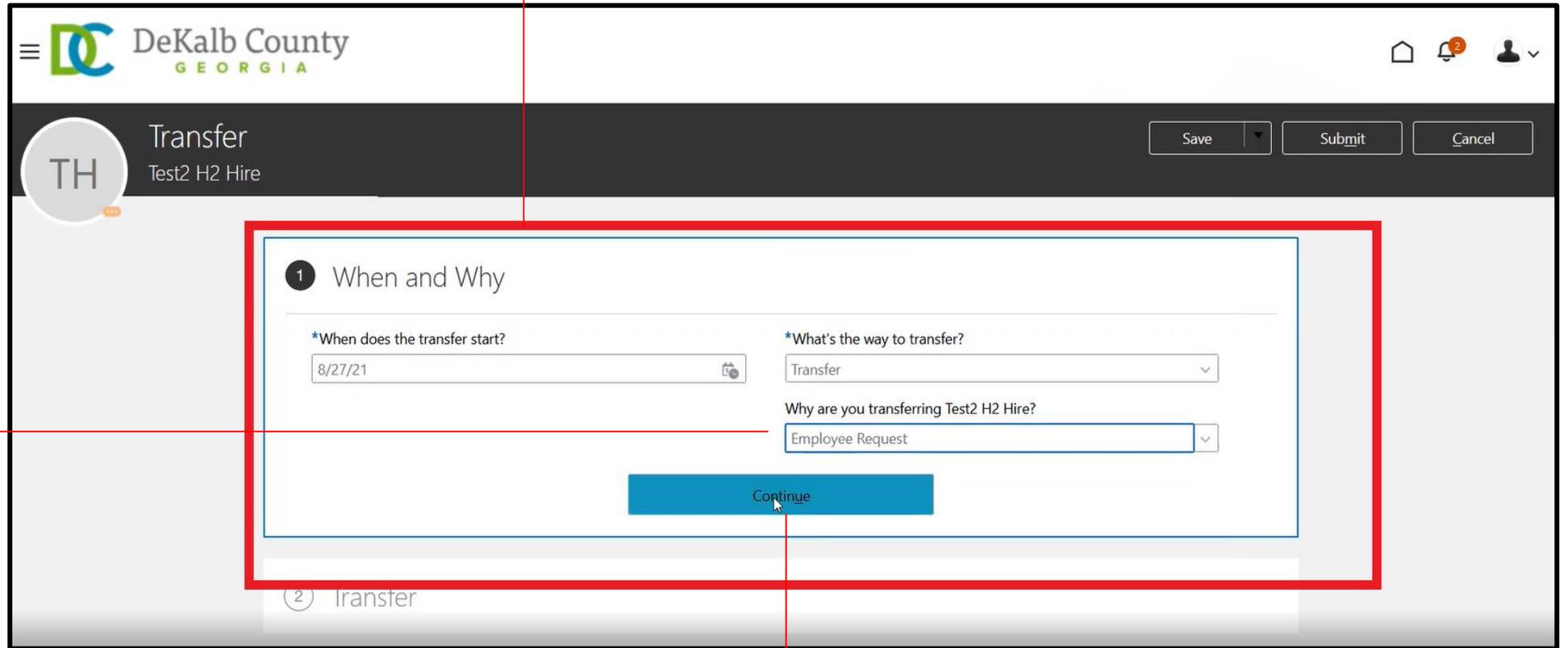
Manage Transfers: Transfer w/o Pay Rate Change

7

Key in the appropriate **Transfer Start Date** in the **When does the transfer start?** field

8

Select the appropriate **Reason** for the Transfer from the **Why are you transferring?** drop-down list



The screenshot shows a web interface for DeKalb County Georgia. At the top left is the logo and name 'DeKalb County GEORGIA'. On the right are icons for home, notifications (2), and user profile. Below the header, there's a breadcrumb 'Transfer' and a user icon 'TH' with 'Test2 H2 Hire' next to it. On the far right are 'Save', 'Submit', and 'Cancel' buttons. The main content area is a form titled '1 When and Why'. It contains two required fields: '*When does the transfer start?' with a date input field containing '8/27/21', and '*What's the way to transfer?' with a dropdown menu showing 'Transfer'. Below these is another dropdown menu labeled 'Why are you transferring Test2 H2 Hire?' with 'Employee Request' selected. A blue 'Continue' button is centered below the form. At the bottom of the form, a partially visible step '2 Transfer' is shown.

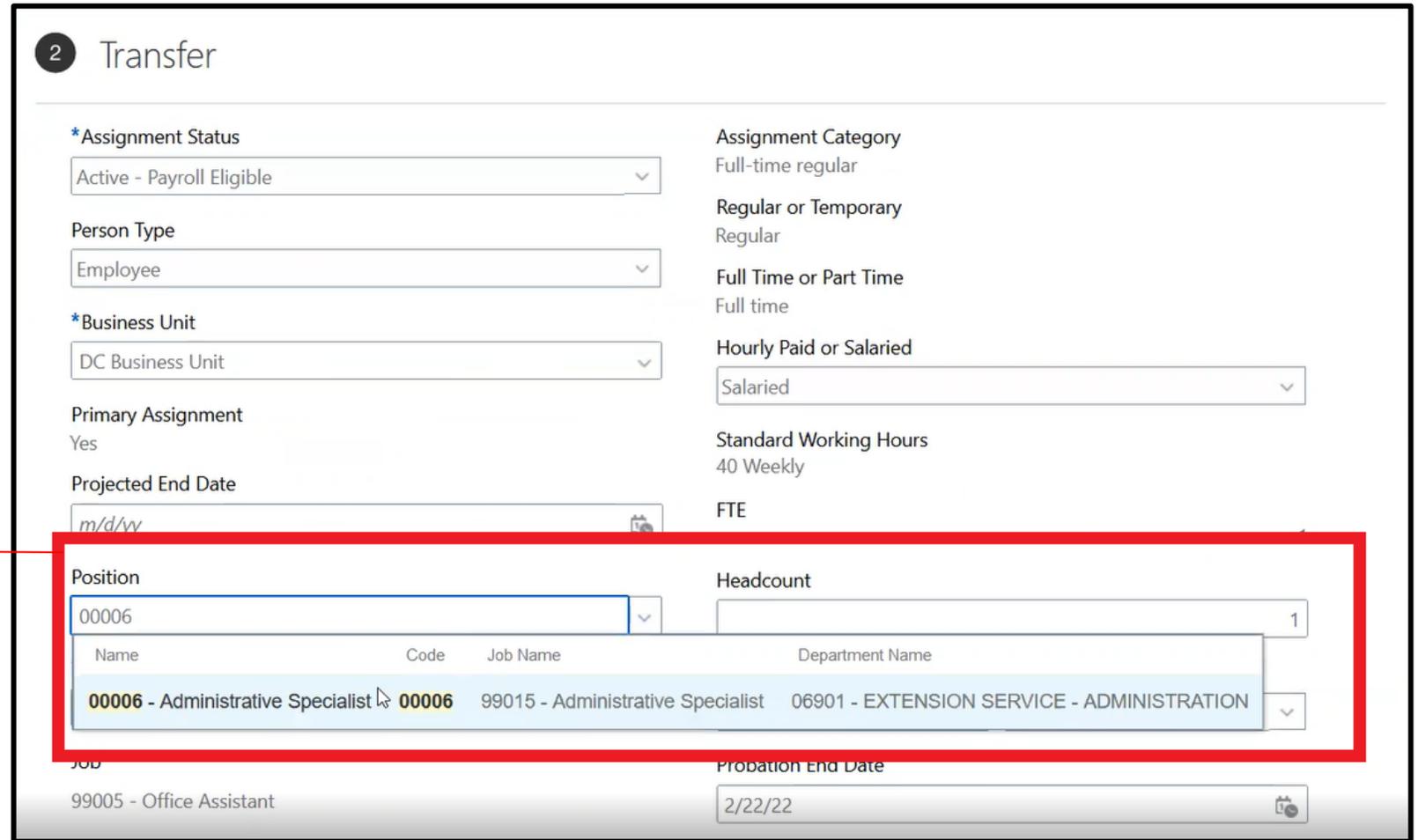
7

Select the **Continue** button

Manage Transfers: Transfer w/o Pay Rate Change

9

Select the **Position** name from the drop-down list



2 Transfer

*Assignment Status: Active - Payroll Eligible

Assignment Category: Full-time regular

Person Type: Employee

Regular or Temporary: Regular

*Business Unit: DC Business Unit

Full Time or Part Time: Full time

Primary Assignment: Yes

Hourly Paid or Salaried: Salaried

Projected End Date: m/d/yy

Standard Working Hours: 40 Weekly

FTE: 1

Position: 00006

Headcount: 1

Name	Code	Job Name	Department Name
00006 - Administrative Specialist	00006	99015 - Administrative Specialist	06901 - EXTENSION SERVICE - ADMINISTRATION

99005 - Office Assistant

Probation End Date: 2/22/22



From the Position field, key in the Position name. All Position names start with a code and then the description. When entering the code, the system will intuitively provide a list of Positions that match the data that has been entered. Select the correct Position from the drop-down list

Manage Transfers: Transfer w/o Pay Rate Change



Key the Additional Assignment Information if applicable.

3 Additional Assignment Info

Info Group

Probation Period Info

Start Date	Unit of Measure
<input type="text" value="m/d/yy"/>	<input type="text"/>
Duration	End Date
<input type="text"/>	<input type="text" value="m/d/yy"/>

11

Select Continue

Manage Transfers: Transfer w/o Pay Rate Change

Document Records (Attachments)

[+ Add](#)

 There's nothing here so far.

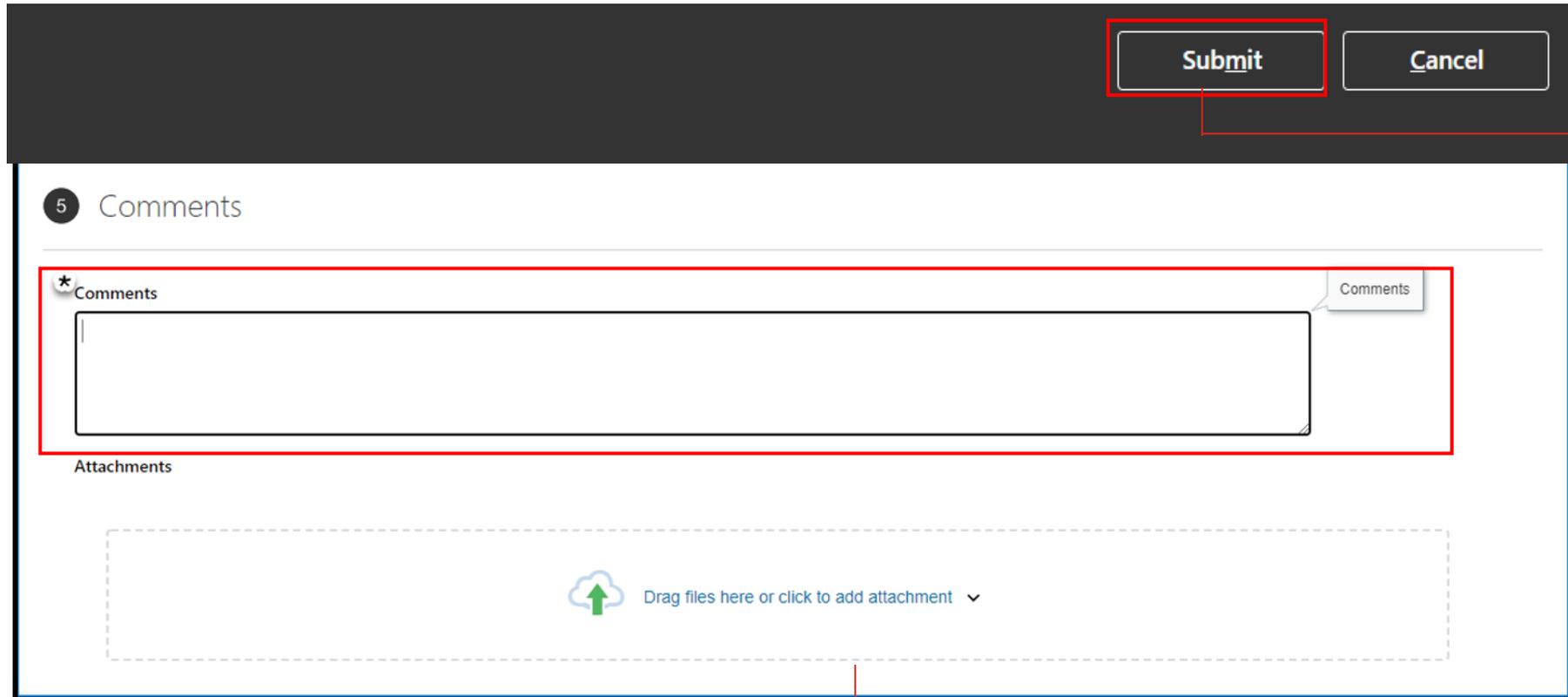
[Continue](#)

Comments

13

Add the applicable documents to the transfer

Manage Transfers: Transfer w/o Pay Rate Change



The screenshot shows a dark grey header bar with a 'Submit' button (highlighted with a red box) and a 'Cancel' button. Below the header is a section titled '5 Comments'. Inside this section, there is a text input field for comments (highlighted with a red box) and an 'Attachments' section with a dashed border and a green upload icon. The text 'Drag files here or click to add attachment' is visible in the attachment area.

14

Enter the mandatory comment and attachment associated with the transfer.

15

Select the submit button

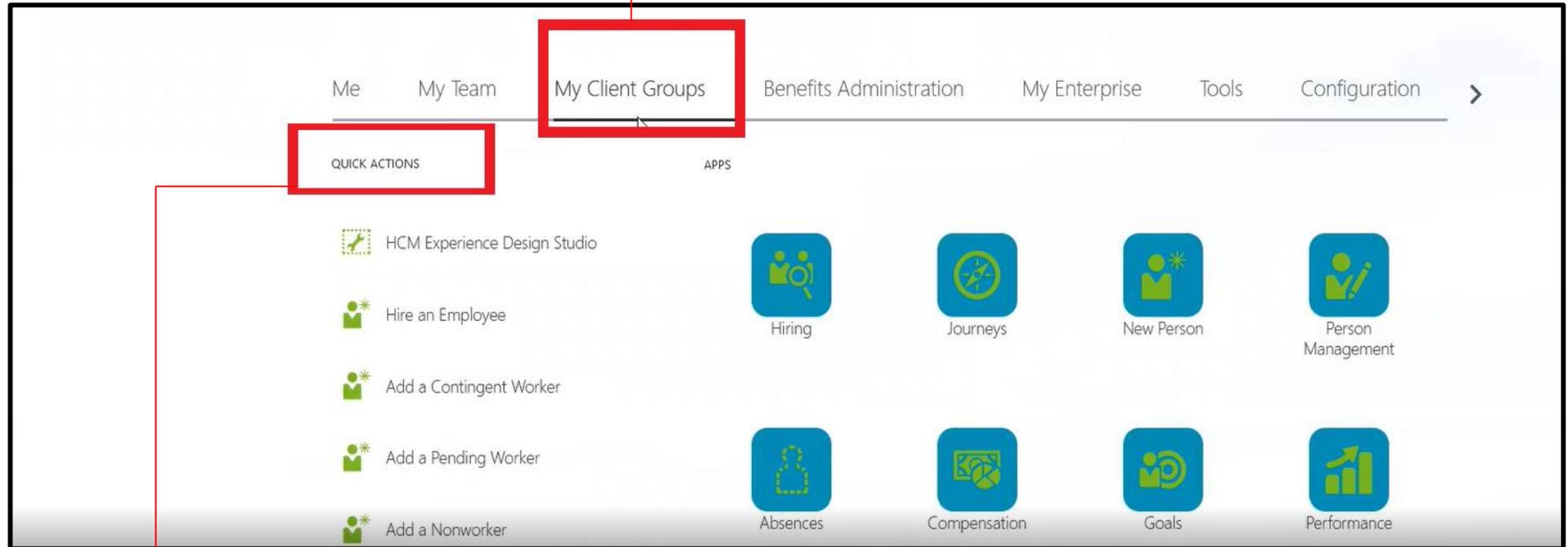
Manage Transfers

Section 2: Transfers w/ Pay Rate Change

Manage Transfers: Transfer w Pay Rate Change

1

Select the My Client Groups tab



2

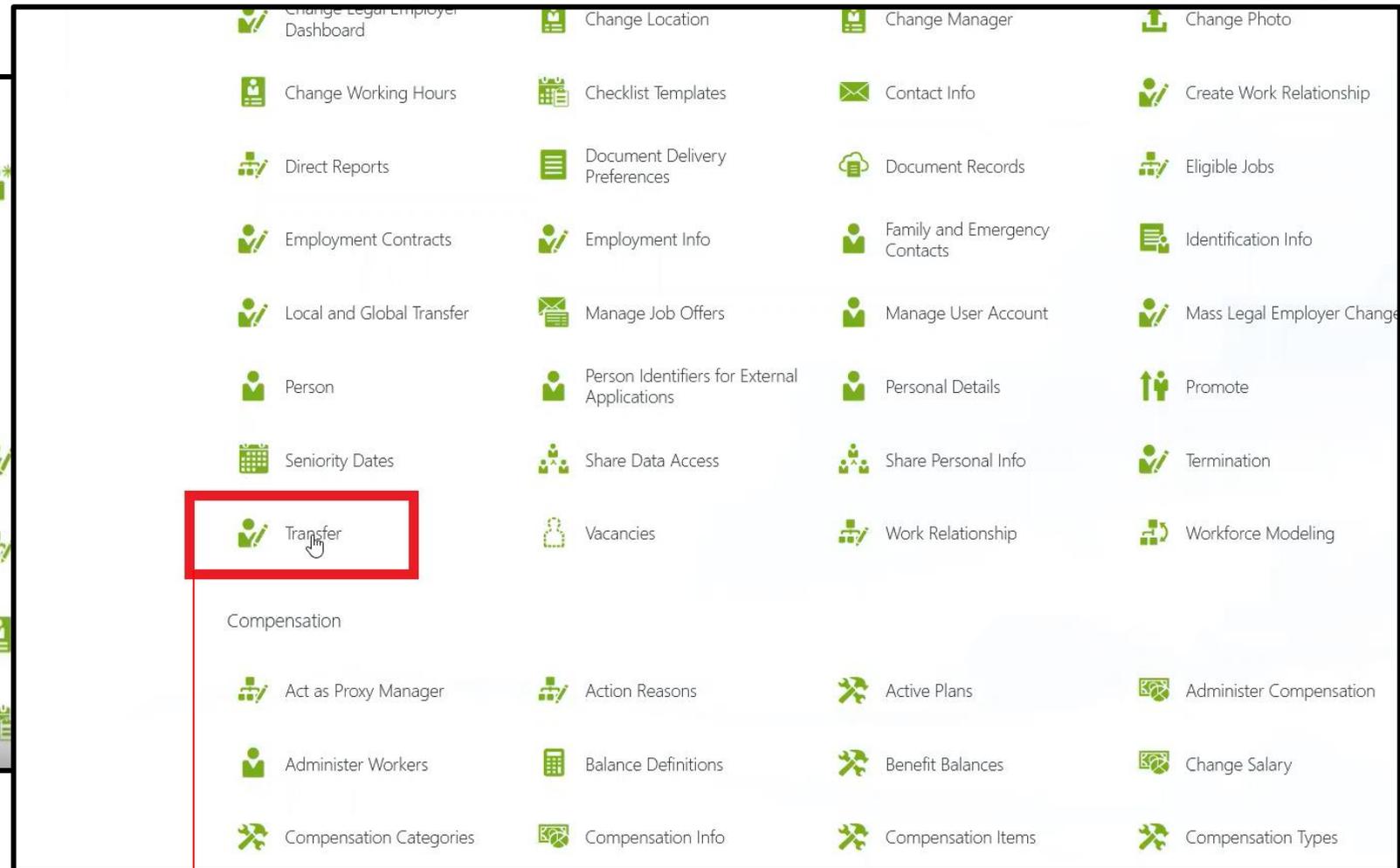
Select the Quick Actions section and select the Show More link from the drop-down list

Manage Transfers: Transfer w/o Pay Rate Change



3

Locate the Employment section



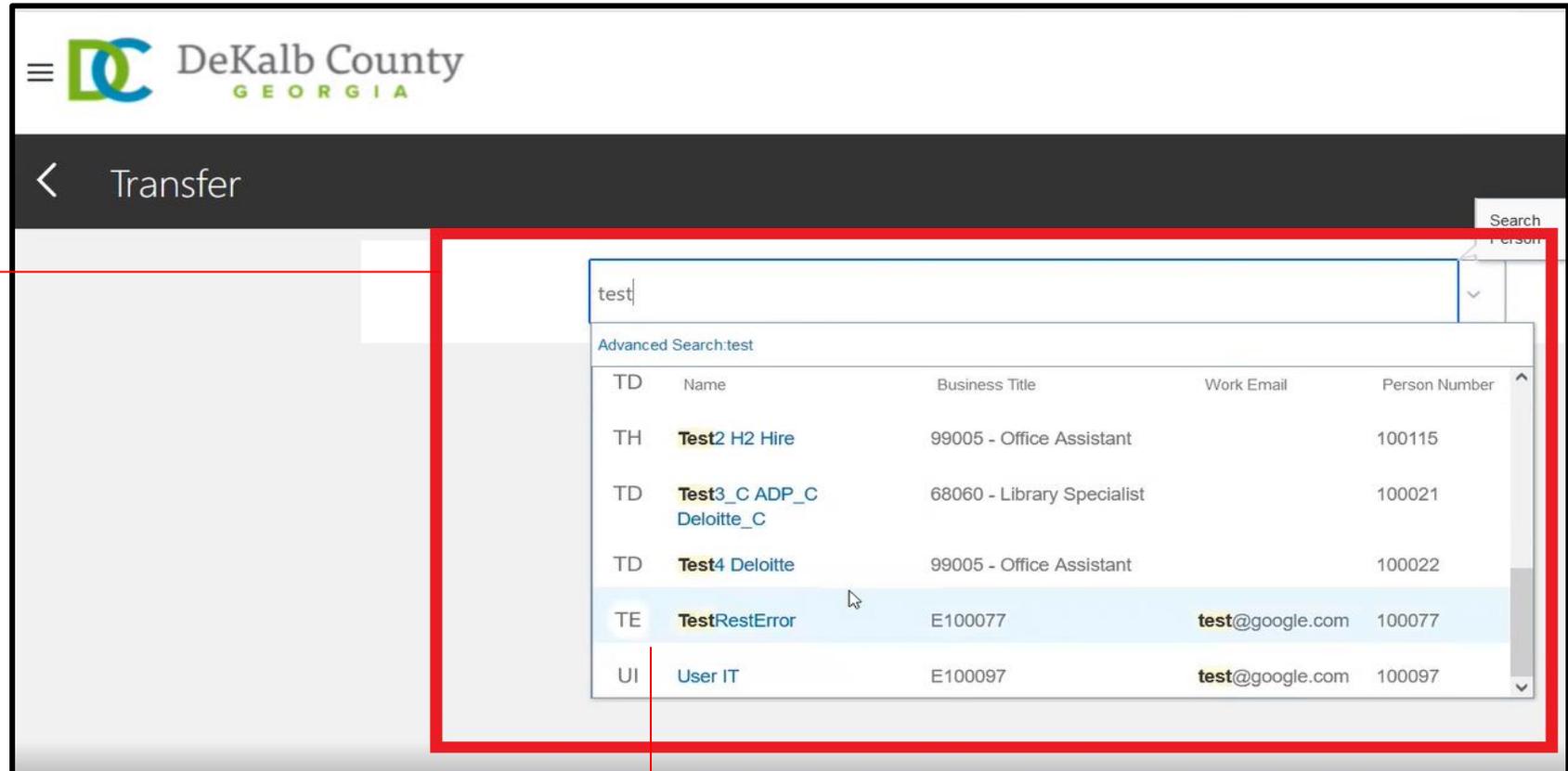
4

Select Transfer under the Employment section

Manage Transfers: Transfer w/o Pay Rate Change

5

From the Search for a Person field, key in the Employee's Name or Employee Number



DeKalb County
GEORGIA

Transfer

Search Person

test

Advanced Search: test

TD	Name	Business Title	Work Email	Person Number
TH	Test2 H2 Hire	99005 - Office Assistant		100115
TD	Test3_C ADP_C Deloitte_C	68060 - Library Specialist		100021
TD	Test4 Deloitte	99005 - Office Assistant		100022
TE	TestRestError	E100077	test@google.com	100077
UI	User IT	E100097	test@google.com	100097

6

Select the Employee from the returned results within the Recent Items list

Manage Transfers: Transfer w/ Pay Rate Change

7

Key in the appropriate **Transfer Start Date** in the When does the transfer start? field

8

Select the Reason **Transfer With Pay Rate Change** from the Why are you transferring? drop-down list

1 When and Why

*When does the transfer start?
4/7/22

*What's the way to transfer?
Transfer With Pay Rate Change

*Why are you transferring
Transfer/Reappoint

Continue

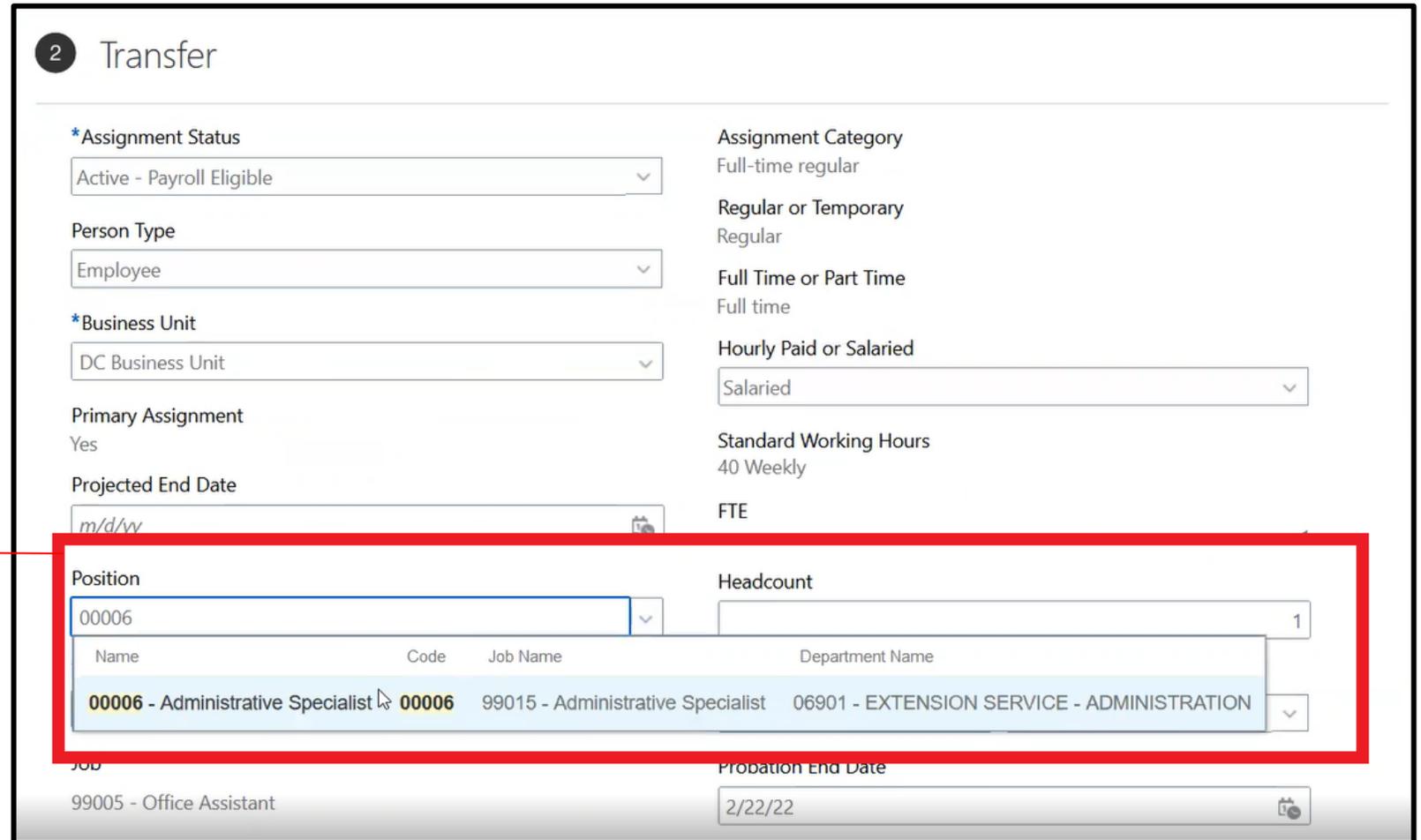
9

Select the **Continue** button

Manage Transfers: Transfer w/ Pay Rate Change

10

Select the **Position** name from the drop-down list



2 Transfer

*Assignment Status: Active - Payroll Eligible

Assignment Category: Full-time regular

Person Type: Employee

Regular or Temporary: Regular

*Business Unit: DC Business Unit

Full Time or Part Time: Full time

Primary Assignment: Yes

Hourly Paid or Salaried: Salaried

Projected End Date: m/d/yy

Standard Working Hours: 40 Weekly

FTE:

Position: 00006

Headcount: 1

Name	Code	Job Name	Department Name
00006 - Administrative Specialist	00006	99015 - Administrative Specialist	06901 - EXTENSION SERVICE - ADMINISTRATION

Job: 99005 - Office Assistant

Probation End Date: 2/22/22



From the Position field, key in the Position name. All Position names start with a code and then the description. When entering the code, the system will intuitively provide a list of Positions that match the data that has been entered. Select the correct Position from the drop-down list

Manage Transfers: Transfer w/ Pay Rate Change



Key the Additional Assignment Information if applicable.

3 Additional Assignment Info

Info Group

Probation Period Info

Start Date	Unit of Measure
<input type="text" value="m/d/yy"/>	<input type="text"/>
Duration	End Date
<input type="text"/>	<input type="text" value="m/d/yy"/>

11

Select Continue

Manage Transfers: Transfer w/ Pay Rate Change

Select Components

- Longevity
- Hazardous Duty
- Paramedic
- Supplemental
- Education
- Shift Differential

Apply

4 Salary

*Salary Basis
Annual Salary Basis

Select Components

Component Name	Prior Amount	Adjustment Amount	Adjustment Percentage	Percentage	Amount	Annual Amount
Base salary	44,739.00000	<input type="text" value="0.00000"/>	<input type="text" value="0.00000"/>		<input type="text" value="44,739.00000"/>	44,739.00000
Overall salary	46,416.71250	0.00000	0.00000		46,416.71250	46,416.71000
Longevity <i>(Base salary)</i>	1,677.71250	<input type="text" value="0.00000"/>	<input type="text" value="0.00000"/>	<input type="text" value="3.75000"/>	1,677.71250	1,677.71000
Hazardous Duty					<input type="text" value="0.00000"/>	0.00000
Paramedic <i>(Base salary)</i>				<input type="text" value="0.00000"/>	0.00000	0.00000
Supplemental					<input type="text" value="0.00000"/>	0.00000



When adjusting salary, coordinators must select the **Components** button and select the applicable salary component. If you **do not** select and check the applicable components, they will not reflect in the employees pay, resulting in a on-cycle reversal.

Manage Transfers: Transfer w/ Pay Rate Change

12

Key in the appropriate **Base Salary** and **Hazardous Duty** amount on the **Salary** section

*Salary Basis
40 Hourly Salary Basis

Select Components

Component Name	Prior Amount	Adjustment Amount	Adjustment Percentage	Percentage	Amount	Annual Amount
Base salary	20.0000	5.0000	25.0000		25.0000	52,000.0000
Longevity (Base salary)	0.0000	0.0000		0.0000	0.0000	0.0000
Hazardous Duty	0.0000	2.0000			2.0000	4,160.0000
Paramedic (Base salary)	0.0000	0.0000		0.0000	0.0000	0.0000
Supplemental	0.0000	0.0000			0.0000	0.0000
Shift Differential	0.0000	0.0000			0.0000	0.0000
Overall salary	20.0000	7.0000	35.0000		27.0000	56,160.0000

Action
Transfer
Action Reason
Comparable Transfer
***Salary Amount**
27.0000 USD Hourly
Adjustment Amount
7.0000 USD

Salary Range
26.0755 - 40.4178 USD Hourly
Salary Range Midpoint
33.2466 USD
Range Position
6.45
Compa-Ratio
81.21



If the Promotion comes with a Salary change, edit the amount in the **Salary Amount** field or key in an adjustment amount in the **Adjustment Amount** field. Based on which field is entered (Salary Amount or Adjustment Amount), the other field will be updated to reflect what was entered. If the Salary Amount was entered, then the Adjustment Amount will be updated with the different between the Current Amount and the newly proposed amount

Manage Transfers: Transfer w/ Pay Rate Change

Document Records (Attachments)

[+ Add](#)

 There's nothing here so far.

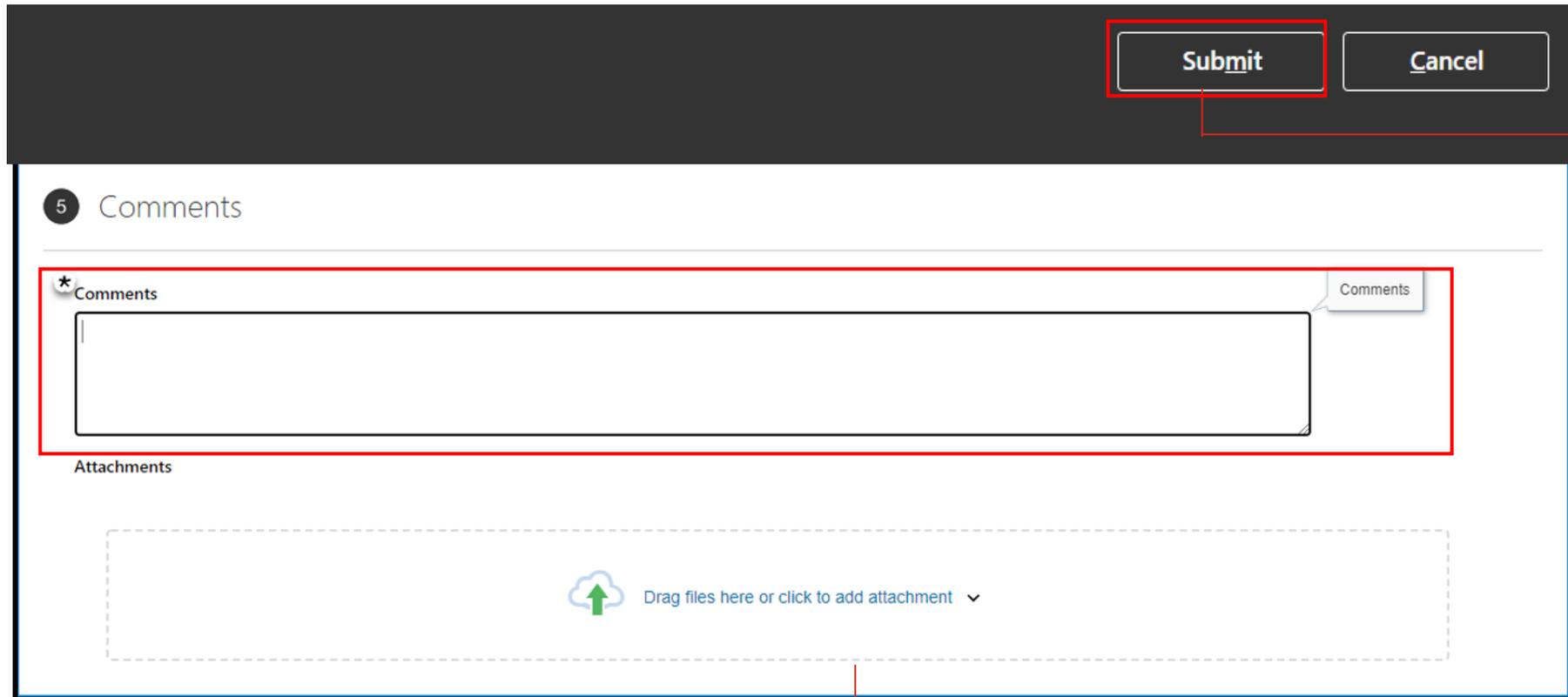
[Continue](#)

Comments

13

Add the applicable documents to the transfer

Manage Transfers: Transfer w/ Pay Rate Change



The screenshot shows a dark grey header bar with two buttons: 'Submit' and 'Cancel'. Below the header is a section titled '5 Comments'. Inside this section, there is a text input field with a red border and a red asterisk icon to its left, indicating it is mandatory. Below the text field is an 'Attachments' section with a dashed border and a green cloud icon with an upward arrow, accompanied by the text 'Drag files here or click to add attachment'. A red line connects the 'Submit' button to the '14' callout on the right, and another red line connects the text input field to the '14' callout on the left.

14

Enter the mandatory comment and attachment associated with the transfer.

14

Select the submit button

Payroll Coordinator

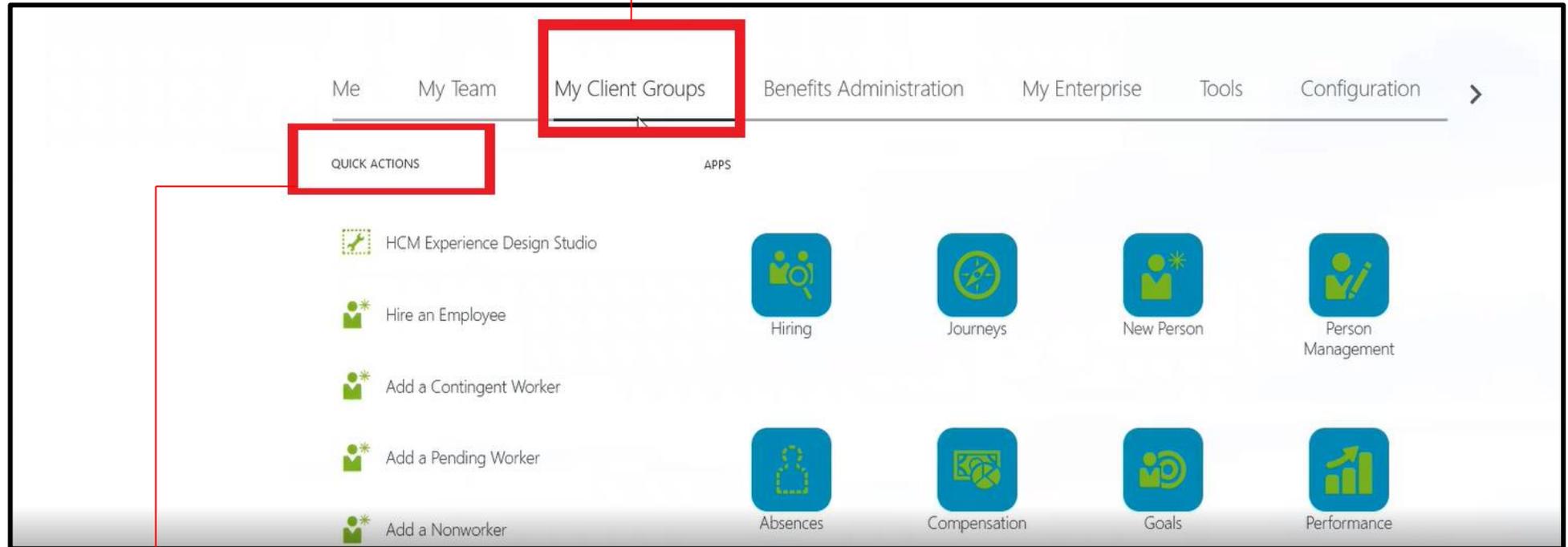
Manage Transfers

Section 3: Quick Transfers

Manage Transfers: Quick Transfer

1

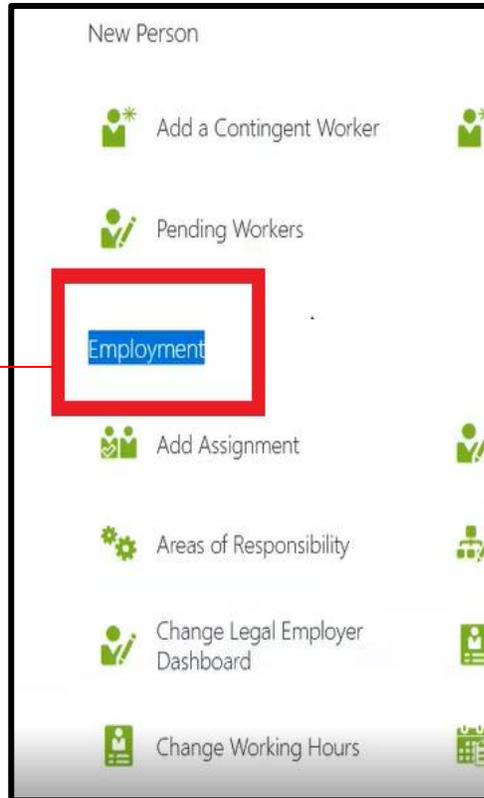
Select the My Client Groups tab



2

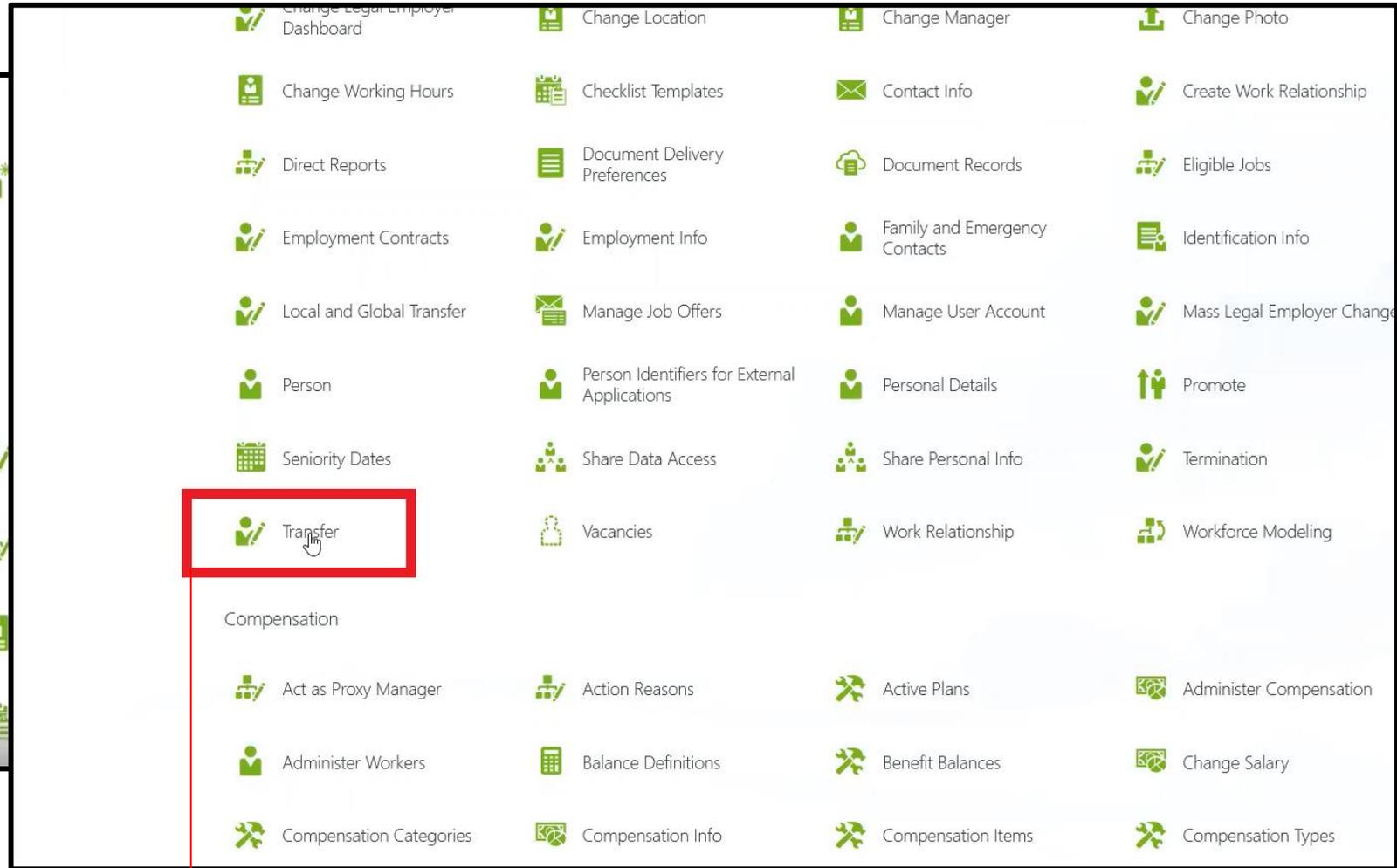
Select the Quick Actions section and select the Show More link from the drop-down list

Manage Transfers: Quick Transfer



3

Locate the Employment section



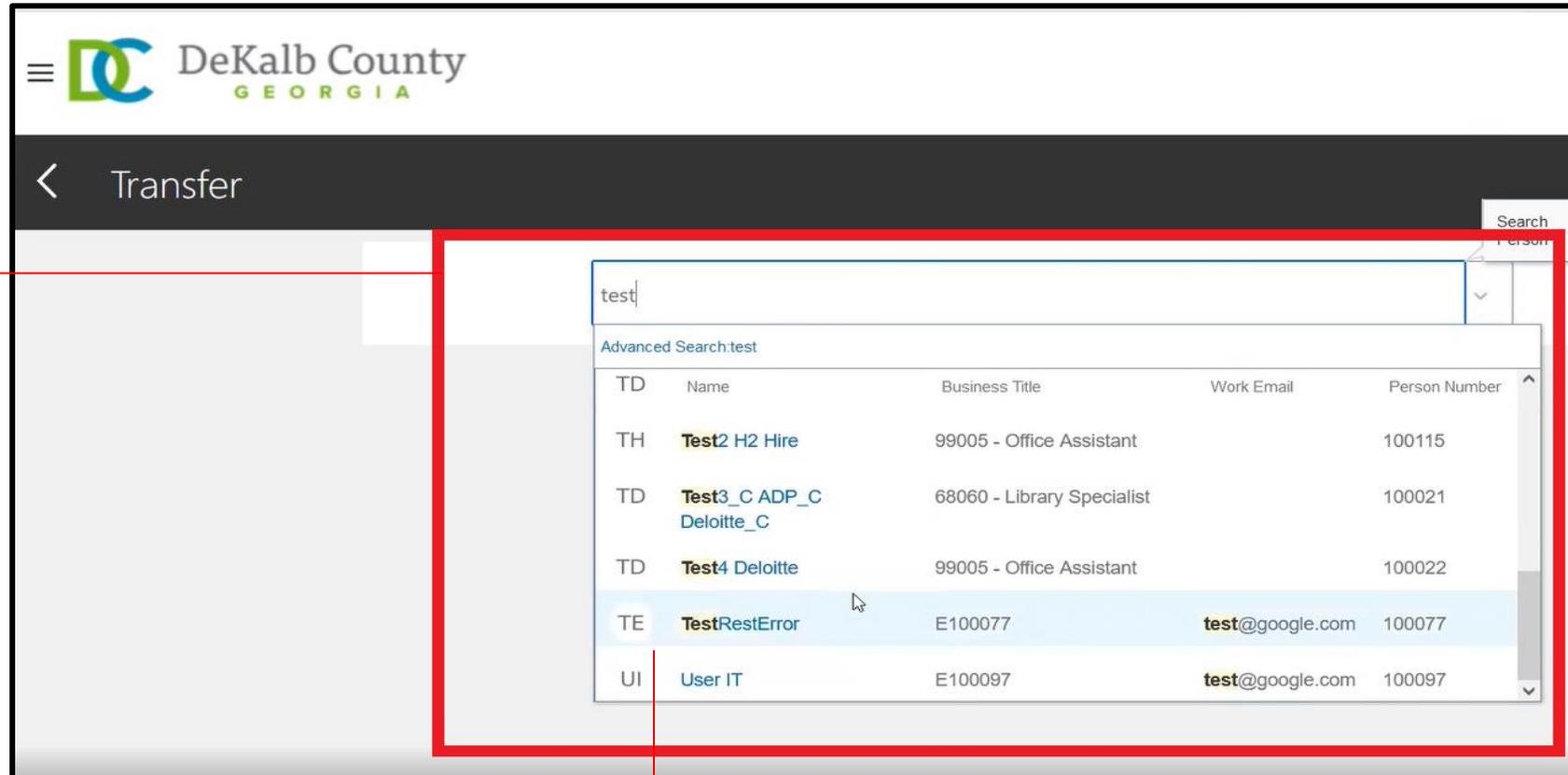
4

Select Transfer under the Employment section

Manage Transfers: Quick Transfer

5

From the Search for a Person field, key in the Employee's Name or Employee Number



DeKalb County
GEORGIA

Transfer

Search Person

test

Advanced Search: test

TD	Name	Business Title	Work Email	Person Number
TH	Test2 H2 Hire	99005 - Office Assistant		100115
TD	Test3_C ADP_C Deloitte_C	68060 - Library Specialist		100021
TD	Test4 Deloitte	99005 - Office Assistant		100022
TE	TestRestError	E100077	test@google.com	100077
UI	User IT	E100097	test@google.com	100097

6

Select the Employee from the returned results within the Recent Items list

Manage Transfers: Quick Transfer

7

Key in the appropriate **Transfer Start Date** in the **When does the transfer start?** field

8

Select **Transfer** in the **What's the way to transfer** dropdown list

1 When and Why

*When does the transfer start?

4/7/22 

*What's the way to transfer?

Transfer 

*Why are you transferring



Continue

Manage Transfers: Quick Transfer

1 When and Why

*When does the transfer start?
4/7/22 

*What's the way to transfer?
Transfer 

*Why are you transferring
Intercompany Transfer 

Continue

7 Select Intercompany Transfer from the Why are you transferring dropdown list

8 Select the **Continue** button

Manage Transfers: Quick Transfer

2 Transfer

*Assignment Status Active - Payroll Eligible	Full Time or Part Time Full time
Person Type Employee	Hourly Paid or Salaried Salaried
*Business Unit DC Business Unit	Working Hours 40 Weekly
Primary Assignment Yes	Standard Working Hours 40 Weekly
Position Select a value	FTE 1
Job 08130 - GIS Analyst	Headcount 1
Business Title 08130 - GIS Analyst	Merit Status Y
Grade DK2_16	*Company 001
Department 06101 - PARKS - ADMINISTRATION	Division Code 06700 - STORMWATER
*Reporting Establishment Select a value	AD Account Required Yes



Payroll Coordinators will use the Quick Transfer function when they aren't aware which position the employee will be placed in without Salary Adjustment details.

Coordinators will delete the current position details and enter the correct cost center in the Department drop-down list.

Deleting the current position will open additional fields on the transfer page.

The Receiving Generalist will receive notification of the new employee and enter the correct Salary adjustment and position details.

9

Deleted the current position details from the Position drop down list

Manage Transfers: Quick Transfer

9

Enter the correct cost center in the department field

2 Transfer

***Assignment Status**
Active - Payroll Eligible

Person Type
Employee

***Business Unit**
DC Business Unit

Primary Assignment
Yes

Position
Select a value

Full Time or Part Time
Full time

Hourly Paid or Salaried
Salaried

Working Hours
40 Weekly

Standard Working Hours
40 Weekly

FTE
1

Name	Location Name	
00001 - BALANCE SHEET COST CENTER		1
00003 - REVENUE / EXPENDITURE CLEARING		
00004 - DISCOUNTS TAKEN		
00005 - HCM Conversion	MALOOF - Administration Bldg	
00005 - NONDEPARTMENTAL REVENUES / EXPENDITURES		

Select a value

***Reporting Establishment**
Select a value

AD Account Required
Yes

06700 - STORMWATER

Manage Transfers: Quick Transfer



Key the Additional Assignment Information if applicable.

3 Additional Assignment Info

Info Group

Probation Period Info

Start Date	Unit of Measure
<input type="text" value="m/d/yy"/>	<input type="text"/>
Duration	End Date
<input type="text"/>	<input type="text" value="m/d/yy"/>

11

Select Continue

Manage Transfers: Quick Transfer

Document Records (Attachments)

[+ Add](#)

 There's nothing here so far.

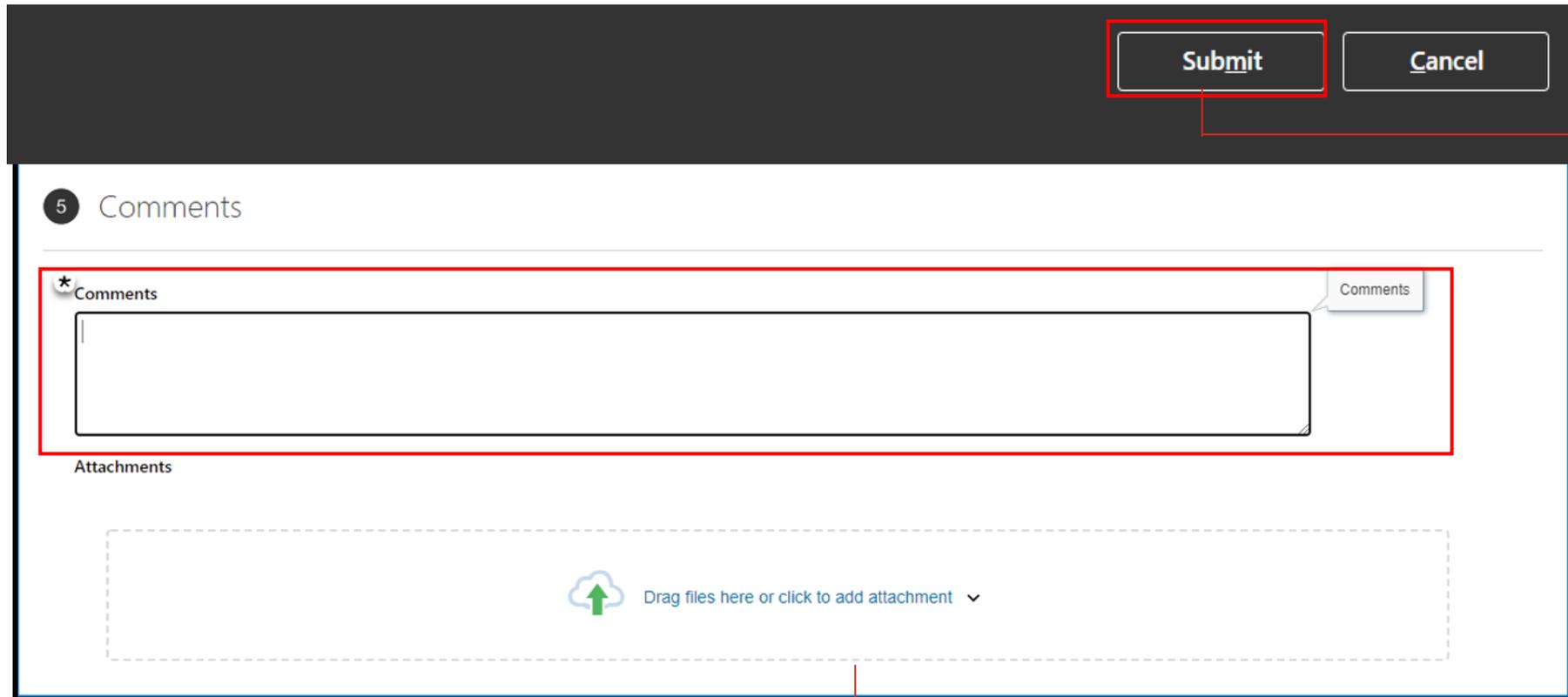
[Continue](#)

Comments

13

Add the applicable documents to the transfer

Manage Transfers: Quick Transfer



5 Comments

* Comments

Comments

Attachments

Drag files here or click to add attachment

14

Enter the mandatory comment and attachment associated with the transfer.

15

Select the submit button

Payroll Coordinator

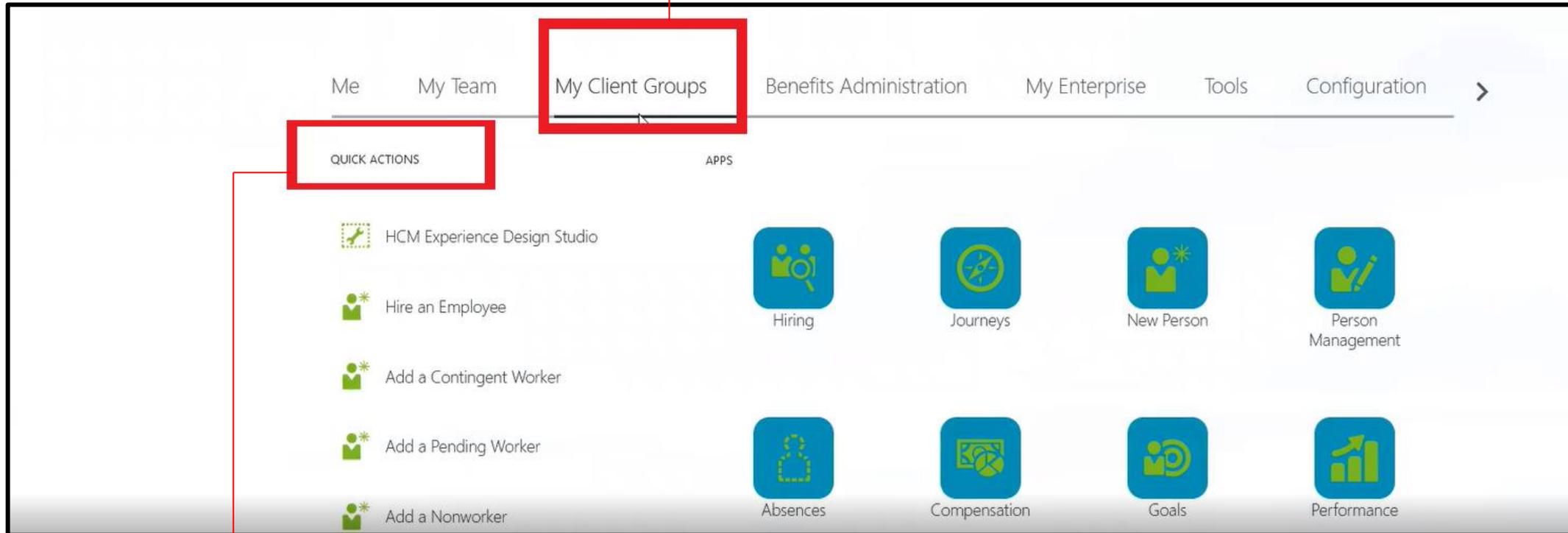
Manage Transfers

Section 2: Promotion

Manage Transfers: Promotion

1

Select the My Client Groups tab



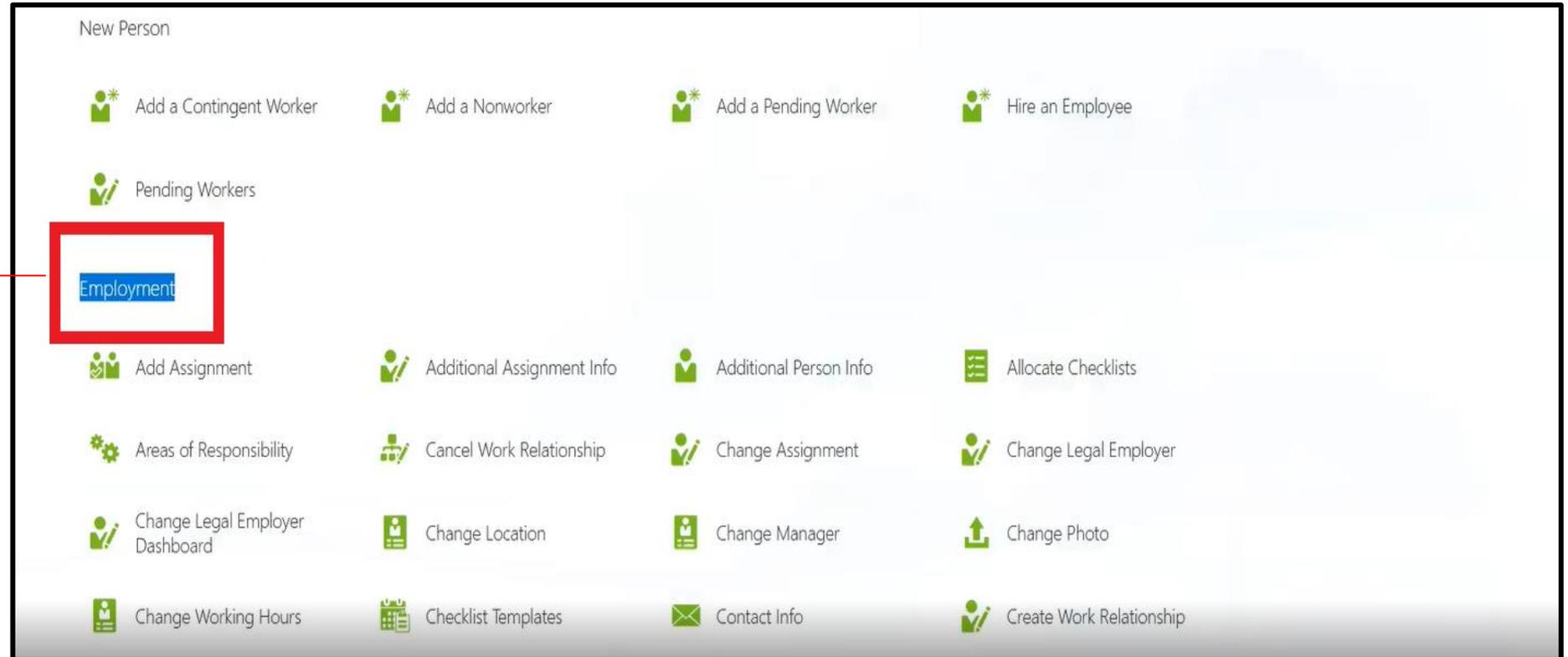
2

Select the Quick Actions section and select the Show More link from the drop-down list

Manage Transfers: Promotion

3

Locate the
Employment section



The screenshot shows a 'New Person' menu with various options. The 'Employment' option is highlighted with a red rectangular box. The options are arranged in a grid:

- Add a Contingent Worker
- Add a Nonworker
- Add a Pending Worker
- Hire an Employee
- Pending Workers
- Employment**
- Add Assignment
- Additional Assignment Info
- Additional Person Info
- Allocate Checklists
- Areas of Responsibility
- Cancel Work Relationship
- Change Assignment
- Change Legal Employer
- Change Legal Employer Dashboard
- Change Location
- Change Manager
- Change Photo
- Change Working Hours
- Checklist Templates
- Contact Info
- Create Work Relationship

Manage Transfers: Promotion



4

Select Promote under the Employment section

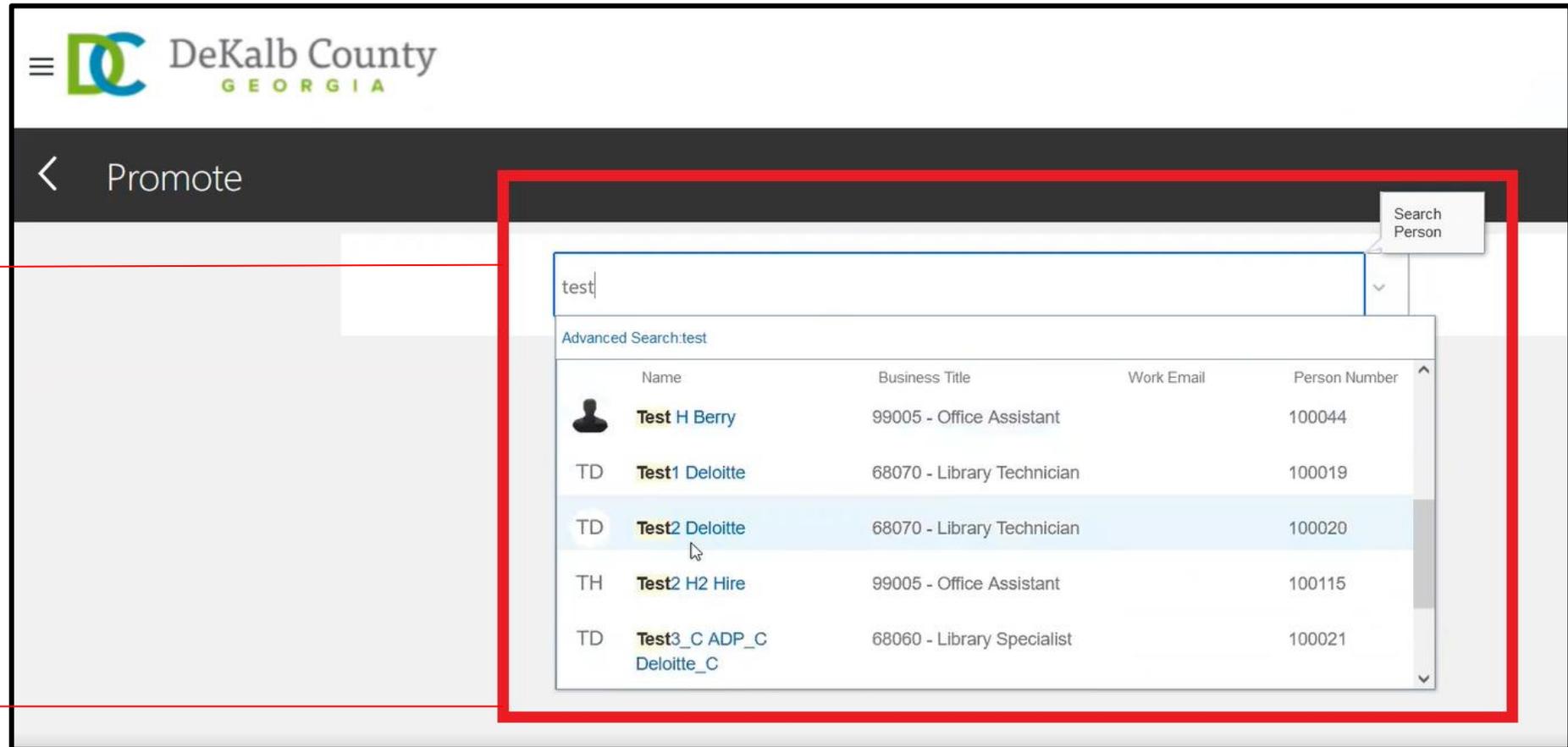
Manage Transfers: Promotion

5

Key in the appropriate information for an **Employee name** in the search bar on the Promote page

6

Select the correct **Employee Name** from the drop-down list



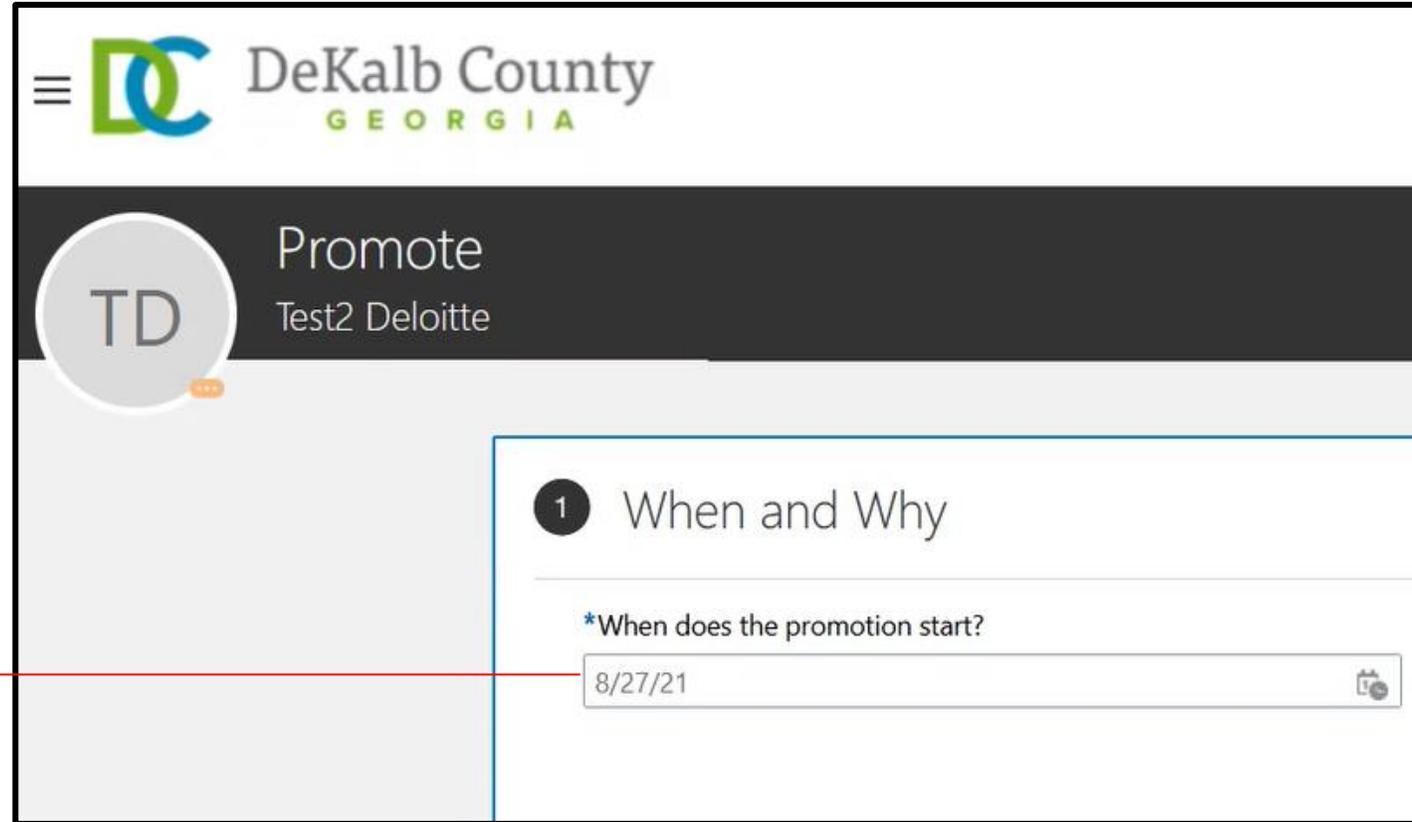
The screenshot shows the DeKalb County Georgia 'Promote' page. A search bar contains the text 'test'. A dropdown menu is open, displaying a table of search results. The table has columns for Name, Business Title, Work Email, and Person Number. The row for 'Test2 Deloitte' is highlighted in blue.

	Name	Business Title	Work Email	Person Number
	 Test H Berry	99005 - Office Assistant		100044
TD	Test1 Deloitte	68070 - Library Technician		100019
TD	Test2 Deloitte	68070 - Library Technician		100020
TH	Test2 H2 Hire	99005 - Office Assistant		100115
TD	Test3_C ADP_C Deloitte_C	68060 - Library Specialist		100021

Manage Transfers: Promotion

7

Select the appropriate
Promotion **Start Date**



DeKalb County
GEORGIA

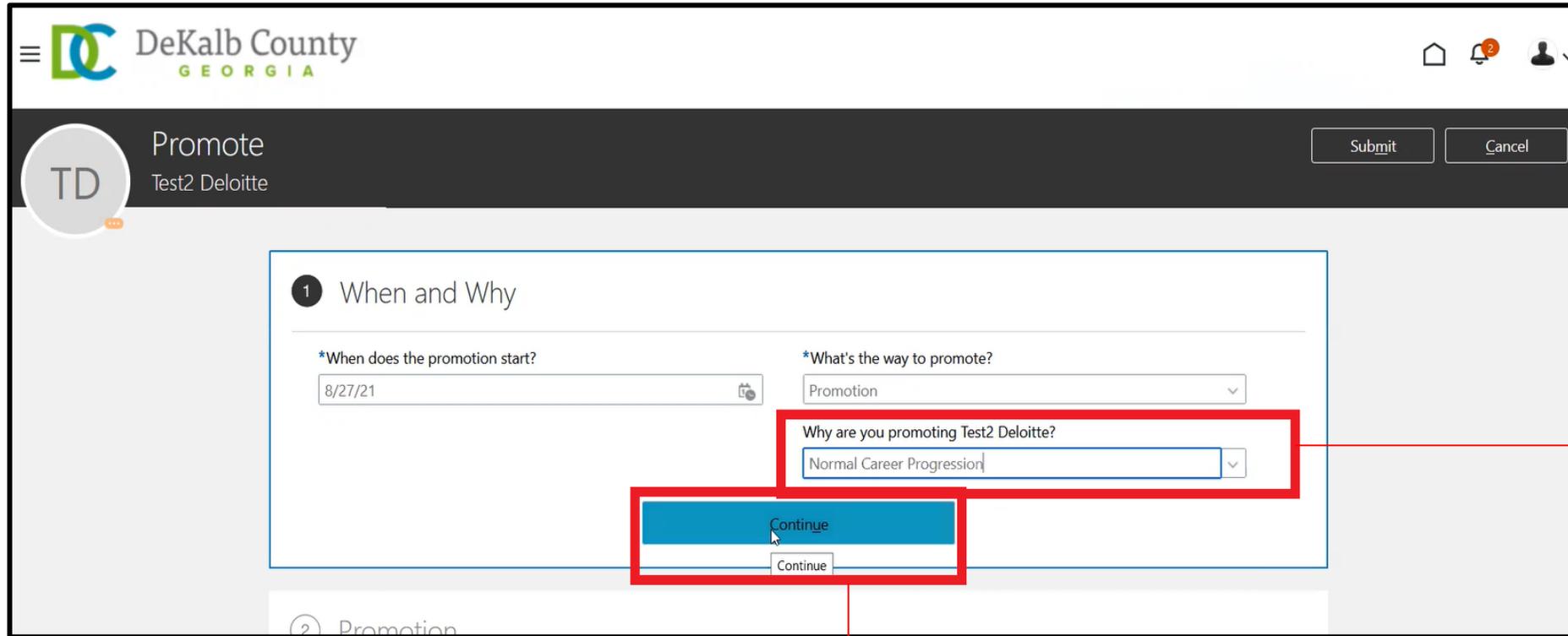
Promote
Test2 Deloitte

1 When and Why

*When does the promotion start?

8/27/21

Manage Transfers: Promotion



DeKalb County
GEORGIA

Promote
Test2 Deloitte

Submit Cancel

1 When and Why

*When does the promotion start?
8/27/21

*What's the way to promote?
Promotion

Why are you promoting Test2 Deloitte?
Normal Career Progression

Continue

Continue

2 Promotion

8

Select the appropriate Reason for the promotion from the Why are you promoting Employee name? drop-down list

9

Select the Continue button

Manage Transfers: Promotion

10

Select the appropriate **Position** name from the drop-down list

2 Promotion

*Assignment Status: Active - Payroll Eligible

Person Type: Employee

Primary Assignment: Yes

Projected End Date: m/d/yy

Regular or Temporary: Regular

Full Time or Part Time: Full time

Hourly Paid or Salaried: Hourly

Standard Working Hours: 40 Weekly

FTE

Position: 00005

Name	Code	Job Name	Department Name
00005 - Office Assistant	00005	99005 - Office Assistant	01525 - HUMAN RESOURCES & MERIT SYSTEM - TRAINING & DEVELOPMENT

Headcount: Select a value

Job: 68070 - Library Technician

Business Title: 68070 - Library Technician

Grade: 06

Probation End Date: m/d/yy

Notice Period: Select a value

Merit Status

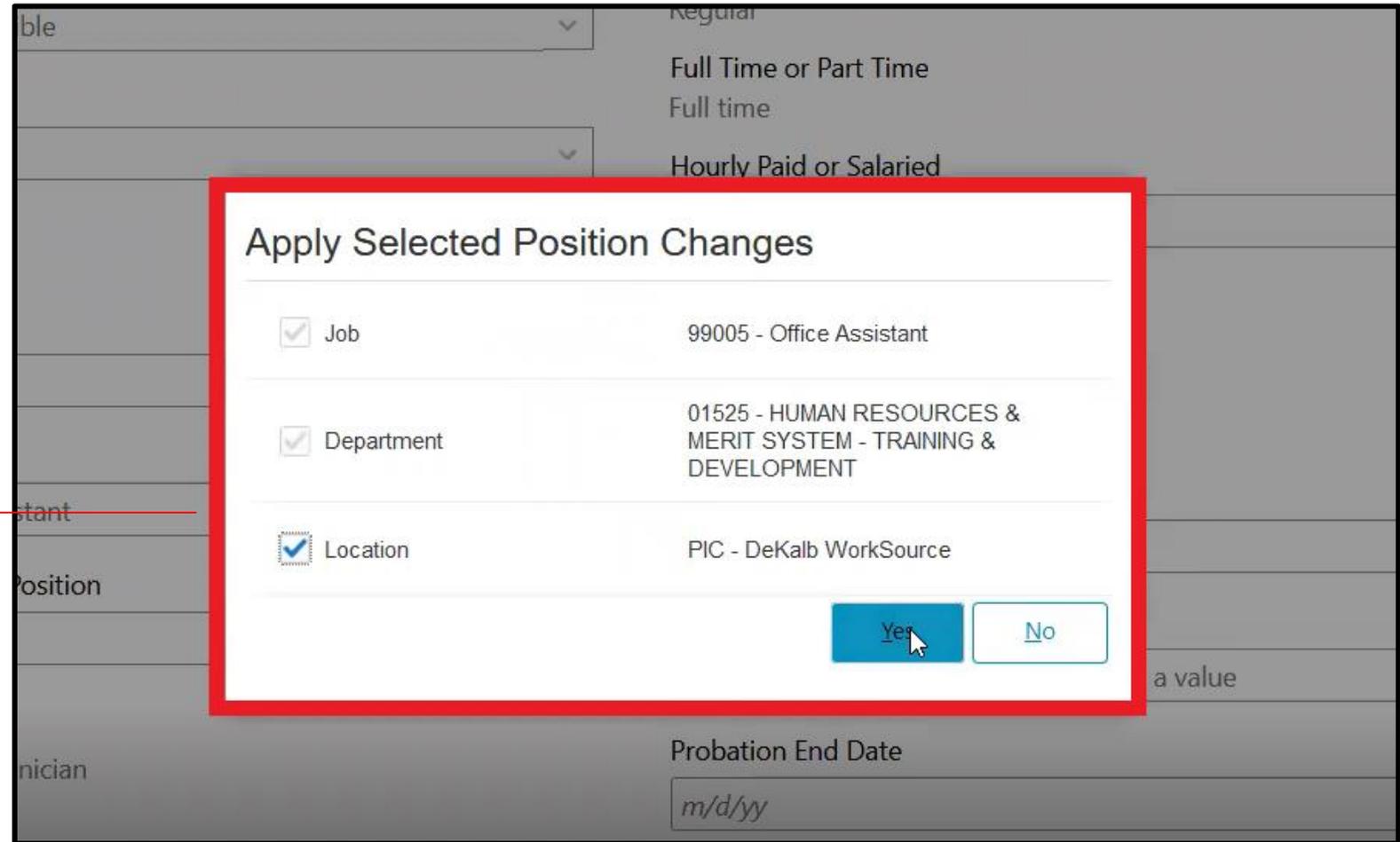


From the Position field, key in the Position name. All Position names start with a code and then the description. When entering the code, the system will intuitively provide a list of Positions that match the data that has been entered. Select the correct Position from the drop-down list

Manage Transfers: Promotion

11

Select the **Yes** button on the **Apply Selected Position** pop-up window



Field	Value
Job	99005 - Office Assistant
Department	01525 - HUMAN RESOURCES & MERIT SYSTEM - TRAINING & DEVELOPMENT
Location	PIC - DeKalb WorkSource

Buttons: Yes, No

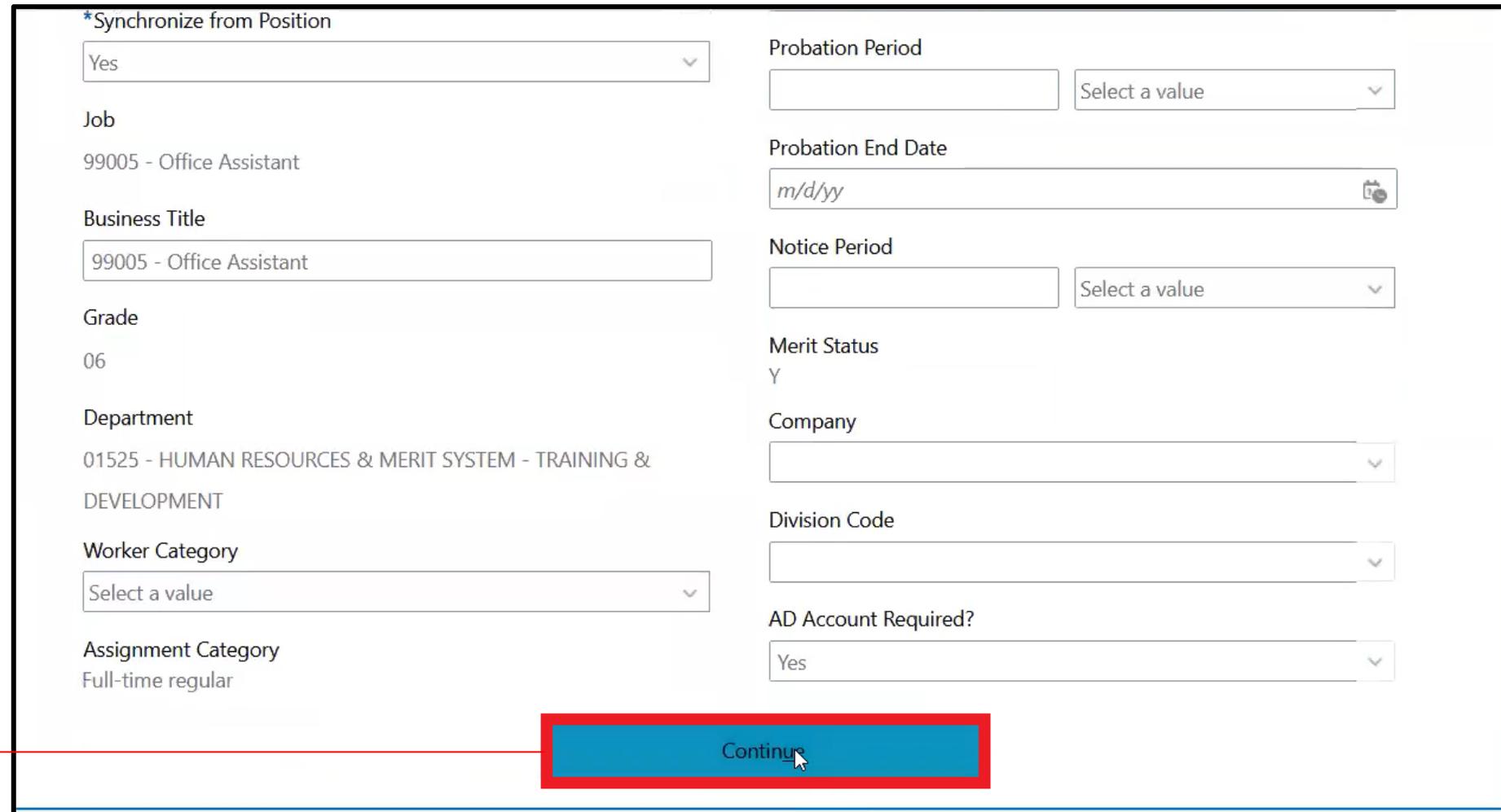


Position synchronization is being used when selecting the Position. You will be prompted with a message to confirm the data elements that have been selected for synchronization. Select **Yes** on the pop-up window

Manage Transfers: Promotion

12

Once all the necessary information has been completed under the Promotion section, select the **Continue** button



*Synchronize from Position
Yes

Job
99005 - Office Assistant

Business Title
99005 - Office Assistant

Grade
06

Department
01525 - HUMAN RESOURCES & MERIT SYSTEM - TRAINING & DEVELOPMENT

Worker Category
Select a value

Assignment Category
Full-time regular

Probation Period
Select a value

Probation End Date
m/d/yy

Notice Period
Select a value

Merit Status
Y

Company
Select a value

Division Code
Select a value

AD Account Required?
Yes

Continue

Manage Transfers: Promotion

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Key in the appropriate **Base Salary** and **Hazardous Duty** amount on the **Salary** section

*Salary Basis
40 Hourly Salary Basis

Select Components

Component Name	Prior Amount	Adjustment Amount	Adjustment Percentage	Percentage	Amount	Annual Amount
Base salary	20.0000	5.0000	25.0000		25.0000	52,000.0000
Longevity (Base salary)	0.0000	0.0000		0.0000	0.0000	0.0000
Hazardous Duty	0.0000	2.0000			2.0000	4,160.0000
Paramedic (Base salary)	0.0000	0.0000		0.0000	0.0000	0.0000
Supplemental	0.0000	0.0000			0.0000	0.0000
Shift Differential	0.0000	0.0000			0.0000	0.0000
Overall salary	20.0000	7.0000	35.0000		27.0000	56,160.0000

Action
Transfer
Action Reason
Comparable Transfer
***Salary Amount**
27.0000 USD Hourly
Adjustment Amount
7.0000 USD

Salary Range
26.0755 - 40.4178 USD Hourly
Salary Range Midpoint
33.2466 USD
Range Position
6.45
Compa-Ratio
81.21



If the Promotion comes with a Salary change, edit the amount in the **Salary Amount** field or key in an adjustment amount in the **Adjustment Amount** field. Based on which field is entered (Salary Amount or Adjustment Amount), the other field will be updated to reflect what was entered. If the Salary Amount was entered, then the Adjustment Amount will be updated with the different between the Current Amount and the newly proposed amount

Manage Transfers: Promotion



If payroll coordinators select the "Salary Basis" (drop-down at the top of the Salary Details page), it will blank out all the values (including base pay, longevity, hazard, paramedic, etc.). The only time the drop-down would need to be selected is an FLSA non-exempt (hourly) employee promotes to FLSA exempt or if you are changing the standard hours (i.e., 40-to-53, 40-to-42.5, etc.).

*Salary Basis
40 Hourly Salary Basis

Select Components

Component Name	Prior Amount	Adjustment Amount	Adjustment Percentage	Percentage	Amount	Annual Amount
Base salary	20.0000	5.0000	25.0000		25.0000	52,000.0000
Longevity <small>(Base salary)</small>	0.0000	0.0000		0.0000	0.0000	0.0000
Hazardous Duty	0.0000	2.0000			2.0000	4,160.0000
Paramedic <small>(Base salary)</small>	0.0000	0.0000		0.0000	0.0000	0.0000
Supplemental	0.0000	0.0000			0.0000	0.0000
Shift Differential	0.0000	0.0000			0.0000	0.0000
Overall salary	20.0000	7.0000	35.0000		27.0000	56,160.0000

Action
Transfer

Salary Range
26.0755 - 40.4178 USD Hourly

Action Reason
Comparable Transfer

Salary Range Midpoint
33.2466 USD

***Salary Amount**
27.0000 USD Hourly

Range Position
6.45

Adjustment Amount
7.0000 USD

Compa-Ratio
81.21

Manage Transfers: Promotion

*Salary Basis
40 Hourly Salary Basis

Select Components

Component Name	Prior Amount	Adjustment Amount	Adjustment Percentage	Percentage	Amount	Annual Amount
Base salary	20.0000	5.0000	25.0000		25.0000	52,000.0000
Longevity (Base salary)	0.0000	0.0000		0.0000	0.0000	0.0000
Hazardous Duty	0.0000	2.0000			2.0000	4,160.0000
Paramedic (Base salary)	0.0000	0.0000		0.0000	0.0000	0.0000
Supplemental	0.0000	0.0000			0.0000	0.0000
Shift Differential	0.0000	0.0000			0.0000	0.0000
Overall salary	20.0000	7.0000	35.0000		27.0000	56,160.0000

Action
Transfer

Action Reason
Comparable Transfer

*Salary Amount
27.0000 USD Hourly

Adjustment Amount
7.0000 USD

Salary Range
26.0755 - 40.4178 USD Hourly

Salary Range Midpoint
33.2466 USD

Range Position
6.45

Compa-Ratio
81.21

! If you have not selected to display all components using the "Select Components", button then coordinators may inadvertently drop the employee's longevity pay, thus paying the employee incorrectly. CV360 may flag these anomalies, but not until the next pay cycle, meaning the employee will receive at least one check without longevity.

Manage Transfers: Promotion

Annual Salary 56,160.0000 USD (FTE 1)	1
Annualized Full-Time Salary 56,160.0000 USD	Quintile 1
Grade Name 20	Next Salary Review Date m/d/yy
Current Salary 20.0000 USD Hourly 26.0755 40.4178	Proposed Salary 27.0000 USD Hourly +7.0000 (+35.0000%) 26.0755 40.4178
Show Current Salary Details	
Continue	
④ Compensation	
⑤ Comments and Attachments	

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The revised salary will be reflected on the Salary page. Select the **Continue** button to save the changes and proceed to the next step

Manage Transfers: Promotion

① When and Why Edit

② Promotion Edit

③ Salary Edit

④ Compensation

Add

 There's nothing here so far.

Show Prior Compensation

Continue

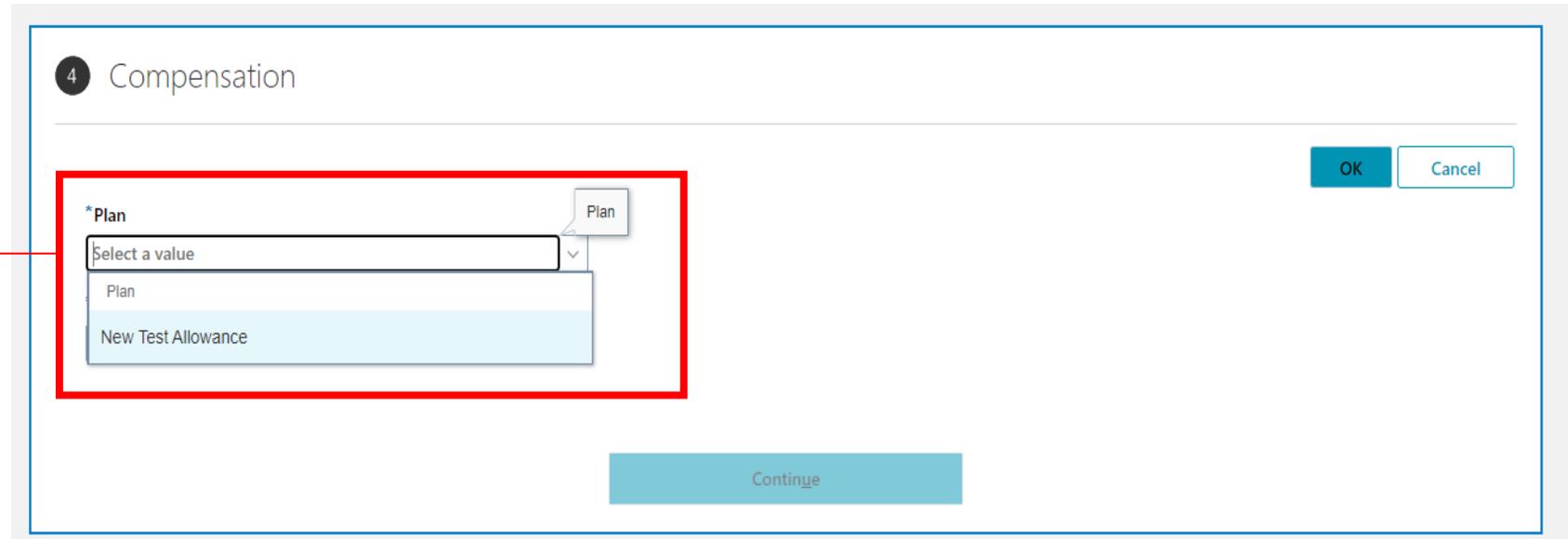
15

Select the **Add** button

Manage Transfers: Promotion

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Select the appropriate **Plan** from the drop-down list



4 Compensation

OK Cancel

*Plan

Select a value

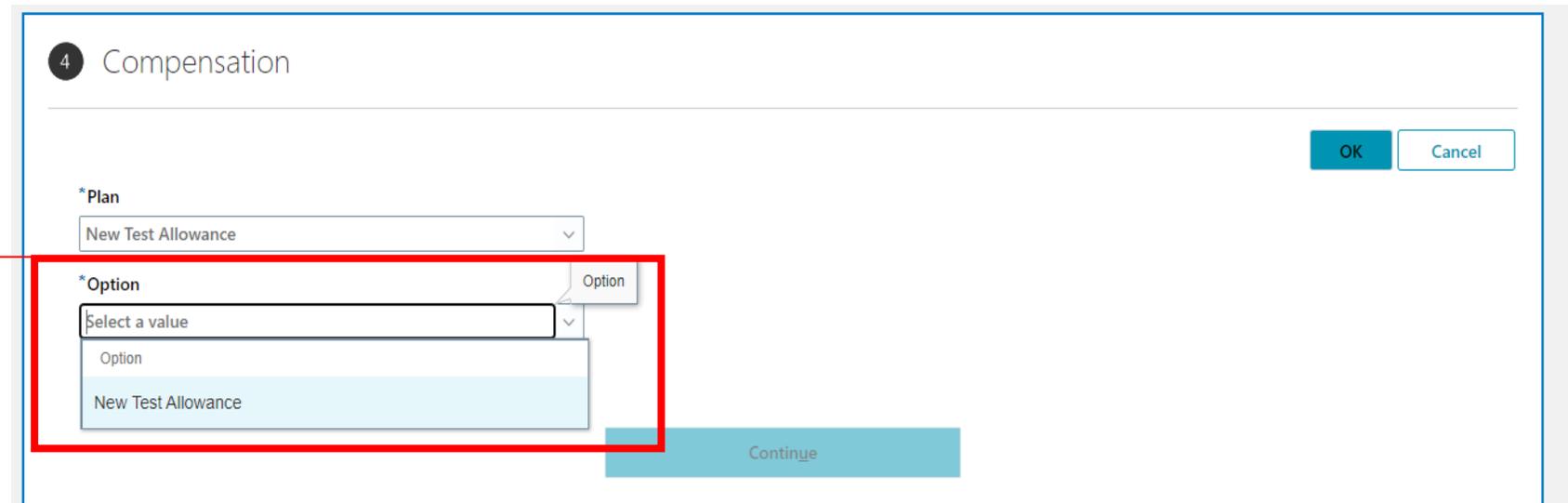
Plan

New Test Allowance

Continue

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Select the appropriate **Option** from the drop-down list



4 Compensation

OK Cancel

*Plan

New Test Allowance

*Option

Select a value

Option

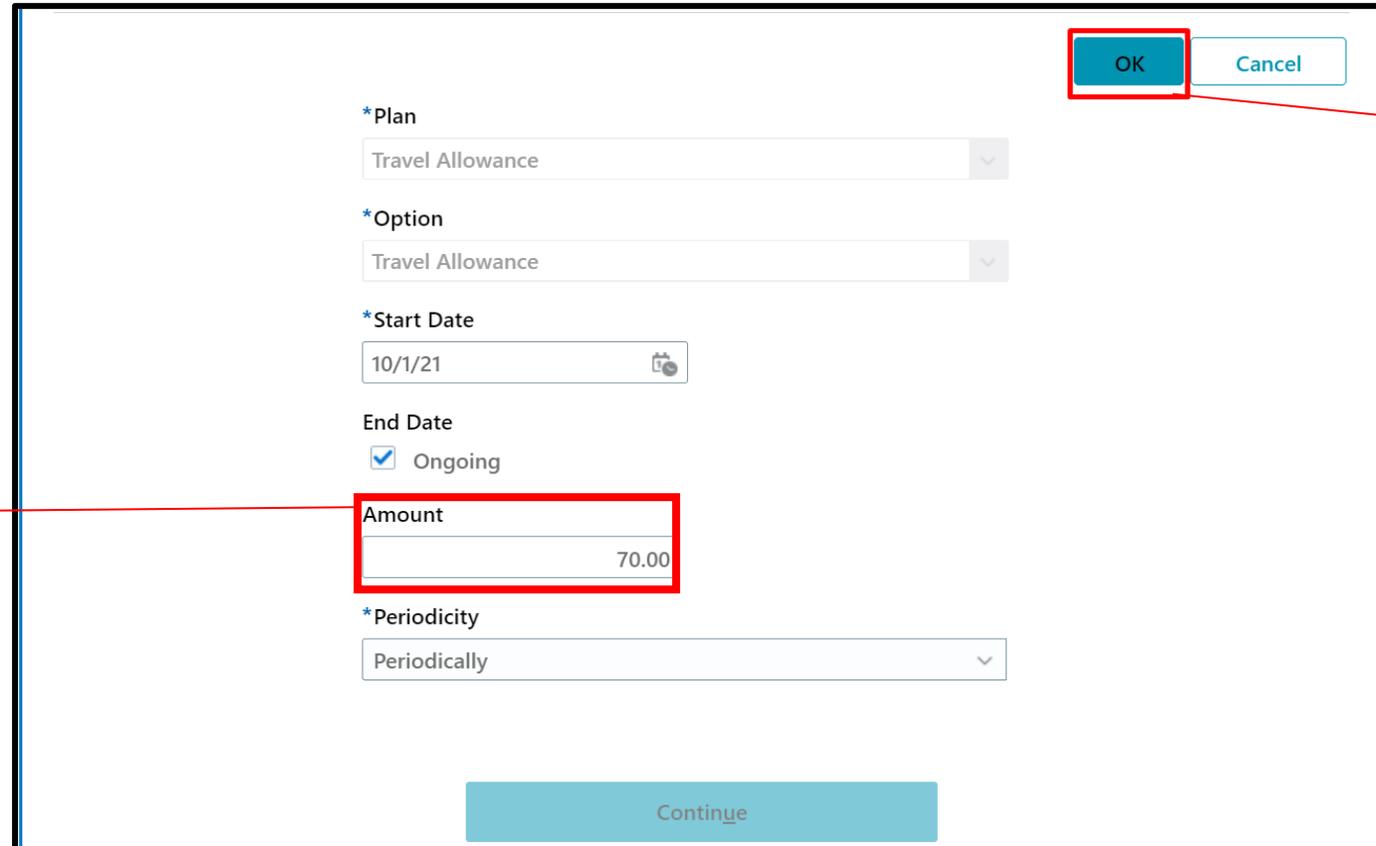
New Test Allowance

Continue

Manage Transfers: Promotion

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Key in the appropriate Amount



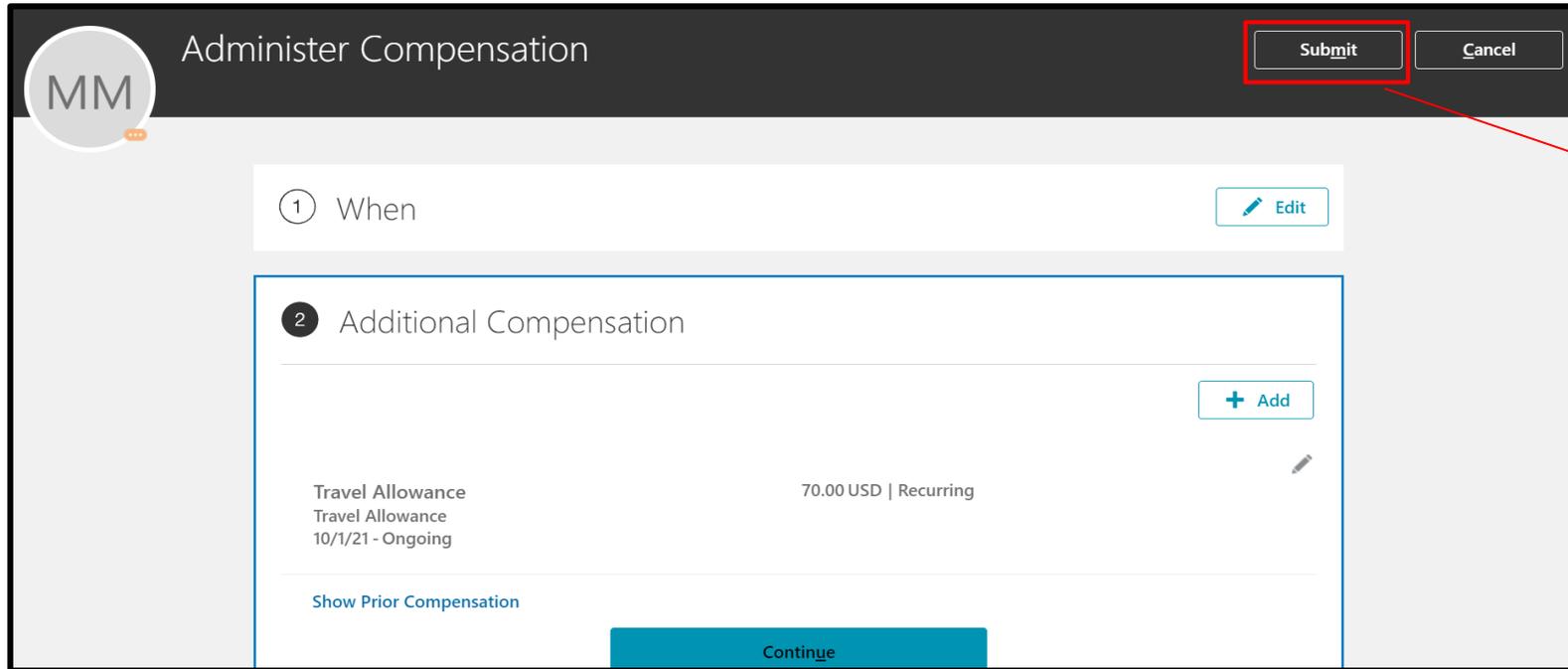
The screenshot shows a form for managing transfers. The form includes the following fields and controls:

- *Plan**: A dropdown menu with "Travel Allowance" selected.
- *Option**: A dropdown menu with "Travel Allowance" selected.
- *Start Date**: A date input field with "10/1/21" and a calendar icon.
- End Date**: A checkbox labeled "Ongoing" which is checked.
- Amount**: A text input field containing "70.00". This field is highlighted with a red box.
- *Periodicity**: A dropdown menu with "Periodically" selected.
- Buttons**: "OK" and "Cancel" buttons are located at the top right. The "OK" button is highlighted with a red box. A "Continue" button is located at the bottom center.

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Select the OK button

Manage Transfers: Promotion



MM Administer Compensation

Submit Cancel

1 When Edit

2 Additional Compensation Add

Travel Allowance	70.00 USD Recurring	
Travel Allowance		
10/1/21 - Ongoing		

Show Prior Compensation

Continue

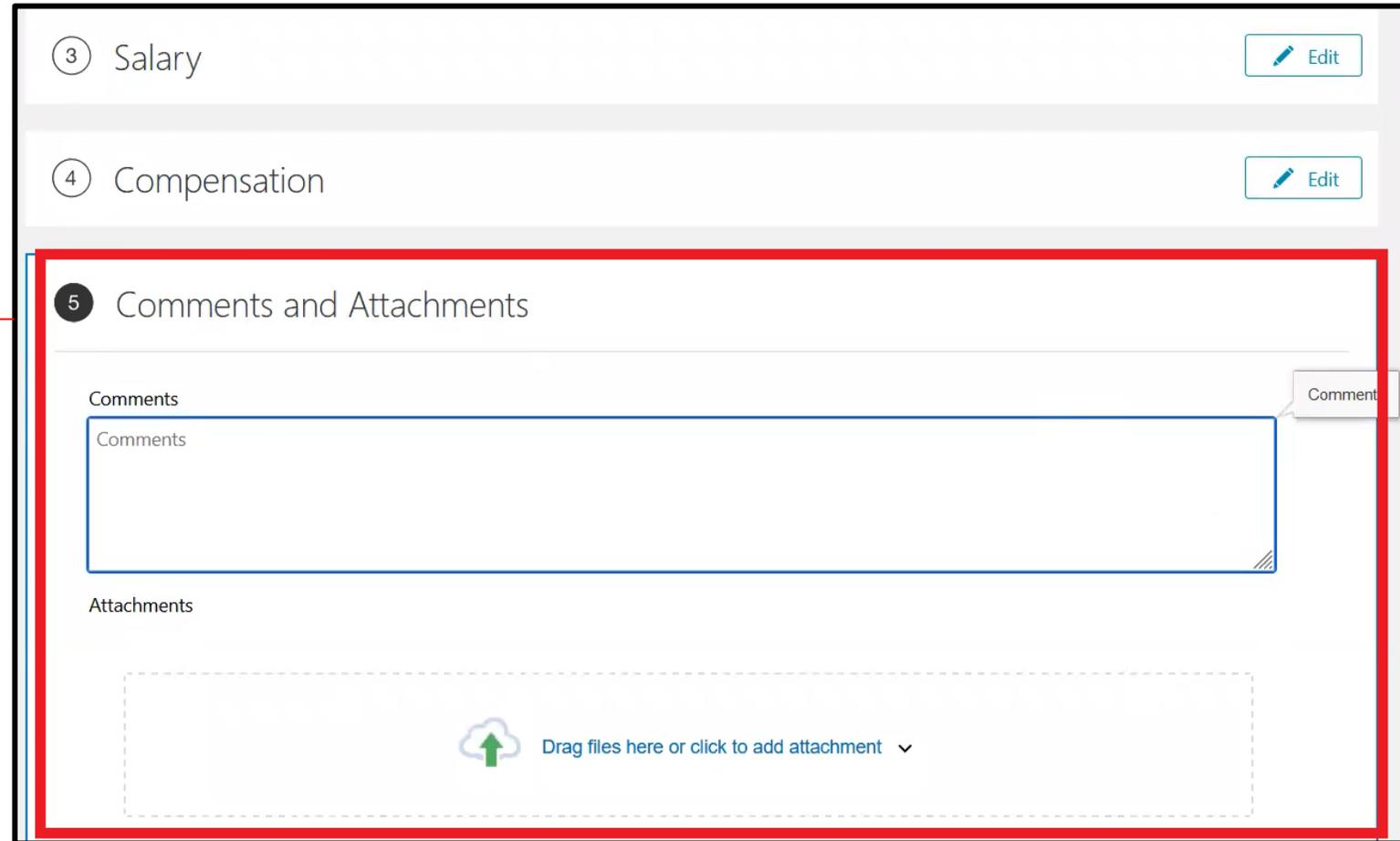
20

Select the **Submit** button

Manage Transfers: Promotion

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Key in the appropriate details in the **Comments** section and add the required **Attachments** for the **Approver** as needed



3 Salary Edit

4 Compensation Edit

5 **Comments and Attachments**

Comments

Comments

Attachments

Drag files here or click to add attachment

Attachments may be selected from the file, or they can be dragged and dropped into the **Attachments** section

Manage Transfers: Promotion

TD Promote
Test2 Deloitte

Submit **Cancel**

- 1 When and Why [Edit](#)
- 2 Promotion [Edit](#)
- 3 Salary [Edit](#)
- 4 Compensation [Edit](#)
- 5 Comments and Attachments

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Select the Submit button

DeKalb County Cost Center List

CV360 Cost Center	Department Name
00100	CEO's Office (Merit Exempt under CEO)
00200	Board of Commissioners
00300	Law Department (Merit Exempt under CEO)
00500	Internal Audit
00700	Ethics Board
00800	Geographic Information Systems (GIS)
01100	Facilities Management (FM)
01400	Purchasing and Contracting
01500	Human Resources (HR)
01600	Information Technology (IT)
02100	Finance
02200	Office of Management and Budget (OMB)
02700	Property Appraisal and Assessment (Tax Assessor)
02800	Tax Commissioner
02900	Voter Registration / Elections
03200	Sheriff
03400	Juvenile Court (Merit Exempt under CEO)
03500	Superior Court
03600	Clerk, Superior Court
03700	State Court

CV360 Cost Center	Department Name
03800	Solicitor, State Court
03900	District Attorney
04000	Child Advocate (Merit Exempt under CEO)
04100	Probate Court
04200	Animal Services
04300	Medical Examiner
04400	DeKalb Emerg. Mgmt Agency (DEMA)
04500	Public Defender
04600	Police Services/911
04800	Magistrate Court
04900	Fire & Rescue Services
05100	Planning & Sustainability
05500	Public Works - Director's Office
05800	Beautification Administration
05900	Code Compliance
06100	Parks and Recreation
06800	Library
06900	Extension Service
07500	Human Services
07800	Citizen Call Center
08000	Watershed Management
08200	Peachtree DeKalb Airport
70000	WorkSource
60000	Community Development
01200	00012 Public Works - Fleet Maintenance
05400	00054 Public Works - Transportation
05700	00057 Public Works - Roads & Drainage
08100	00081 Public Works - Sanitation

*Non-Merit Department Highlighted in Yellow