

# Payroll Coordinators

# Manage Compensation



## Lesson Objectives:

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

### Objectives

- View and Update an Employee's Salary
- View an Employee's Compensation through Individual Compensation Plans
- Award Compensation to an Employee through Individual Compensation Plans
- View an Employee's Compensation History
- View an Employee's Total Compensation Statement (When Available)

# Payroll Coordinators

- **Lesson 7: Manage Compensation**  
**Section 1: View an Employee's Salary**



## Lesson Objective:

Upon the completion of the Manage Compensation: View an Employee's Salary lesson, you will be able to:

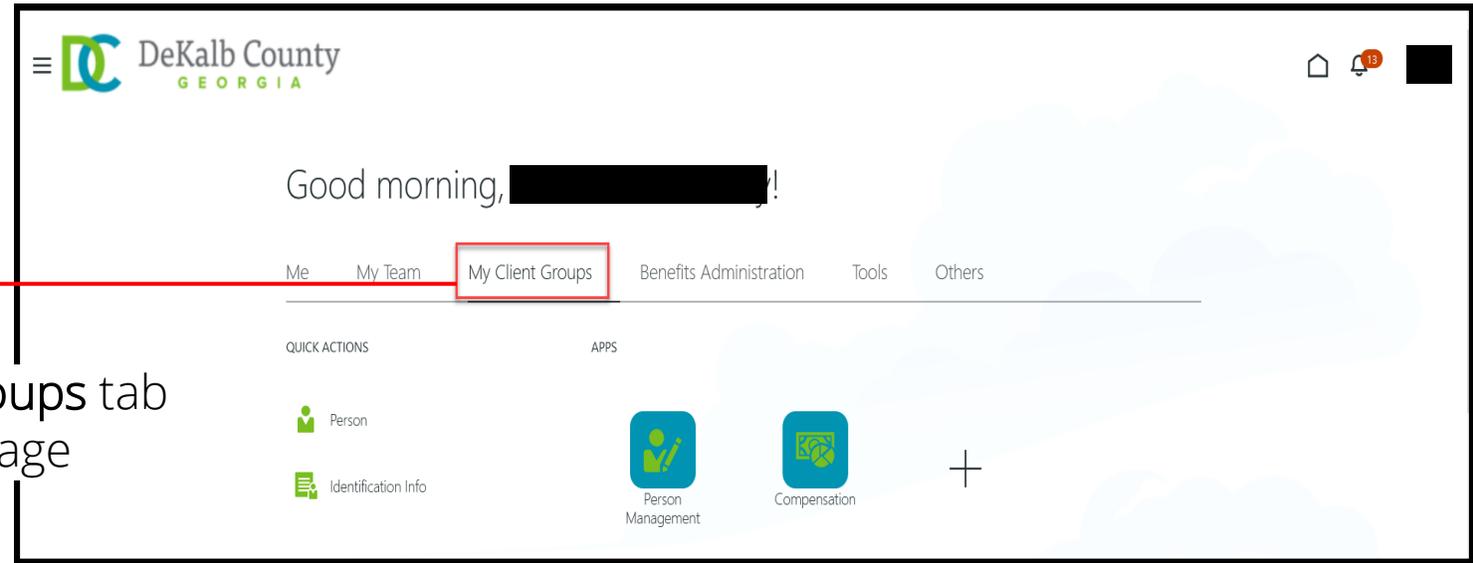
### Objective

- View an Employee's Salary

# Manage Compensation: View an Employee's Salary

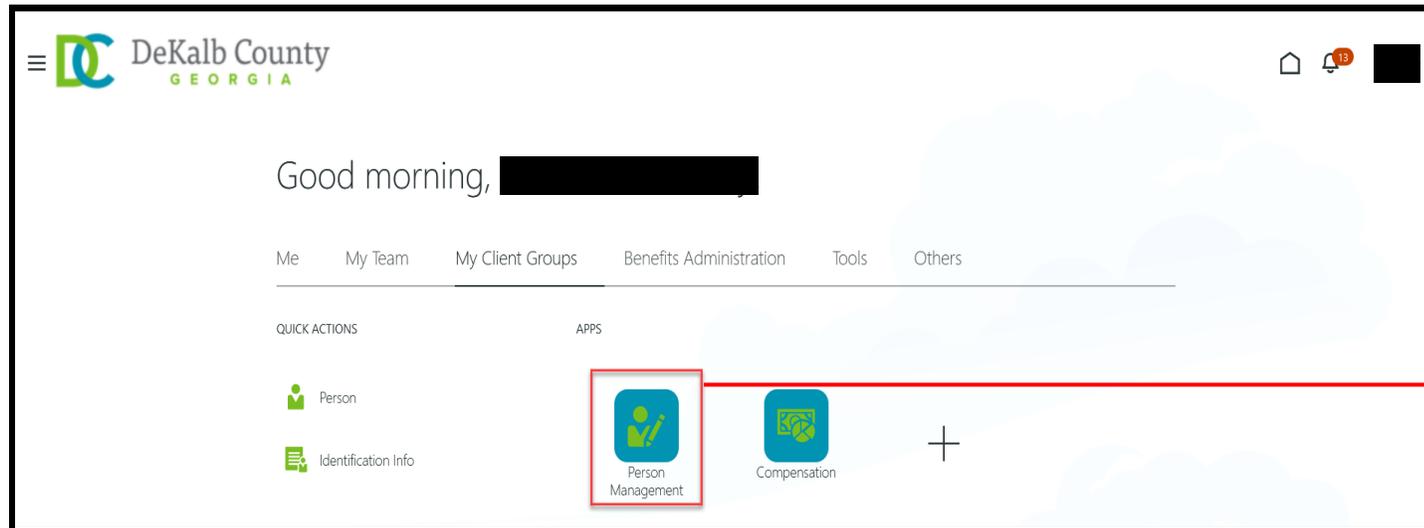
1

Select the My Client Groups tab from the CV360 homepage



2

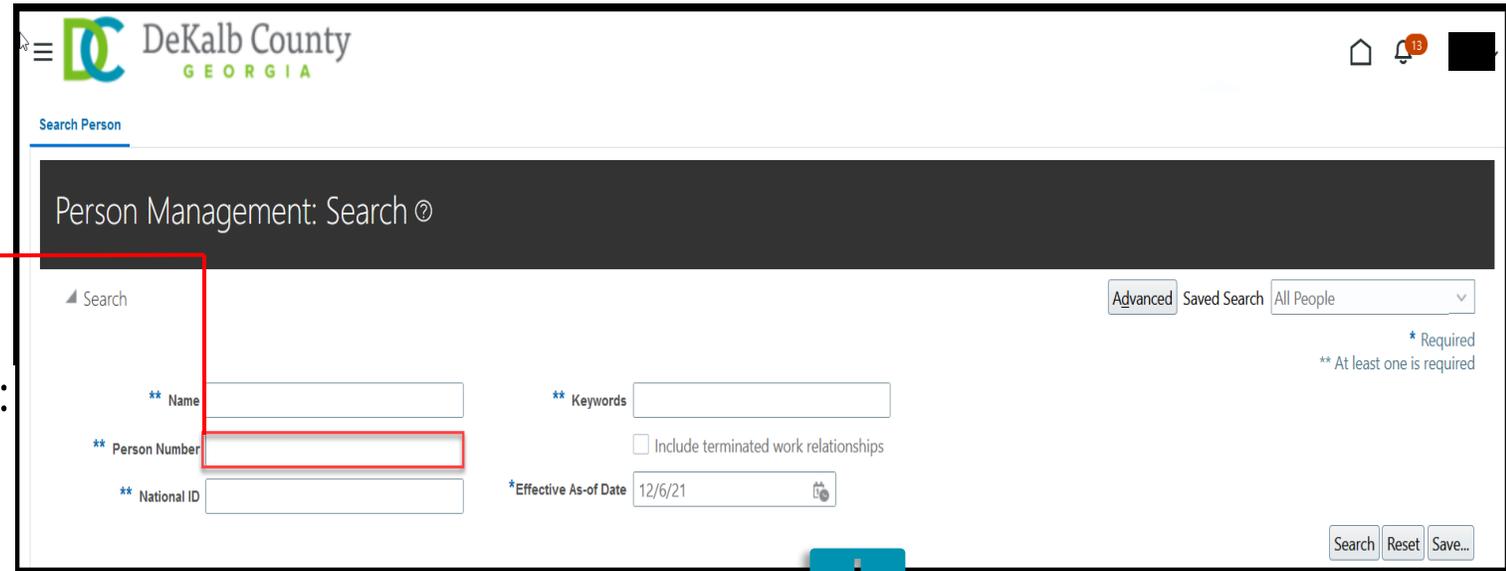
Select the Person Management tile within the Apps area



# Manage Compensation: View an Employee's Salary

3

From the Person Management: Search page, key the **Name** or **Employee Number** of the Employee



DeKalb County GEORGIA

Search Person

Person Management: Search

Advanced Saved Search All People

\* Required  
\*\* At least one is required

\*\* Name

\*\* Keywords

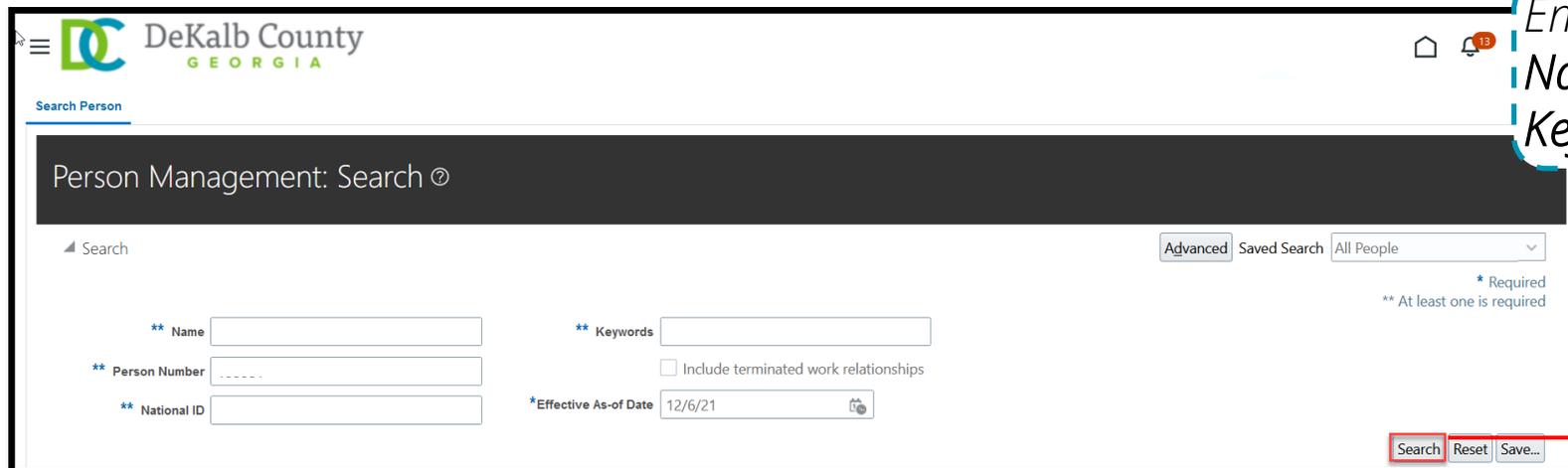
\*\* Person Number

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

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...

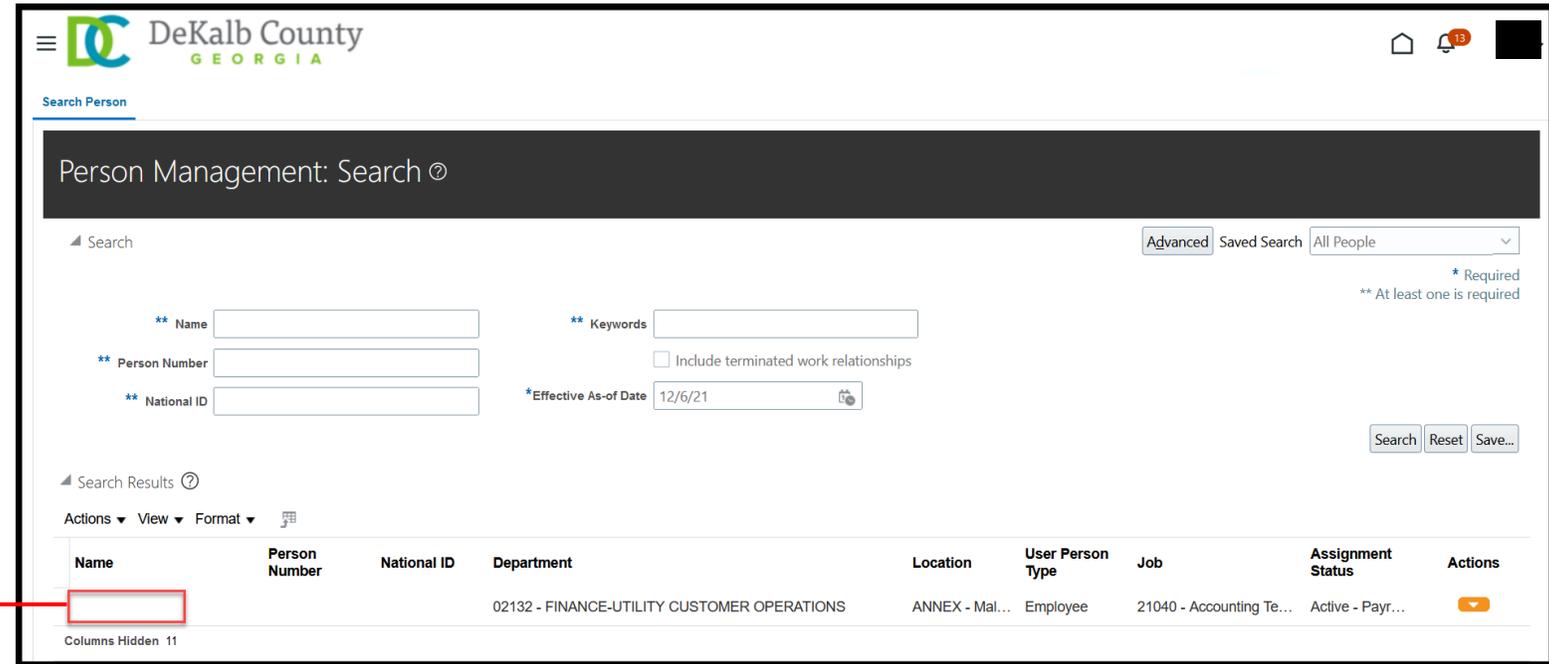
4

Select the Search button

# Manage Compensation: View an Employee's Salary

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
			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 Compensation: View an Employee's Salary



DeKalb County GEORGIA

Person Management

Person Number

Employment x

Employment

Work Relationship ⓘ

Legal Employer DeKalb County GA Country United States

Worker Type Employee

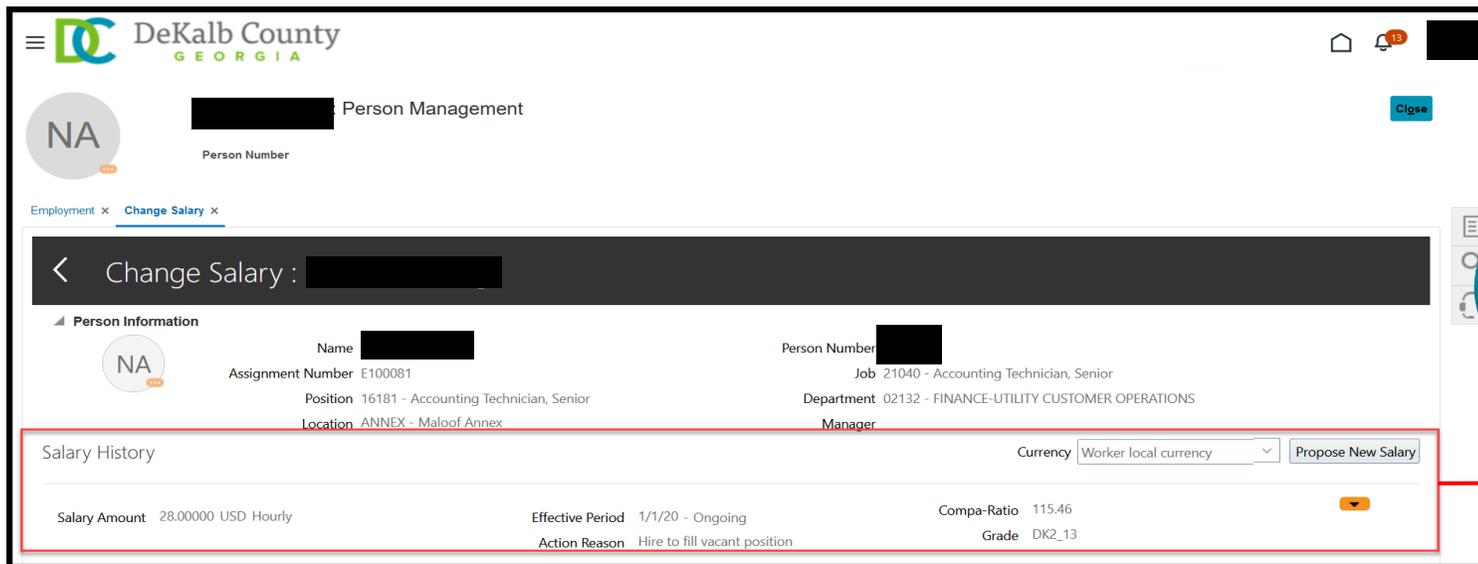
Hire Date 1/1/20

Assignment: 21040 - Accounting Technician, Senior ⓘ

- Compare
- Absences
  - Absence Records
- Compensation
  - Change Salary
  - Individual Compensation
  - View Compensation History
  - View Total Compensation Statement
- Personal and Employment
  - Person
  - Employment
  - Seniority Dates
  - Work Relationship
  - Talent Profile
  - Document Records
  - Document Delivery Preferences
  - Person Identifiers for External Applications

7

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



DeKalb County GEORGIA

Person Management

Change Salary x

Change Salary : [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

Salary History

Currency Worker local currency Propose New Salary

Salary Amount	28.00000 USD Hourly	Effective Period	1/1/20 - Ongoing	Compa-Ratio	115.46
		Action Reason	Hire to fill vacant position	Grade	DK2_13

8

From the **Change Salary** tab, the Coordinator can review the current as well as Historical Salary Details of an Employee. To see the complete Salary Details, select the **Orange Chevron** and select **View** from the drop-down list

# Manage Compensation: View an Employee's Salary

← Change Salary : [REDACTED]

▶ Person Information

◀ Current Salary Currency: Worker local currency

Start Date: 1/1/20	Action: Hire
End Date: Ongoing	Action Reason: Hire to fill vacant position
Salary Basis: 40 Hourly Salary Basis	Grade Name: DK2_13
Salary Amount: 28.00000 USD Hourly	Salary Range: 19.02 - 29.48 USD Hourly
Annual Salary: 58,240.00000 USD (FTE 1)	Salary Range Midpoint: 24.25 USD
Annualized Full-Time Salary: 58,240.00000 USD	Compa-Ratio: 115.46
Next Salary Review Date:	Range Position: 85.85
	Quartile: 4
	Quintile: 5

**Components** History

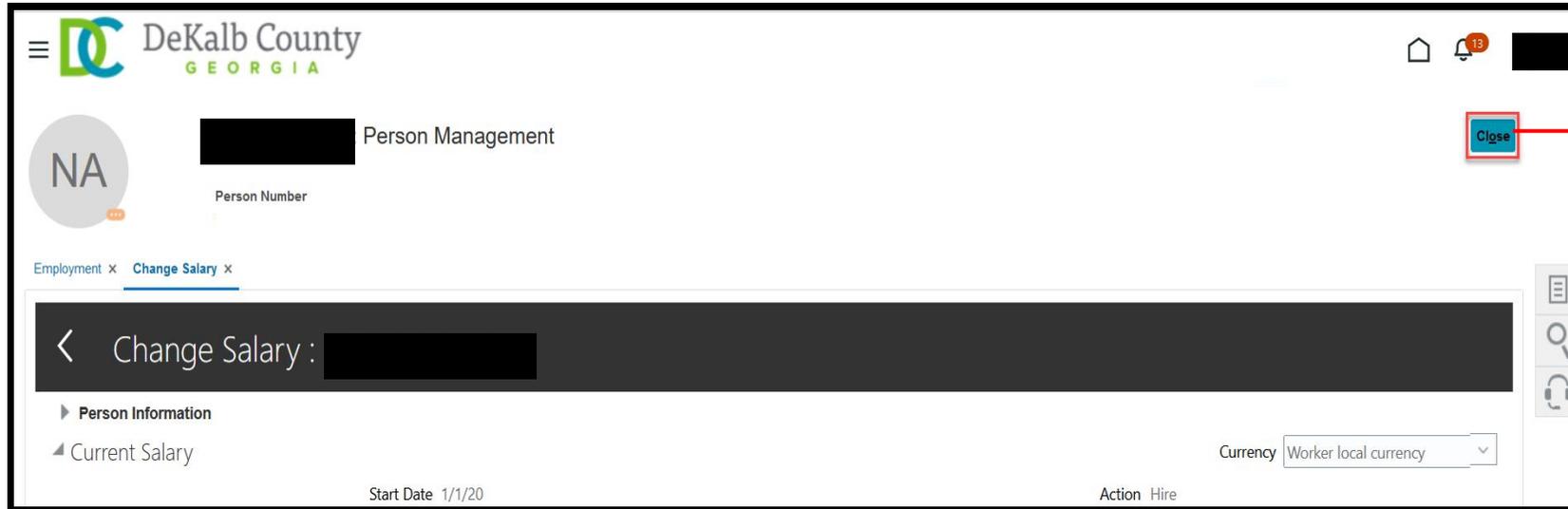
Component Name	Percentage	Amount	Annual Amount	Annualized Full-Time Amount
Base salary		28.00000 USD	58,240.00000	58,240.00000
Overall salary		28.00000 USD	58,240.00000	58,240.00000

9

The Coordinator will be able to see the complete Salary Details as well as the Salary Components and History

*Scroll through the page to see all Salary information related to the Employee. Details such as the Employee's Salary Basis, Grade, Salary Range, and Components can be viewed*

# Manage Compensation: View an Employee's Salary



10

Once the Coordinator has completed reviewing the Salary 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*

# Payroll Coordinators

- **Lesson 7: Manage Compensation**  
**Section 2: Update an Employee's Salary**



## Lesson Objective:

Upon the completion of the Manage Compensation: Update an Employee's Salary lesson, you will be able to:

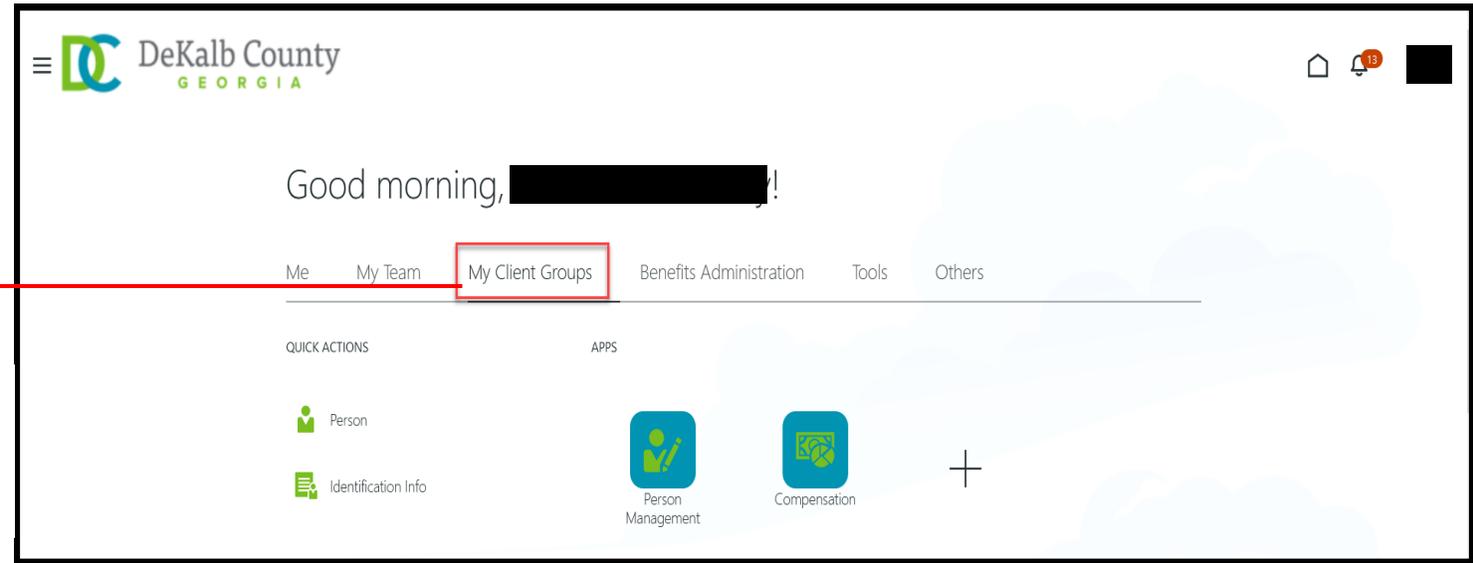
### Objective

- Update an Employee's Salary

# Manage Compensation: Update an Employee's Salary

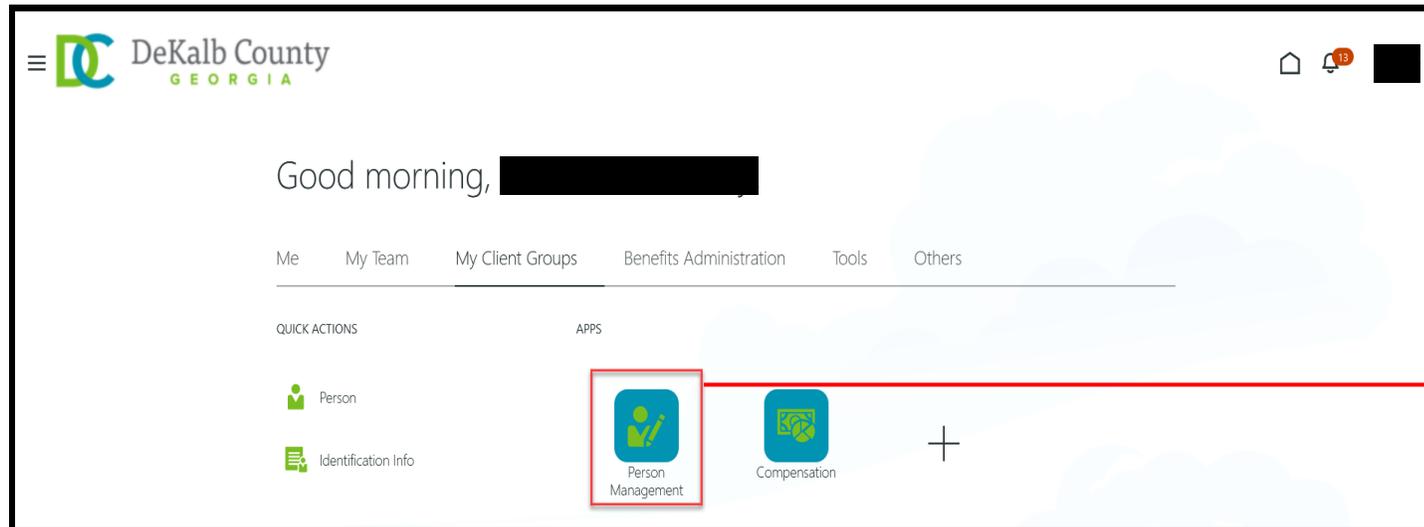
1

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



2

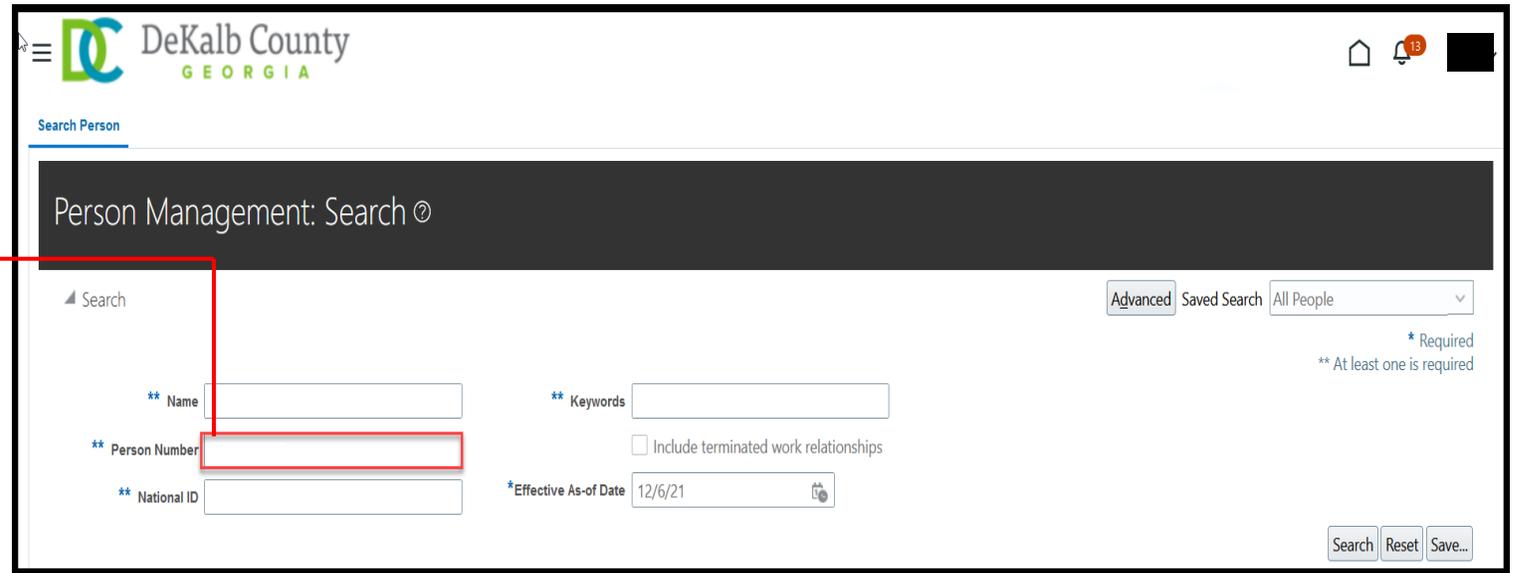
Select the **Person Management** tile within the Apps area



# Manage Compensation: Update an Employee's Salary

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

\* Required  
\*\* At least one is required

\*\* Name

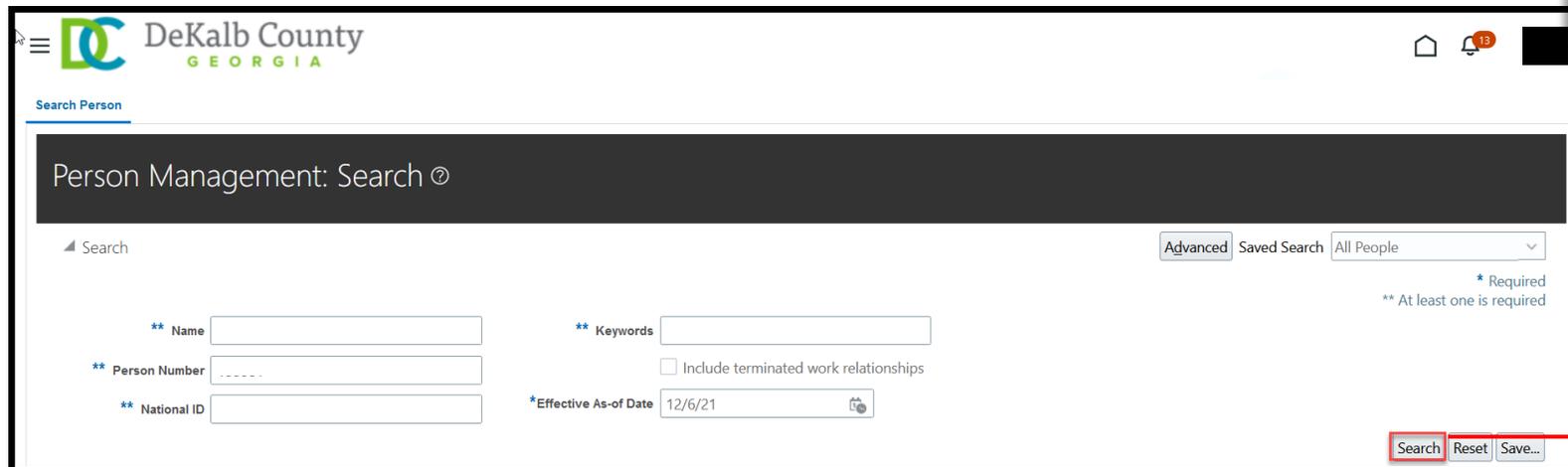
\*\* Keywords

\*\* Person Number

Include terminated work relationships

\*Effective As-of Date 12/6/21

Search Reset Save...



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

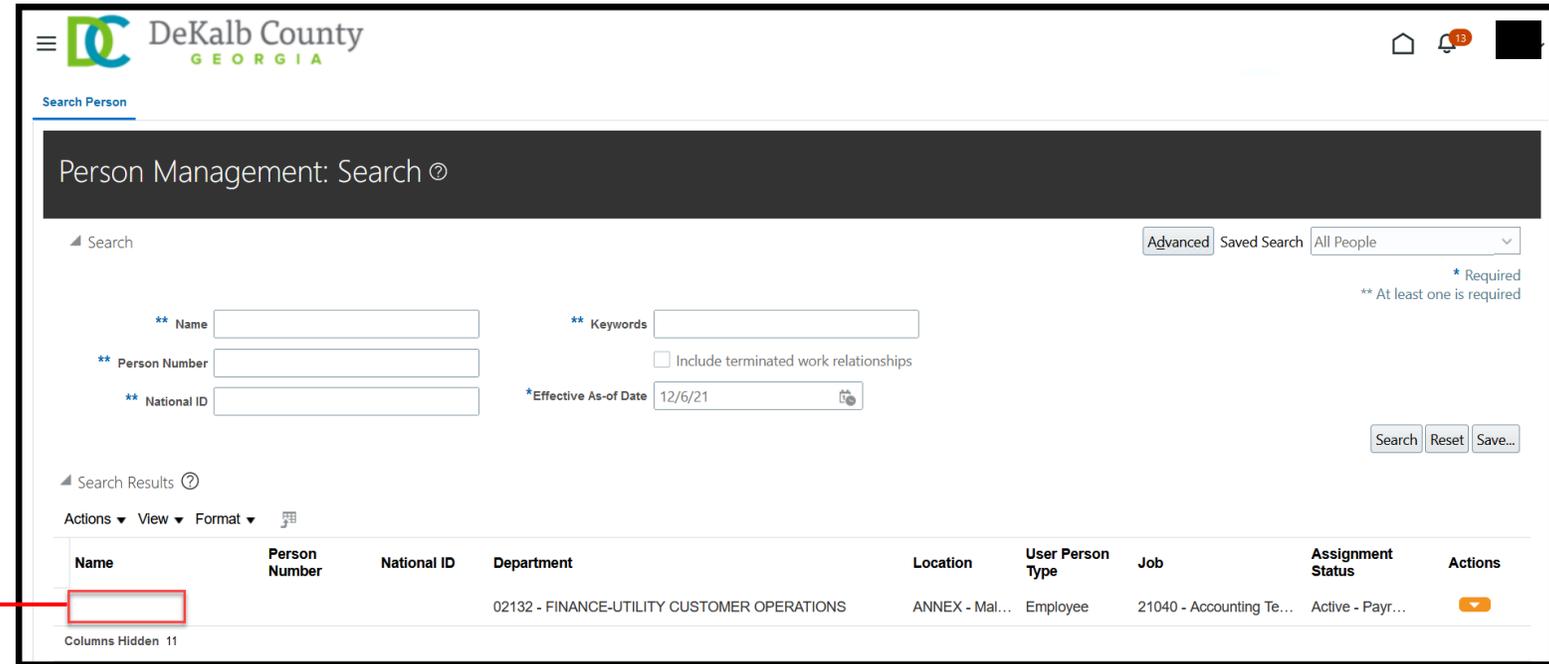
4

Select the Search button

# Manage Compensation: Update an Employee's Salary

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

\* Required  
\*\* At least one is required

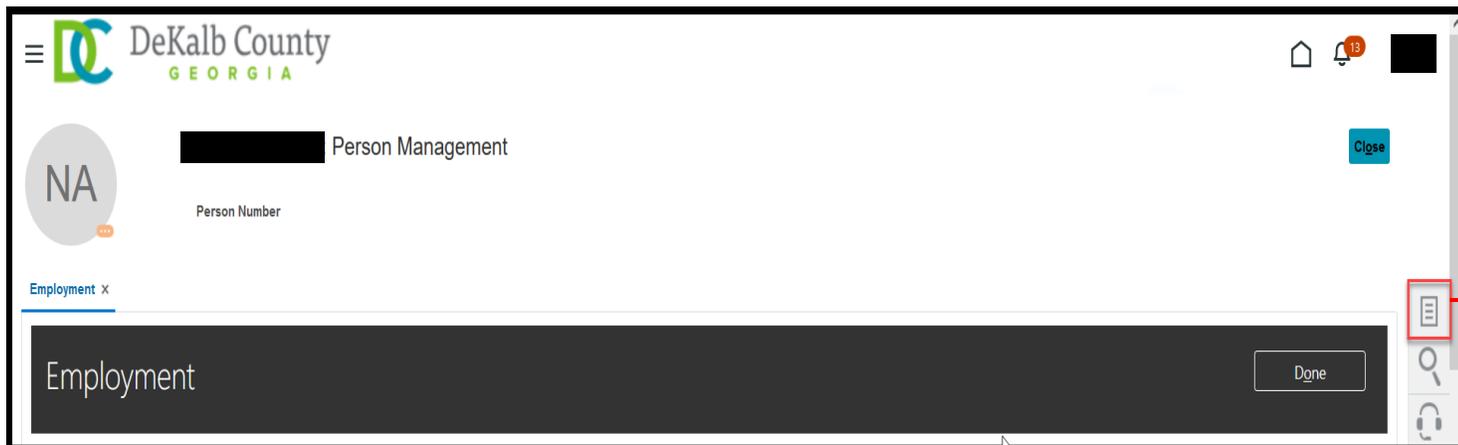
Search Reset Save...

Search Results

Actions View Format

Name	Person Number	National ID	Department	Location	User Person Type	Job	Assignment Status	Actions
			02132 - FINANCE-UTILITY CUSTOMER OPERATIONS	ANNEX - Mal...	Employee	21040 - Accounting Te...	Active - Payr...	

Columns Hidden 11



DeKalb County GEORGIA

Person Management

Close

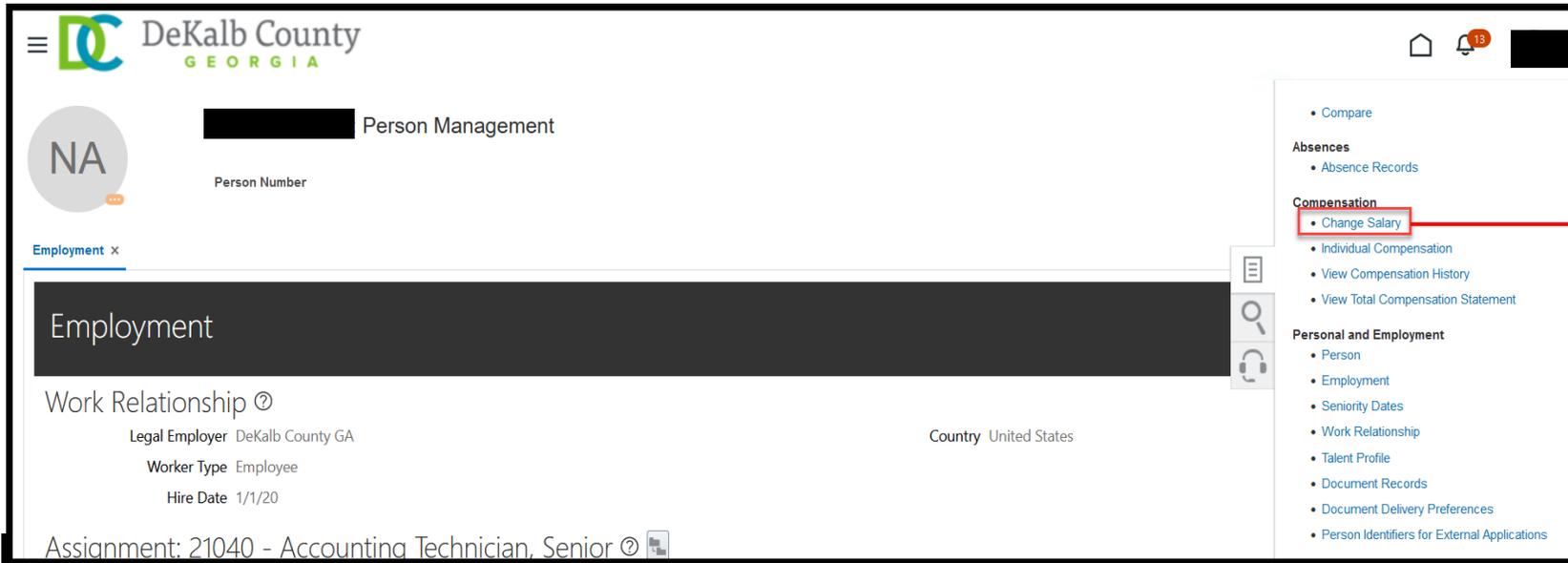
Employment x

Employment Done

6

From the Employment page, select the Panel Drawer icon

# Manage Compensation: Update an Employee's Salary



DeKalb County GEORGIA

Person Management

Person Number

Employment x

Employment

Work Relationship ⓘ

Legal Employer DeKalb County GA Country United States

Worker Type Employee

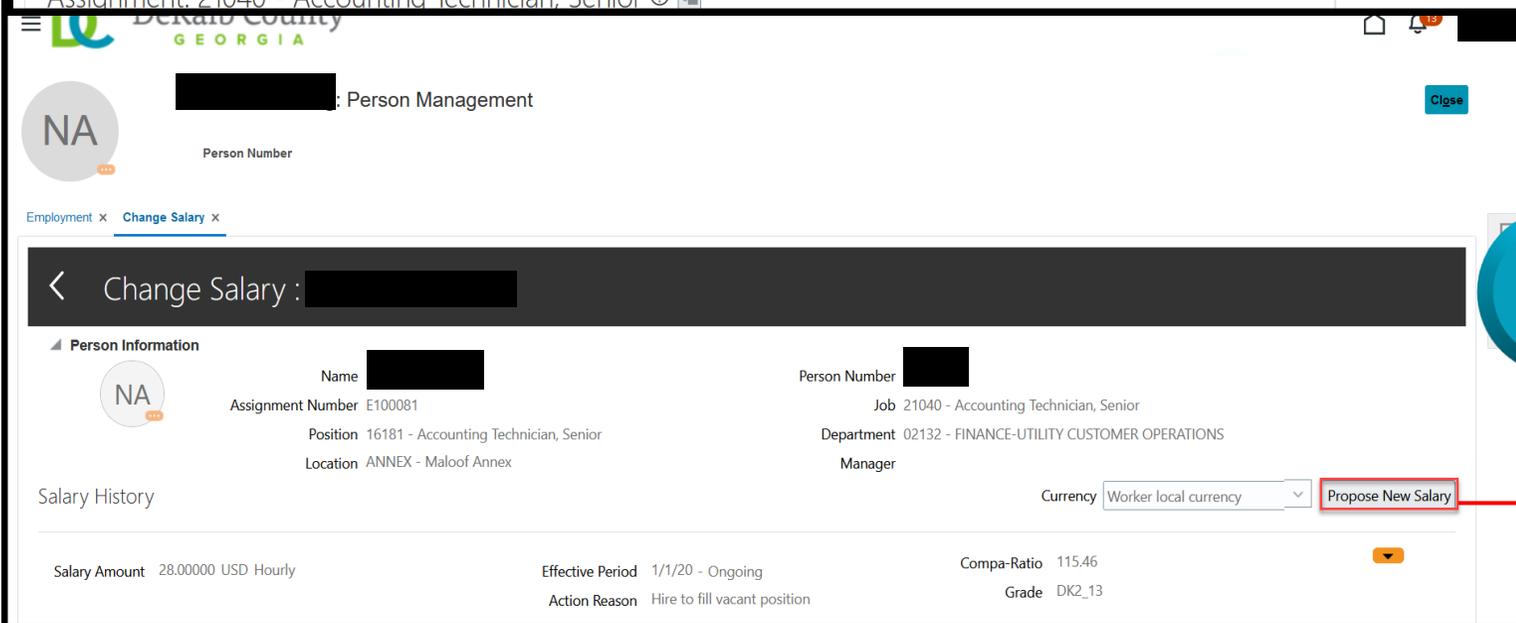
Hire Date 1/1/20

Assignment: 21040 - Accounting Technician, Senior ⓘ

- Compare
- Absences
  - Absence Records
- Compensation
  - Change Salary
  - Individual Compensation
  - View Compensation History
  - View Total Compensation Statement
- Personal and Employment
  - Person
  - Employment
  - Seniority Dates
  - Work Relationship
  - Talent Profile
  - Document Records
  - Document Delivery Preferences
  - Person Identifiers for External Applications

7

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



DeKalb County GEORGIA

Person Management

Person Number

Employment x Change Salary x

Change Salary : [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

Salary History

Currency Worker local currency

Propose New Salary

Salary Amount 28.00000 USD Hourly Effective Period 1/1/20 - Ongoing Compa-Ratio 115.46

Action Reason Hire to fill vacant position Grade DK2\_13

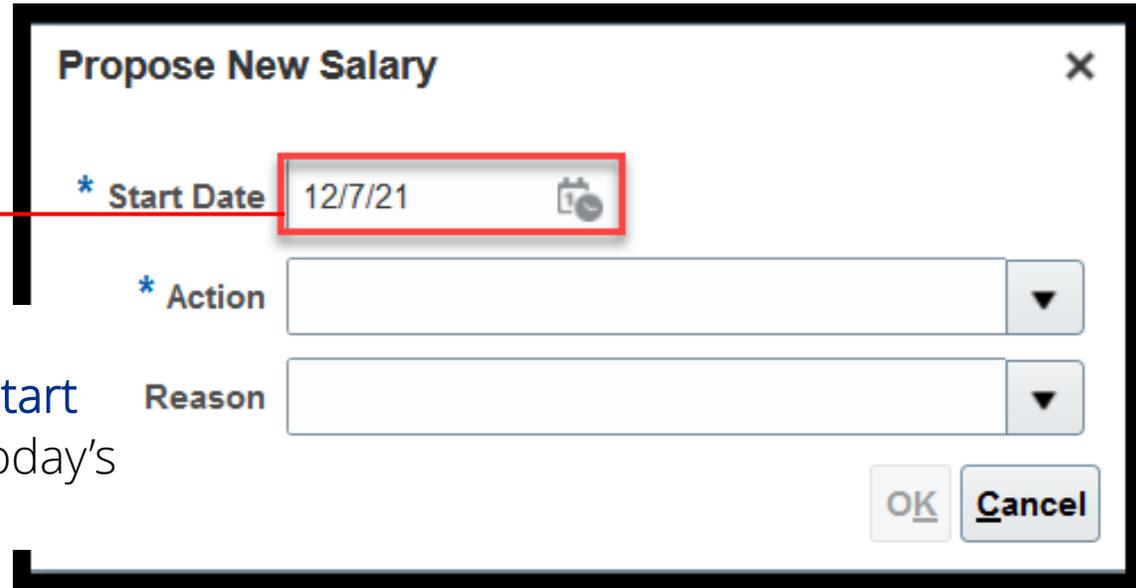
8

From the Change Salary tab, select the **Propose New Salary** button

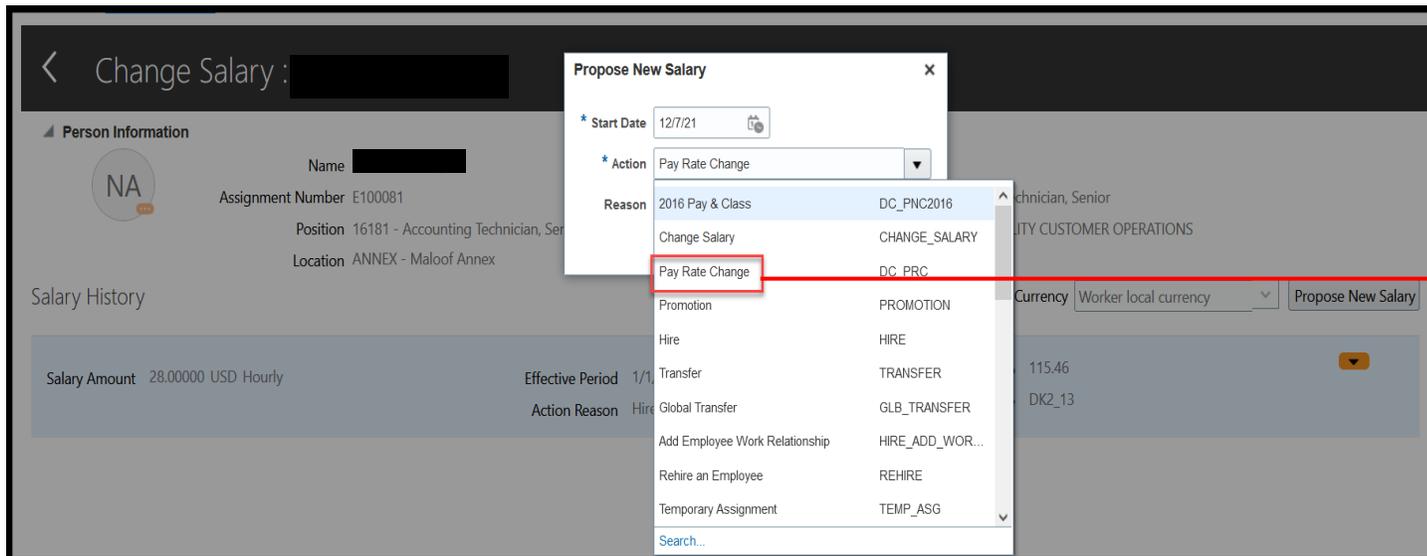
# Manage Compensation: Update an Employee's Salary

9

From the Propose New Salary form, select the **Start Date**. In this example, Today's Date will be used



The image shows a 'Propose New Salary' dialog box. The 'Start Date' field is highlighted with a red box and contains the date '12/7/21'. Below it are 'Action' and 'Reason' dropdown menus. At the bottom right are 'OK' and 'Cancel' buttons.



The image shows a 'Change Salary' screen with a 'Propose New Salary' dialog box open. The dialog box has a dropdown menu for 'Action' with 'Pay Rate Change' selected and highlighted with a red box. The background screen shows employee information and salary history.

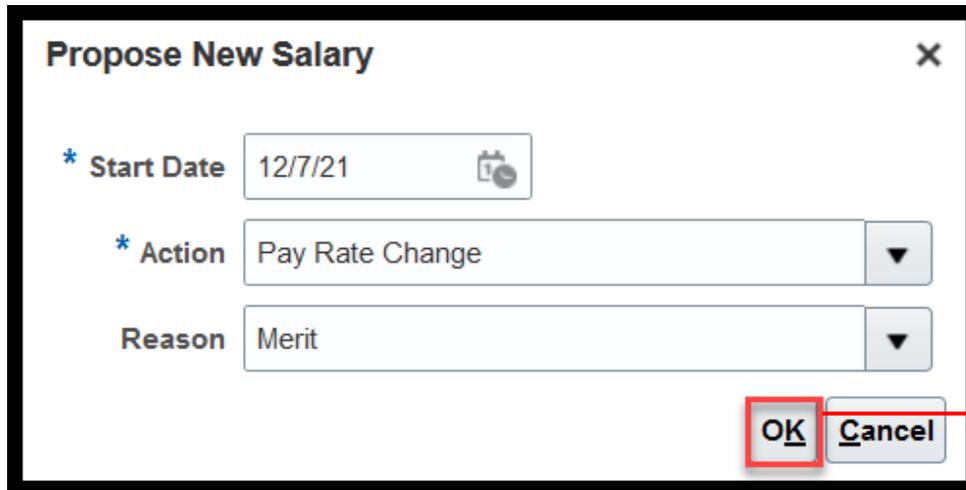
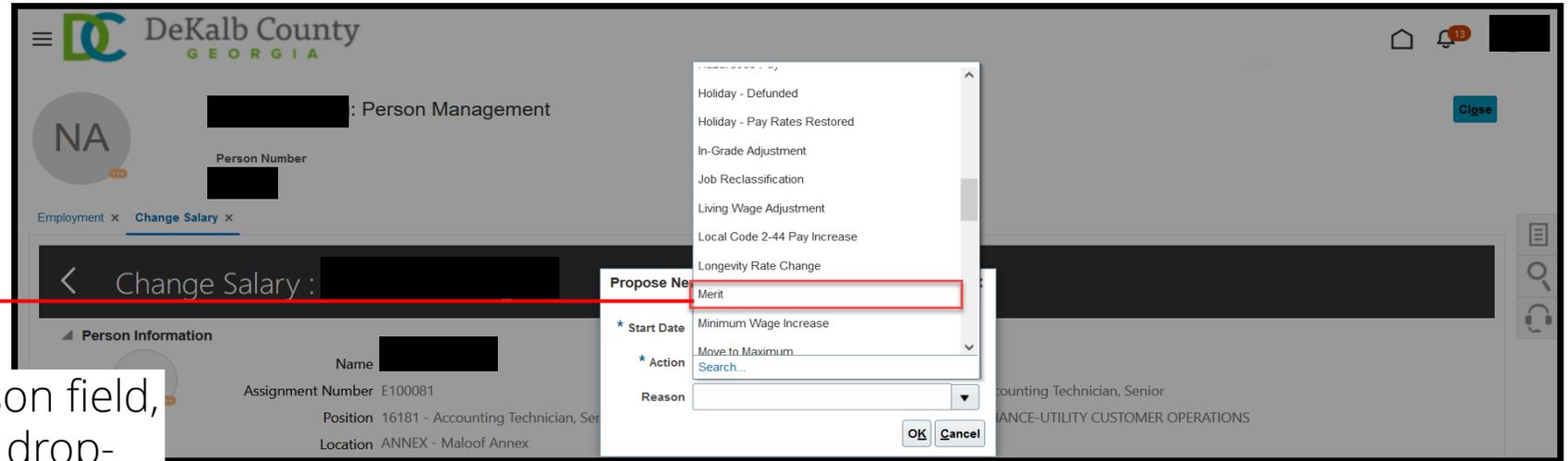
10

From the Action field, select **Pay Rate Change** from the drop-down list

# Manage Compensation: Update an Employee's Salary

11

From the Action Reason field, select **Merit** from the drop-down list



12

Once the details for the **Propose New Salary** have been entered, select the **OK** button

# Manage Compensation: Update an Employee's Salary

13

Scroll down through the page and select the Components tab

Component Name	Prior Amount	Adjustment Amount	Adjustment Percentage	Percentage	Amount	Annual Amount	Annualized Full-Time Amount
Base salary	28.00000	<input type="text" value="0.00000"/>	<input type="text" value="0.00 %"/>		<input type="text" value="28.00000"/> USD	58,240.00000	58,240.00000
Overall salary	28.00000	0.00000	0.00 %		28.00000 USD	58,240.00000	58,240.00000

Component Name	Prior Amount	Adjustment Amount	Adjustment Percentage	Percentage	Amount	Annual Amount	Annualized Full-Time Amount
Base salary	28.00000	<input type="text" value="1.40000"/>	<input type="text" value="5.00 %"/>		<input type="text" value="29.40000"/> USD	61,152.00000	61,152.00000
Overall salary	28.00000	1.40000	5.00 %		29.40000 USD	61,152.00000	61,152.00000

14

Key in a **New Adjustment Percentage** or a **New Adjustment Amount**. In this example, 5% will be used as the **New Adjustment Percentage**



*If the **Adjustment Amount** is entered, then the **Adjustment Percentage** and the new **Amount** will change and will be automatically populated. If the **Adjusted Percentage** is entered, then the **Adjustment Amount** and the new **Amount** will change and will be automatically populated*

# Manage Compensation: Update an Employee's Salary

15

Once the update has been completed, select the Continue button

Change Salary : [Redacted]

Continue Save Cancel

▶ Person Information  
 ▶ Prior Salary  
 ▲ New Salary

\*Start Date 12/7/21  
 End Date m/d/yy

Currency Worker local currency  
 \*Action Pay Rate Change  
 Action Reason Merit

NA New Armstrong, P. Person Management

Person Number [Redacted]

Employment x Change Salary x

Change Salary : [Redacted] Back Save Submit 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

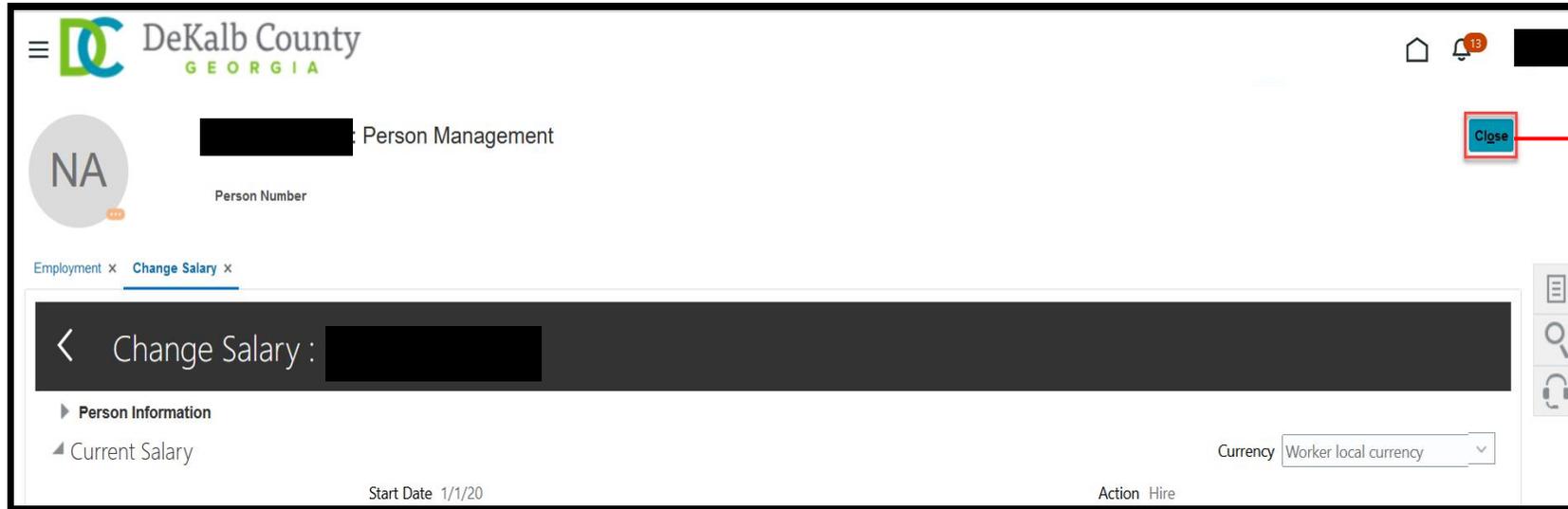
Review Salary

	Current Value	Proposed Value
Start Date	1/1/20	12/7/21
End Date	12/6/21	
Action	Hire	Pay Rate Change
Action Reason	Hire to fill vacant position	Merit
Salary Basis	40 Hourly Salary Basis	40 Hourly Salary Basis
Salary Amount	28.00000 USD Hourly (28.00000 USD)	29.40000 USD Hourly (29.40000 USD)
Conversion Rate	1.00000	1.00000
Adjustment Amount		1.40000 USD

16

Review the proposed changes. Once everything has been validated, select the Submit button

# Manage Compensation: Update an Employee's Salary



17

Once the Salary Change has been submitted, the Coordinator 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*

# Payroll Coordinators

- **Lesson 7: Manage Compensation**  
**Section 3: View an Employee's Individual Compensation Plan Details**



## Lesson Objective:

Upon the completion of the Manage Compensation: View an Employee's Individual Compensation Plan Details lesson, you will be able to:

### Objective

- View an Employee's Compensation through Individual Compensation Plans

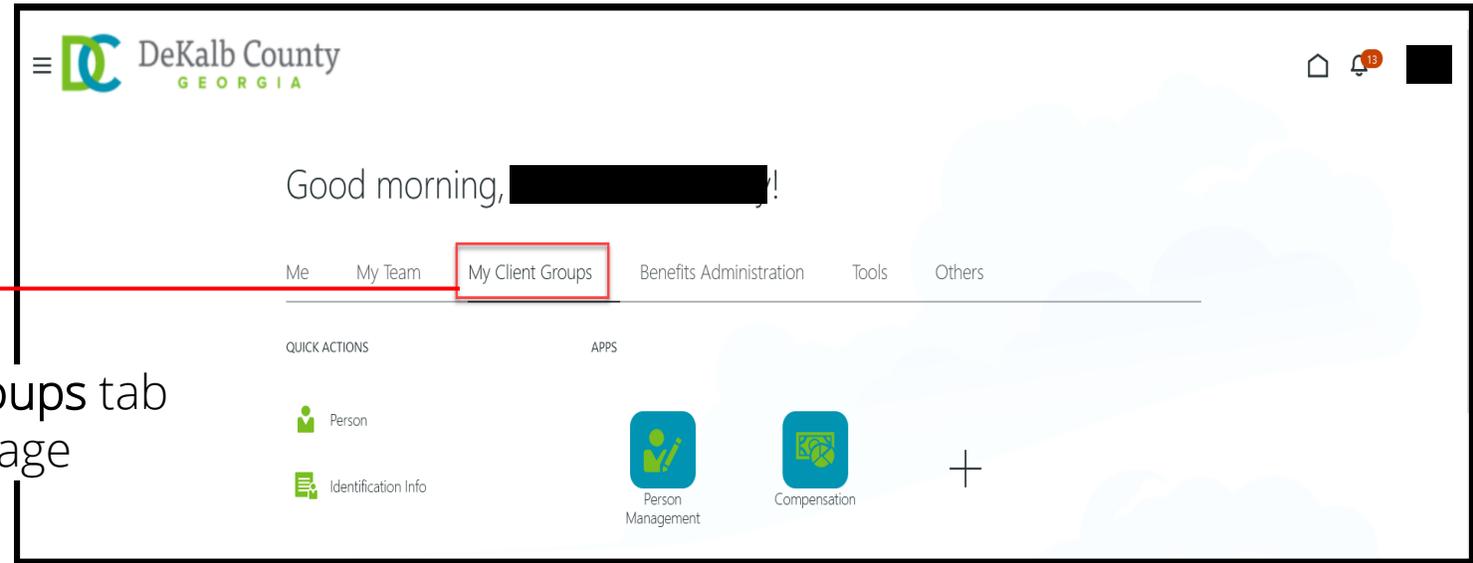


*This section will walk the Coordinator through the steps of reviewing the details of an Employee's Individual Compensation Plan (ICP). Some Employees may not be eligible to receive additional Compensation. In this example, the Employee will not have any ICP awarded*

# Manage Compensation: View an Employee's Individual Compensation Plan Details

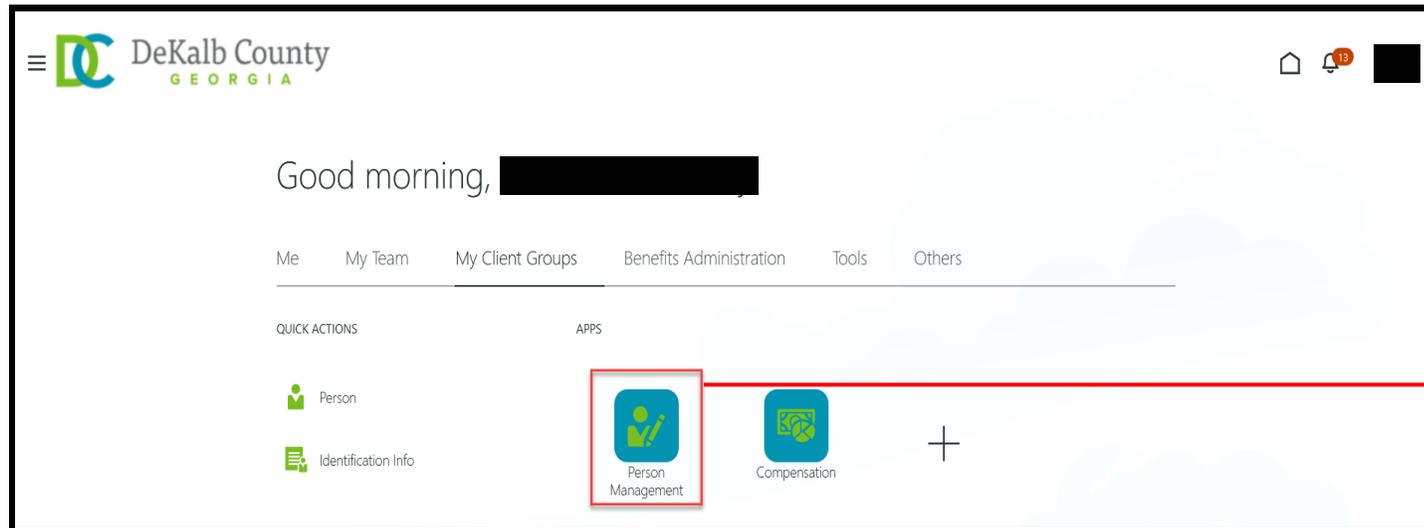
1

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



2

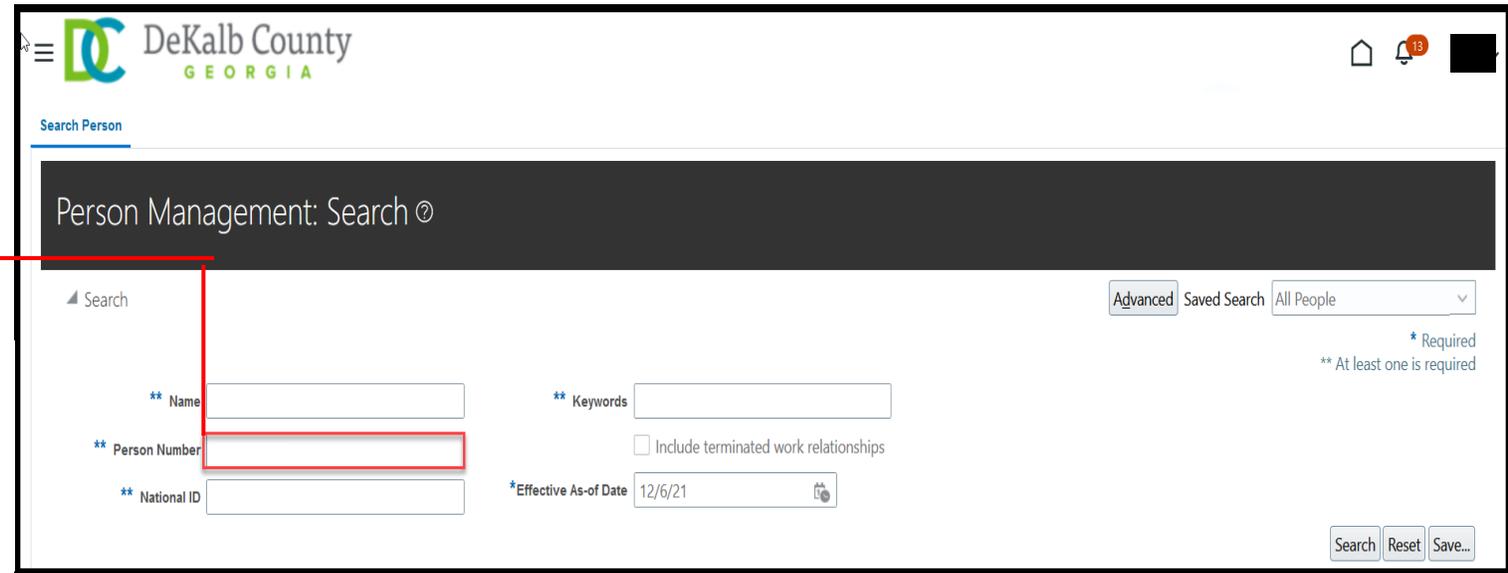
Select the **Person Management** tile within the Apps area



# Manage Compensation: View an Employee's Individual Compensation Plan Details

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

\* Required  
\*\* At least one is required

\*\* Name

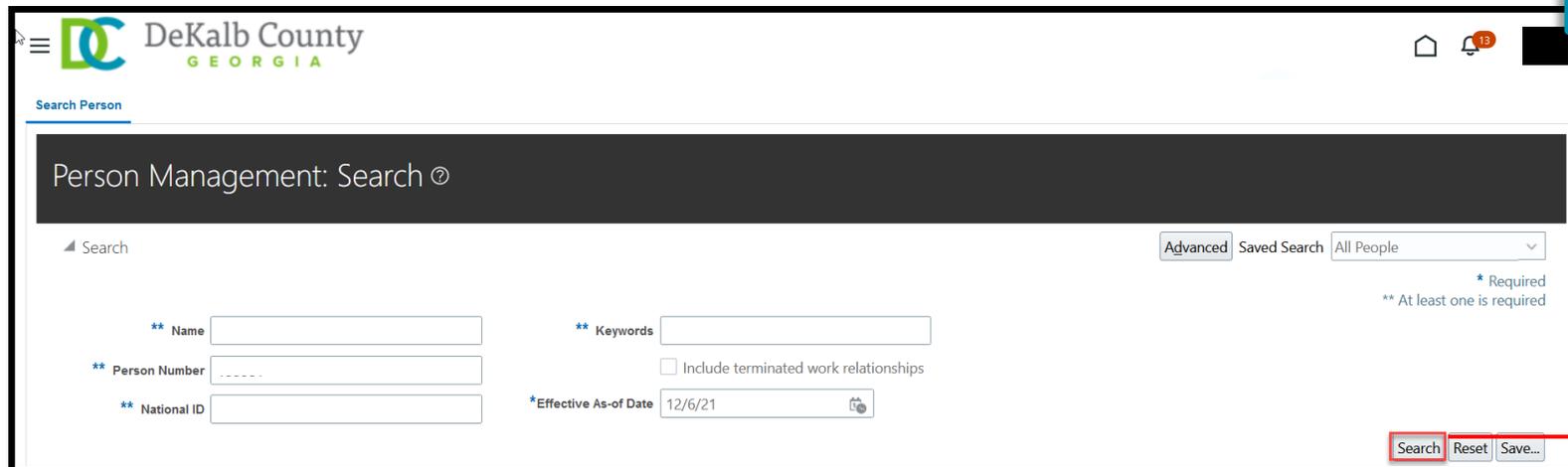
\*\* Keywords

\*\* Person Number

Include terminated work relationships

\* Effective As-of Date 12/6/21

Search Reset Save...



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

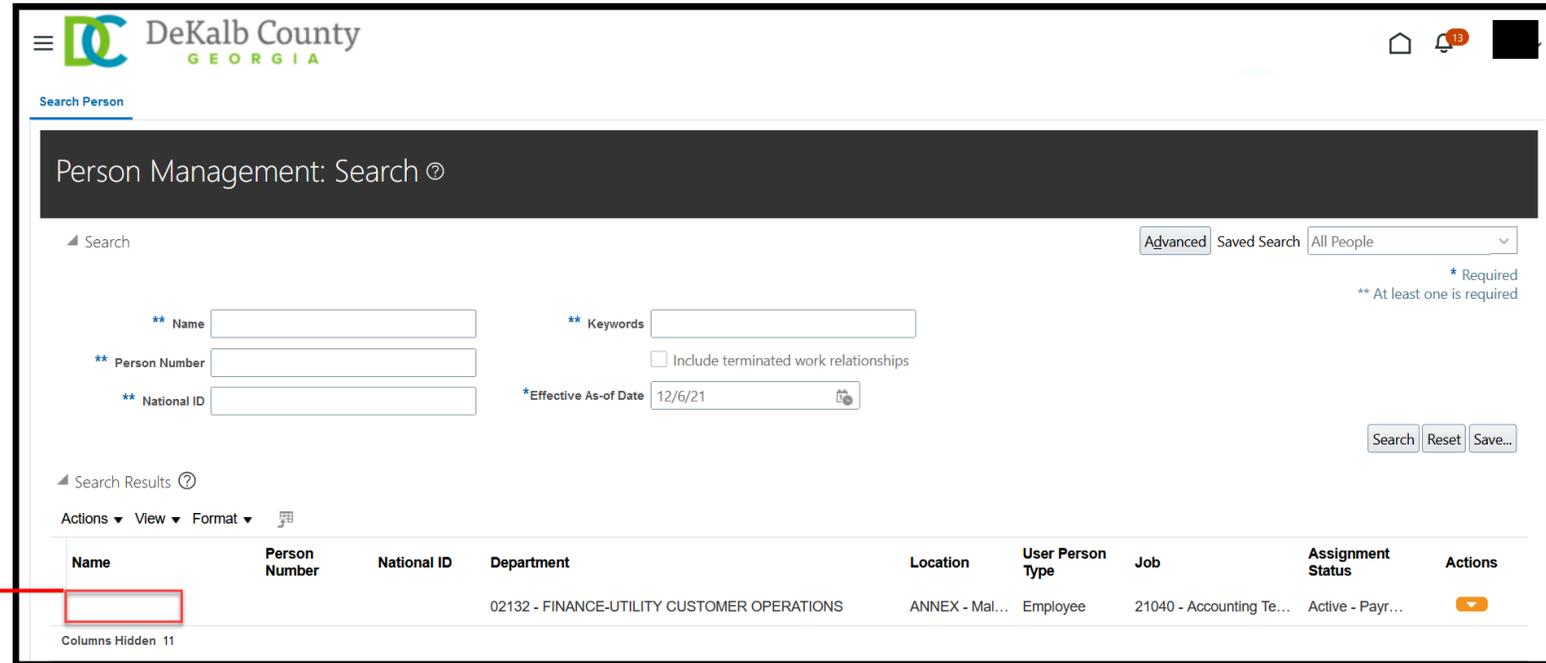
4

Select the Search button

# Manage Compensation: View an Employee's Individual Compensation Plan Details

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

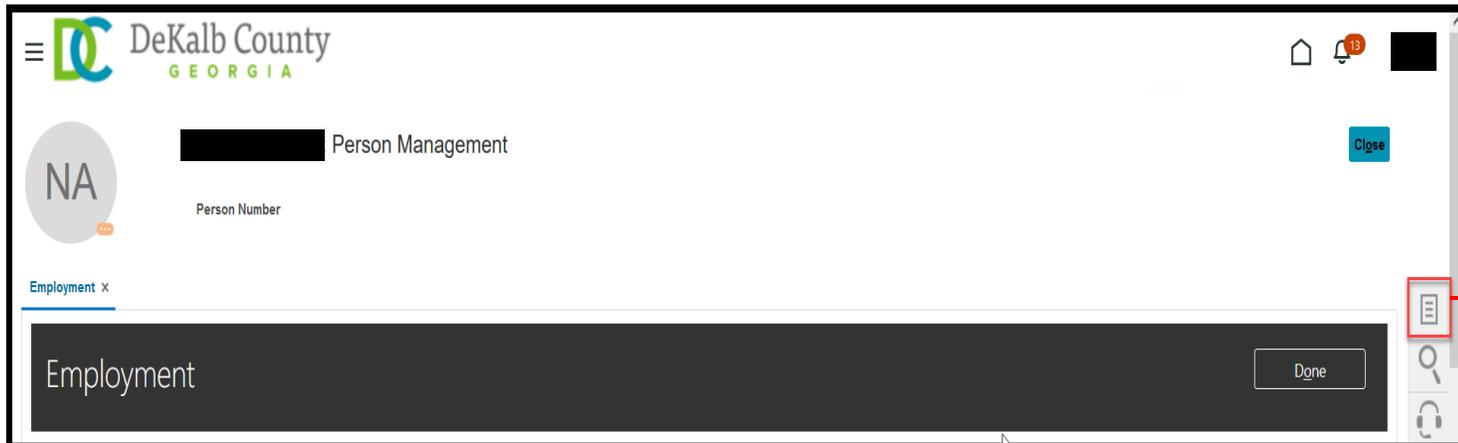
Actions View Format

Name	Person Number	National ID	Department	Location	User Person Type	Job	Assignment Status	Actions
<a href="#">[Redacted]</a>			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

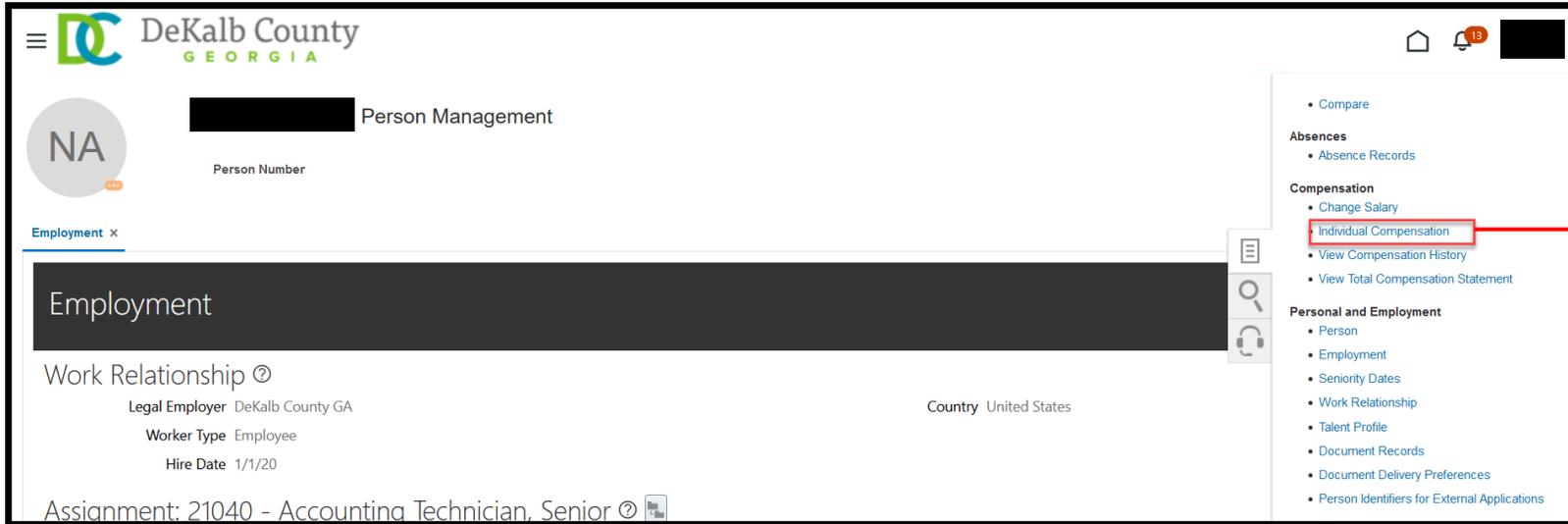
Employment x

Employment

Done

Panel Drawer icon

# Manage Compensation: View an Employee's Individual Compensation Plan Details



DeKalb County GEORGIA

Person Management

Person Number

Employment

Work Relationship

Legal Employer DeKalb County GA

Worker Type Employee

Hire Date 1/1/20

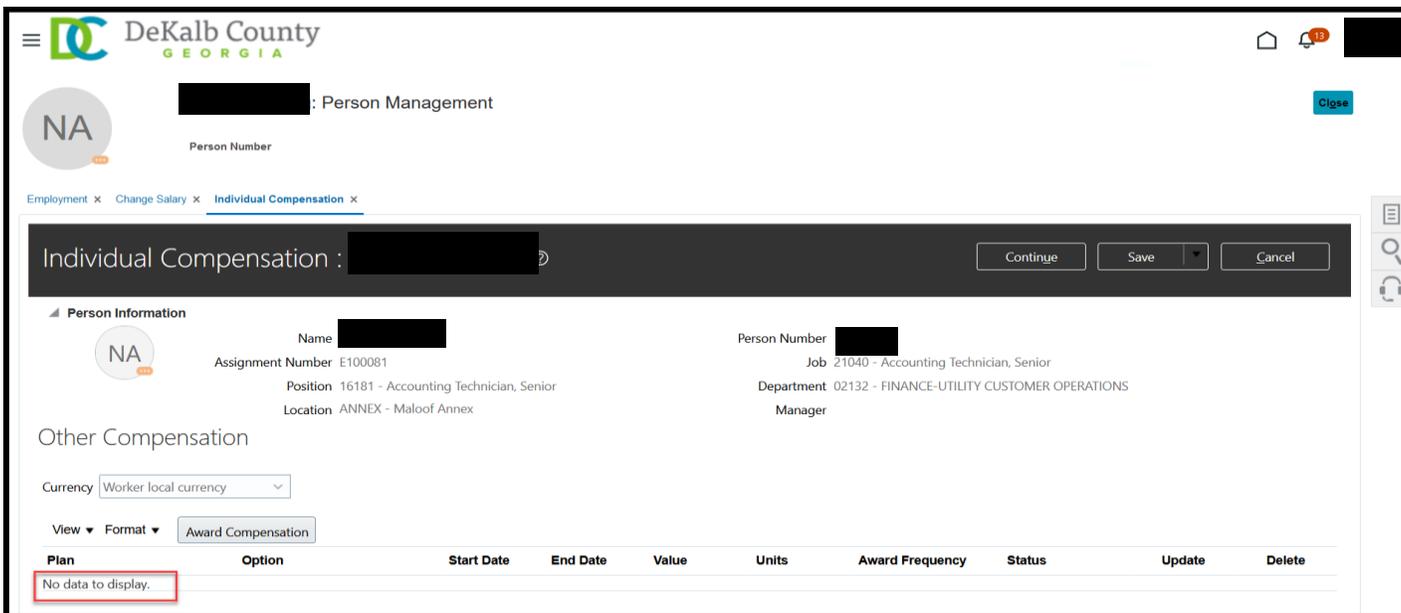
Country United States

Assignment: 21040 - Accounting Technician, Senior

- Compare
- Absences
  - Absence Records
- Compensation
  - Change Salary
  - Individual Compensation**
  - View Compensation History
  - View Total Compensation Statement
- Personal and Employment
  - Person
  - Employment
  - Seniority Dates
  - Work Relationship
  - Talent Profile
  - Document Records
  - Document Delivery Preferences
  - Person Identifiers for External Applications

7

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



DeKalb County GEORGIA

Person Management

Person Number

Employment x Change Salary x **Individual Compensation** x

Individual Compensation : [Name]

Continue Save Cancel

Person Information

Name [Name] Person Number [Number]

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

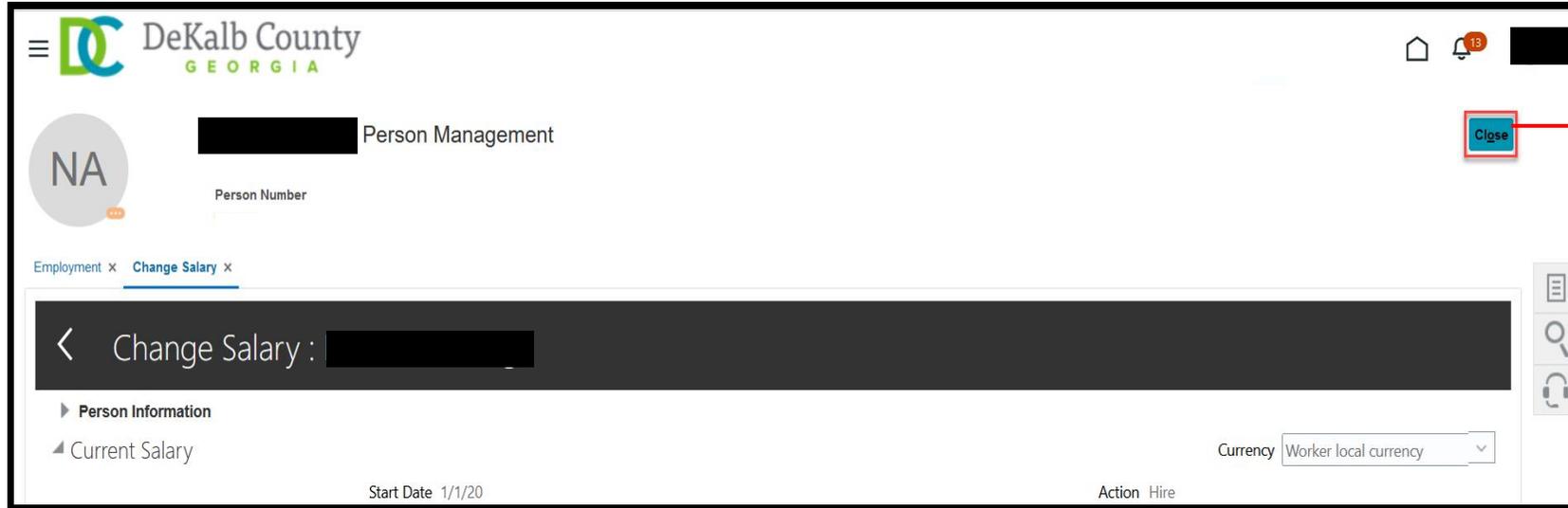
View Format Award Compensation

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

8

From the **Individual Compensation** tab, the Coordinator can review an ICP that has been awarded to an Employee. If no ICP has been awarded, the Other Compensation section will house a message indicating that there is **No data to display**

# Manage Compensation: View an Employee's Individual Compensation Plan Details



9

Once the Coordinator has completed reviewing the Individual Compensation details or there was no ICP to review, 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*

# Payroll Coordinators

- **Lesson 7: Manage Compensation**  
**Section 4: Award Compensation to an Employee**



## Lesson Objective:

Upon the completion of the Manage Compensation: Award Compensation to an Employee lesson, you will be able to:

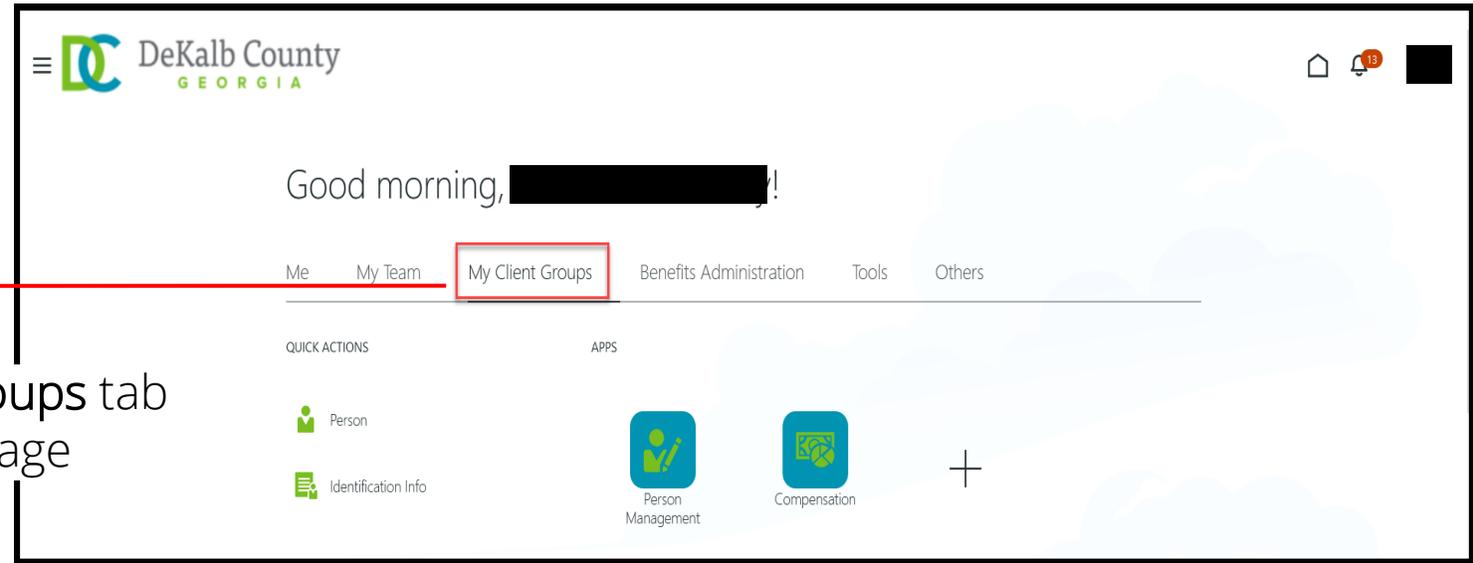
### Objective

- Award Compensation to an Employee through Individual Compensation Plans

# Manage Compensation: Award Compensation to an Employee

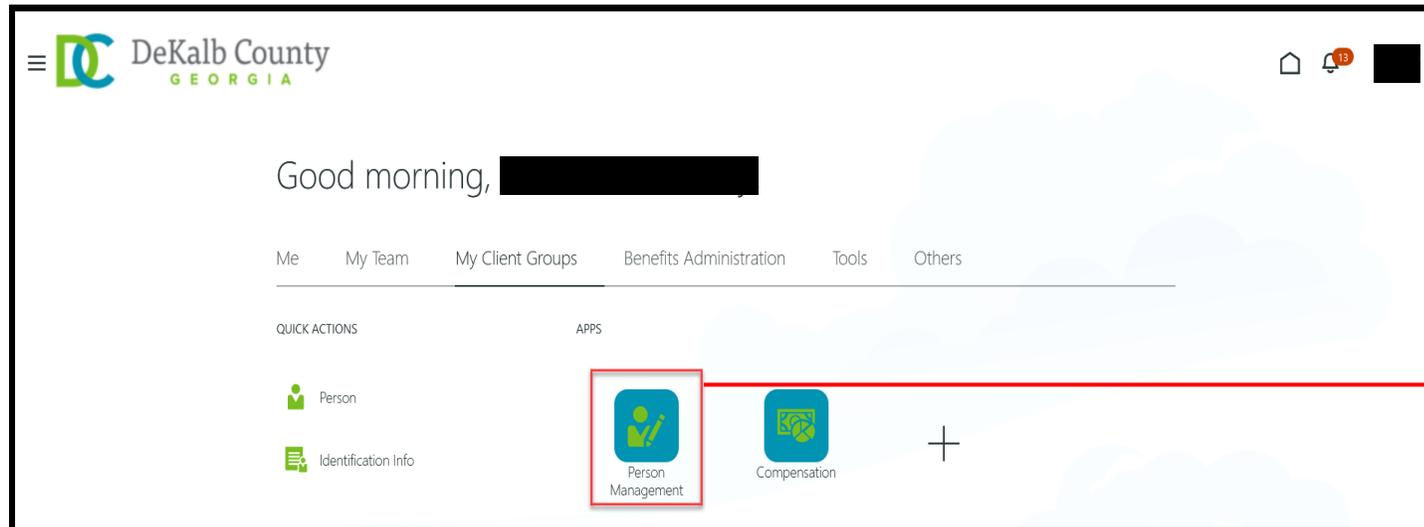
1

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



2

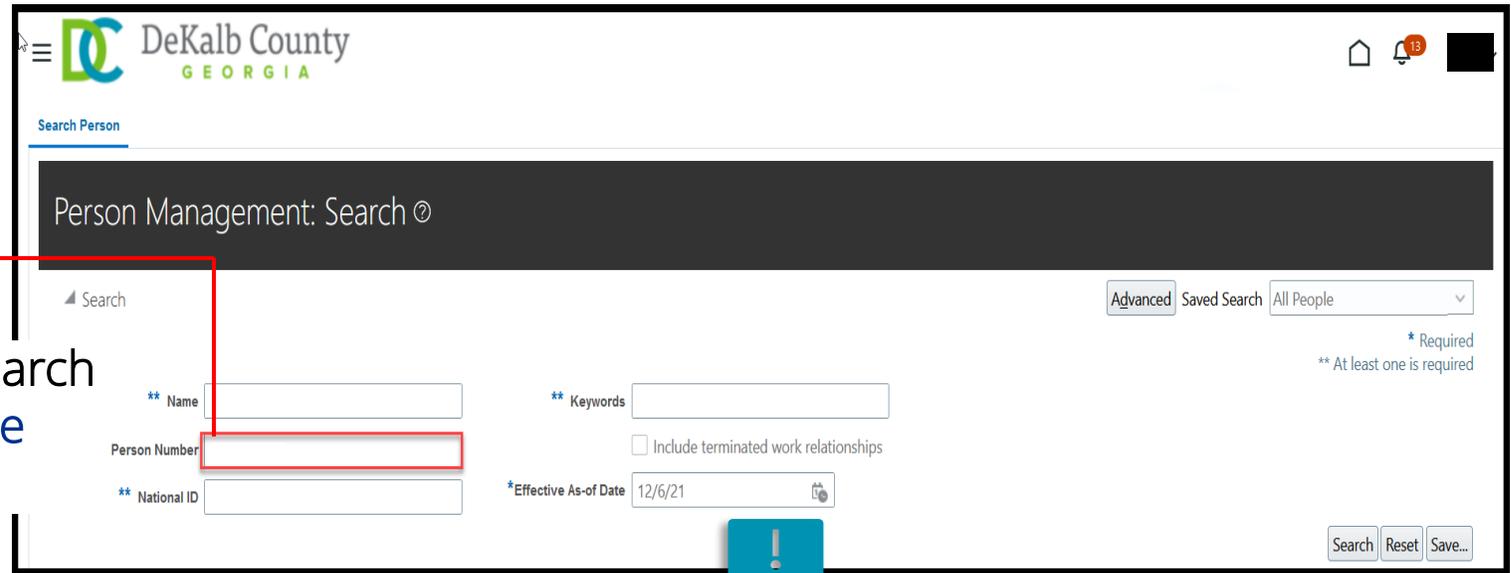
Select the **Person Management** tile within the Apps area



# 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

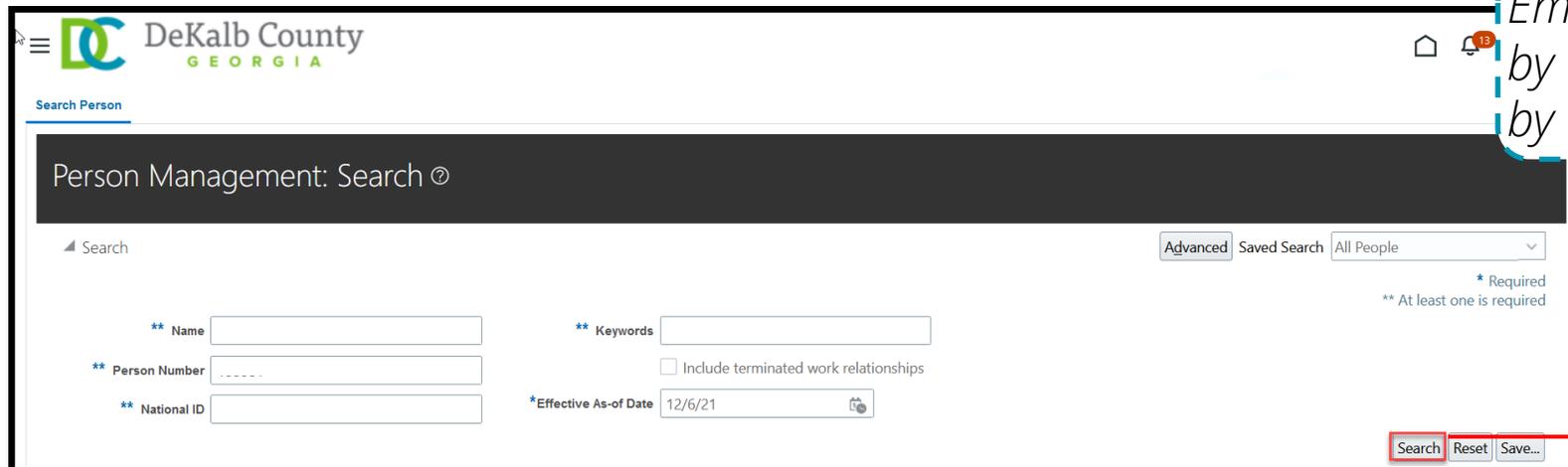
Include terminated work relationships

\*\* National ID

\*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

\*\* National ID

\*Effective As-of Date 12/6/21

Search Reset Save...

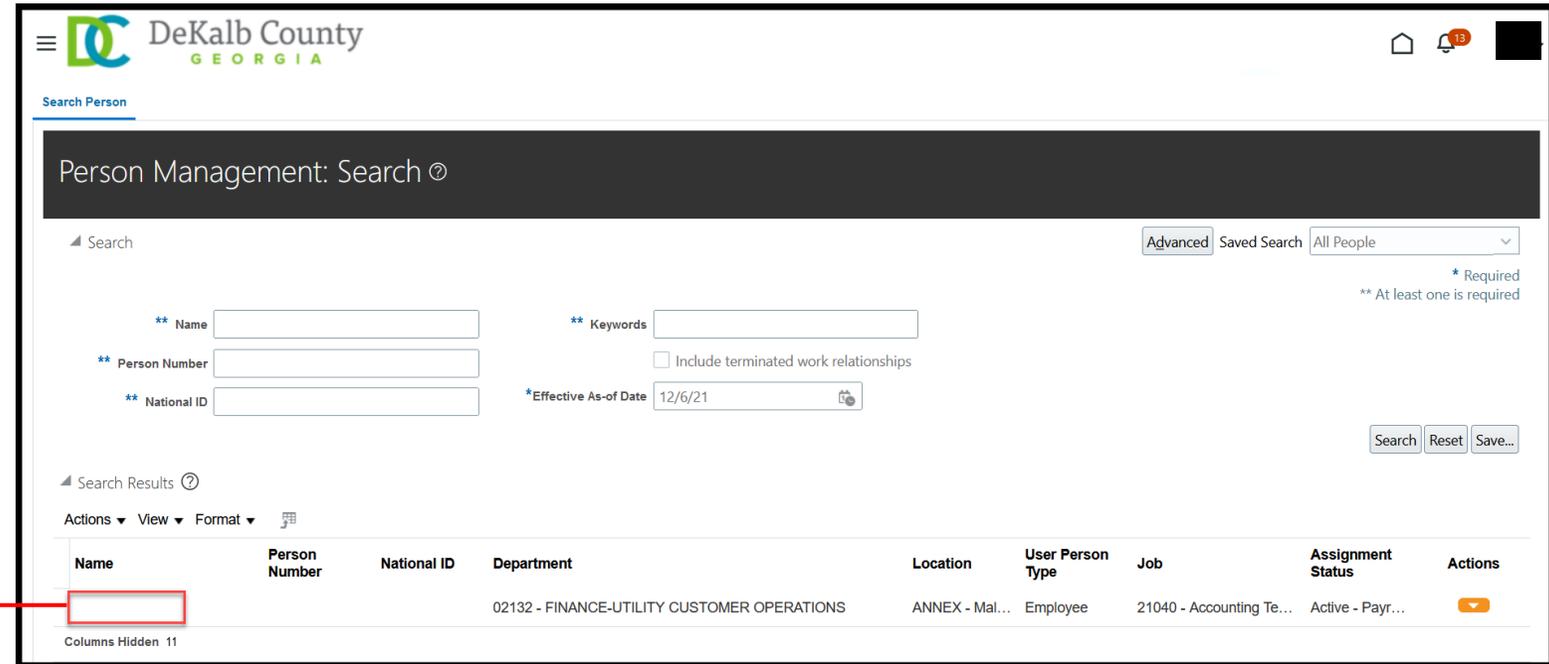
4

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

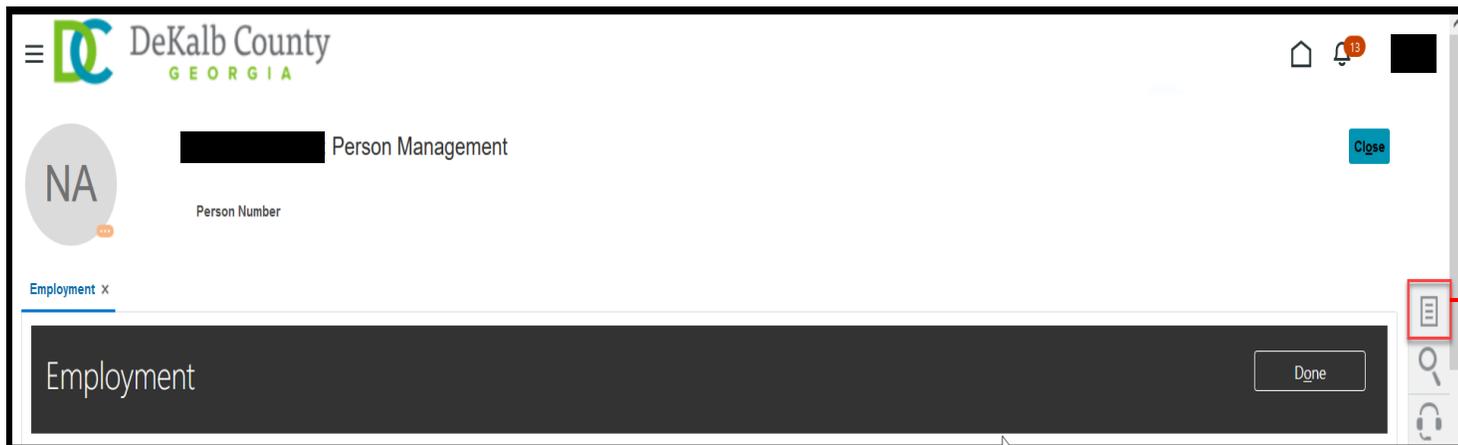
Actions View Format

Name	Person Number	National ID	Department	Location	User Person Type	Job	Assignment Status	Actions
<a href="#">[Redacted]</a>			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

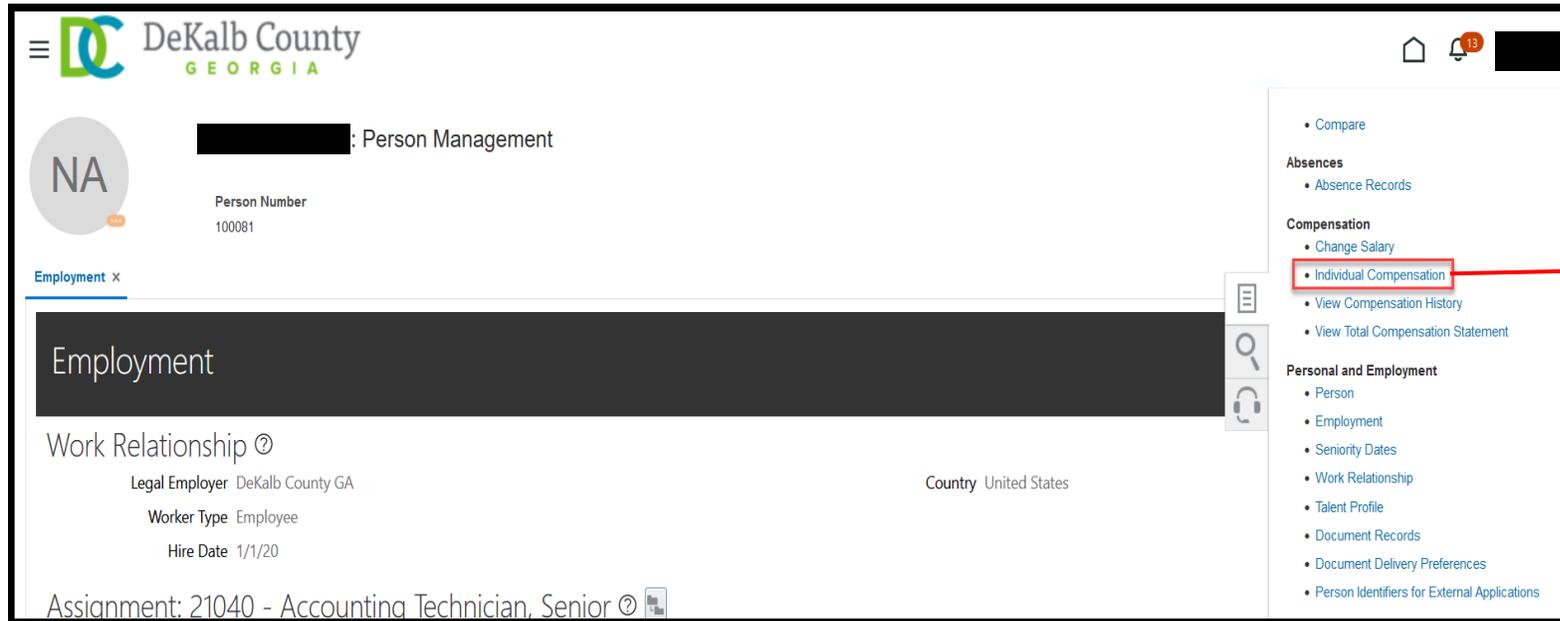
Person Number

Employment x

Employment

Done

# Manage Compensation: Award Compensation to an Employee

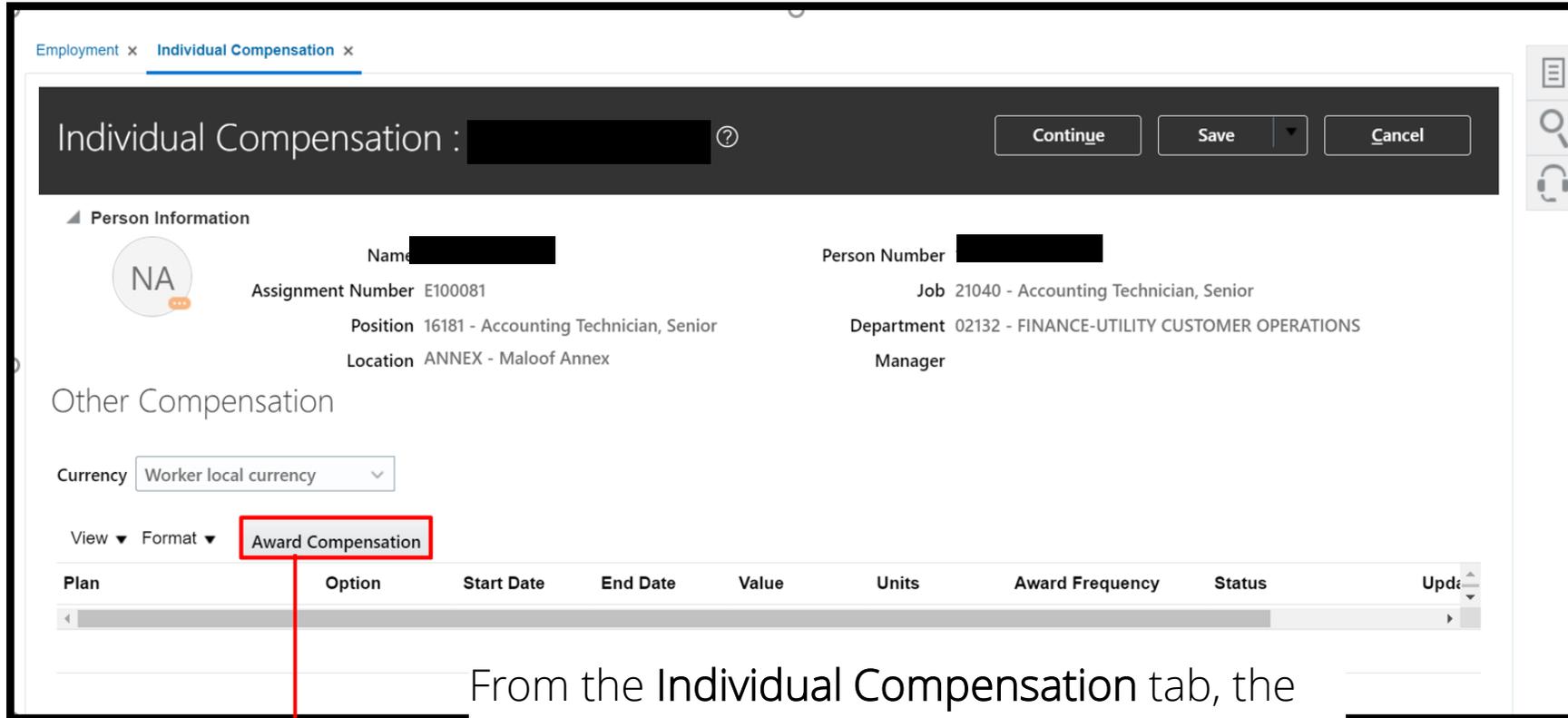


The screenshot shows the DeKalb County Georgia HR system interface. The top left features the DeKalb County Georgia logo and a navigation menu. The top right includes a home icon, a notification bell with '13' alerts, and a user profile icon. The main content area is titled 'Person Management' and displays a person's profile with a placeholder 'NA' for a photo, a person number '100081', and an 'Employment' tab. Below the profile, the 'Employment' section 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, the assignment is identified as '21040 - Accounting Technician, Senior'. On the right side, a 'Panel Drawer' is open, showing a list of 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 blue circle 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
------	--------	------------	----------	-------	-------	-----------------	--------	--------

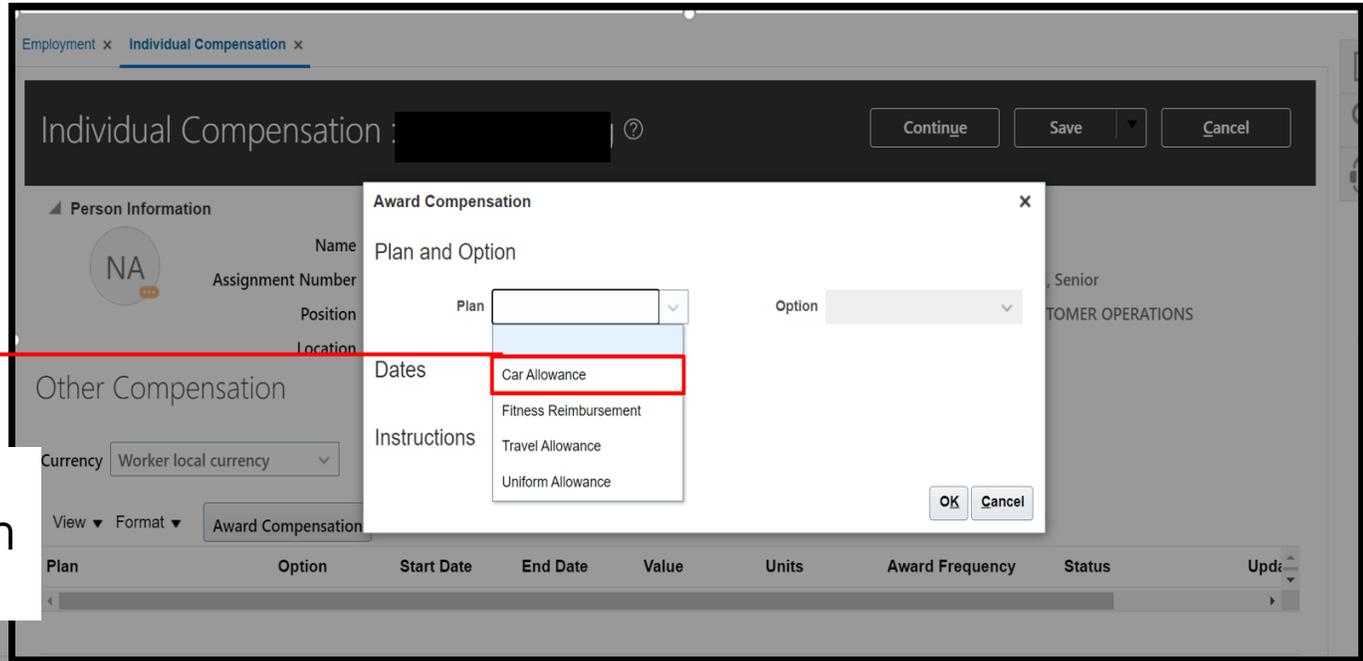
8

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

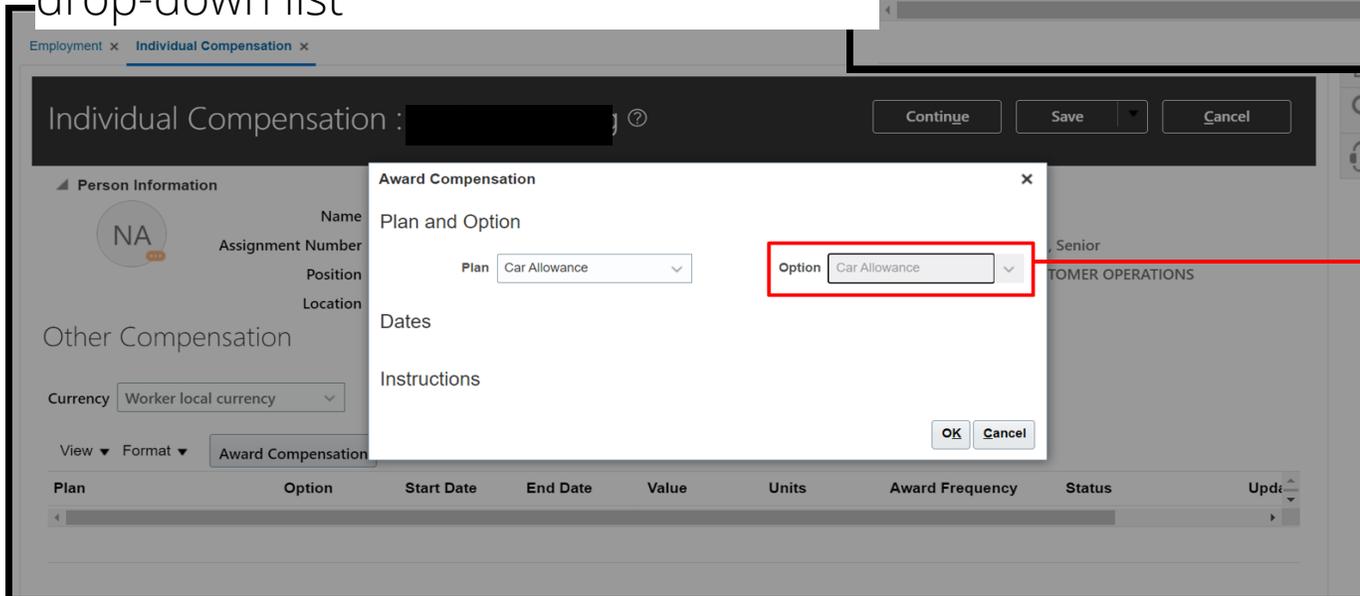
9

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



10

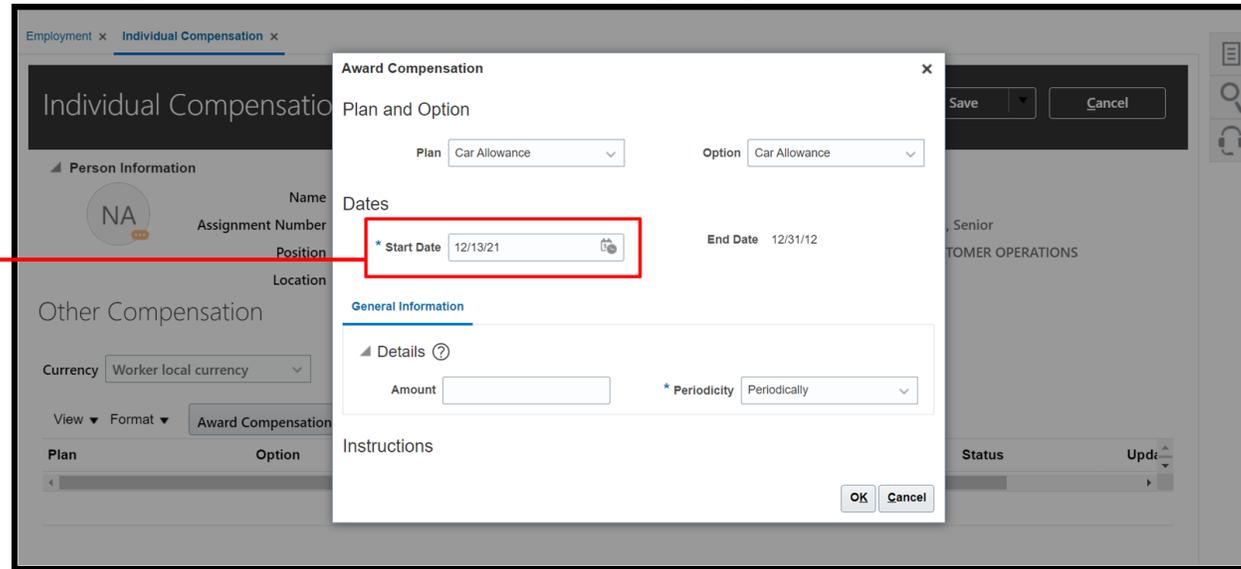
After selecting the Plan, select **Car Allowance** for the Option from the drop-down list



# Manage Compensation: Award Compensation to an Employee

11

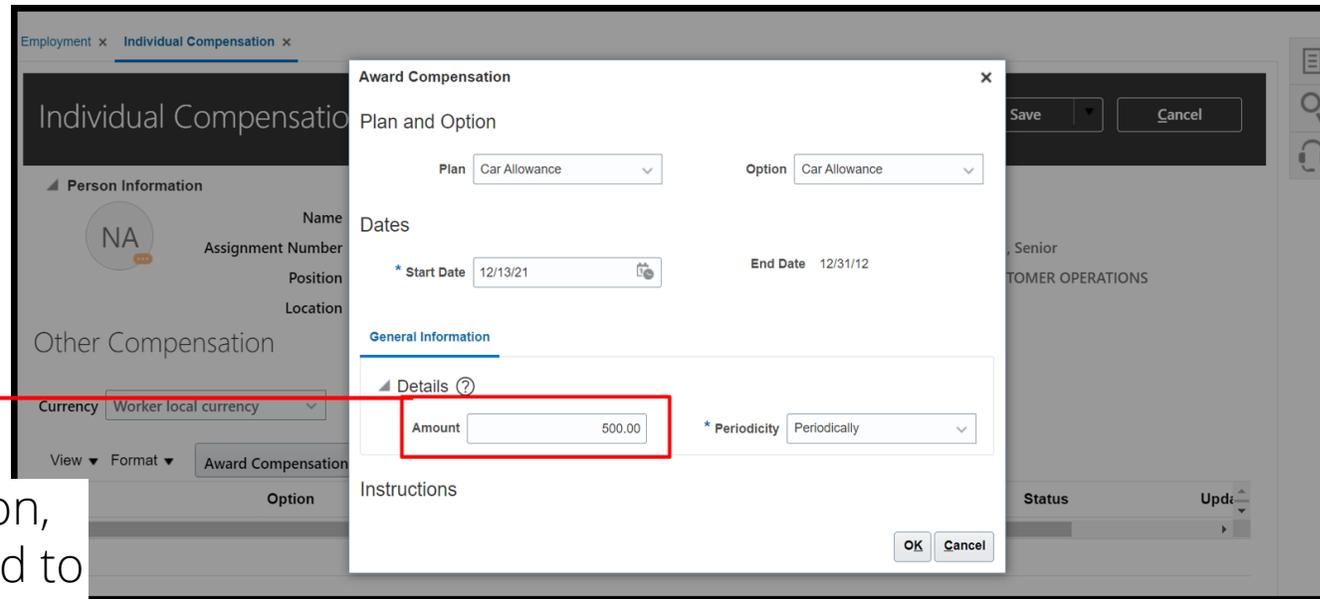
Select the **Start Date** from which you want to reward the Employee with a Car Allowance



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 rectangle. In the 'General Information' section, the 'Details' subsection is expanded, showing an 'Amount' field and a '\* Periodicity' dropdown set to 'Periodically'. The 'Instructions' section is currently empty. At the bottom right of the dialog are 'OK' and 'Cancel' buttons. The background shows a blurred view of the 'Individual Compensation' page with fields for Name, Assignment Number, Position, Location, Currency, and other compensation details.

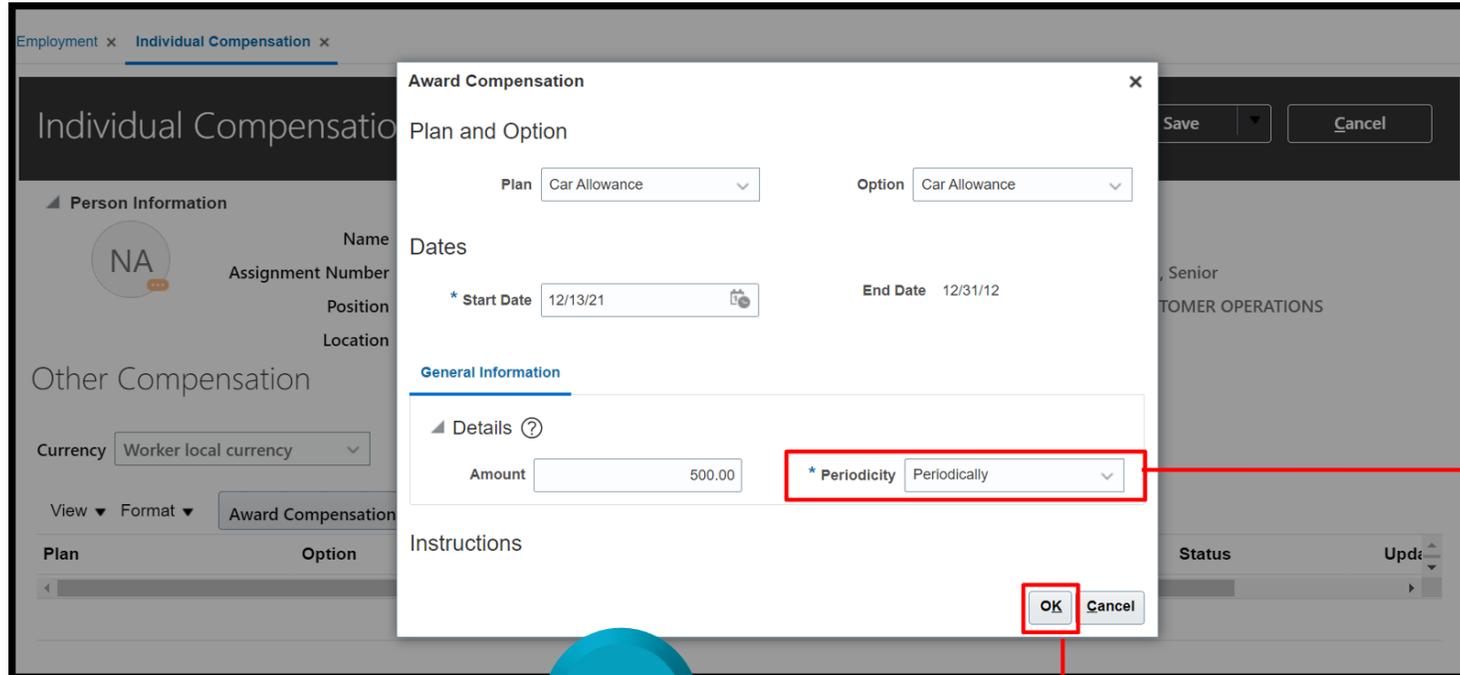
12

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



This screenshot is similar to the one above, showing the 'Award Compensation' dialog box. In this step, the 'Amount' field in the 'Details' subsection of the 'General Information' section is highlighted with a red rectangle and contains the value '500.00'. All other fields and sections remain the same as in the previous screenshot.

# Manage Compensation: Award Compensation to an Employee



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

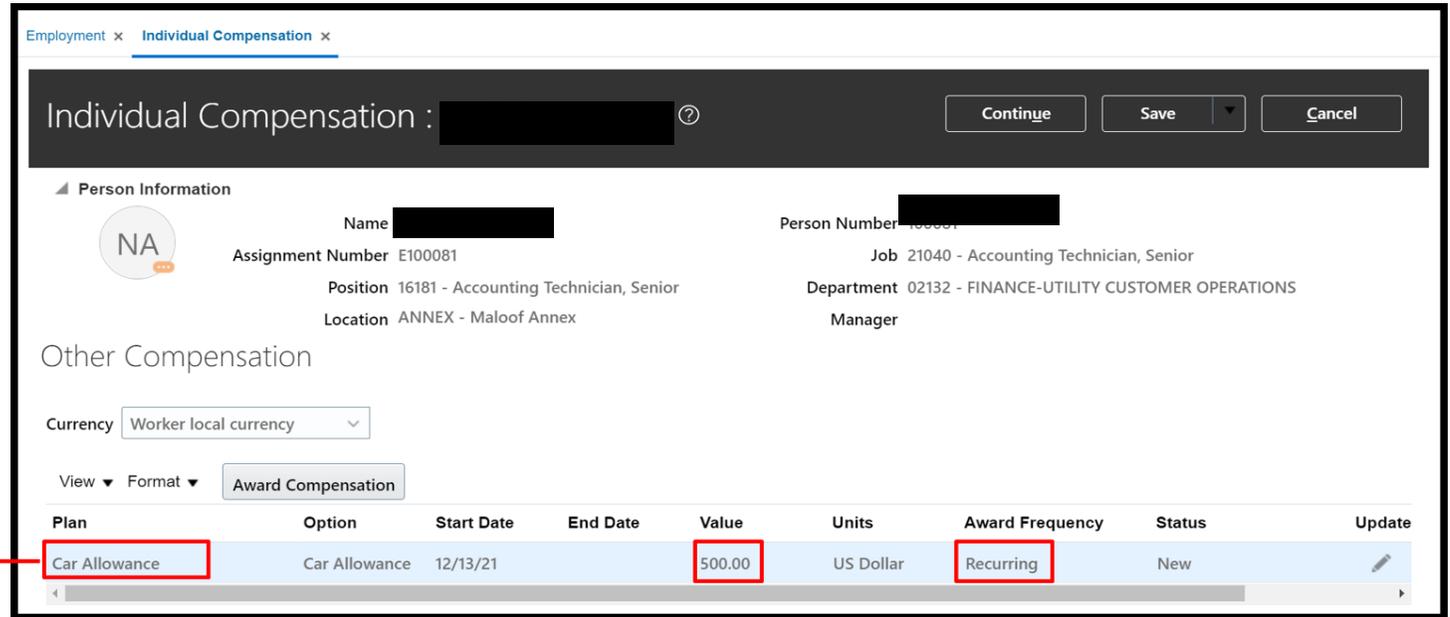
14 Select the **OK** button

! 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**

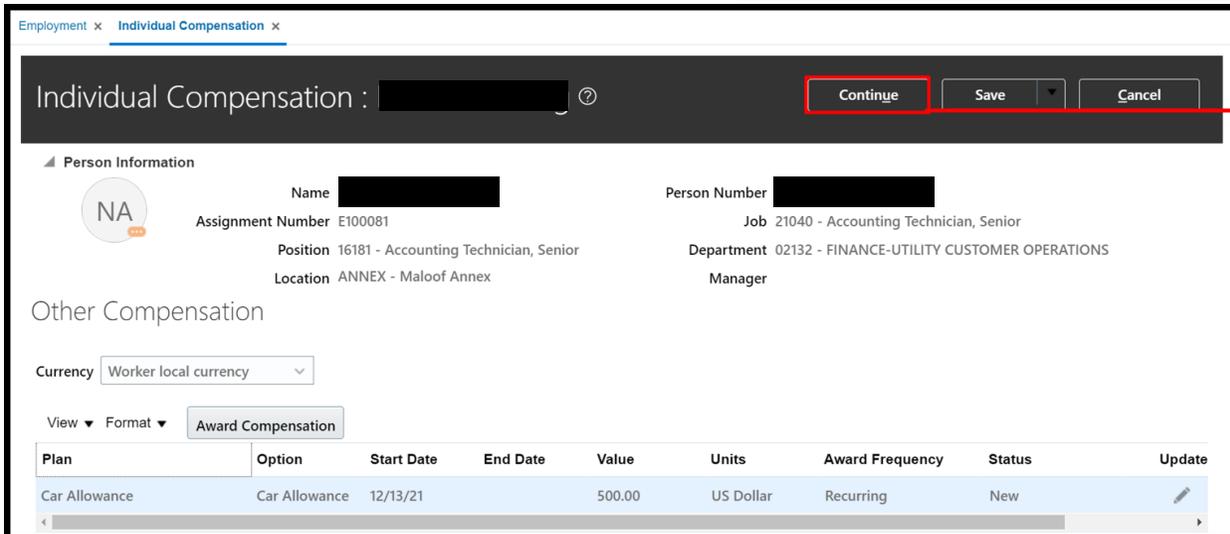
Currency Worker local currency

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]

Back Submit 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

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

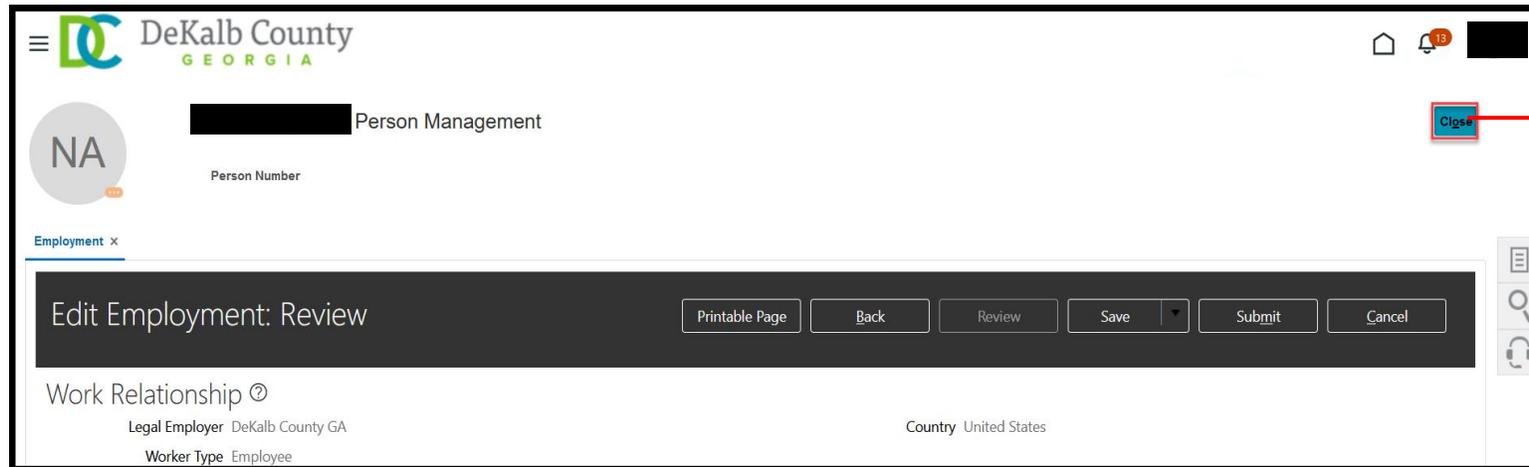
Plan	Option	Start Date	End Date	Value	Units	Award Frequency	Status
No data to display.							

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



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

# Payroll Coordinators

- **Lesson 7: Manage Compensation**  
**Section 5: View an Employee's Compensation History Details**



## Lesson Objective:

Upon the completion of the Manage Compensation: View an Employee's Compensation History Details lesson, you will be able to:

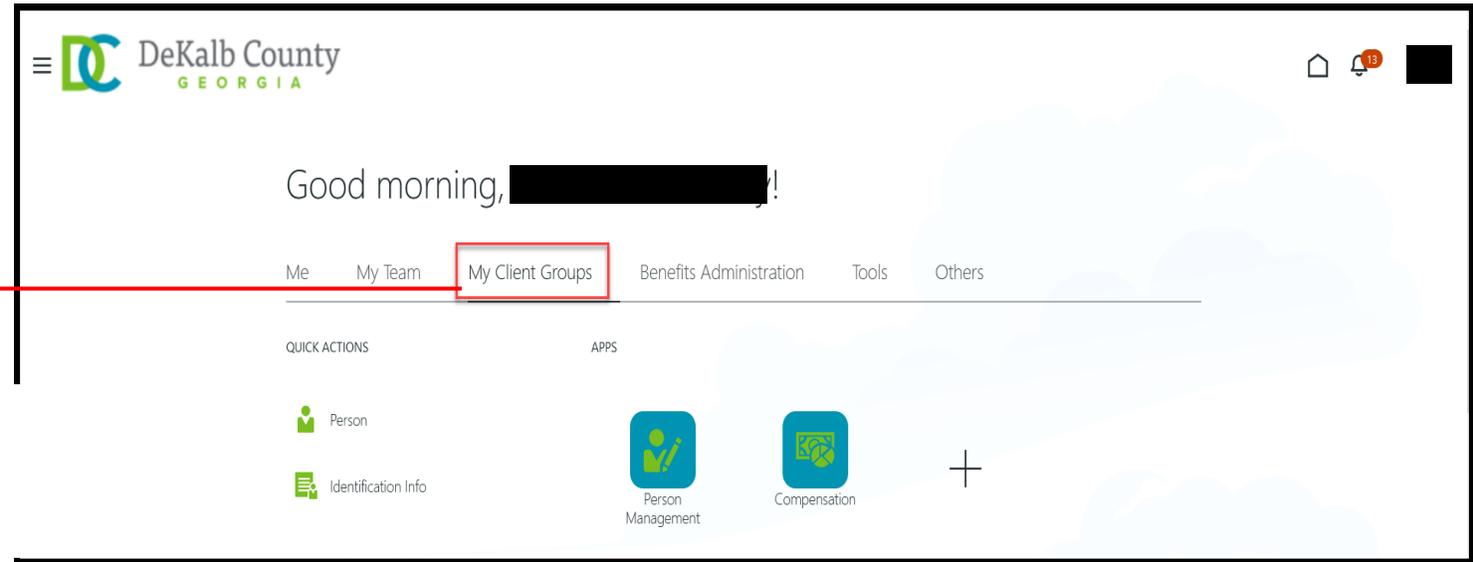
### Objective

- View an Employee's Compensation History

# Manage Compensation: View an Employee's Compensation History Details

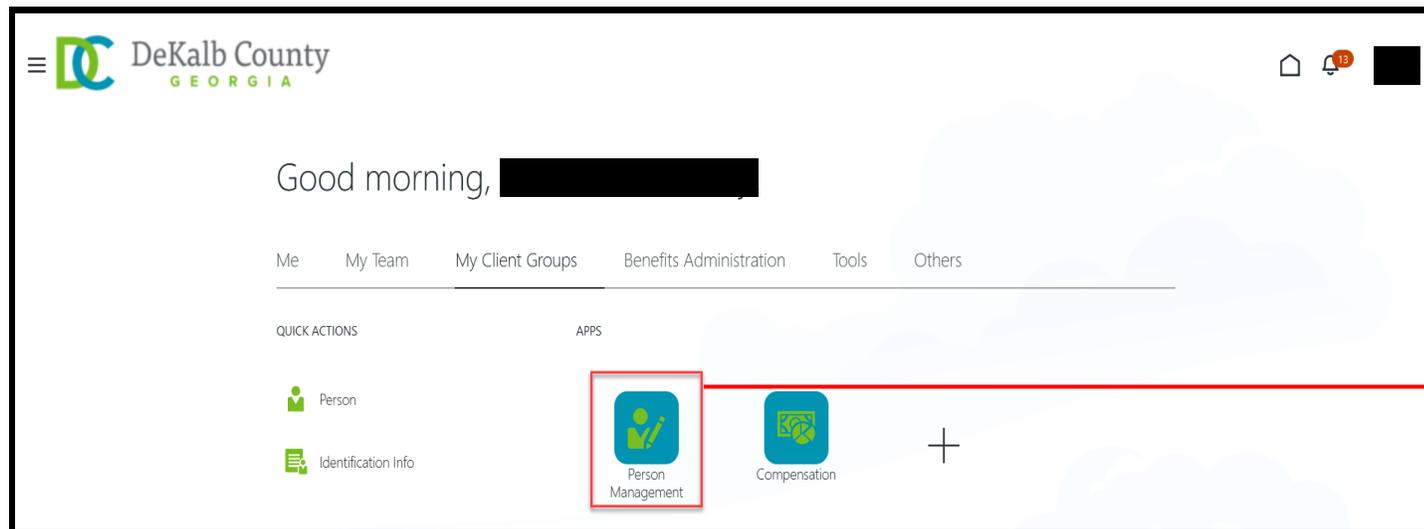
1

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



2

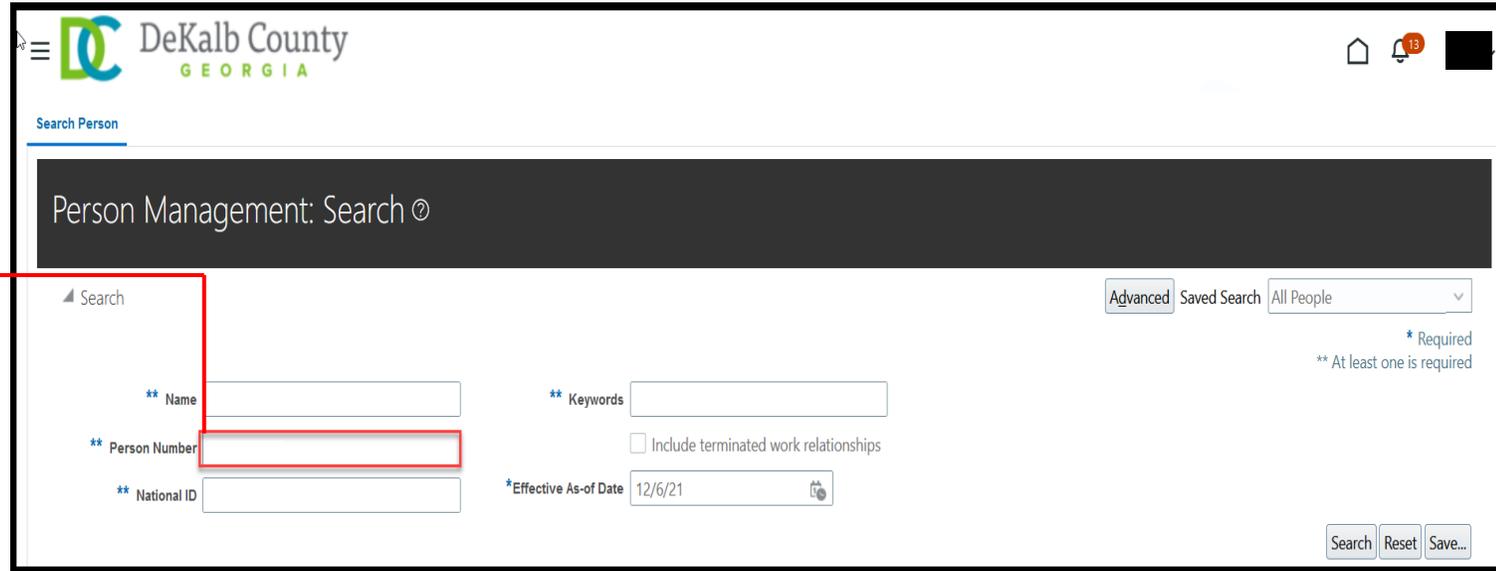
Select the **Person Management** tile within the Apps area



# Manage Compensation: View an Employee's Compensation History Details

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

Advanced Saved Search All People

\* Required  
\*\* At least one is required

Search

\*\* Name

\*\* Keywords

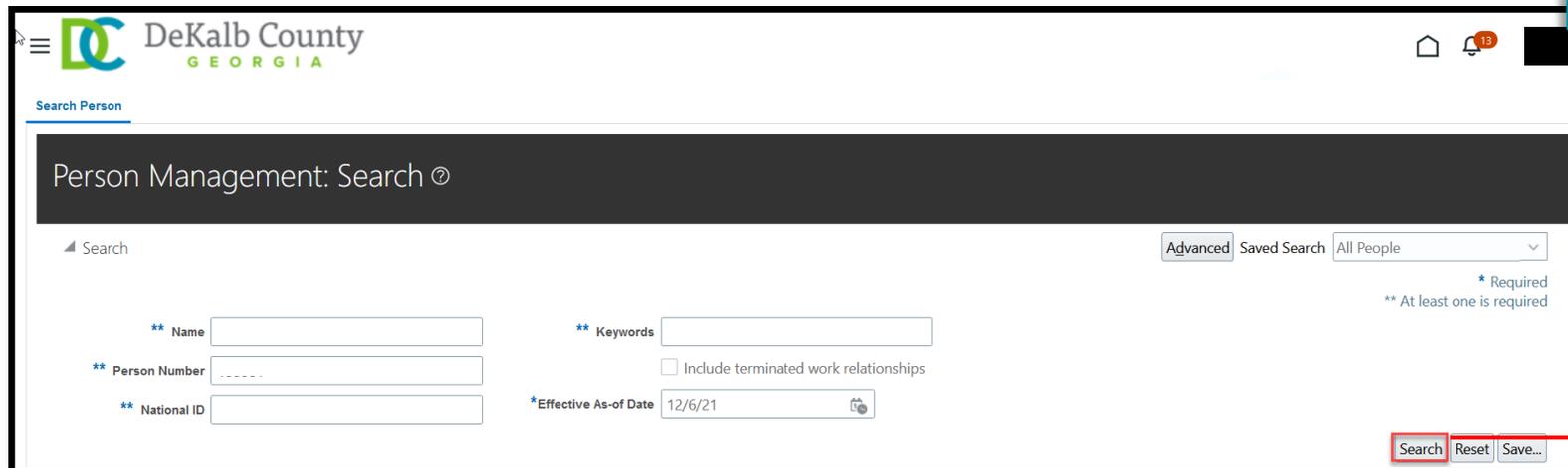
\*\* Person Number

Include terminated work relationships

\*\* National ID

\*Effective As-of Date 12/6/21

Search Reset Save...



DeKalb County GEORGIA

Search Person

Person Management: Search

Advanced Saved Search All People

\* Required  
\*\* At least one is required

Search

\*\* Name

\*\* Keywords

\*\* Person Number

Include terminated work relationships

\*\* National ID

\*Effective As-of Date 12/6/21

Search Reset Save...



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

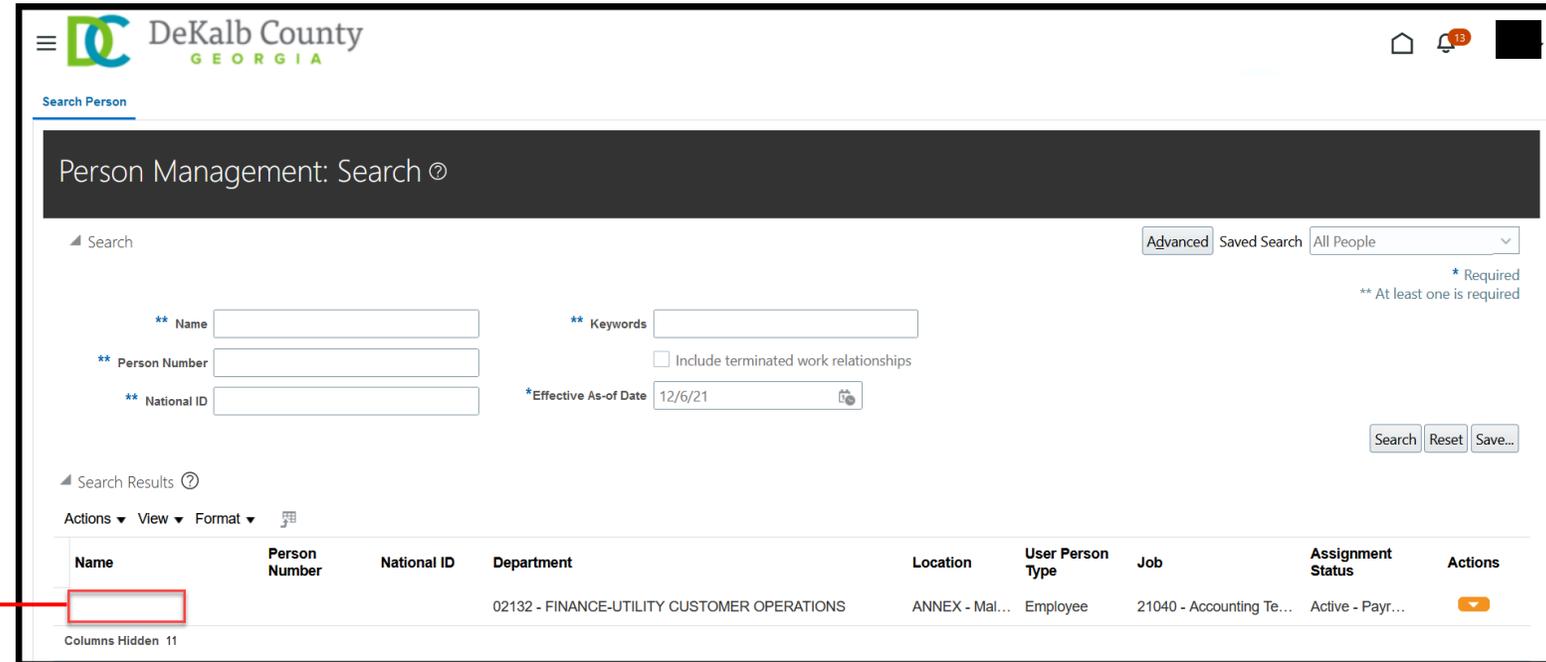
4

Select the Search button

# Manage Compensation: View an Employee's Compensation History Details

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

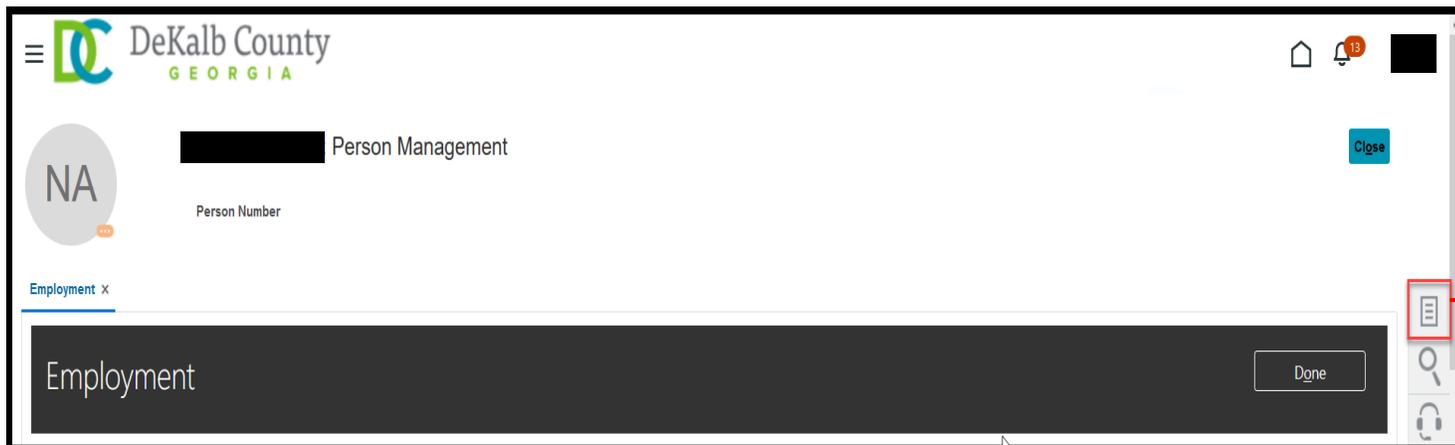
Actions View Format

Name	Person Number	National ID	Department	Location	User Person Type	Job	Assignment Status	Actions
<a href="#">[Redacted]</a>			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

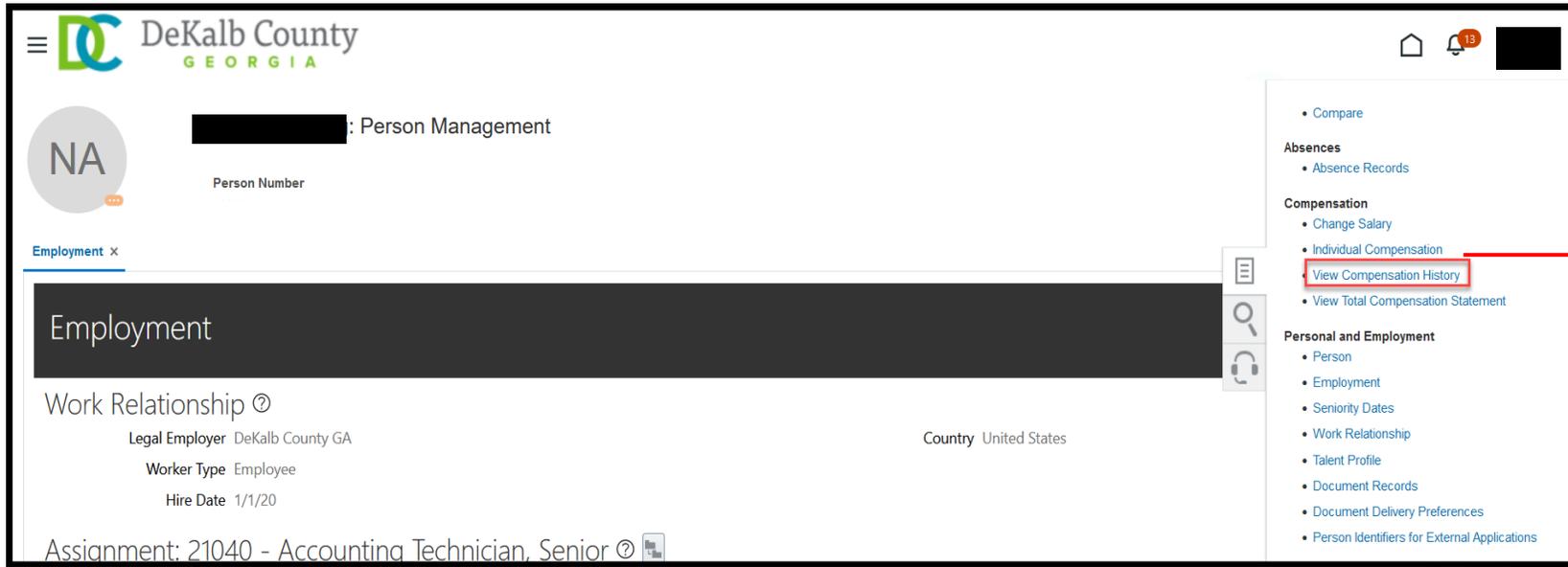
Person Number

Employment x

Employment

Done

# Manage Compensation: View an Employee's Compensation History Details



DeKalb County GEORGIA

NA : Person Management

Person Number

Employment x

Employment

Work Relationship ⓘ

Legal Employer DeKalb County GA Country United States

Worker Type Employee

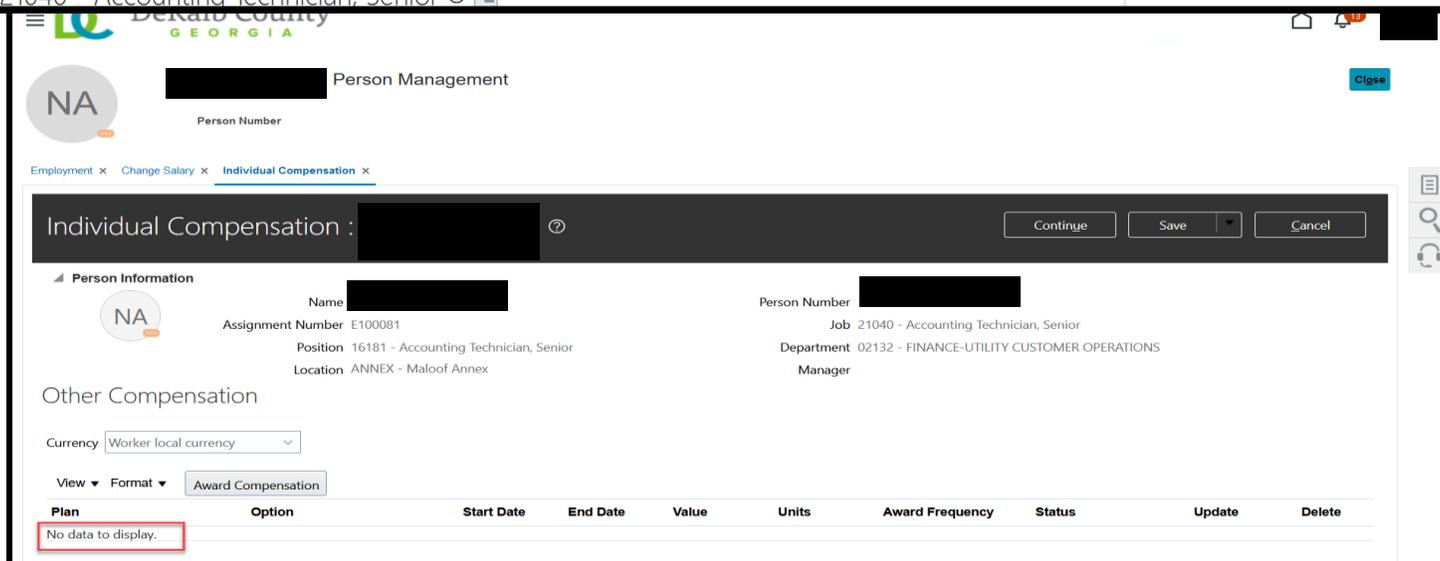
Hire Date 1/1/20

Assignment: 21040 - Accounting Technician, Senior ⓘ

- Compare
- Absences
  - Absence Records
- Compensation
  - Change Salary
  - Individual Compensation
  - View Compensation History**
  - View Total Compensation Statement
- Personal and Employment
  - Person
  - Employment
  - Seniority Dates
  - Work Relationship
  - Talent Profile
  - Document Records
  - Document Delivery Preferences
  - Person Identifiers for External Applications

7

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



DeKalb County GEORGIA

NA : Person Management

Person Number

Close

Employment x Change Salary x Individual Compensation x

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

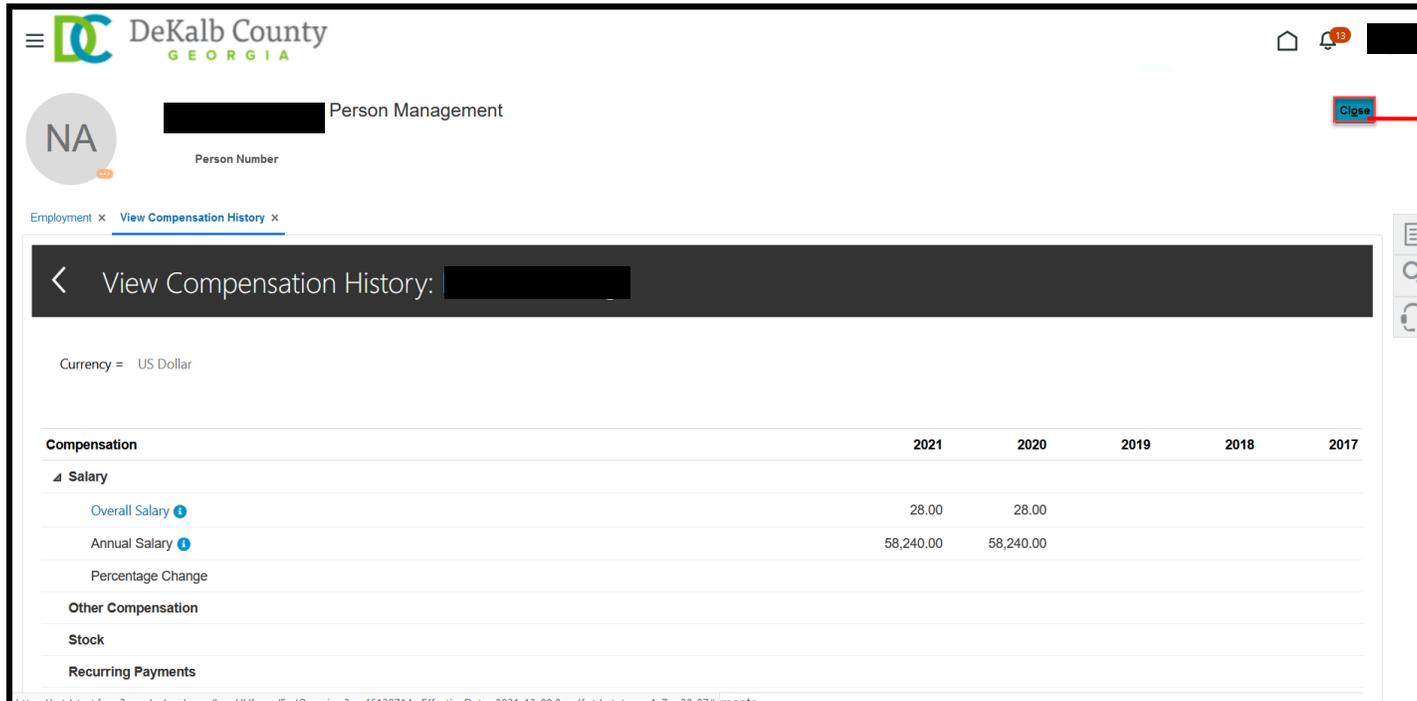
View Format Award Compensation

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

8

From the View Compensation History tab, the Coordinator can review the Employee's overall Compensation History

# Manage Compensation: View an Employee's Compensation History Details



DeKalb County  
GEORGIA

Person Management

Person Number

View Compensation History

View Compensation History: [redacted]

Currency = US Dollar

Compensation	2021	2020	2019	2018	2017
<b>Salary</b>					
Overall Salary	28.00	28.00			
Annual Salary	58,240.00	58,240.00			
Percentage Change					
<b>Other Compensation</b>					
Stock					
Recurring Payments					

Close

9

Once the Coordinator has completed reviewing the Compensation History 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*

# Payroll Coordinators

- **Lesson 7: Manage Compensation**  
**Section 6: View an Employee's Total Compensation Statement Details**



## Lesson Objective:

Upon the completion of the Manage Compensation: View an Employee's Total Compensation Statement Details lesson, you will be able to:

### Objective

- View an Employee's Total Compensation Statement (When Available)

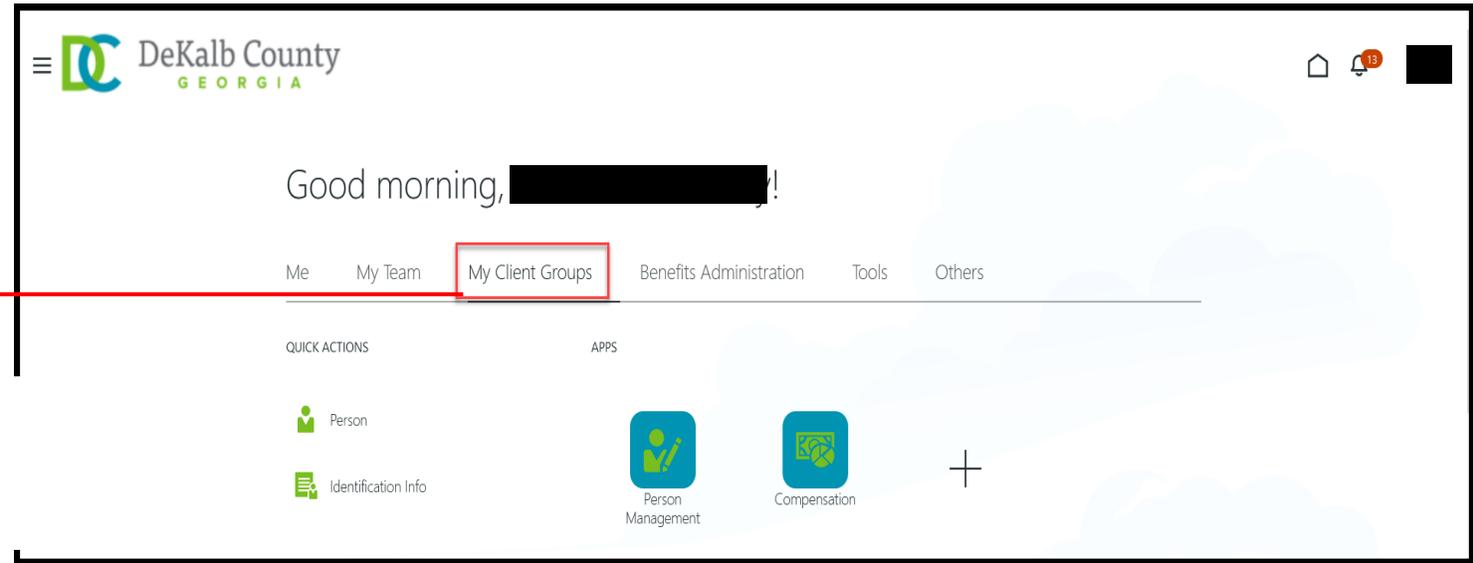


*This section will walk the Coordinator through the steps of reviewing the details of an Employee's Total Compensation Statement. Total Compensation Statements are generated once a year. The Statements will only be available once the Statements have been generated*

# Manage Compensation: View an Employee's Total Compensation Statement Details

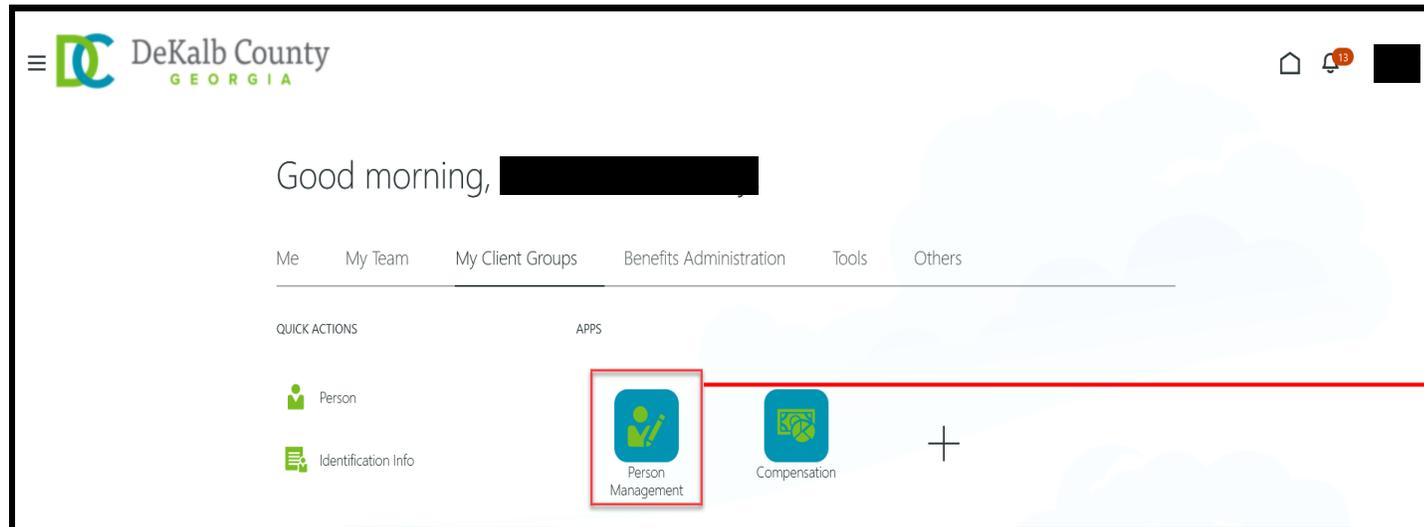
1

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



2

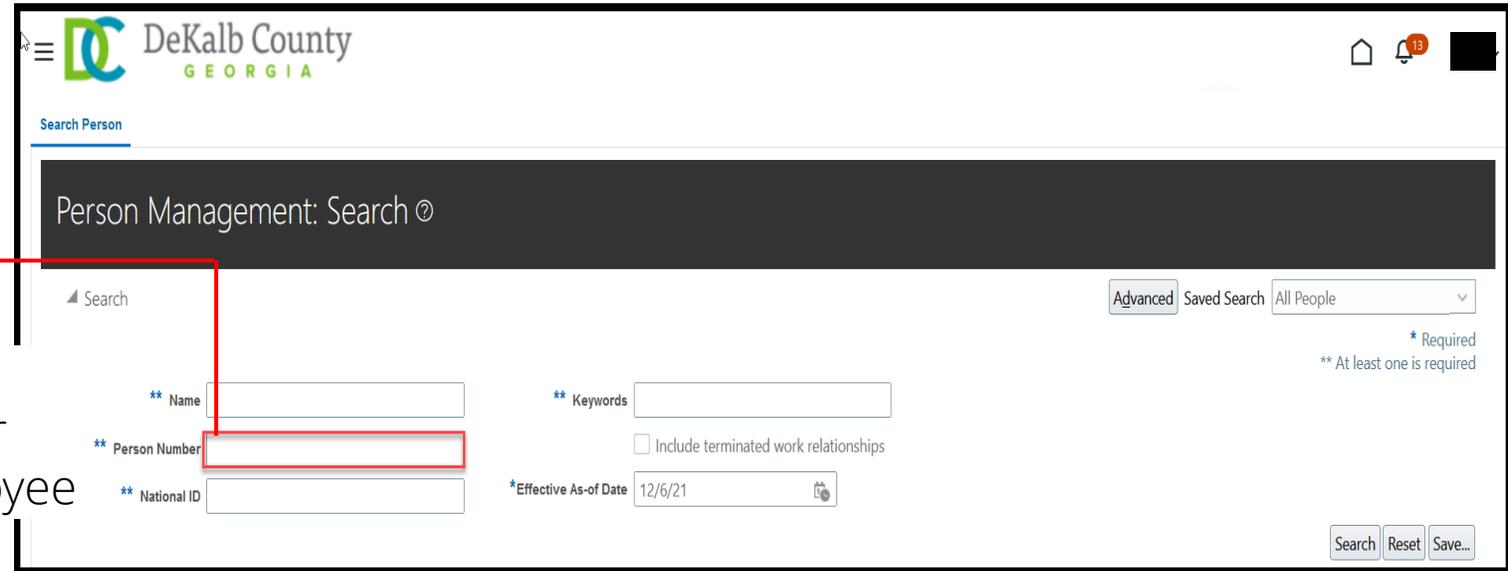
Select the **Person Management** tile within the Apps area



# Manage Compensation: View an Employee's Total Compensation Statement Details

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

Advanced Saved Search All People

\*\* Name

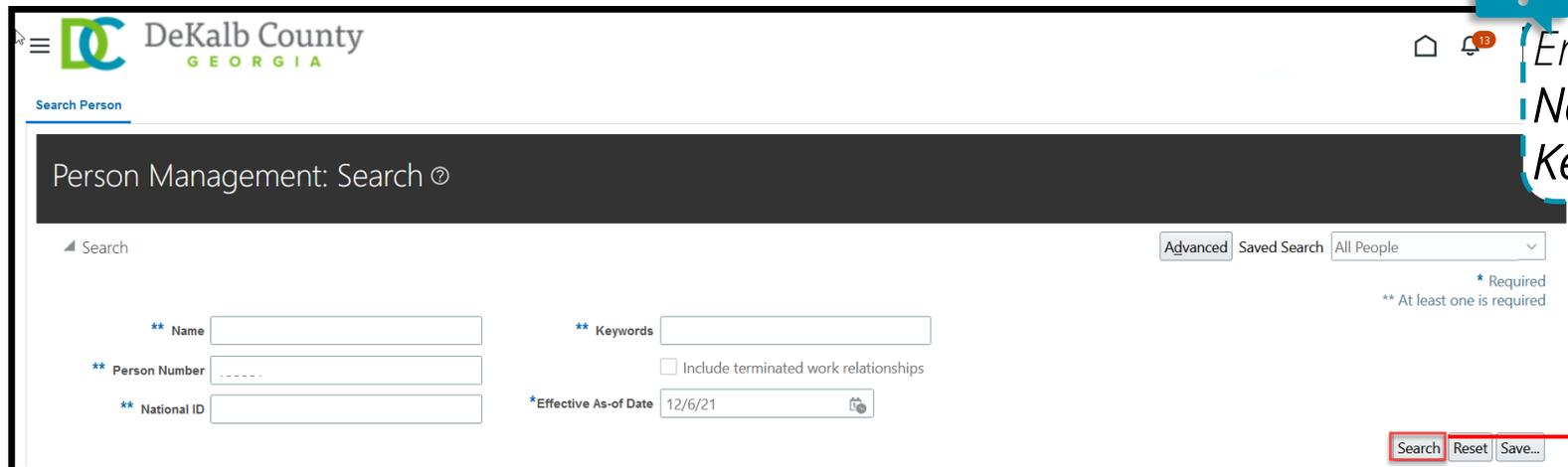
\*\* Keywords

\*\* Person Number

\*\* National ID

\* Effective As-of Date 12/6/21

Search Reset Save...



DeKalb County GEORGIA

Search Person

Person Management: Search

Advanced Saved Search All People

\*\* Name

\*\* Keywords

\*\* Person Number

\*\* National ID

\* Effective As-of Date 12/6/21

Search Reset Save...

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

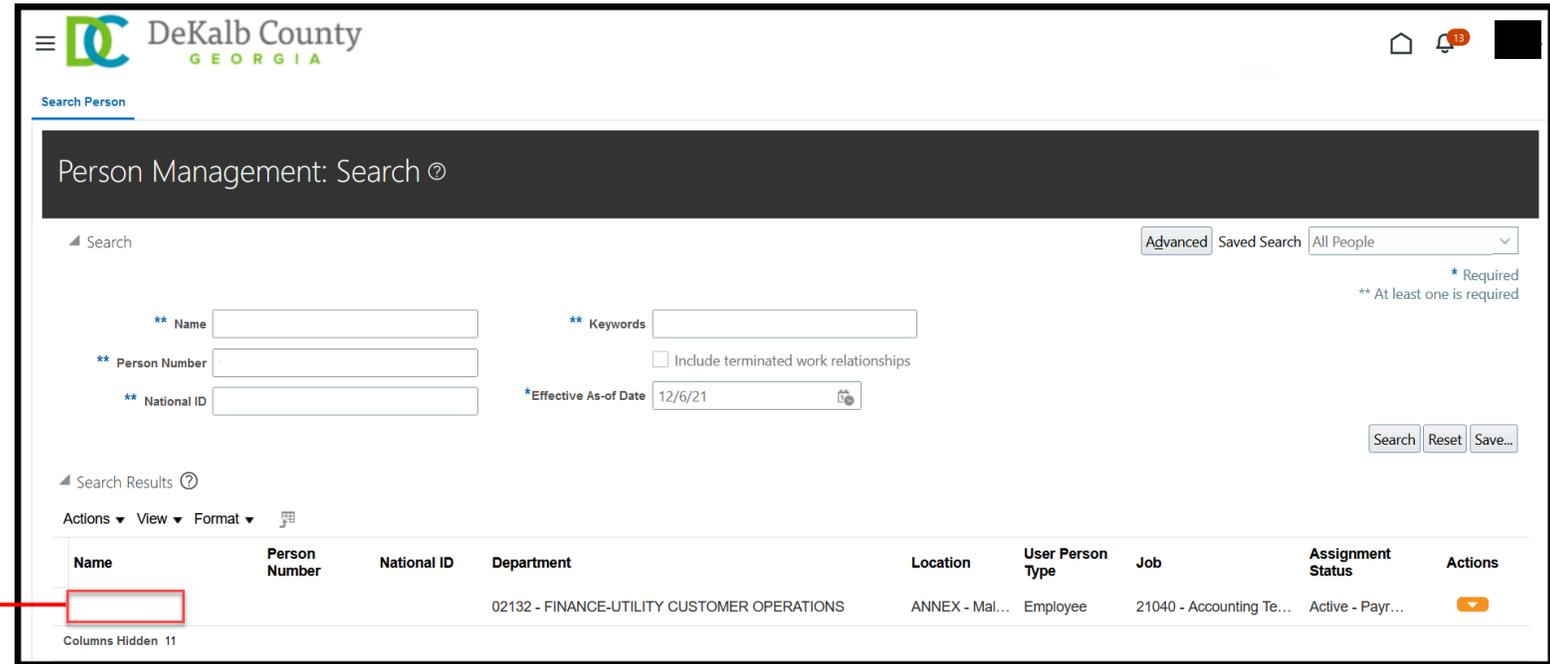
4

Select the Search button

# Manage Compensation: View an Employee's Total Compensation Statement Details

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

\*\* National ID

\* Effective As-of Date 12/6/21

Search Reset Save...

Search Results

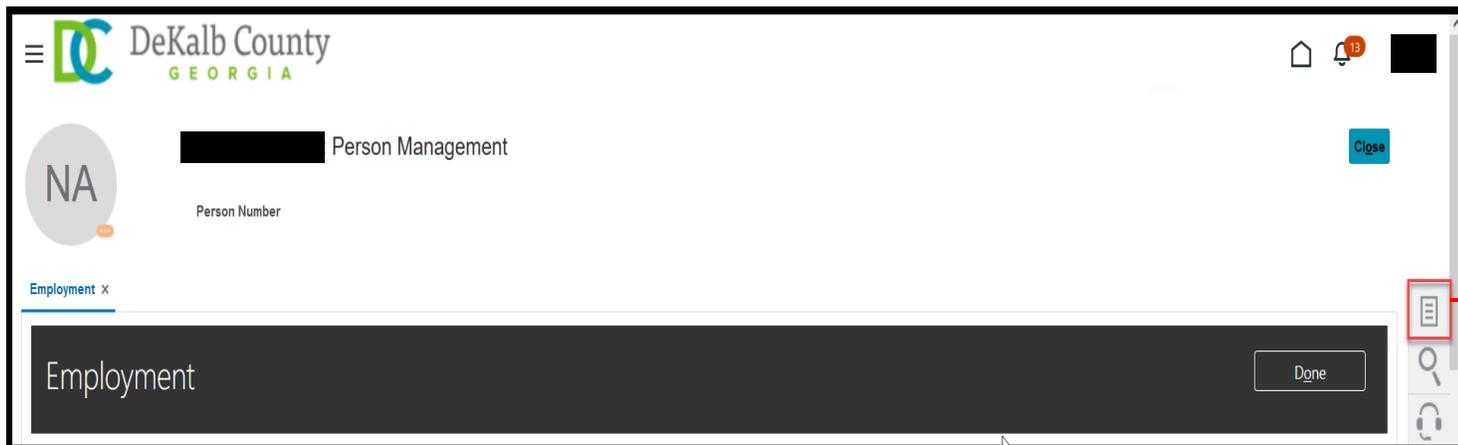
Actions View Format

Name	Person Number	National ID	Department	Location	User Person Type	Job	Assignment Status	Actions
<a href="#">[Redacted]</a>			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

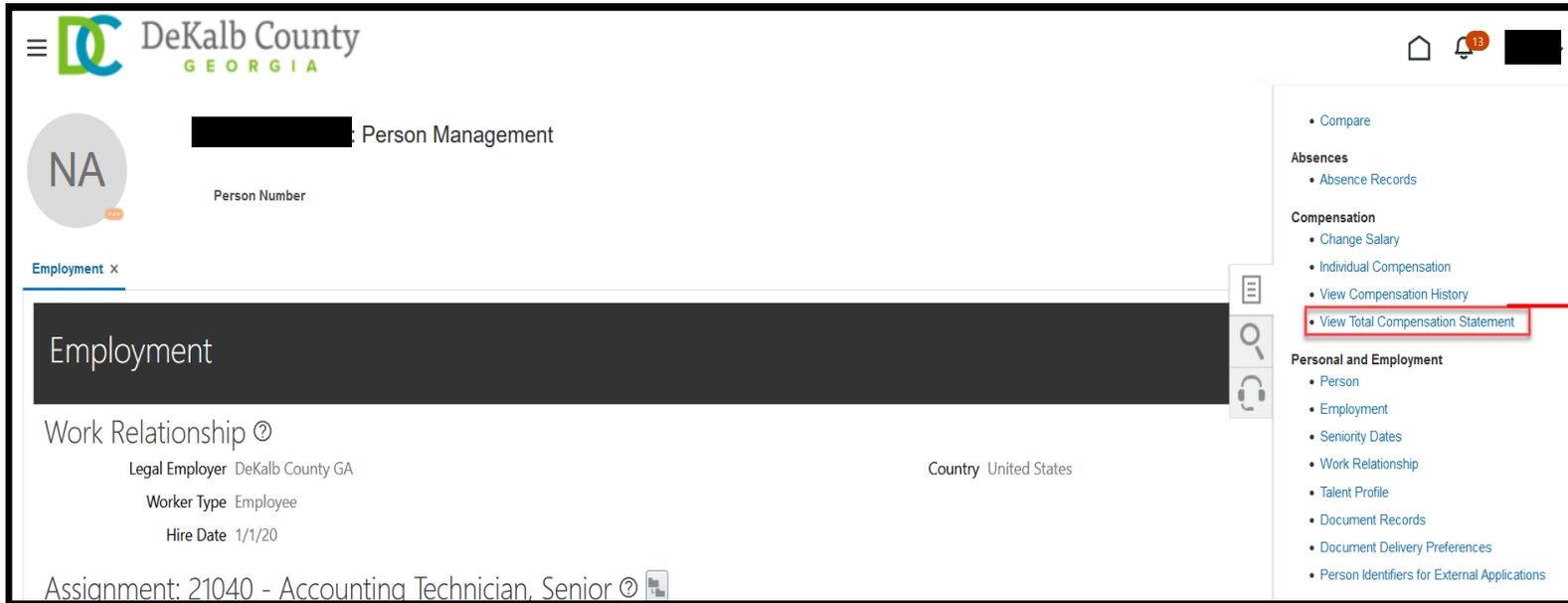
Employment x

Employment

Done

Panel Drawer icon

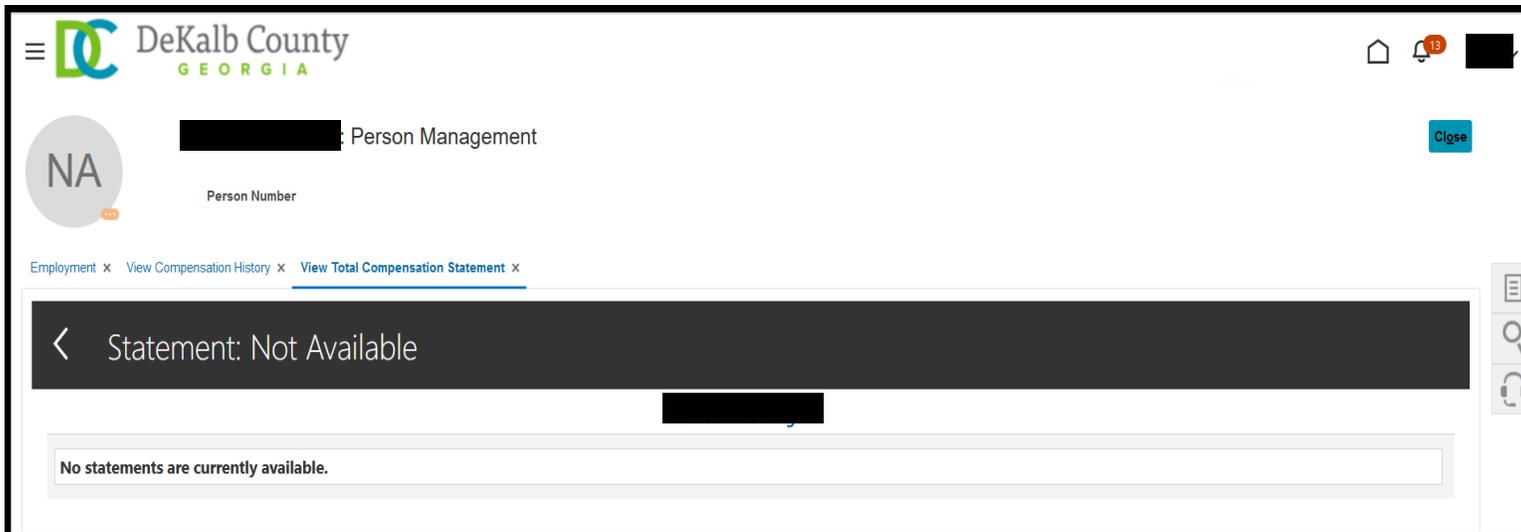
# Manage Compensation: View an Employee's Total Compensation Statement Details



The screenshot shows the DeKalb County Georgia HR system interface. The top navigation bar includes the DeKalb County logo and a home icon. The main content area is titled 'Person Management' and displays a person's profile with a 'Person Number' field. A 'Panel Drawer' is open on the right side, showing a list of navigation options. The 'Compensation' section is expanded, and the 'View Total Compensation Statement' link is highlighted with a red box. A blue circle with the number '7' is positioned to the right of the screenshot, with a red line pointing to the highlighted link.

7

Once the Panel Drawer opens, select the **View Total Compensation Statement** link from the Compensation section



The screenshot shows the DeKalb County Georgia HR system interface with the 'View Total Compensation Statement' tab selected. The main content area displays a message: 'Statement: Not Available' and 'No statements are currently available.' A blue circle with the number '8' is positioned to the right of the screenshot, with a red line pointing to the message area.

8

From the View Total Compensation Statement tab, the Coordinator can review an Employee's Total Compensation Statement. If the Statements have not been generated, the page will indicate that No Statements are currently available

# Manage Compensation: View an Employee's Total Compensation Statement Details



9

Once the Coordinator has completed reviewing the Total Compensation Statement details or the Statement has not been generated, 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 Compensation: Knowledge Check

How frequently are Total Compensation Statements generated (in a year)?

A. *Twice*

B. *Three times*

C. *Once*

D. *Four times*



## Manage Compensation: Knowledge Check

How frequently are Total Compensation Statements generated (in a year)?

A. *Twice*

B. *Three times*

C. *Once*

D. *Four times*



The correct answer is C. Total Compensation Statements are generated once a year

# Manage Compensation: Knowledge Check

ICP stands for Individual Compensation Plan.  
*True or False?*

*A. True*

*B. False*



## Manage Compensation: Knowledge Check

ICP stands for Individual Compensation Plan.

*True or False?*

A. *True*

B. *False*



The correct answer is A. ICP stands for Individual Compensation Plan

## Course Exercise:

Identify a Participant in the audience to share their screen and complete the following exercise:

### Assignment:

- View an Employee's Total Compensation Statement