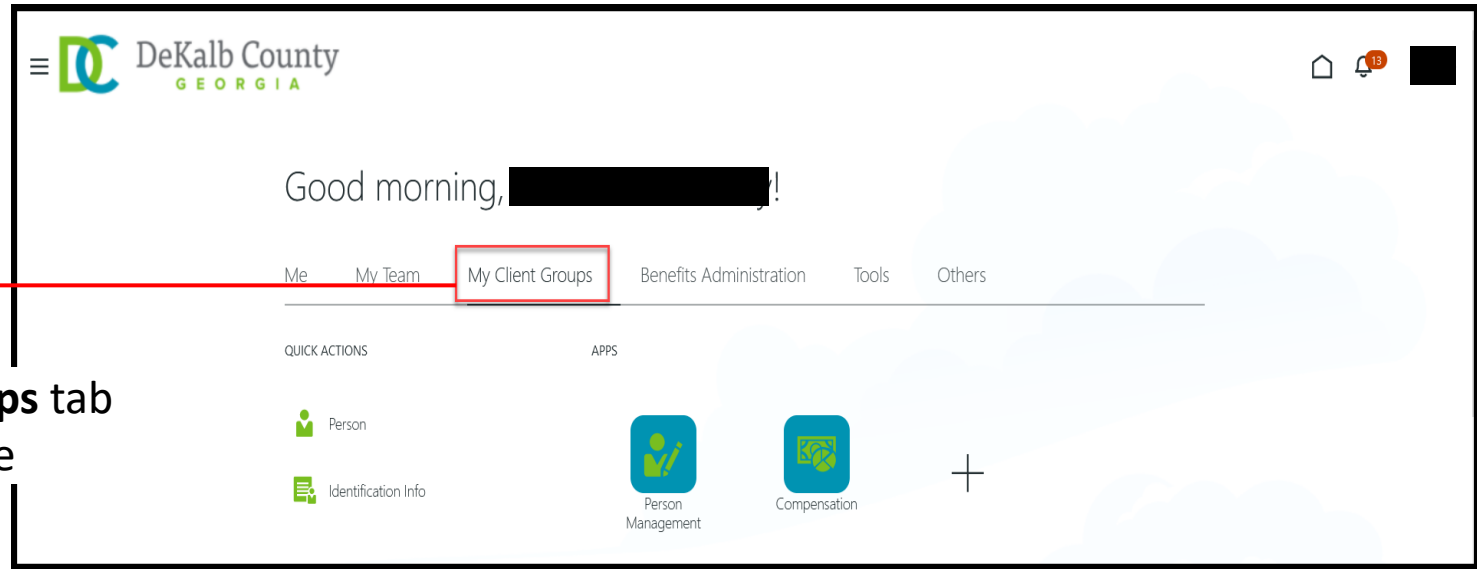


Manage Absence

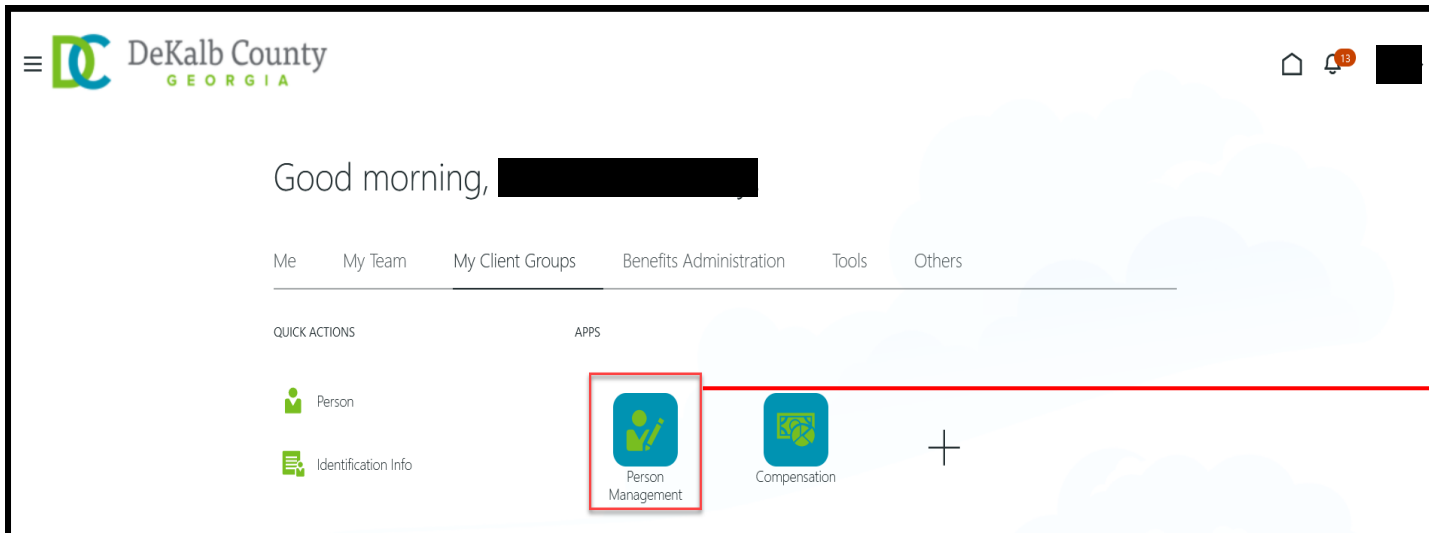
1

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



2

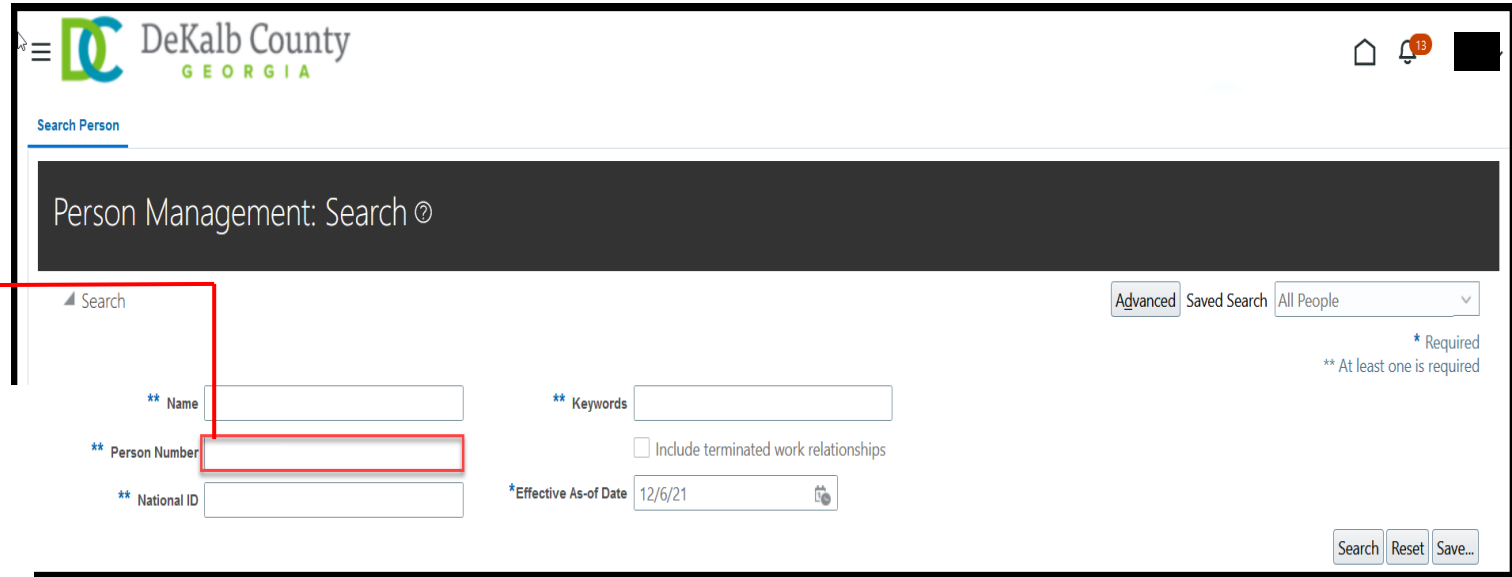
Select the **Person Management** tile within the Apps area



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

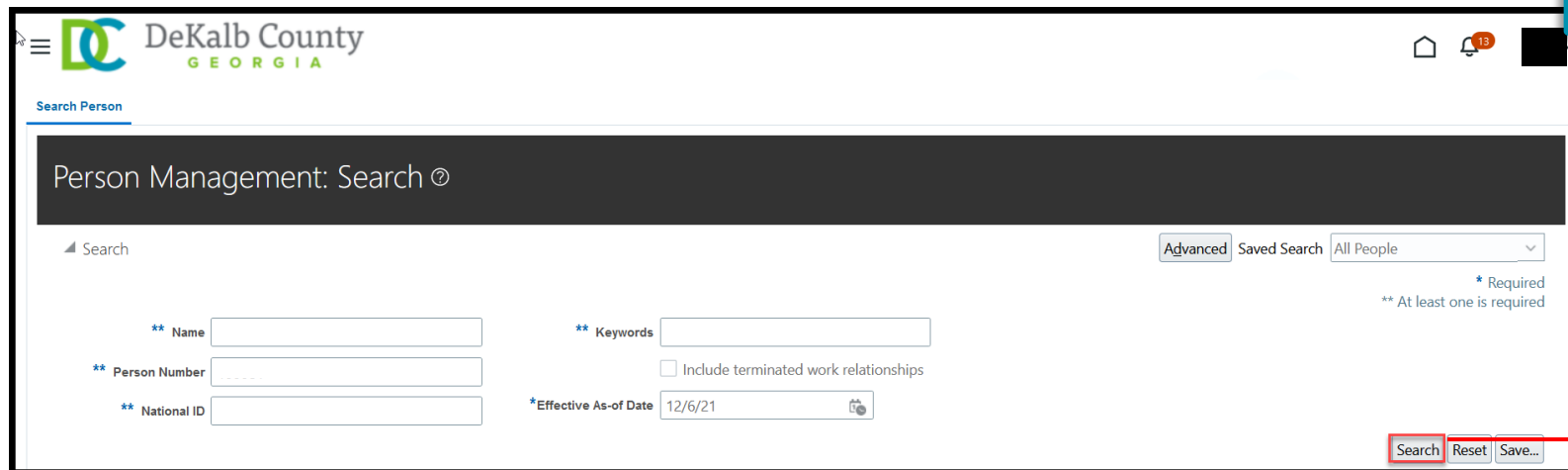
** Keywords

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***

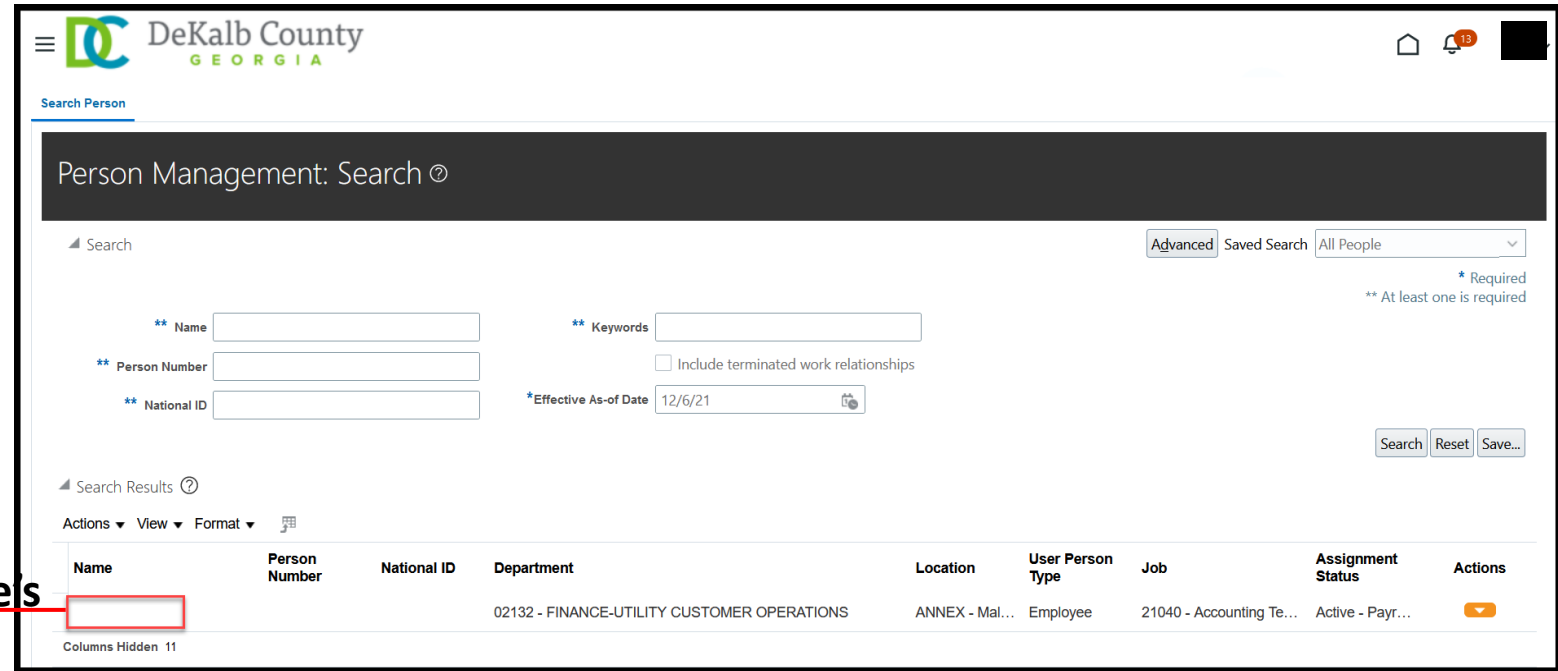
4

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

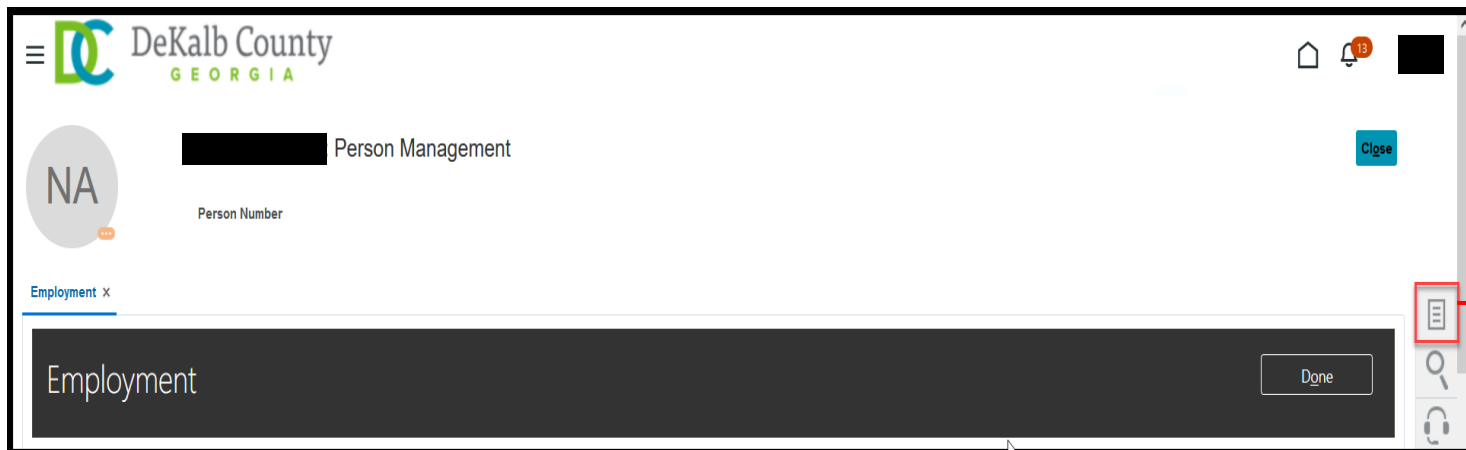
Search Reset Save...

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



DeKalb County GEORGIA

Person Management

Person Number

Employment x

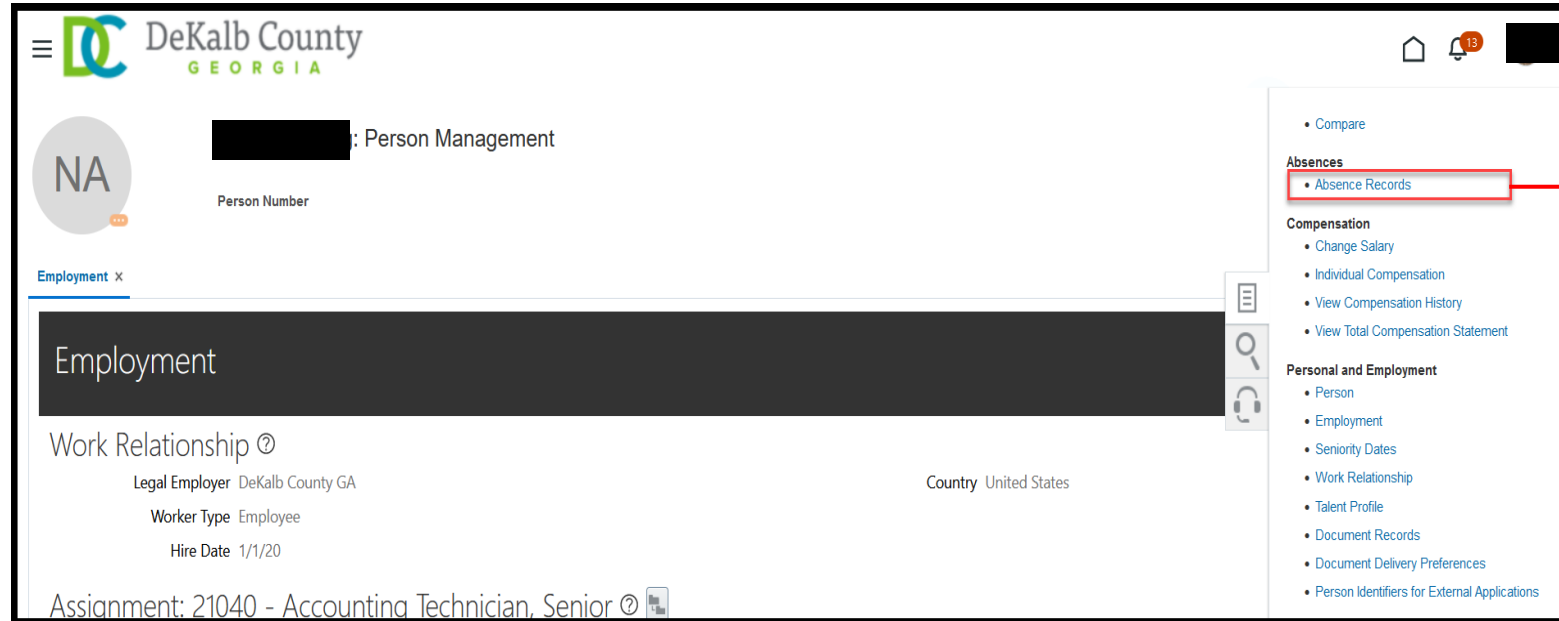
Employment Done

Panel Drawer icon

6

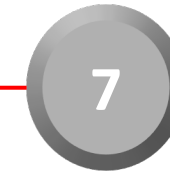
From the Employment page, select the **Panel Drawer** icon

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 displays 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 shows 'Work Relationship' details: Legal Employer (DeKalb County GA), Worker Type (Employee), Hire Date (1/1/20), and Country (United States). At the bottom, it shows an assignment: 'Assignment: 21040 - Accounting Technician, Senior'. On the right side, a panel drawer is open, listing various options. The 'Absences' section is highlighted with a red box, and the 'Absence Records' link is selected. A red line connects this link to a large grey circle containing the number '7'.

- 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



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

8

Coordinators may view absence balances in the Plan Participation Section.

Plan Participation ?

Plan Balances

View Status Active

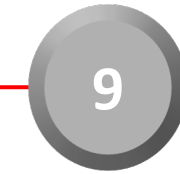
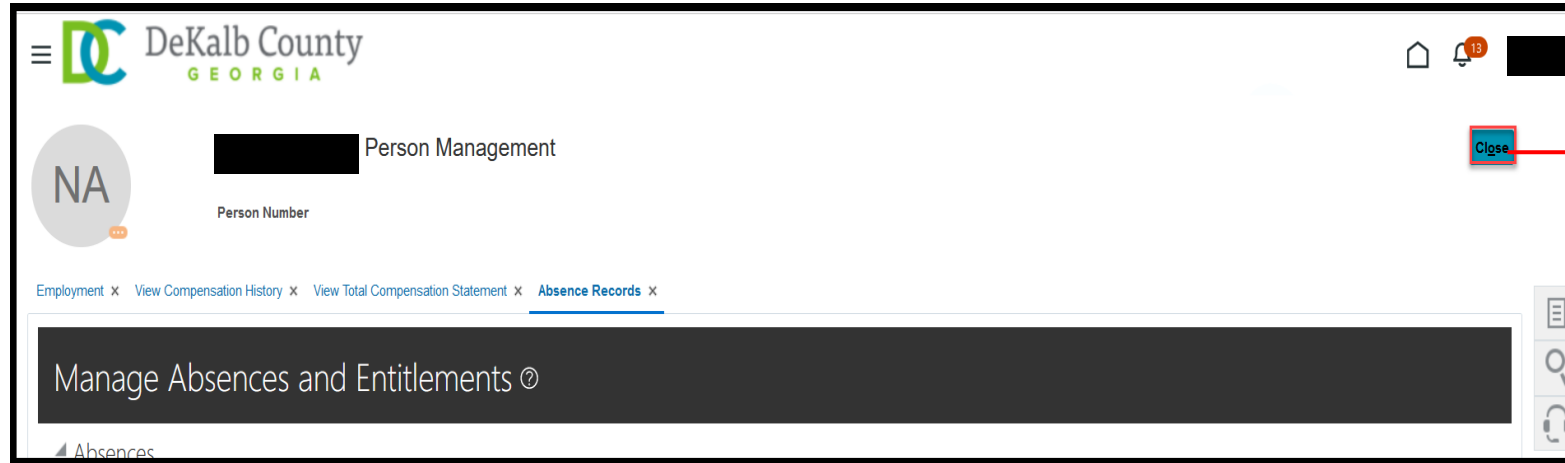
Plan	Assignment	Type	Status	Enrollment Start Date	Enrollment End Date	Balance Calculation Date	Balance
Annual Leave	08130 - GIS ...	Accrual	Active	1/8/22		4/1/22	367.83 Hours
Annual Leave Reserve	08130 - GIS ...	Accrual	Active	1/8/22		4/1/22	0 Hours
Blood Time Accrual	08130 - GIS ...	Accrual	Active	1/8/22		4/1/22	20.75 Hours
COVID 19 Incentives	08130 - GIS ...	Accrual	Active	1/8/22		4/1/22	211.87 Hours
Health Risk Assessment Accrual	08130 - GIS ...	Accrual	Active	1/8/22		4/1/22	4 Hours



Coordinators can select the leave balance plan to review additional details on the balances



Manage Absence



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*