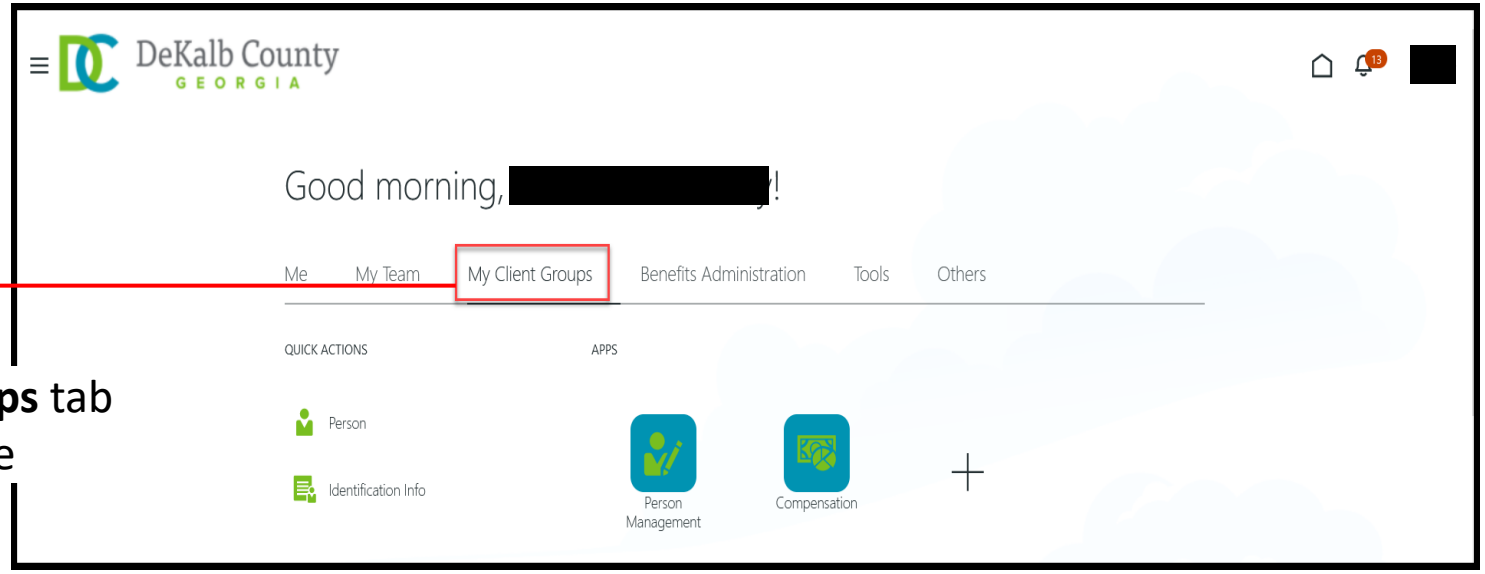
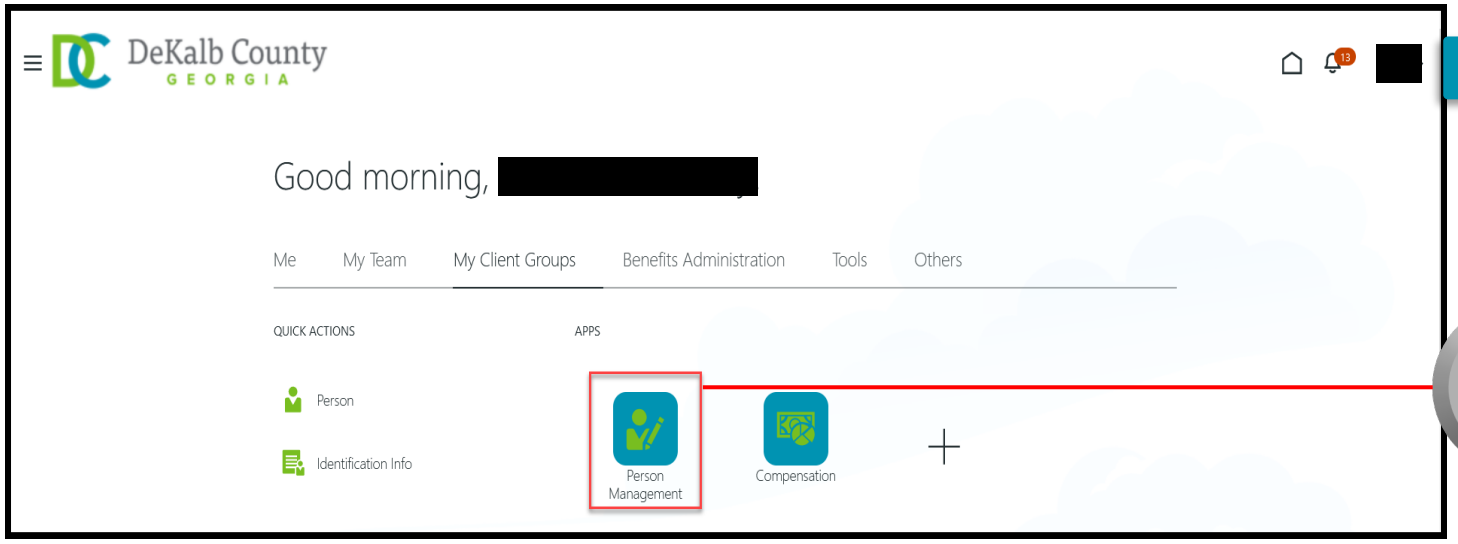
Manage Person: View an Employee's Demographic and Biographic Information



1

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



The Payroll Coordinator will have View Only access in this section

2

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

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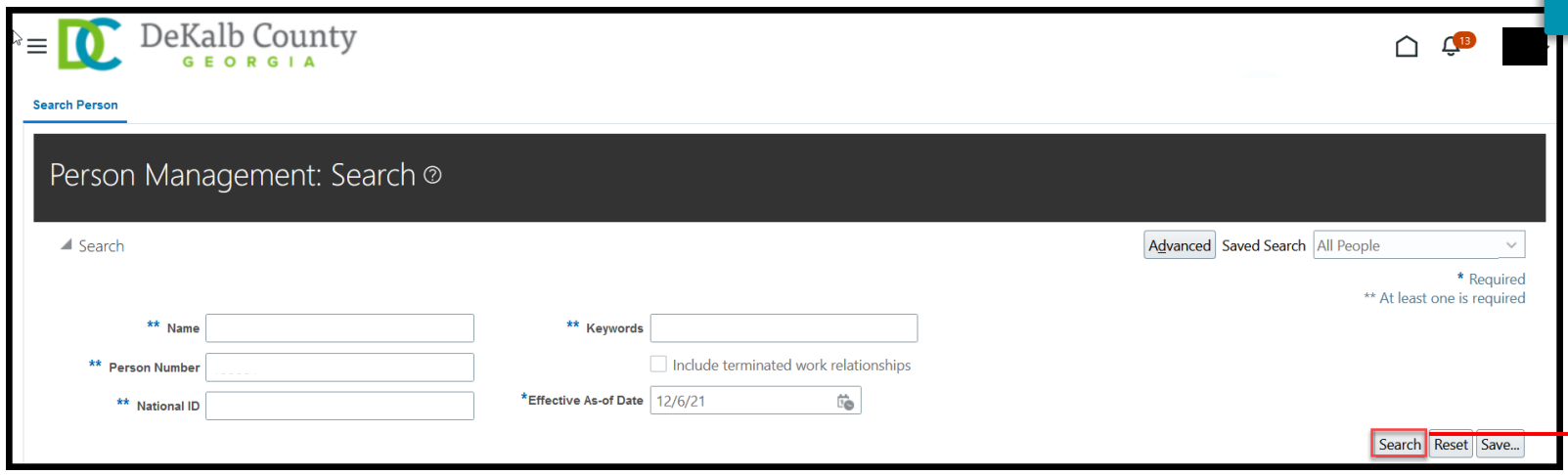
3

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

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



4

Select the **Search** button

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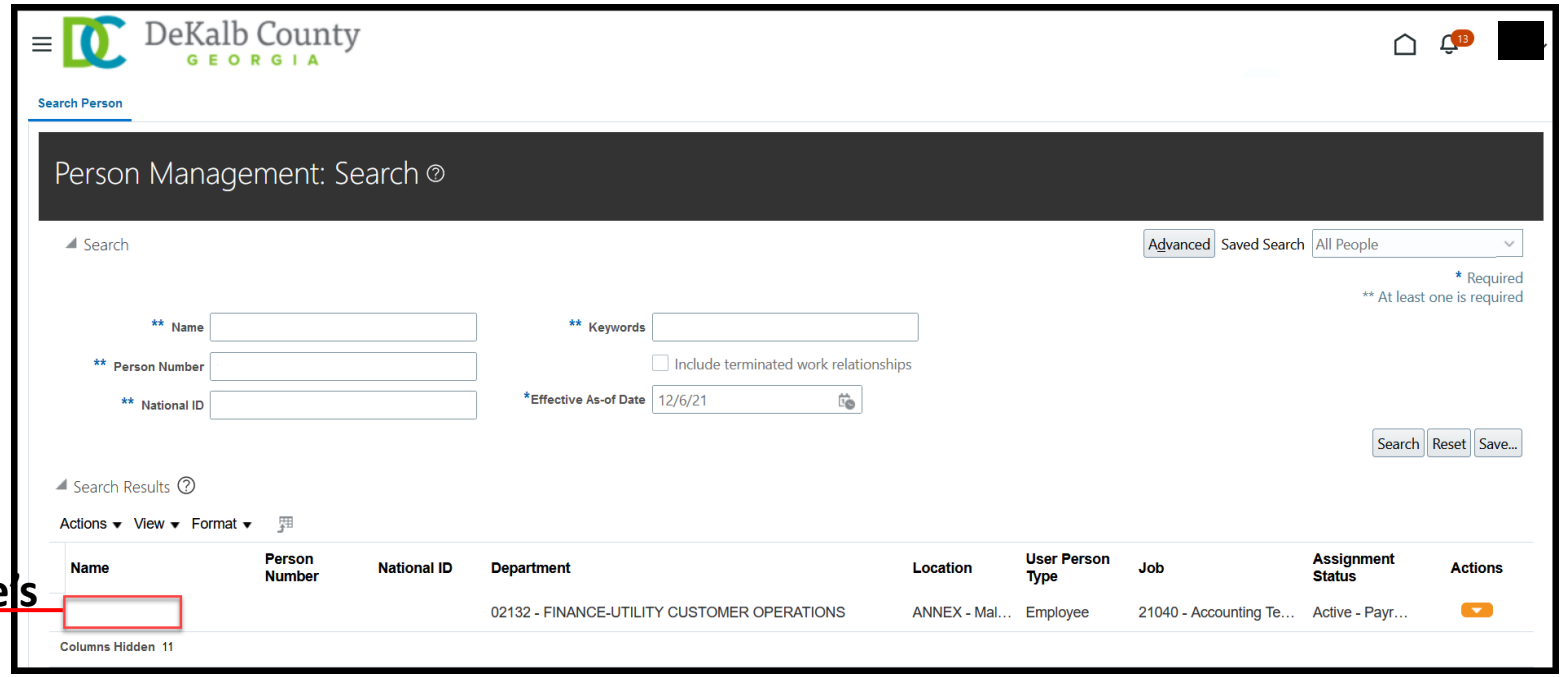
5

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



6

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

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7

Once the Panel Drawer opens, select the **Person** link from the **Personal and Employment** section

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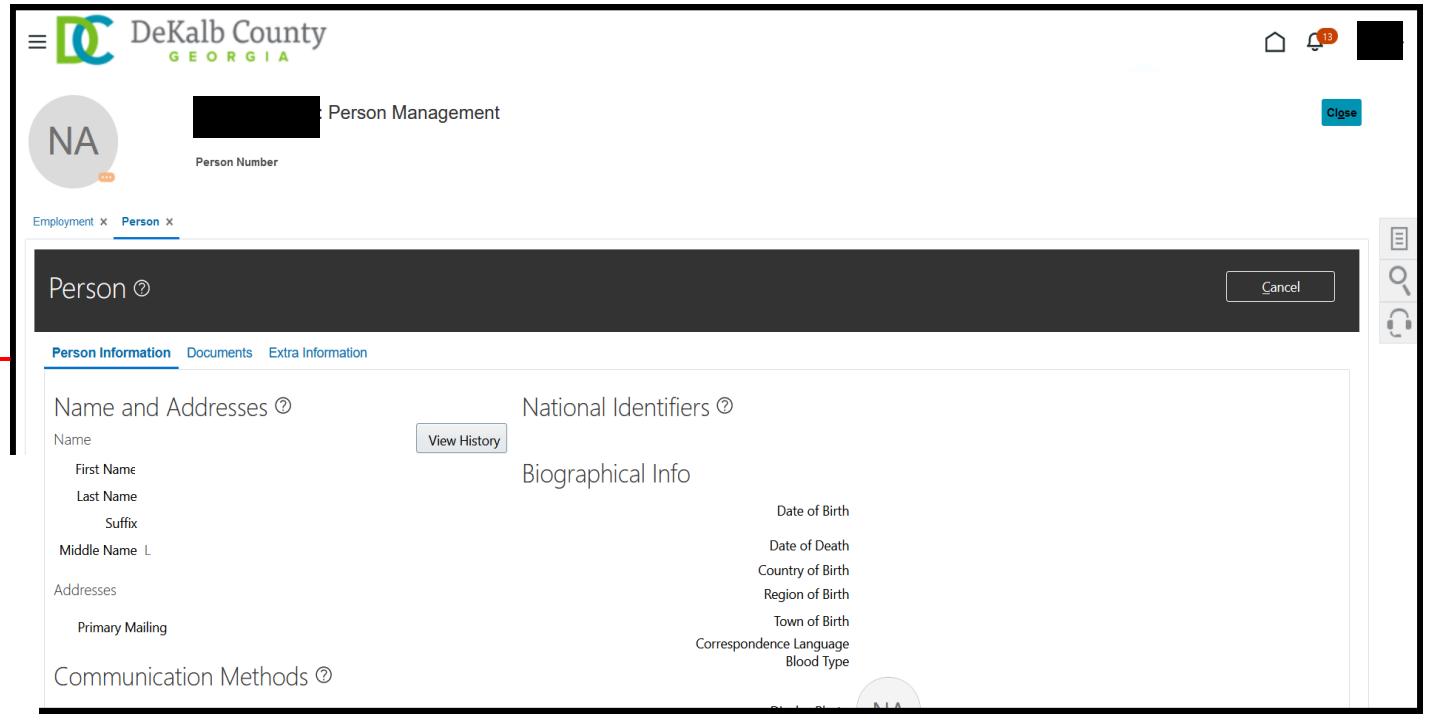

8

From the **Person** page, the Coordinator can view the Employee's Biographical and Demographic Information such as Name and Address, Communication Methods, Biographical Information, and Legislative Information. Scroll down through the page to view the complete details

All sensitive information such as Date of Birth and Social Security Number have been hidden from this role

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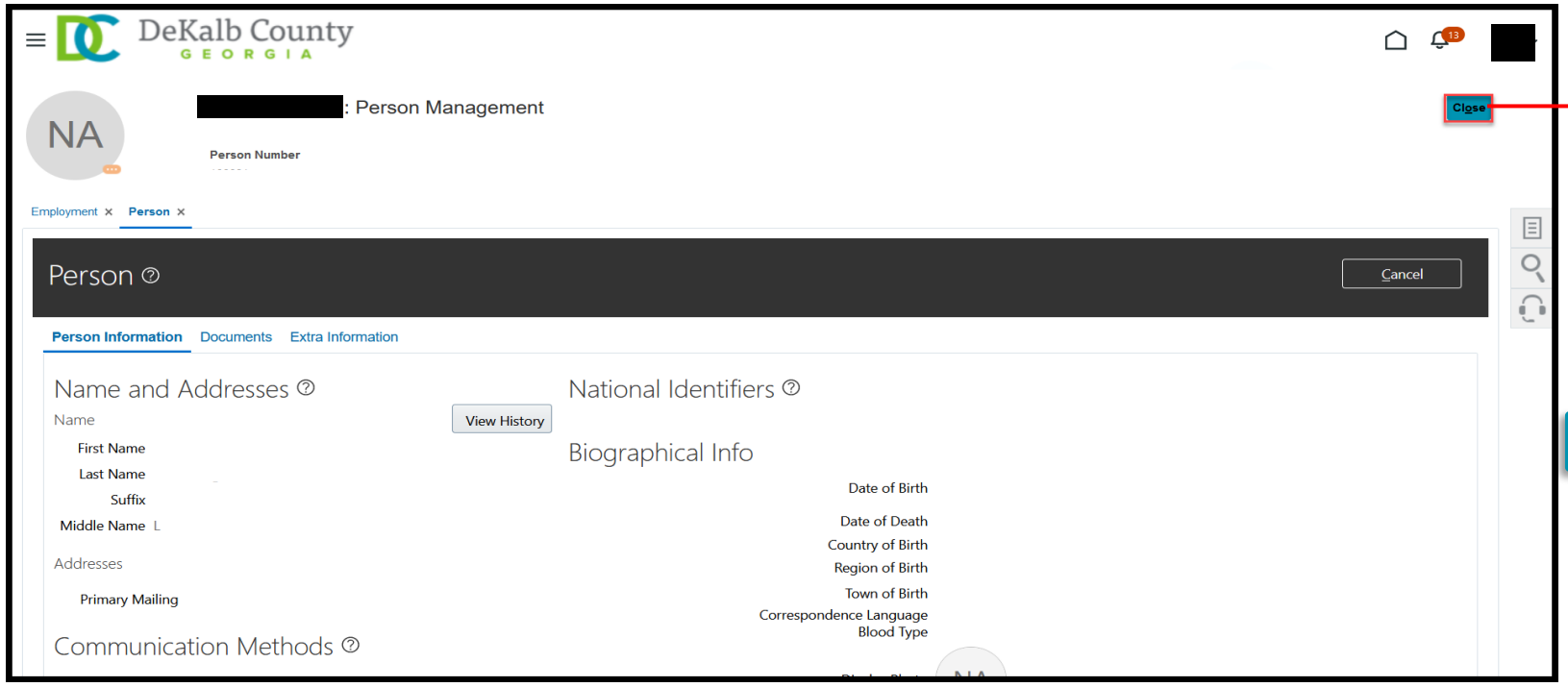

9

Once the Coordinator has completed reviewing the information, 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*