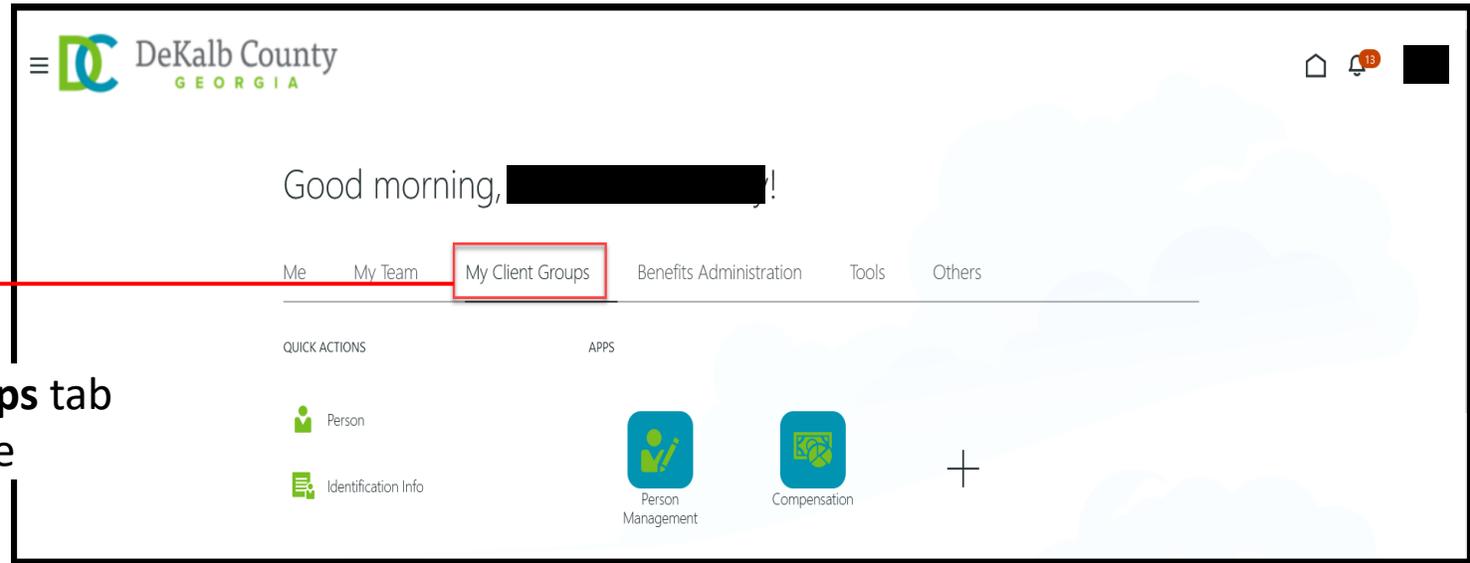


Manage Person: View an Employee's Demographic and Biographic Information

1

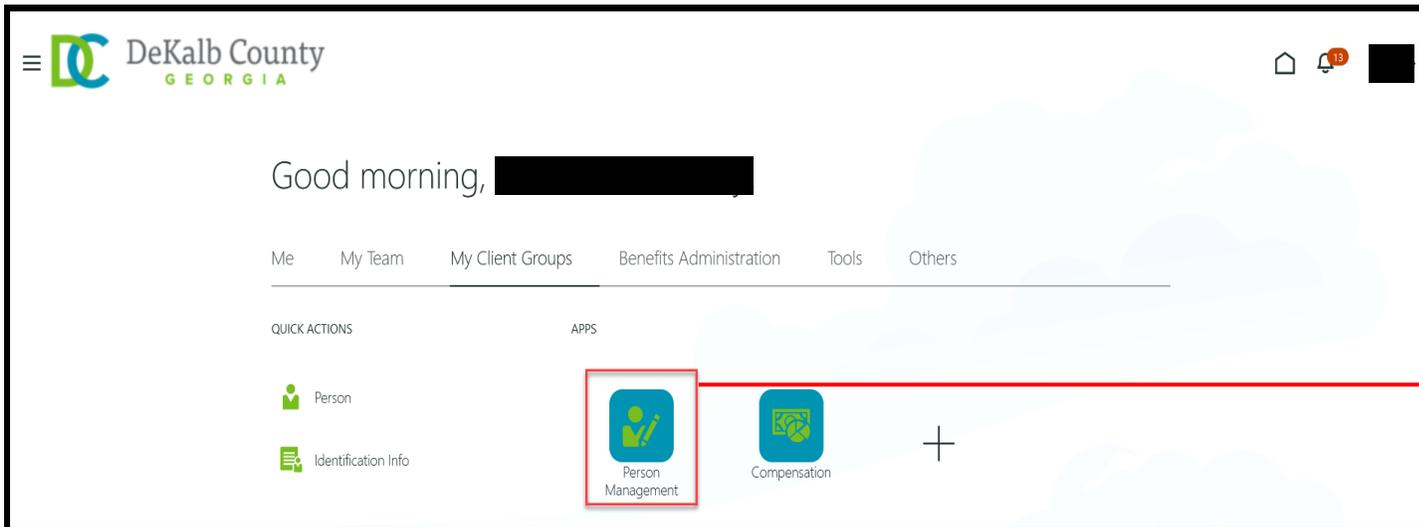
Select the **My Client Groups** tab from the CV360 homepage



The Payroll Coordinator will have View Only access in this section

2

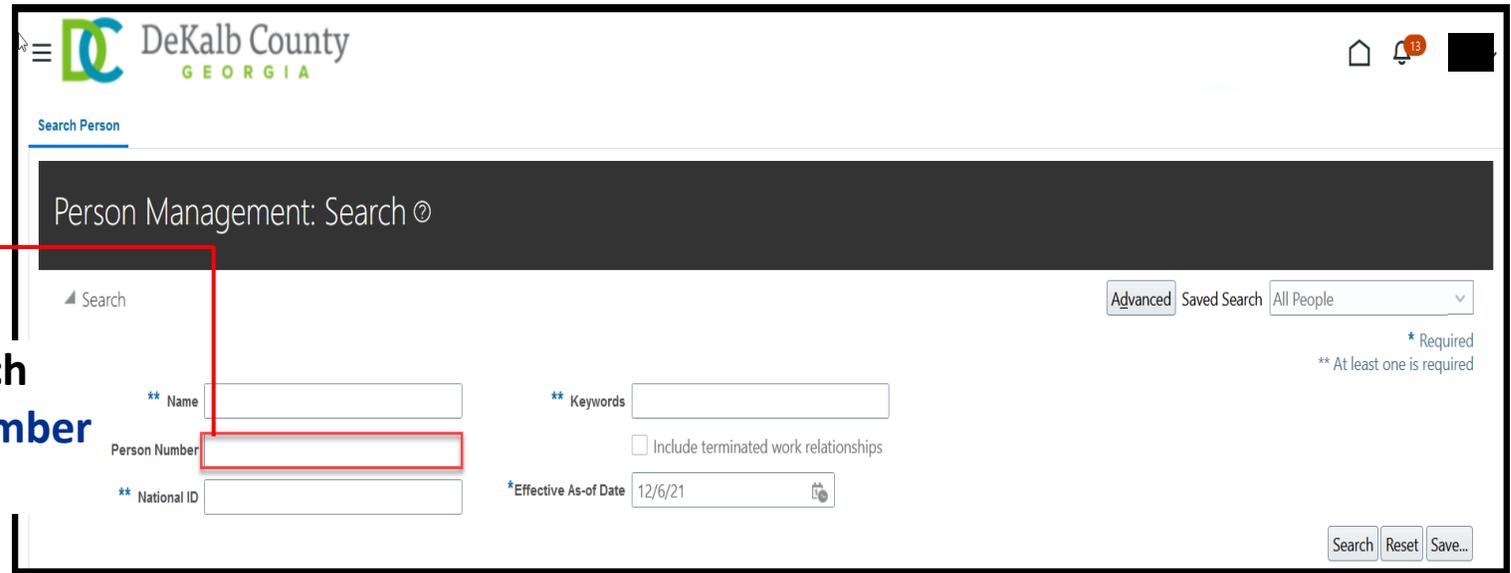
Select the **Person Management** tile within the Apps area



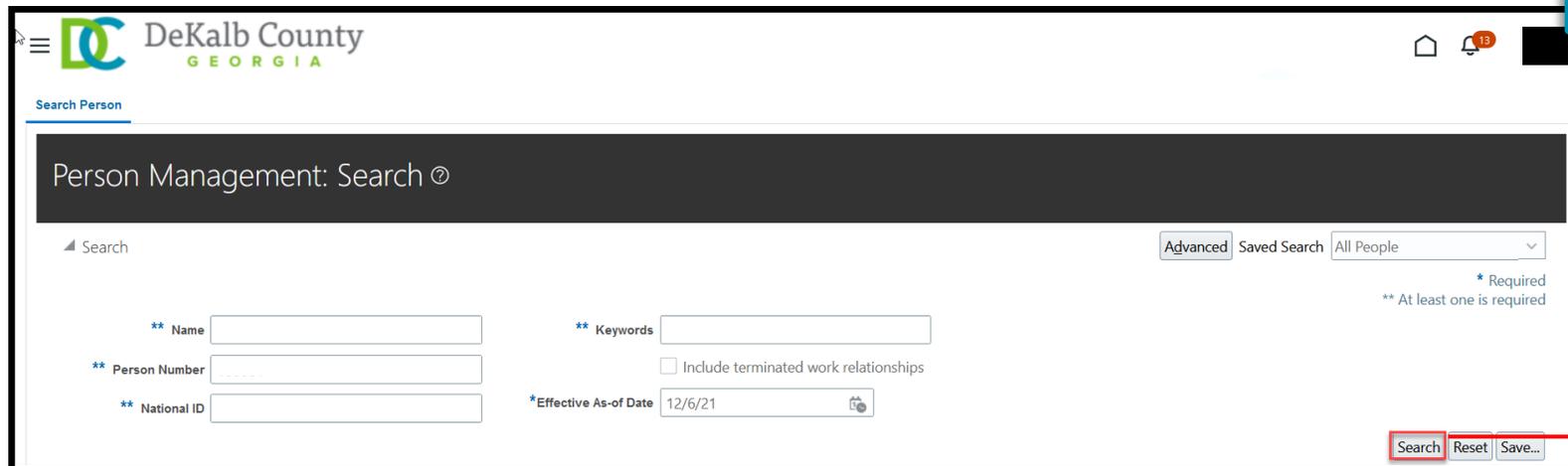
Manage Person: View an Employee's Demographic and Biographic Information

3

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



The screenshot shows the 'Person Management: Search' interface. At the top left is the DeKalb County Georgia logo. Below it is a 'Search Person' link. The main heading is 'Person Management: Search'. There are three search criteria: 'Name', 'Person Number', and 'National ID', each with a red box around its input field. To the right are 'Keywords' and 'Effective As-of Date' fields. A checkbox for 'Include terminated work relationships' is also present. At the bottom right are 'Search', 'Reset', and 'Save...' buttons. A red line connects the number '3' to the 'Person Number' field.



This screenshot is identical to the one above, but with a red box around the 'Search' button at the bottom right. A red line connects the number '4' to this button.

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

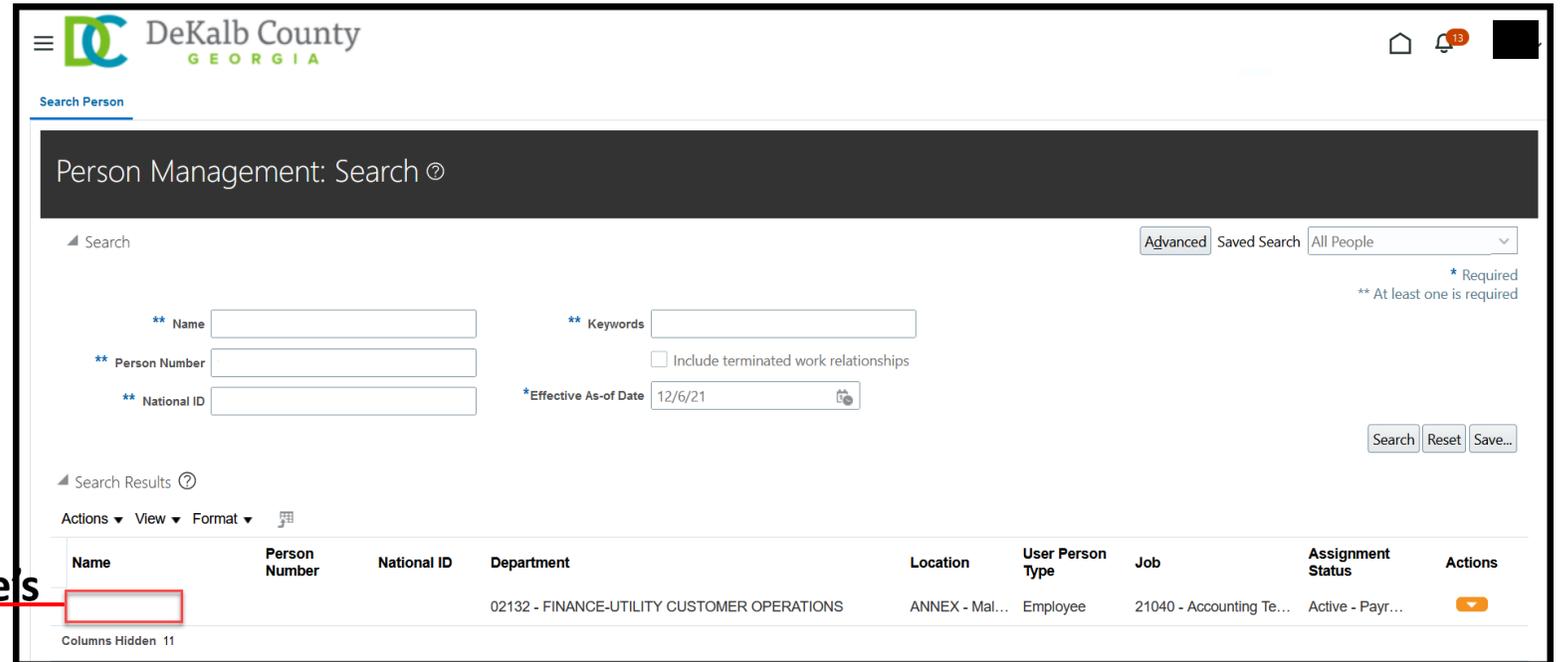
4

Select the **Search** button

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

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

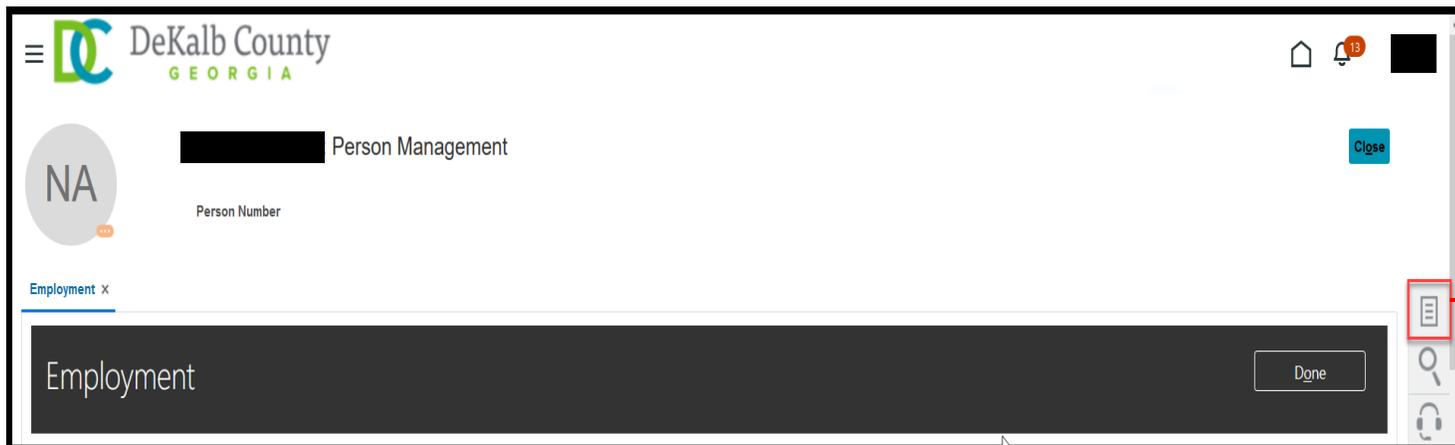
Search Reset Save...

Search Results

Actions View Format

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

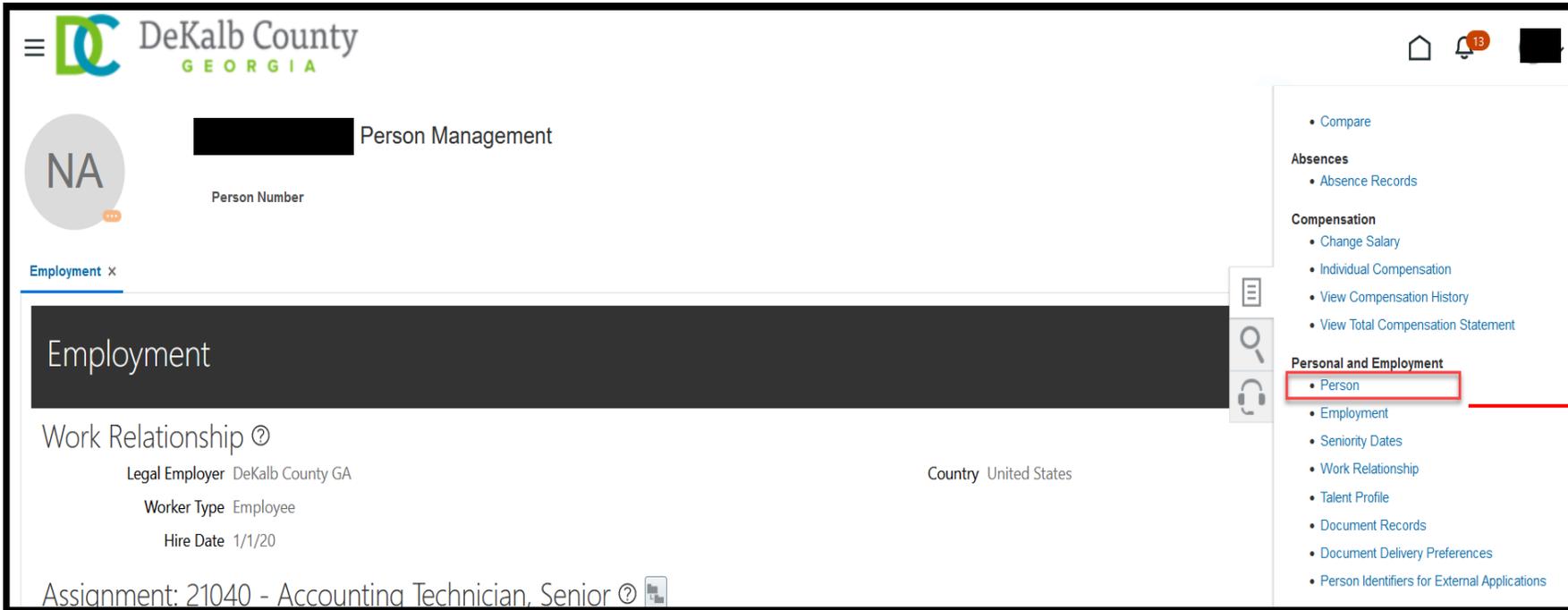
Close

Panel Drawer icon

6

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

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



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

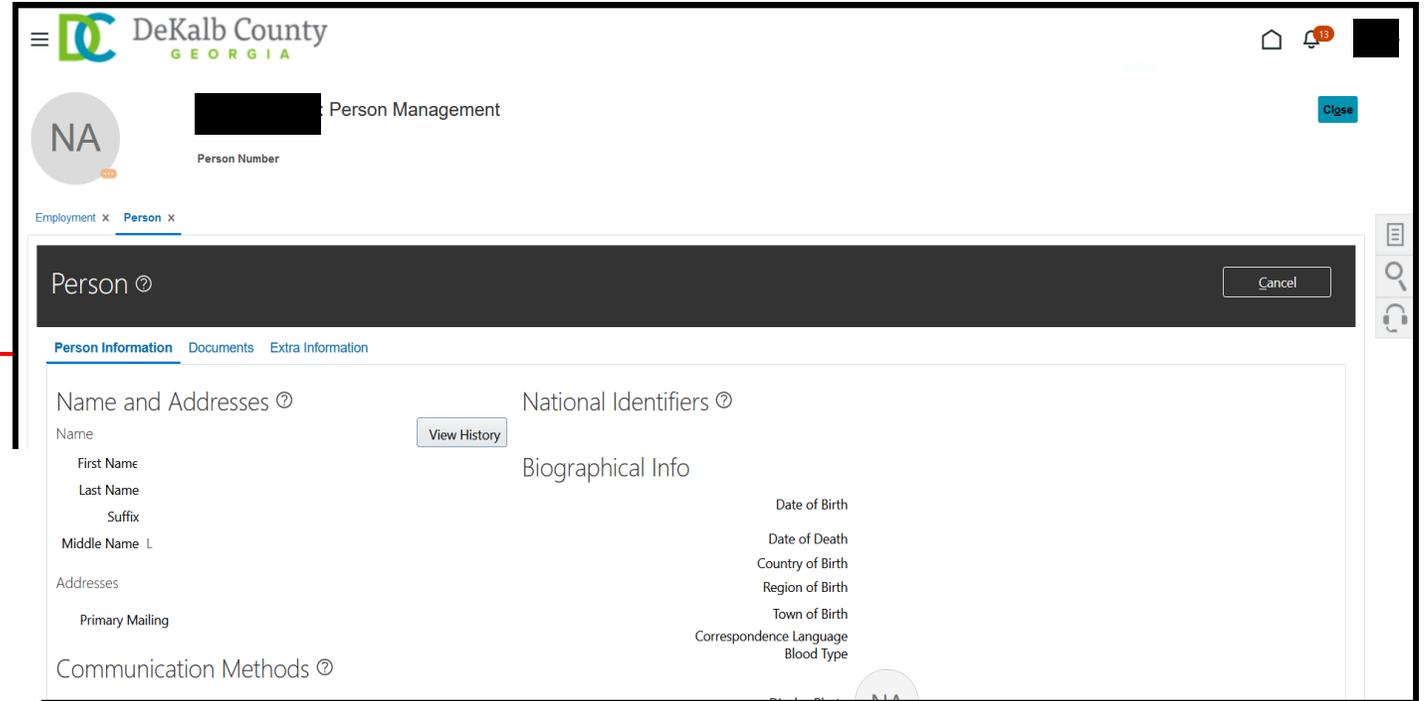
7

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

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

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

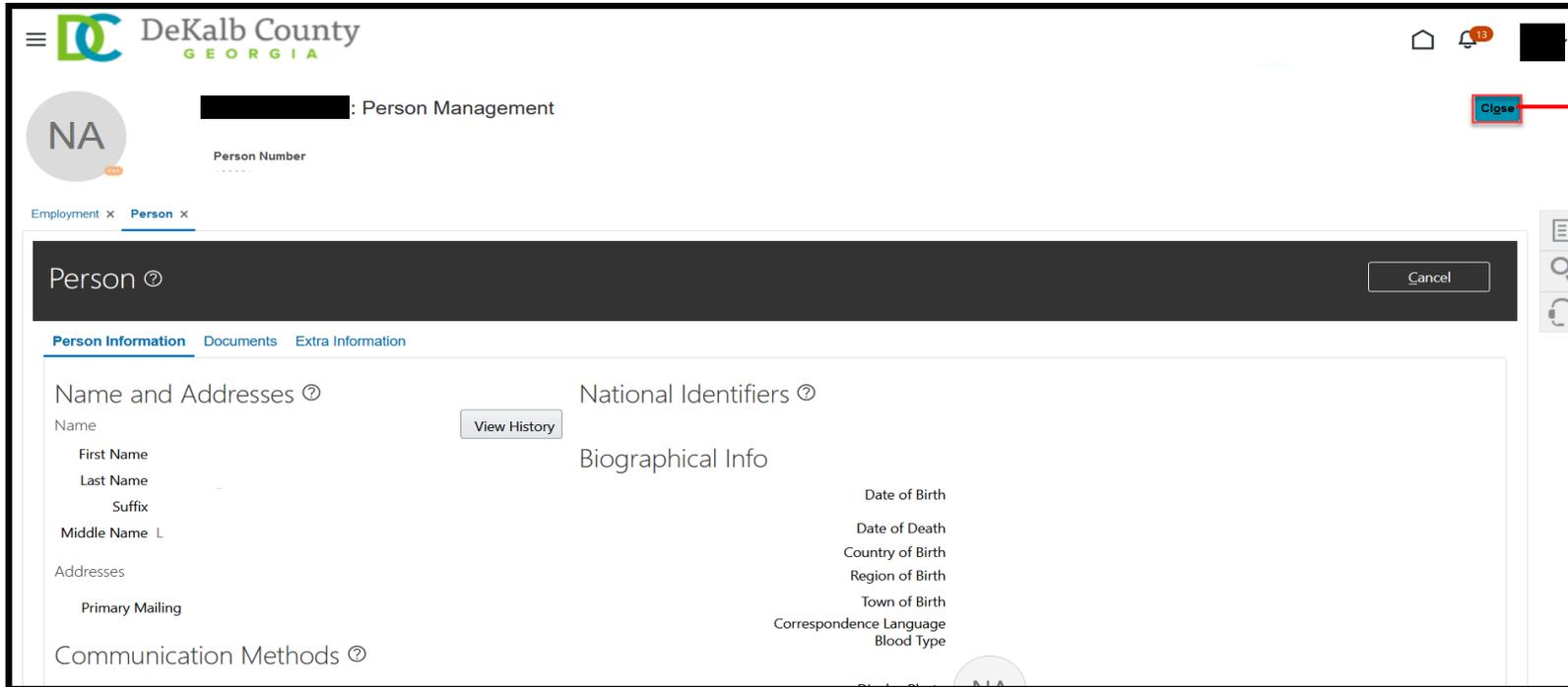


The screenshot displays the 'Person Management' interface for DeKalb County, Georgia. The page title is 'Person Management' and the person number is redacted. The 'Person' tab is active, showing a 'Person' header with a 'Cancel' button. Below the header, there are three tabs: 'Person Information', 'Documents', and 'Extra Information'. The 'Person Information' tab is selected, displaying several sections: 'Name and Addresses', 'National Identifiers', 'Biographical Info', 'Addresses', and 'Communication Methods'. The 'Name and Addresses' section includes fields for First Name, Last Name, Suffix, Middle Name, and Addresses (Primary Mailing). The 'National Identifiers' section has a 'View History' button. The 'Biographical Info' section includes fields for Date of Birth, Date of Death, Country of Birth, Region of Birth, Town of Birth, Correspondence Language, and Blood Type. The 'Addresses' section includes a Primary Mailing field. The 'Communication Methods' section is also visible. A 'Cancel' button is located in the top right corner of the 'Person' header.



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

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



DeKalb County
GEORGIA

NA : Person Management

Person Number

Employment x Person x

Person

Cancel

Person Information Documents Extra Information

Name and Addresses National Identifiers

Name View History

First Name

Last Name

Suffix

Middle Name L

Addresses

Primary Mailing

Communication Methods

Biographical Info

Date of Birth

Date of Death

Country of Birth

Region of Birth

Town of Birth

Correspondence Language

Blood Type

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*