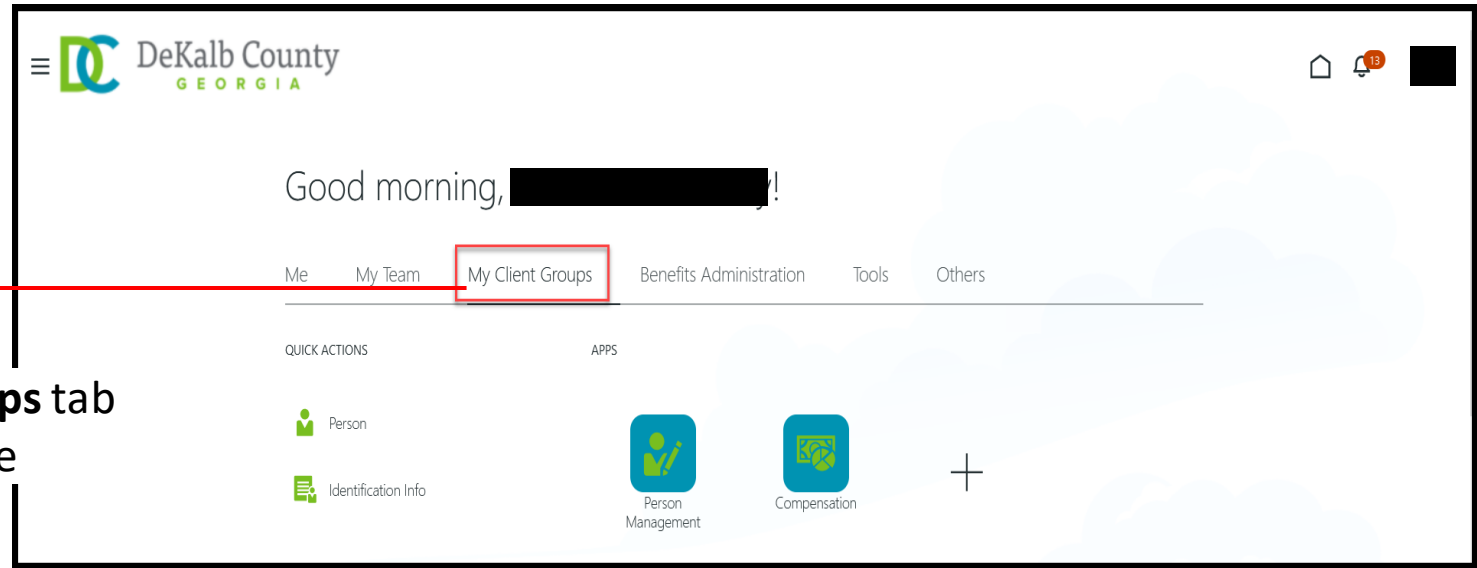


Manage Employment: View an Employee's Document Records Details

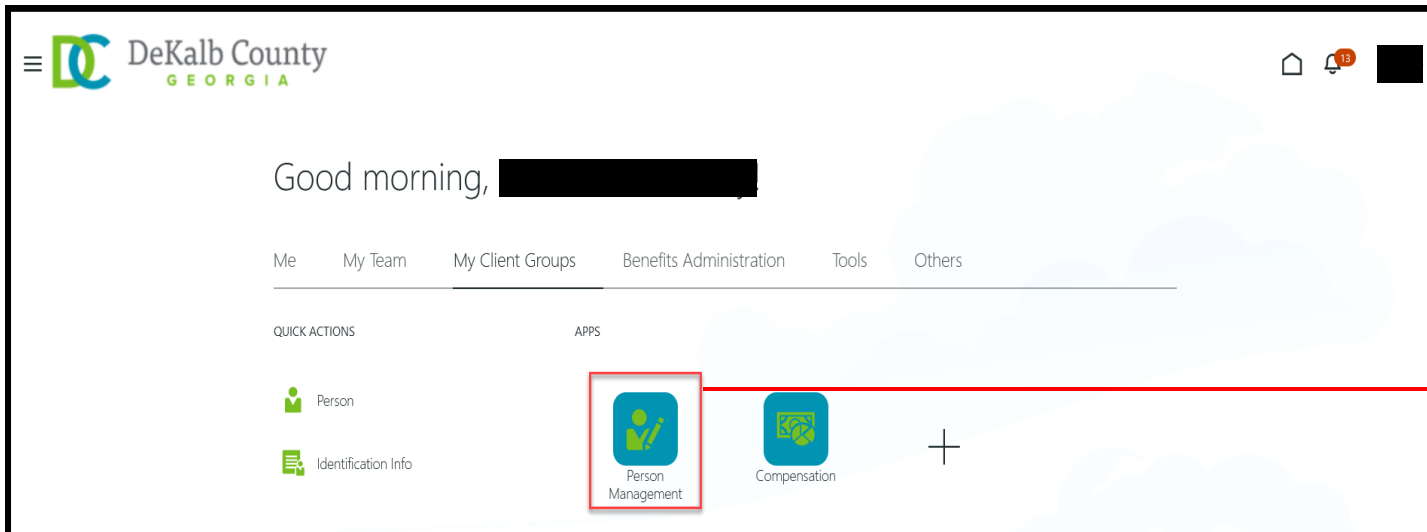
1

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



2

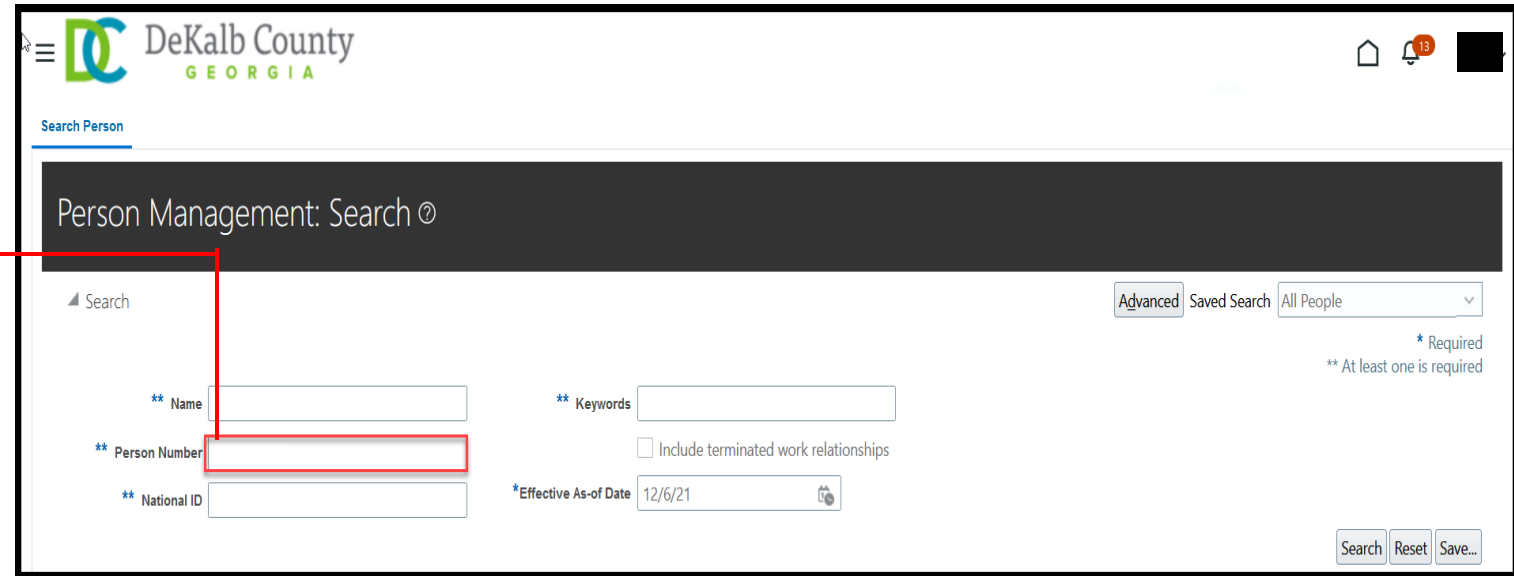
Select the **Person Management** tile within the Apps area



Manage Employment: View an Employee's Document Records 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

Search

Advanced Saved Search All People

** Name

** Keywords

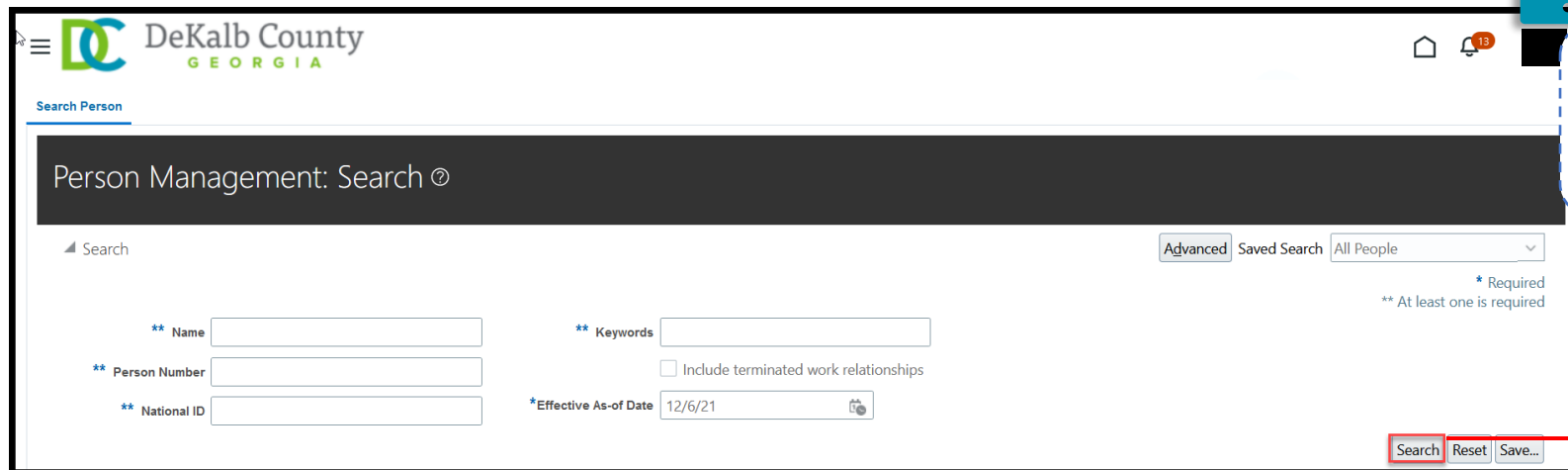
** Person Number

** National ID

*Effective As-of Date 12/6/21

Search Reset Save...

* Required
** At least one is required



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...

* Required
** At least one is required

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

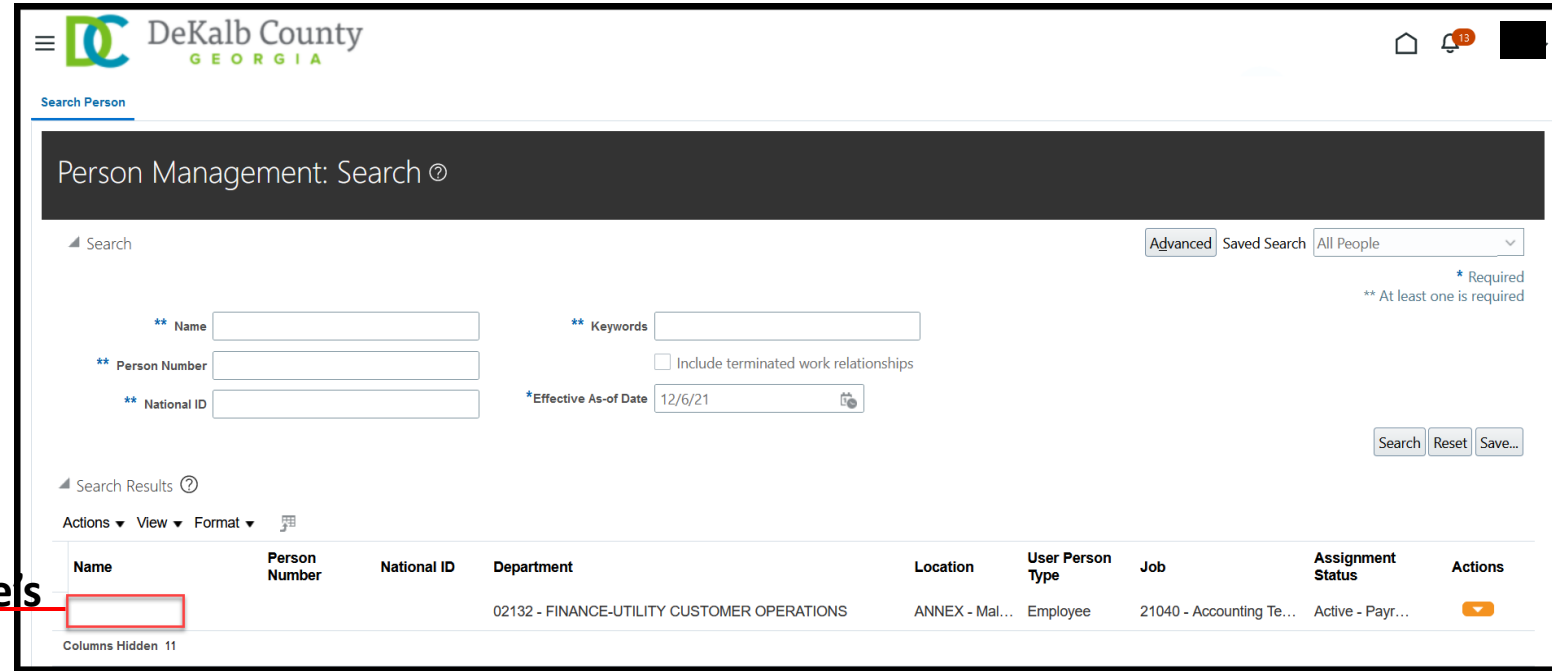
4

Select the **Search** button

Manage Employment: View an Employee's Document Records Details

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

Search Reset Save...

Search Results

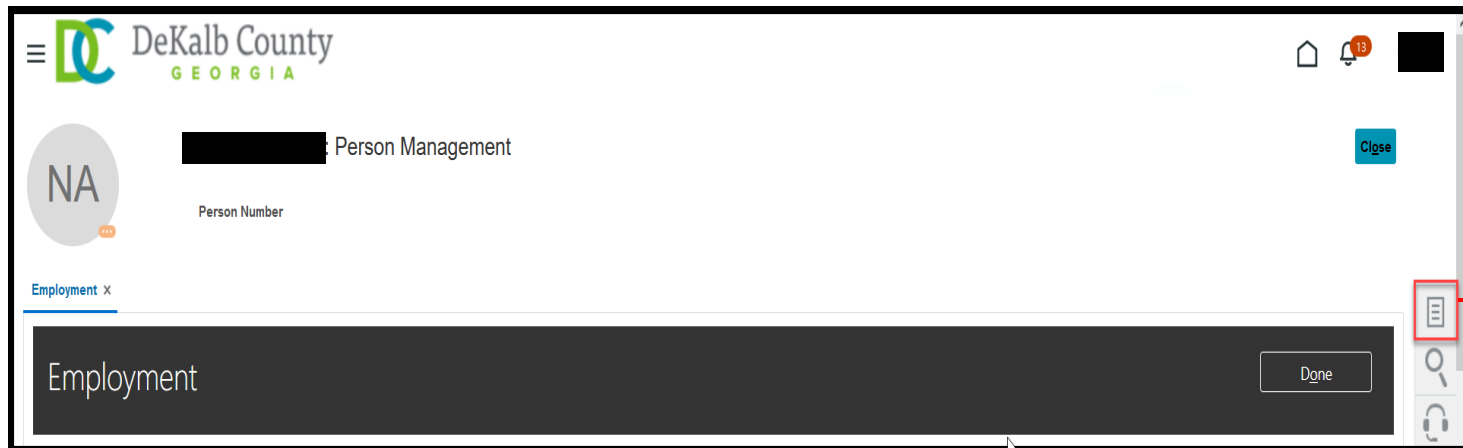
Actions View Format

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

6

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



DeKalb County GEORGIA

Person Management

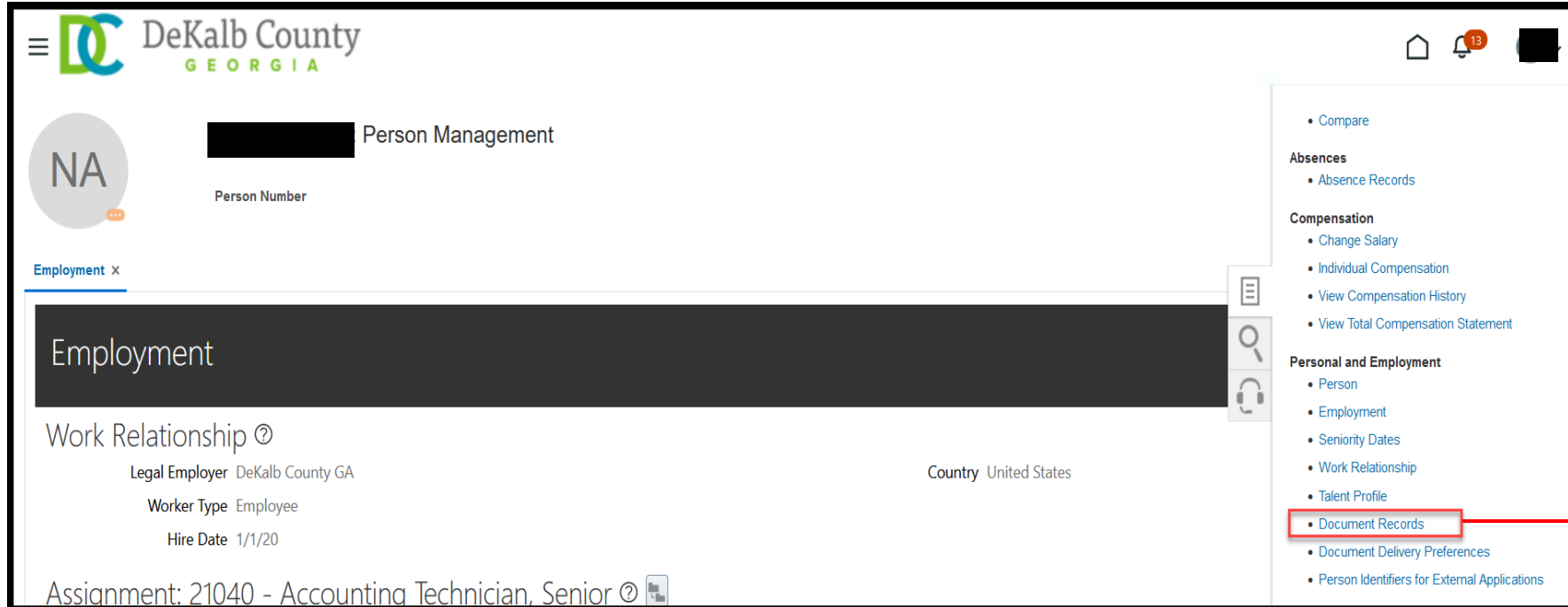
Person Number

Employment x

Employment Done

Panel Drawer icon

Manage Employment: View an Employee's Document Records Details



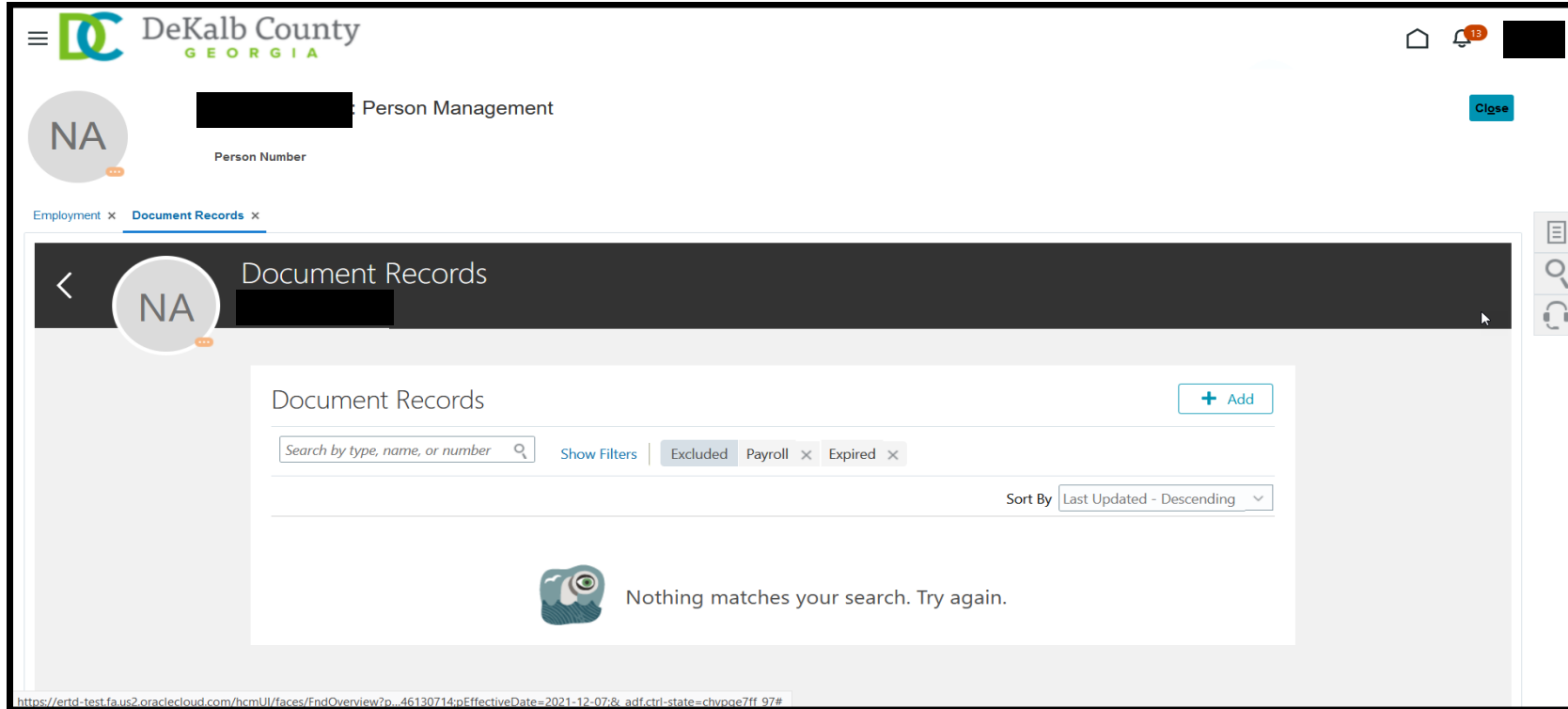
The screenshot displays the DeKalb County Georgia HR system interface. At the top left is the DeKalb County Georgia logo. The main header area shows a user profile with initials 'NA' and a 'Person Management' link. Below this is an 'Employment' tab. The main content area is titled 'Employment' and contains the following information:

- Work Relationship**
 - Legal Employer: DeKalb County GA
 - Country: United States
 - Worker Type: Employee
 - Hire Date: 1/1/20
- Assignment: 21040 - Accounting Technician, Senior

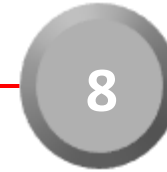
On the right side, a panel drawer is open, showing a list of navigation options. The 'Document Records' link is highlighted with a red box. A red line connects this link to a large grey circle containing the number '7'.

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

Manage Employment: View an Employee's Document Records Details

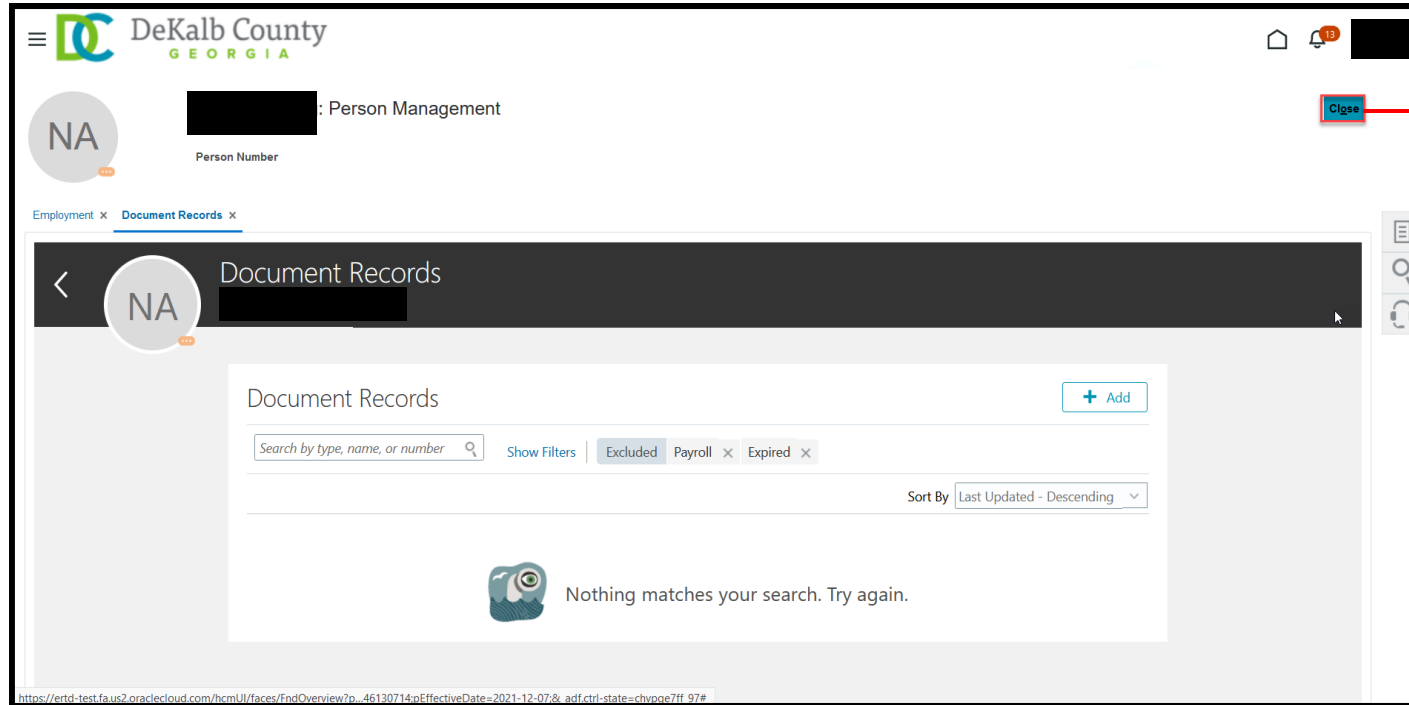


The screenshot shows the DeKalb County Georgia HR system interface. At the top, there is a navigation bar with the DeKalb County logo and the text "DeKalb County GEORGIA". Below this, there is a user profile section with a circular icon containing "NA" and the text "Person Management". A "Close" button is visible in the top right corner. The main content area is titled "Document Records" and features a search bar with the placeholder text "Search by type, name, or number". There are also filter buttons for "Excluded", "Payroll", and "Expired", and a "Sort By" dropdown menu set to "Last Updated - Descending". A message icon is present in the top right corner of the main content area. At the bottom of the main content area, there is a message that says "Nothing matches your search. Try again." with a small icon of a person looking at a document.



From the **Document Records** tab, the Coordinator can review the Documents assigned to the Employee. If no Documents were assigned, a message, There's nothing here so far, will appear on the page

Manage Employment: View an Employee's Document Records Details



DeKalb County
GEORGIA

Person Management

Person Number

Close

Document Records

Search by type, name, or number

Show Filters Excluded Payroll Expired

Sort By Last Updated - Descending

Nothing matches your search. Try again.

9

Once the Coordinator has completed reviewing the Document details or there are no Documents, 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*