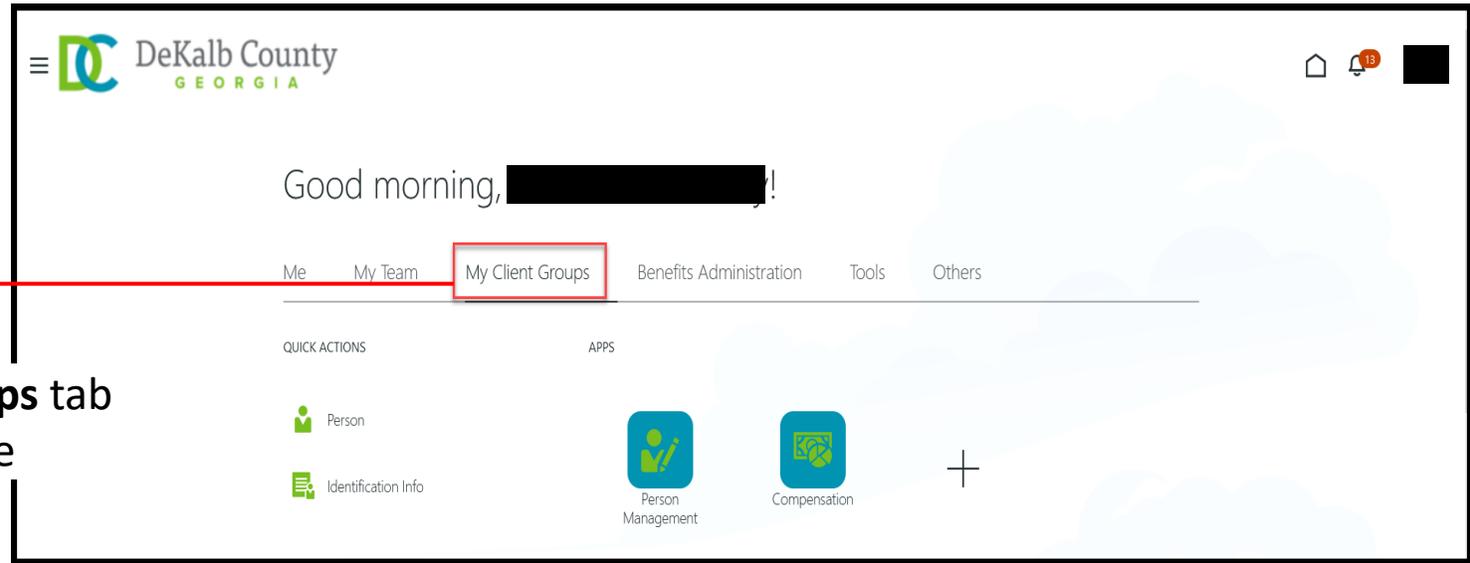


# Manage Person: View an Employee's Extra Information

1

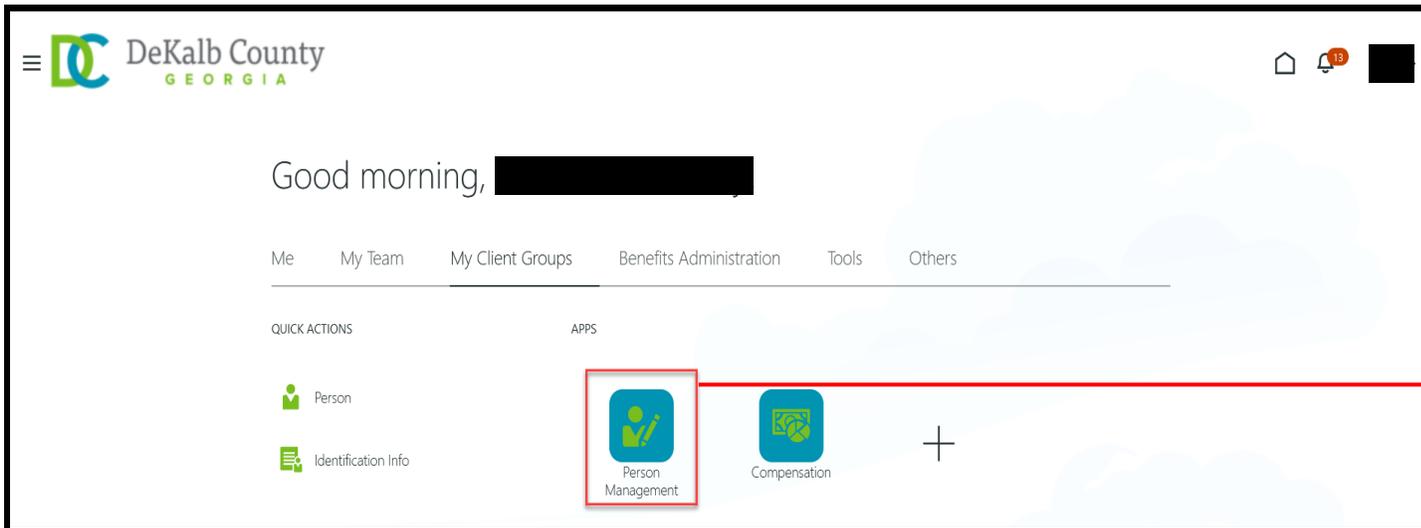
Select the **My Client Groups** tab from the CV360 homepage



*The Payroll Coordinator will have View Only access in this section*

2

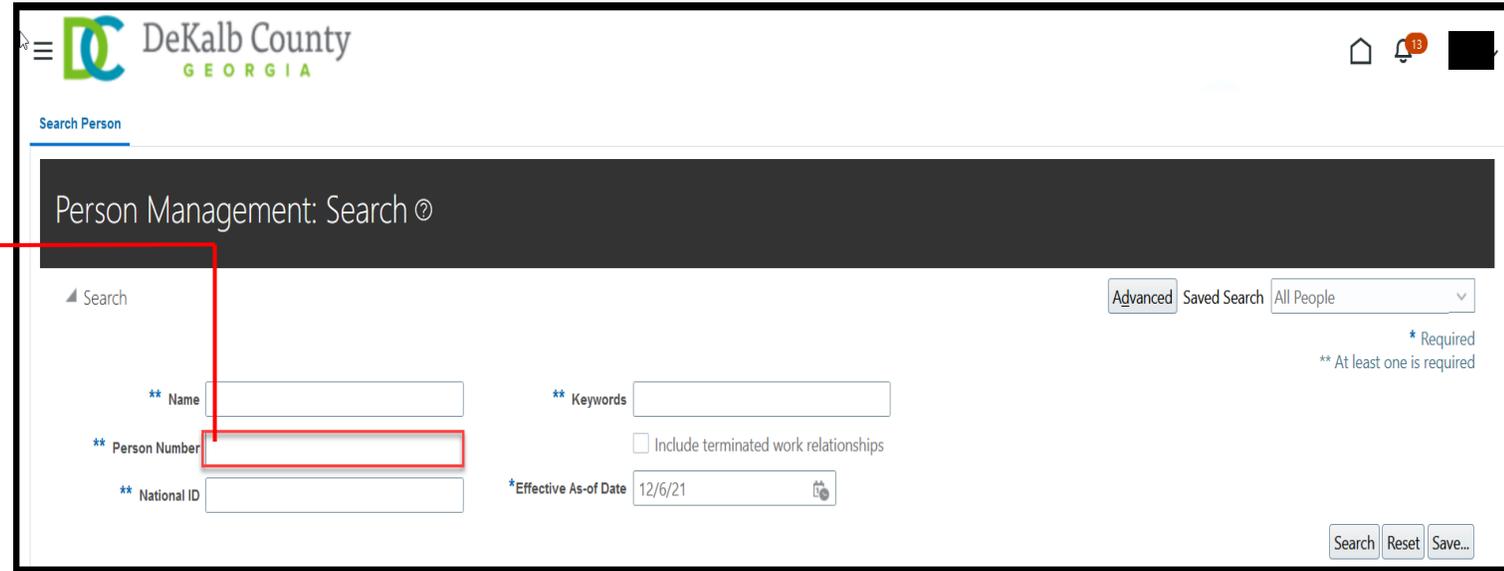
Select the **Person Management** tile within the Apps area



# Manage Person: View an Employee's Extra Information

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

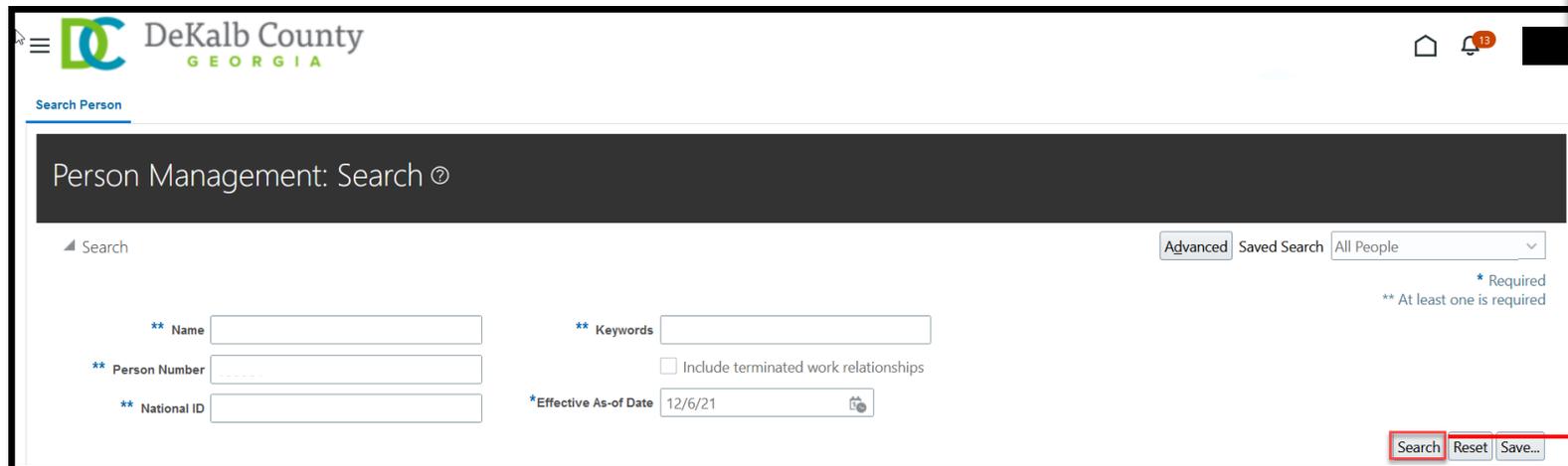
\*\* Person Number

Include terminated work relationships

\*\* 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

\*\* 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**

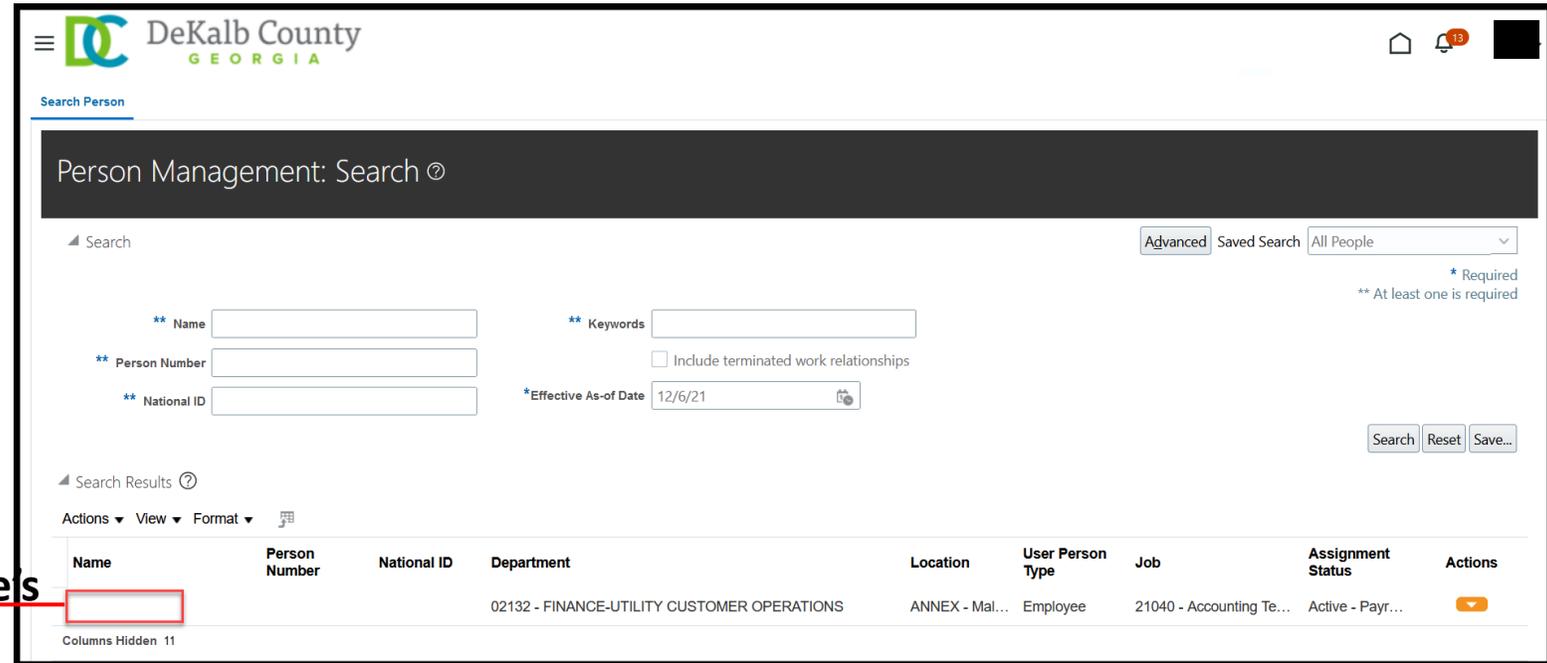
4

Select the **Search** button

# Manage Person: View an Employee's Extra 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

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

Search Reset Save...

Search Results

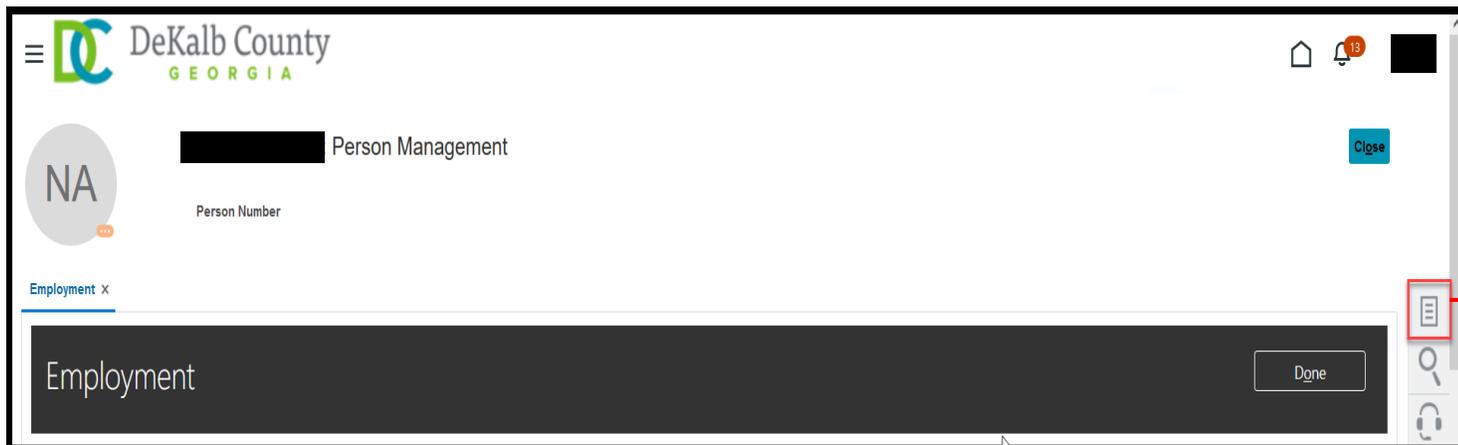
Actions View Format

Name	Person Number	National ID	Department	Location	User Person Type	Job	Assignment Status	Actions
<input type="text"/>			02132 - FINANCE-UTILITY CUSTOMER OPERATIONS	ANNEX - Mal...	Employee	21040 - Accounting Te...	Active - Payr...	<input type="button" value="v"/>

Columns Hidden 11

6

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



DeKalb County GEORGIA

Person Management

Person Number

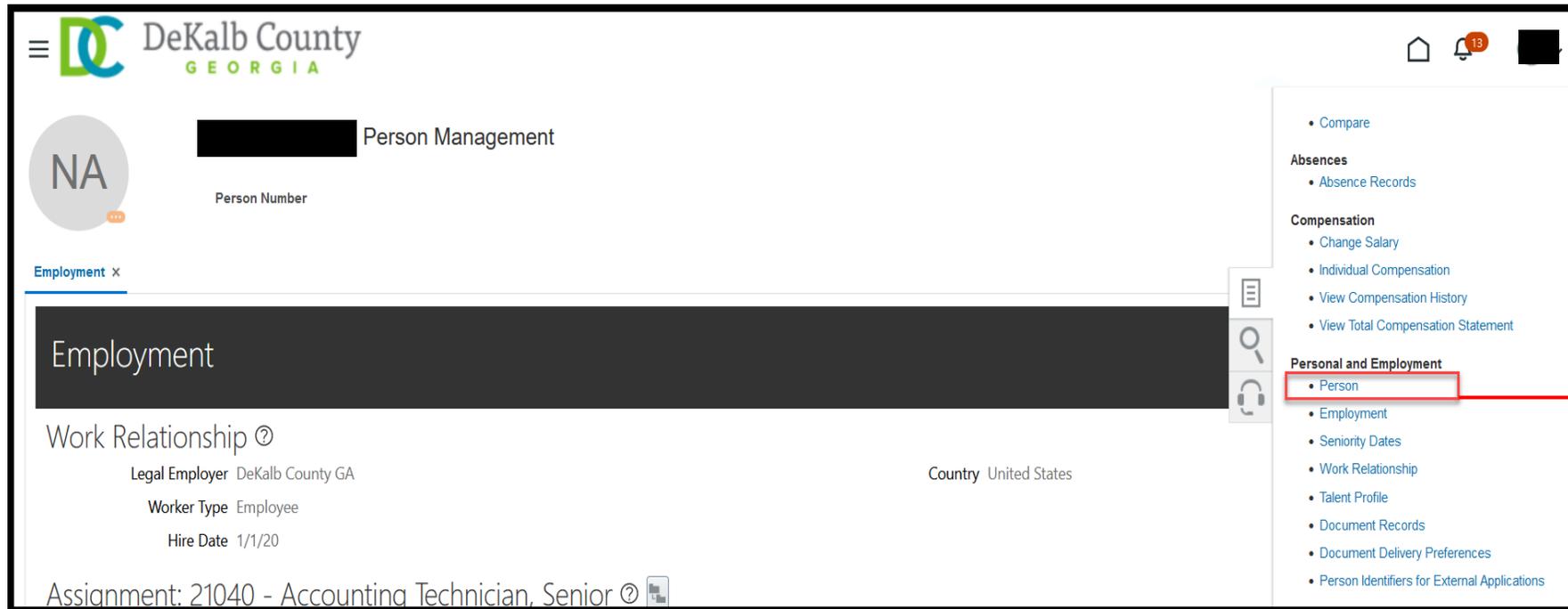
Employment x

Employment

Done

Panel Drawer icon

# Manage Person: View an Employee's Extra Information



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' section with a redacted 'Person Number'. Below this is an 'Employment' section with a search bar. The 'Work Relationship' section shows 'Legal Employer: DeKalb County GA', 'Worker Type: Employee', and 'Hire Date: 1/1/20'. The 'Assignment' is listed as '21040 - Accounting Technician, Senior'. On the right side, a panel drawer is open, showing a list of navigation options. The 'Personal and Employment' section is expanded, and the 'Person' link is highlighted with a red box. A red line connects this link to a large grey circle containing the number '7'.

DeKalb County  
GEORGIA

Person Management  
Person Number

Employment x

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

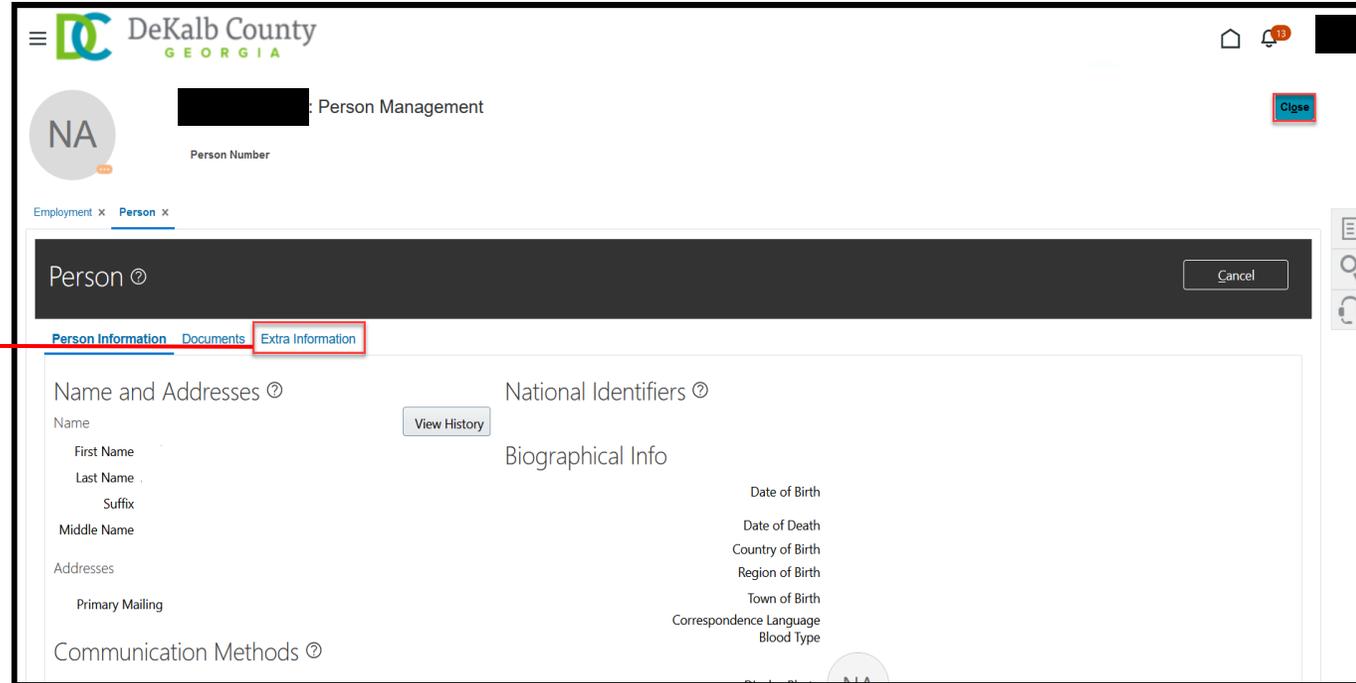
7

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

# Manage Person: View an Employee's Extra Information

8

From the **Person** page, select the **Extra Information** tab

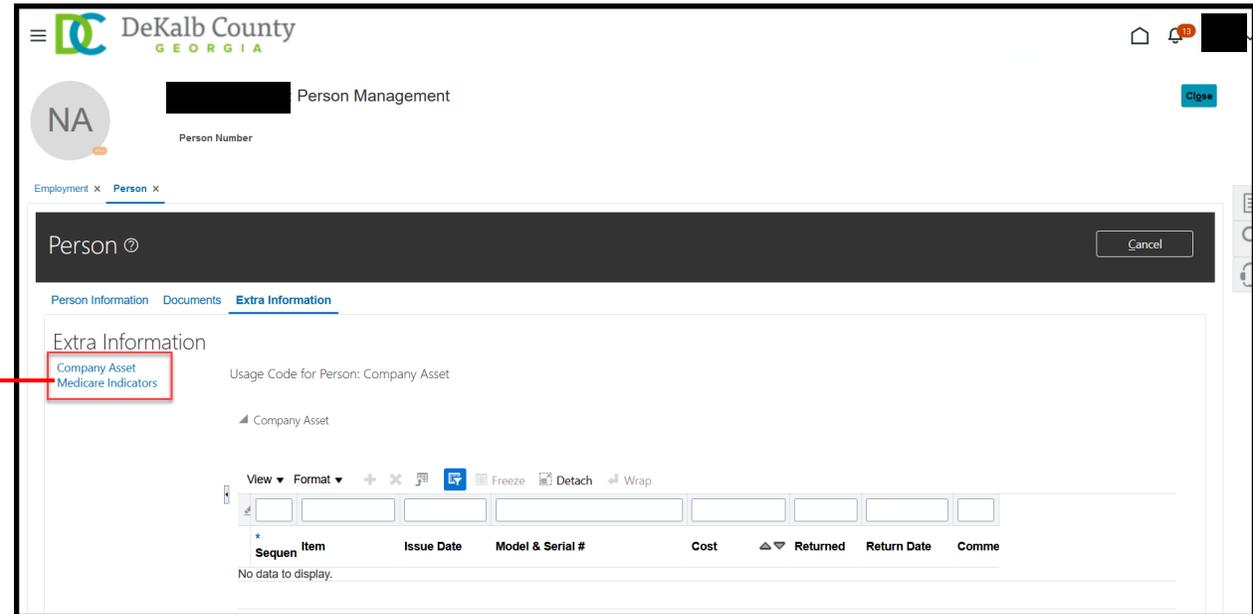


The screenshot shows the DeKalb County Person Management interface. At the top, there is a header with the DeKalb County logo and the text "DeKalb County GEORGIA". Below the header, there is a navigation bar with "Person Management" and a "Close" button. The main content area is titled "Person" and has a "Cancel" button. There are three tabs: "Person Information", "Documents", and "Extra Information", with "Extra Information" being the active tab. The "Extra Information" tab contains several sections: "Name and Addresses", "National Identifiers", "Biographical Info", and "Communication Methods". The "Name and Addresses" section includes fields for "Name" (First Name, Last Name, Suffix, Middle Name) and "Addresses" (Primary Mailing). The "National Identifiers" section includes 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".

# Manage Person: View an Employee's Extra Information

9

From the **Extra Information** tab, the Coordinator can review details such as Company Asset and Medicare Indicators if the information is populated. If the information has not been provided, then these fields would be blank

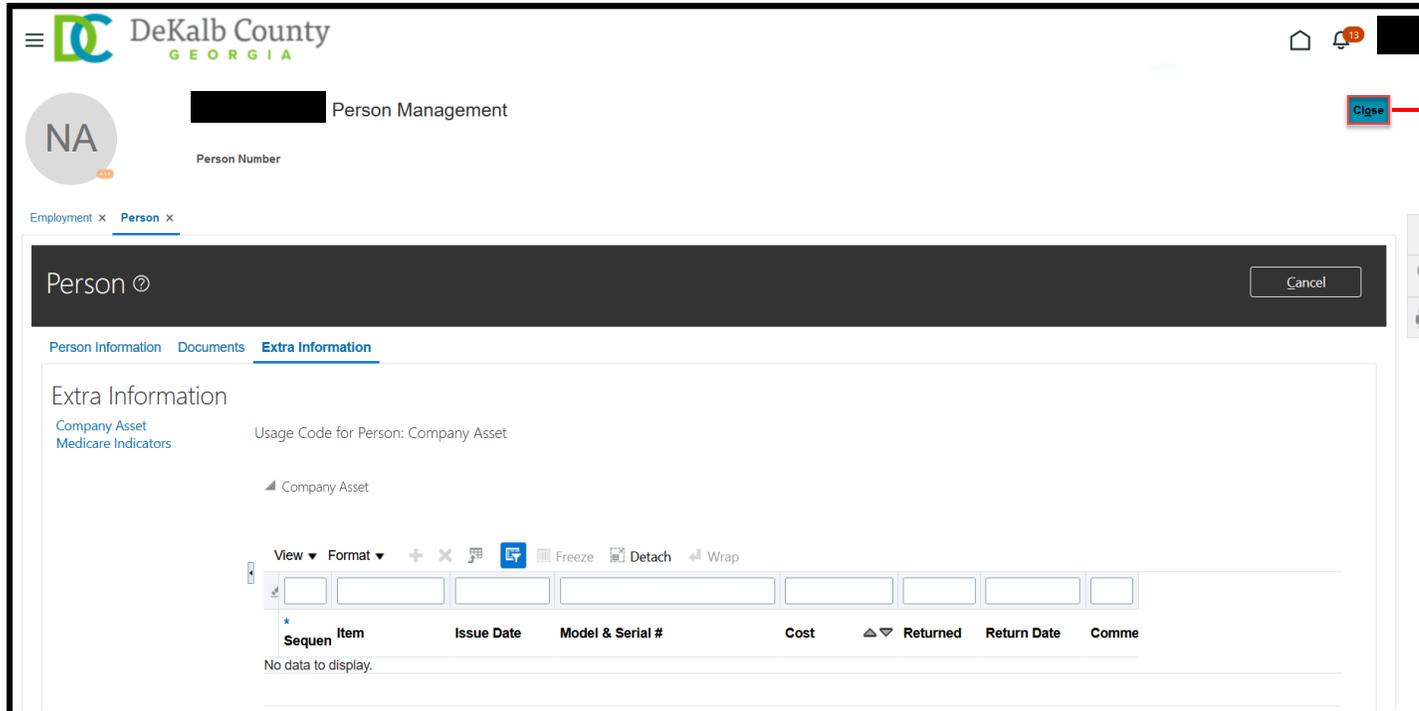


The screenshot shows the DeKalb County Georgia Person Management interface. The 'Person' tab is active, and the 'Extra Information' sub-tab is selected. A red box highlights the 'Company Asset' and 'Medicare Indicators' links in the left sidebar. The main content area shows a table with columns for 'Sequen', 'Item', 'Issue Date', 'Model & Serial #', 'Cost', 'Returned', 'Return Date', and 'Comme'. The table is currently empty, displaying 'No data to display.'



*To view the details, select each link. If information is provided, the Coordinator will be able to see the details for each link*

# Manage Person: View an Employee's Extra Information



The screenshot shows the DeKalb County Georgia Person Management interface. The top navigation bar includes the DeKalb County logo, a home icon, a notification bell with '13' alerts, and a user profile icon. Below the navigation bar, there's a breadcrumb trail: 'Employment x Person x'. The main content area is titled 'Person' and has a 'Cancel' button. The 'Extra Information' tab is selected, showing 'Company Asset' and 'Medicare Indicators' sections. The 'Company Asset' section has a table with columns: 'Sequen', 'Item', 'Issue Date', 'Model & Serial #', 'Cost', 'Returned', 'Return Date', and 'Comme'. The table is currently empty, displaying 'No data to display.'

10

Once the Coordinator has completed reviewing the Extra Information 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*