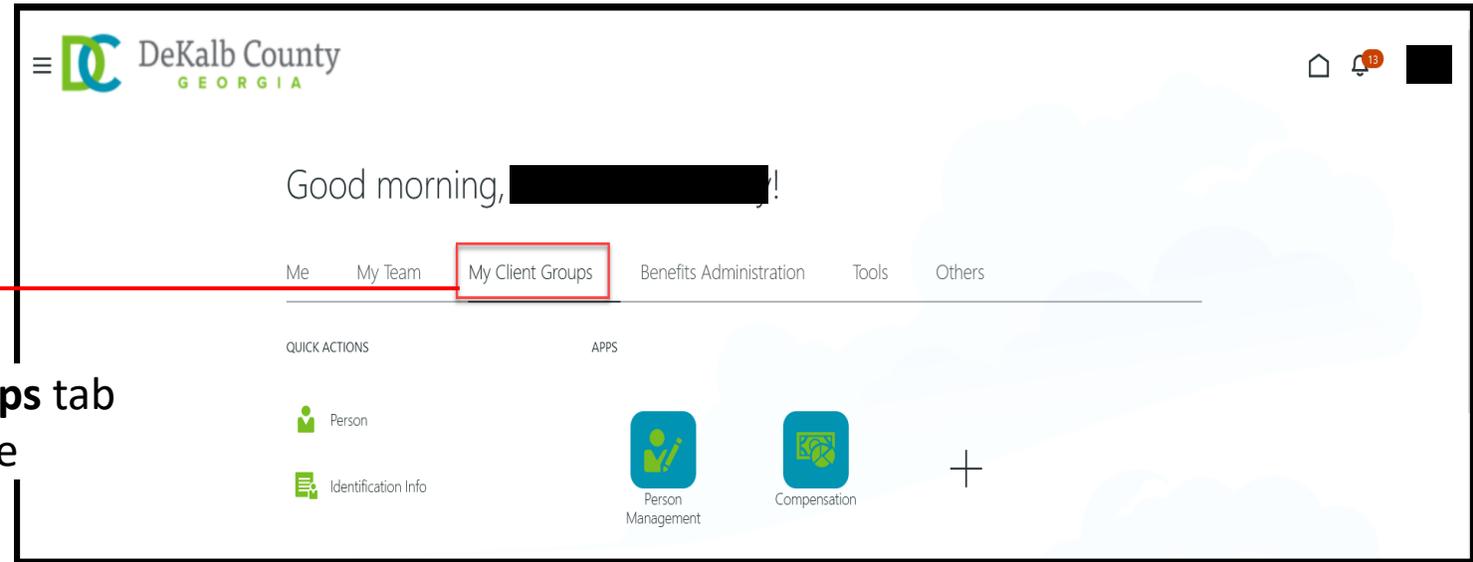


Manage Compensation: View an Employee's Individual Compensation Plan Details

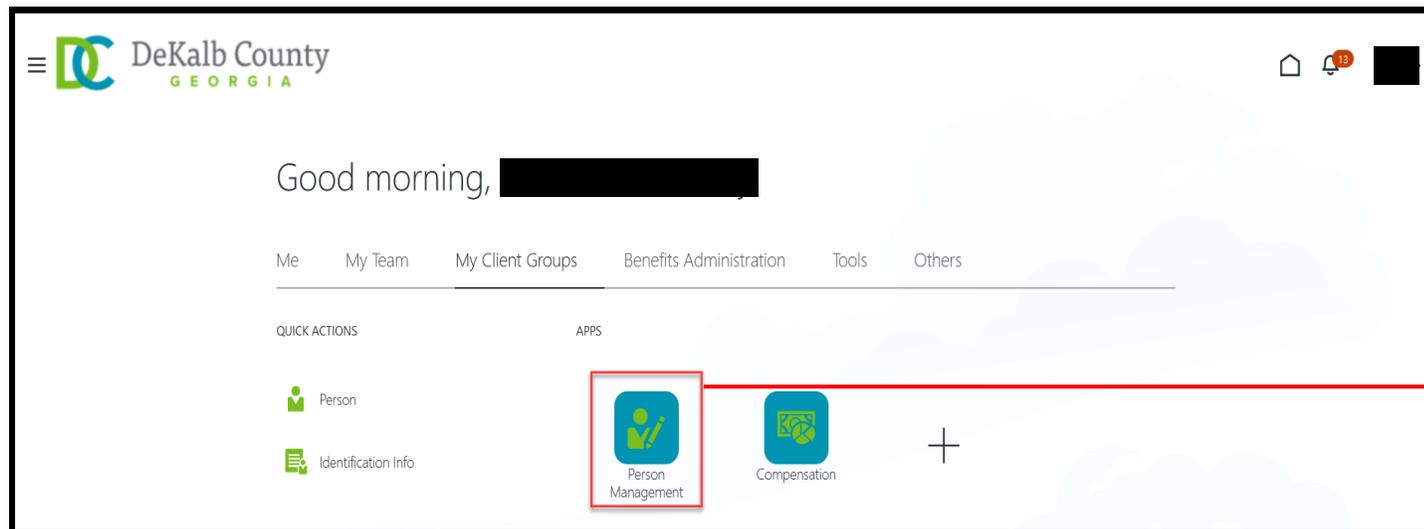
1

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



2

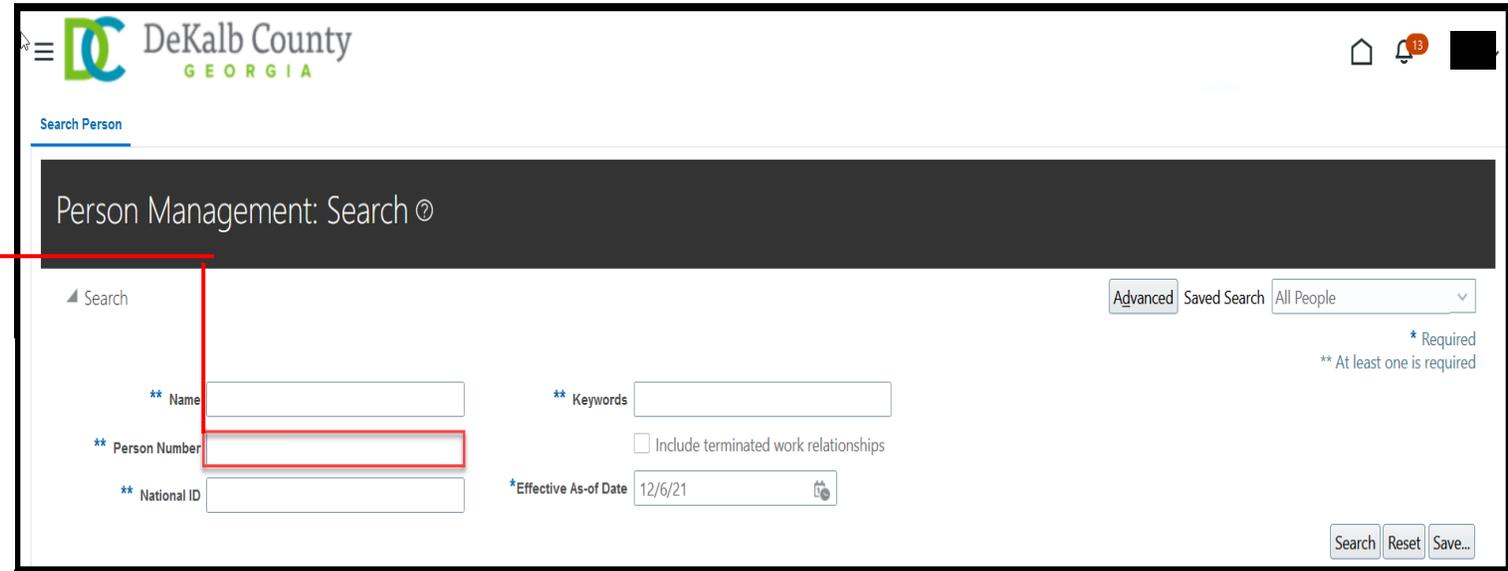
Select the **Person Management** tile within the Apps area



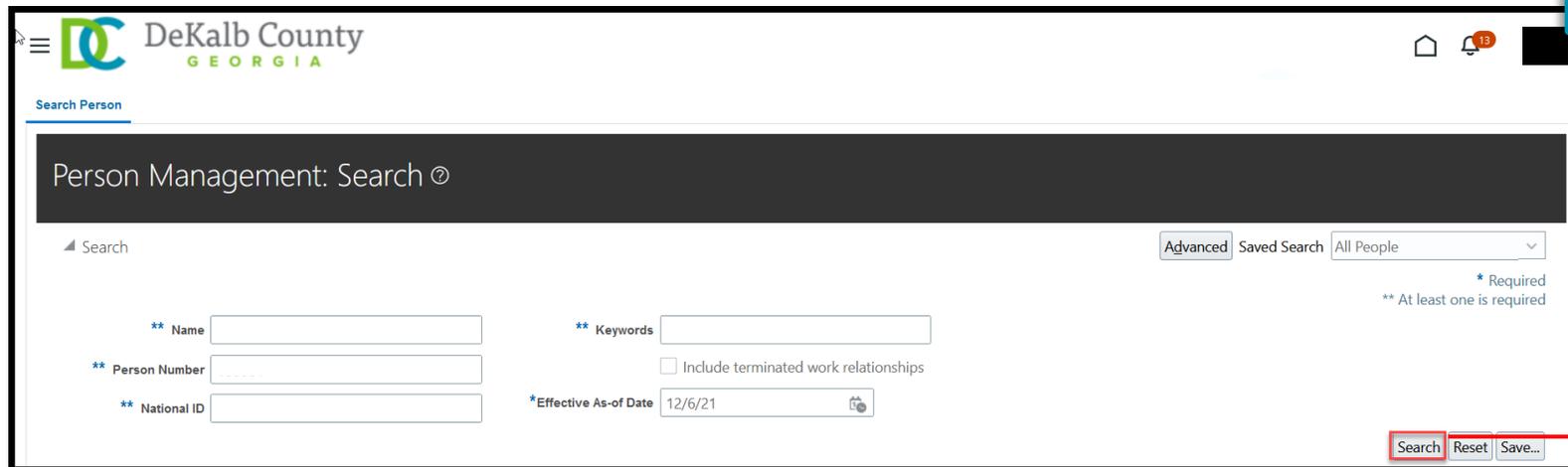
Manage Compensation: View an Employee's Individual Compensation Plan Details

3

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



The screenshot shows the 'Person Management: Search' page. The search criteria section includes fields for Name, Person Number, National ID, and Keywords. The 'Person Number' field is highlighted with a red box. Other fields include 'Effective As-of Date' and a checkbox for 'Include terminated work relationships'. Buttons for 'Search', 'Reset', and 'Save...' are at the bottom right.



The screenshot shows the 'Person Management: Search' page. The search criteria section includes fields for Name, Person Number, National ID, and Keywords. The 'Search' button is highlighted with a red box. Other fields include 'Effective As-of Date' and a checkbox for 'Include terminated work relationships'. Buttons for 'Search', 'Reset', and 'Save...' are at the bottom right.

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

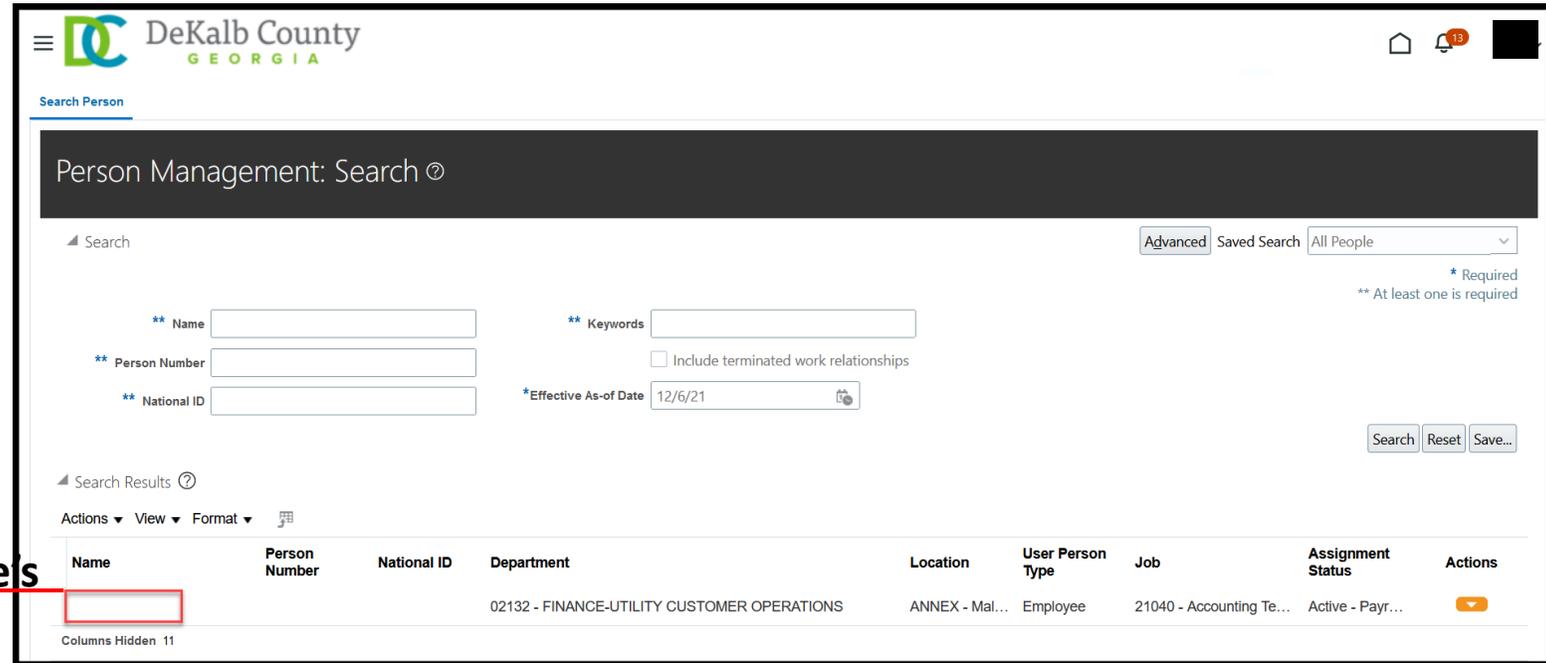
4

Select the **Search** button

Manage Compensation: View an Employee's Individual Compensation Plan Details

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

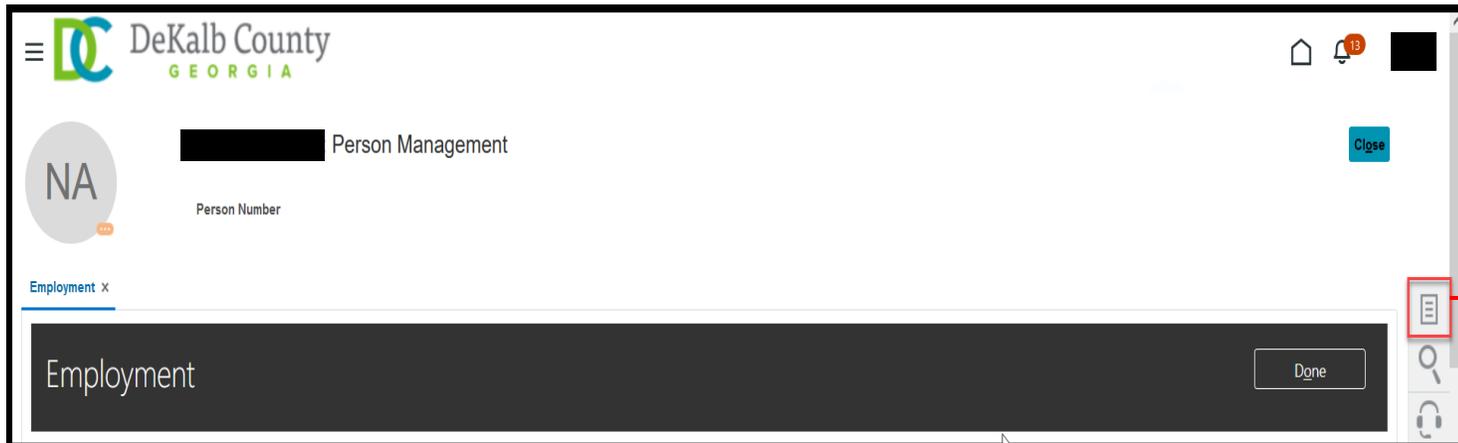
Search Reset Save...

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

Panel Drawer icon

6

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

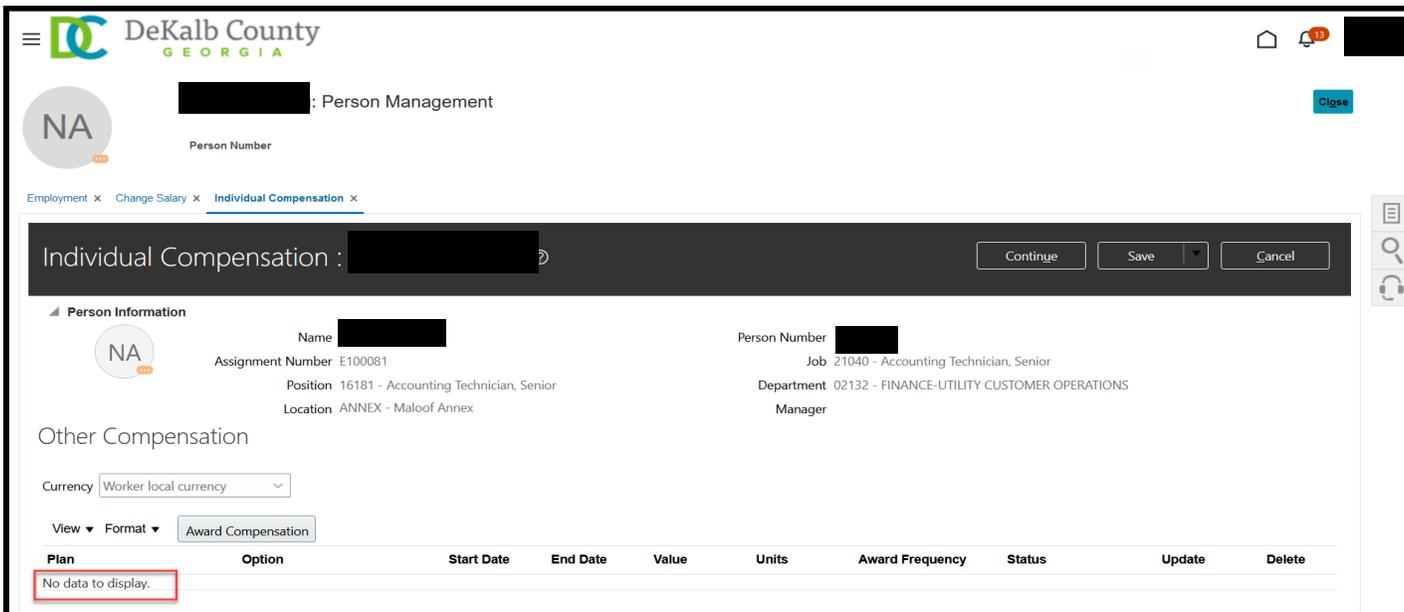
Manage Compensation: View an Employee's Individual Compensation Plan Details



The screenshot shows the DeKalb County Georgia HR system interface. The top navigation bar includes the DeKalb County logo and a user profile. The main content area is titled 'Person Management' and shows 'Employment' details for an employee. A panel drawer on the right is open, and the 'Individual Compensation' link under the 'Compensation' section is highlighted with a red box. A red line connects this link to a callout circle containing the number 7.

7

Once the Panel Drawer opens, select the **Individual Compensation** link from the **Compensation** section

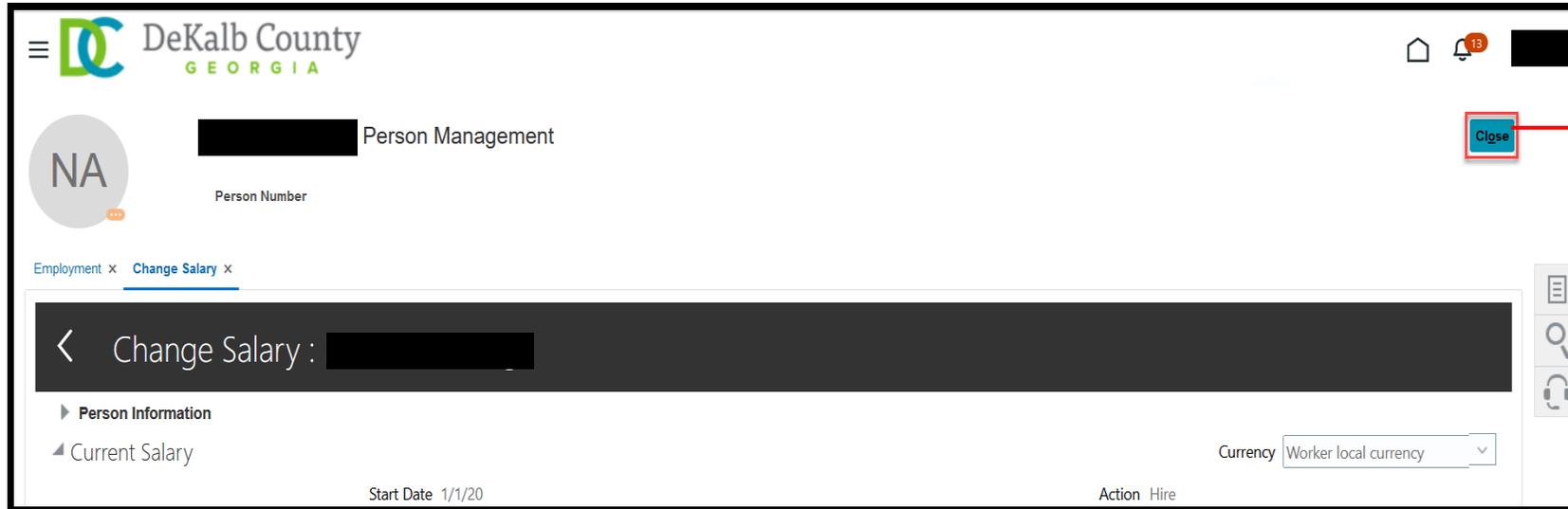


The screenshot shows the 'Individual Compensation' details page. The page title is 'Individual Compensation : [redacted]'. Below the title are 'Continue', 'Save', and 'Cancel' buttons. The 'Person Information' section displays details for the employee, including Name, Person Number, Assignment Number, Position, Location, Department, and Manager. The 'Other Compensation' section shows a dropdown for 'Currency' set to 'Worker local currency' and a 'View' dropdown set to 'Award Compensation'. Below this is a table with columns: Plan, Option, Start Date, End Date, Value, Units, Award Frequency, Status, Update, and Delete. The first row of the table contains the message 'No data to display.', which is highlighted with a red box. A red line connects this box to a callout circle containing the number 8.

8

From the **Individual Compensation** tab, the Coordinator can review an ICP that has been awarded to an Employee. If no ICP has been awarded, the Other Compensation section will house a message indicating that there is No data to display

Manage Compensation: View an Employee's Individual Compensation Plan Details



Once the Coordinator has completed reviewing the Individual Compensation details or there was no ICP to review, 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*