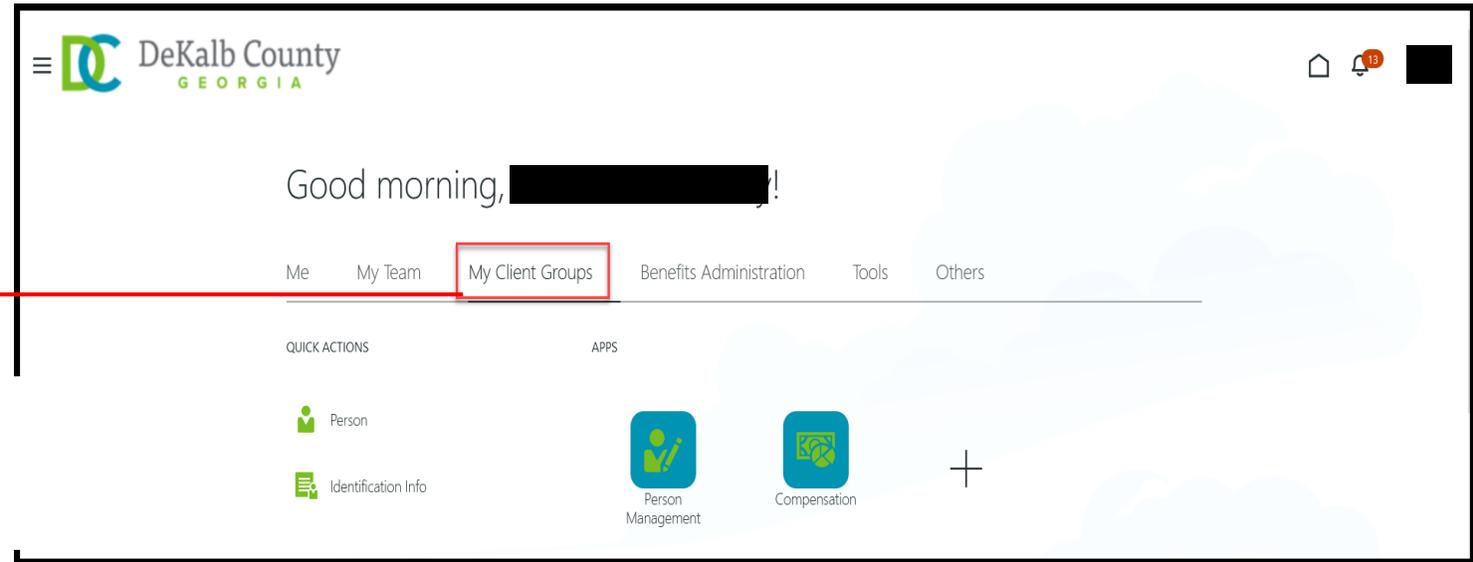


View an Employee's Pay slip

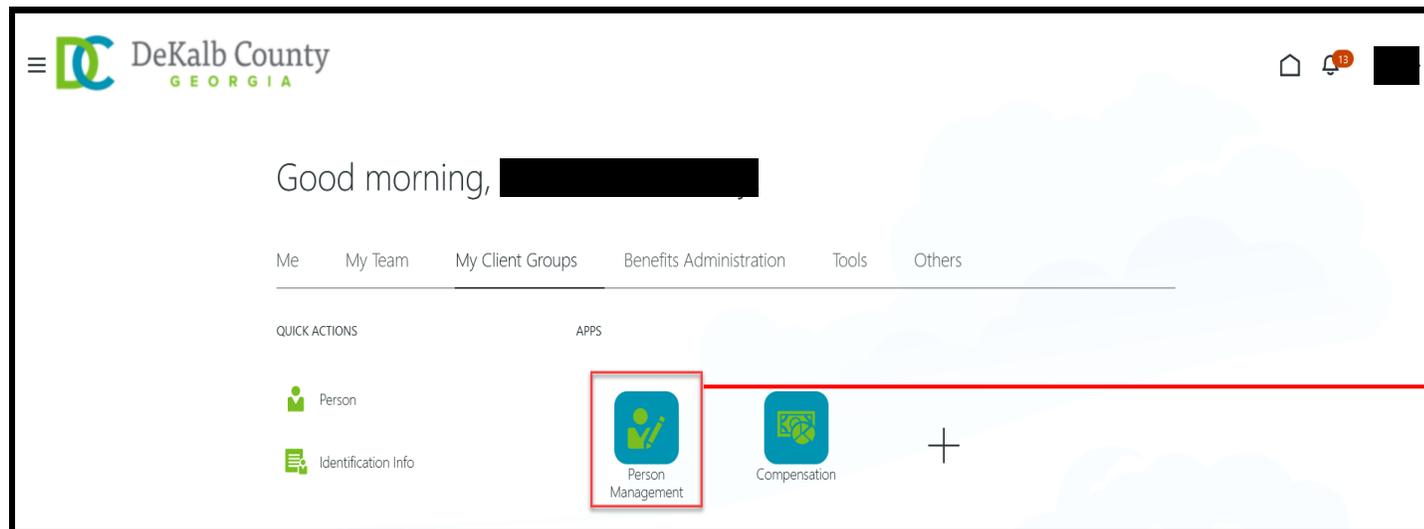
1

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



2

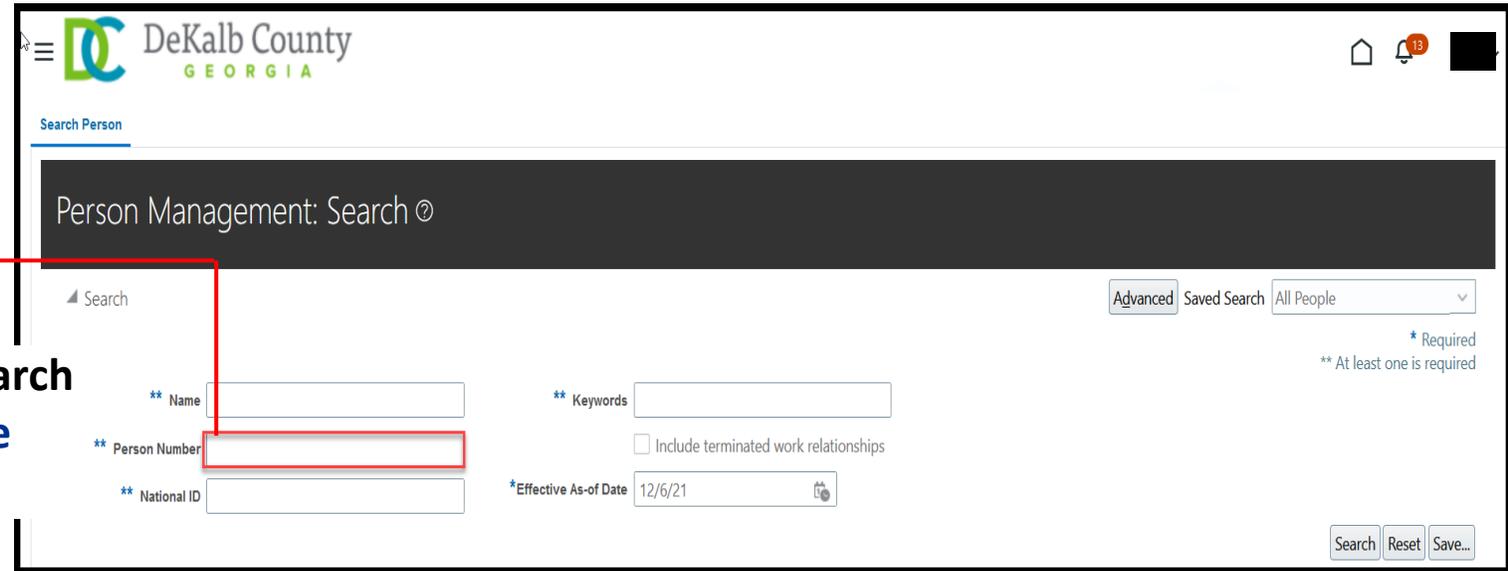
Select the **Person Management** tile within the Apps area



View an Employee's Pay slip

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

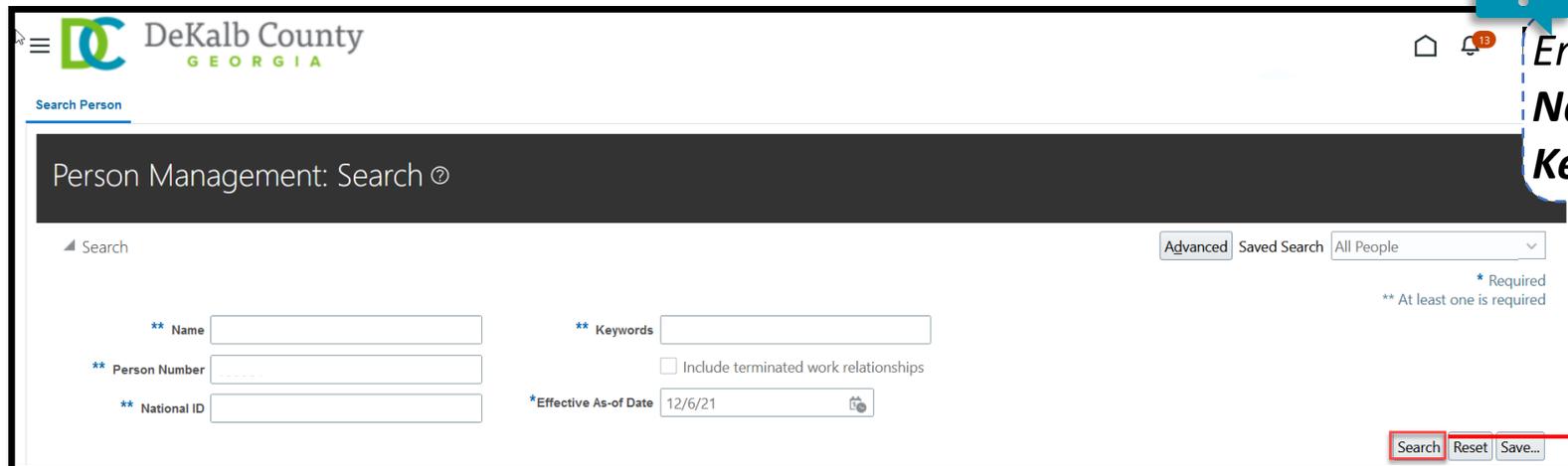
** Keywords

** Person Number

** National ID

* Effective As-of Date 12/6/21

Search Reset Save...



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...

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

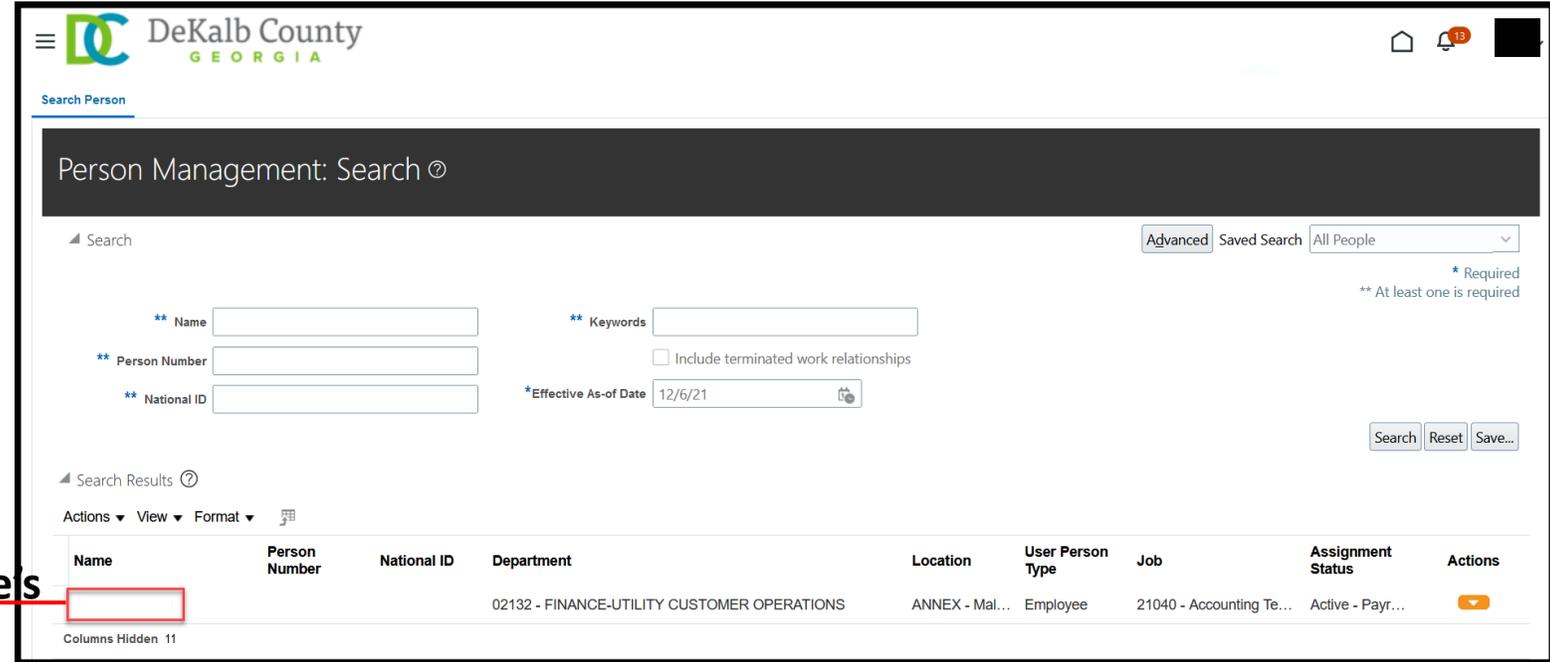
4

Select the **Search** button

View an Employee's Pay slip

5

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



The screenshot shows the 'Person Management: Search' interface. It includes search filters for Name, Person Number, National ID, Keywords, and Effective As-of Date. Below the filters is a table with search results. The first result is highlighted with a red box around the name field.

Name	Person Number	National ID	Department	Location	User Person Type	Job	Assignment Status	Actions
[Redacted Name]			02132 - FINANCE-UTILITY CUSTOMER OPERATIONS	ANNEX - Mal...	Employee	21040 - Accounting Te...	Active - Payr...	

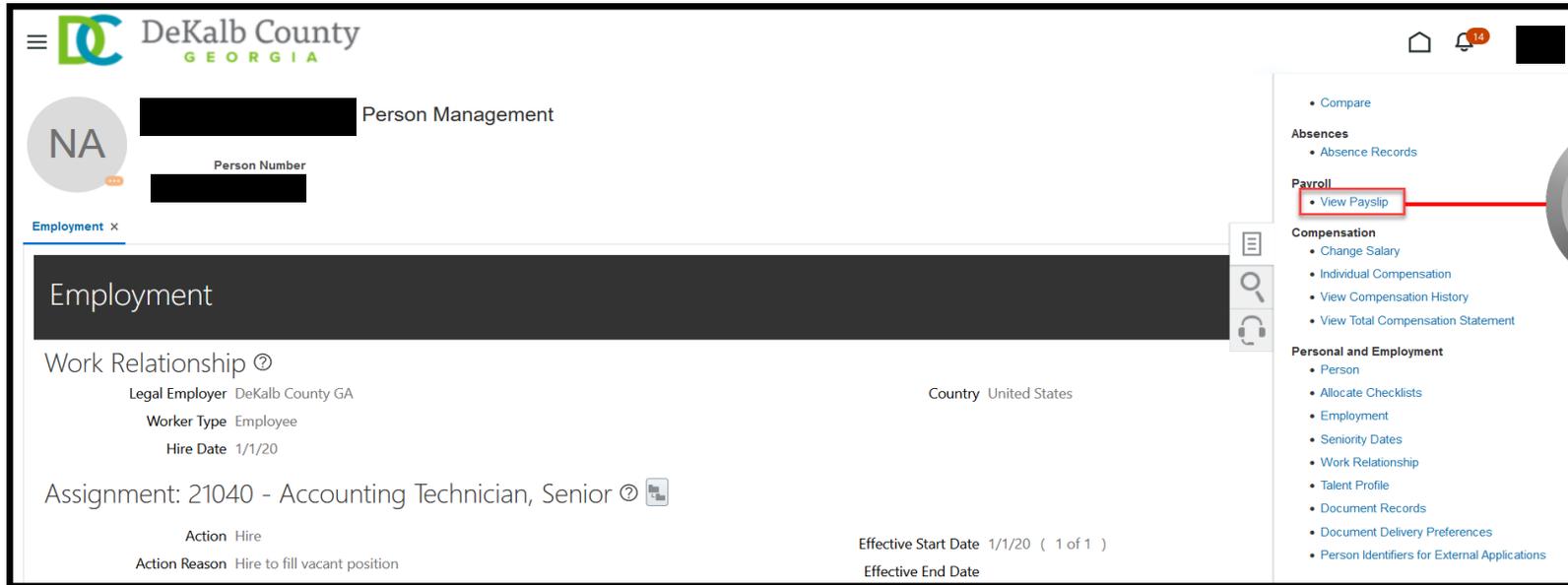


The screenshot shows the 'Person Management' page with an 'Employment' section. A red box highlights the 'Panel Drawer' icon in the bottom right corner of the page.

6

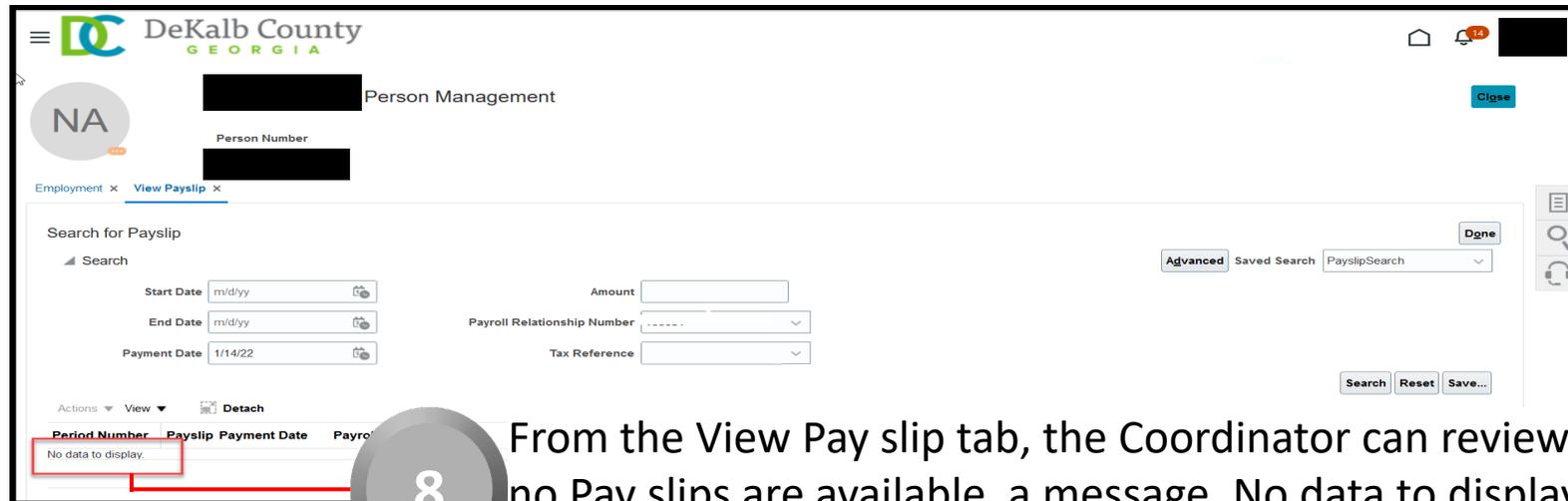
From the Employment page, select the **Panel Drawer** icon

View an Employee's Pay slip



The screenshot shows the DeKalb County Georgia HR system interface. The top navigation bar includes the DeKalb County logo and a home icon. The main content area is titled 'Person Management' and displays employee information such as 'Person Number' and 'Hire Date'. A 'Panel Drawer' is open on the right side, showing a list of navigation options. The 'Payroll' section is expanded, and the 'View Payslip' link is highlighted with a red box. A large grey circle with the number '7' is overlaid on the right side of the screenshot, pointing to the 'View Payslip' link.

Once the Panel Drawer opens, select the **View Pay slip** link from the **Payroll** section



The screenshot shows the 'View Payslip' search results page. The top navigation bar includes the DeKalb County logo and a home icon. The main content area is titled 'View Payslip' and displays a search form with fields for 'Start Date', 'End Date', 'Payment Date', 'Amount', 'Payroll Relationship Number', and 'Tax Reference'. Below the search form, there is a table with columns for 'Period Number', 'Payslip', 'Payment Date', and 'Payroll'. The table is currently empty, and a message 'No data to display.' is shown in a red box. A large grey circle with the number '8' is overlaid on the bottom left of the screenshot, pointing to the 'No data to display.' message.

From the View Pay slip tab, the Coordinator can review the Employee's Pay slip. If no Pay slips are available, a message, No data to display, would appear on the page

View an Employee's Pay slip

Employment x View Payslip x

Search for Payslip

Search

Start Date: m/d/yy Amount:

End Date: m/d/yy Payroll Relationship Number:

Payment Date: m/d/yy Tax Reference:

Advanced Saved Search PayslipSearch Done

Search Reset Save...

Actions View Detach

Period Number	Payslip	Payment Date	Payroll	Tax Reference	Start Date	End Date	Amount	Payroll Relationship Number
No data to display.								

9

To search for a Pay slip, key in the **Start Date, End Date, or Payment Date** in the Search section. Blind Searches can be done by selecting the **Submit** button without entering any Dates. In this example, a Blind Search will be done

Employment x View Payslip x

Search for Payslip

Search

Start Date: m/d/yy Amount:

End Date: m/d/yy Payroll Relationship Number:

Payment Date: m/d/yy Tax Reference:

Advanced Saved Search PayslipSearch Done

Search Reset Save...

Actions View Detach

Period Number	Payslip	Payment Date	Payroll	Tax Reference	Start Date	End Date	Amount	Payroll Relationship Number
24		11/19/21	Regular Biweekly	DeKalb County GA	10/30/21	11/12/21	359.49	063563
23		11/5/21	Regular Biweekly	DeKalb County GA	10/16/21	10/29/21	359.49	063563
22		10/22/21	Regular Biweekly	DeKalb County GA	10/2/21	10/15/21	643.41	063563

10

From the Blind Search, select the **Pay slip** icon from the Pay slip column



If the Coordinator wants to see a specific period, then key in the Dates for the period in question. The Dates may be keyed in, or the Calendar icon may be selected, and the Date selected from the Calendar

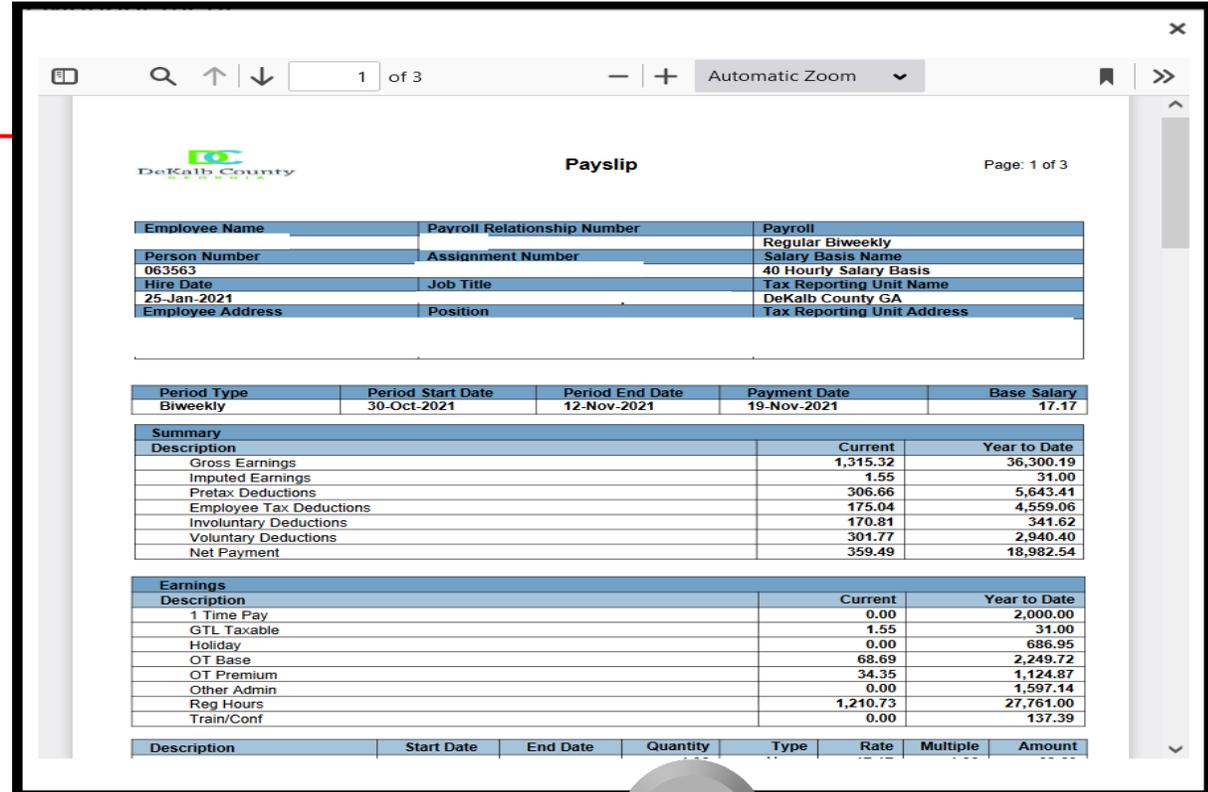
View an Employee's Pay slip

11

The Pay Slip will launch and may be reviewed

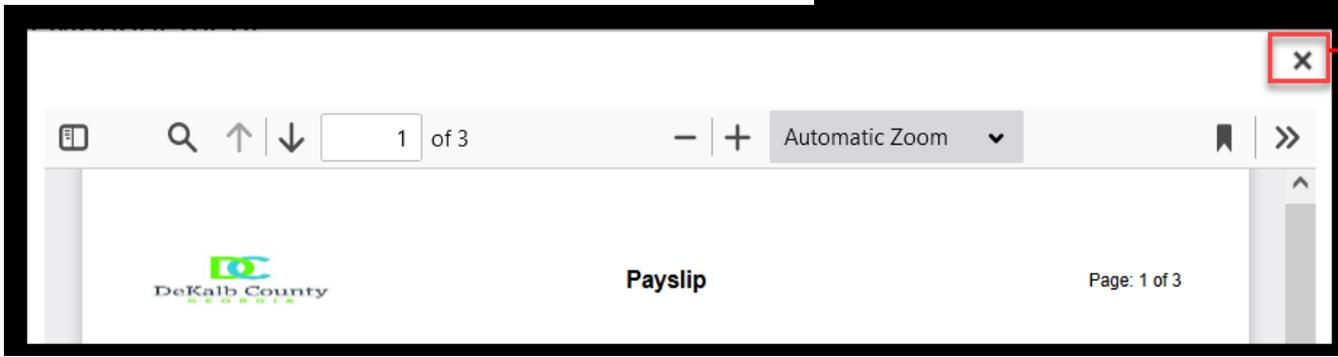


Scroll through the Pay slip in order to see the details around the Employee's Pay

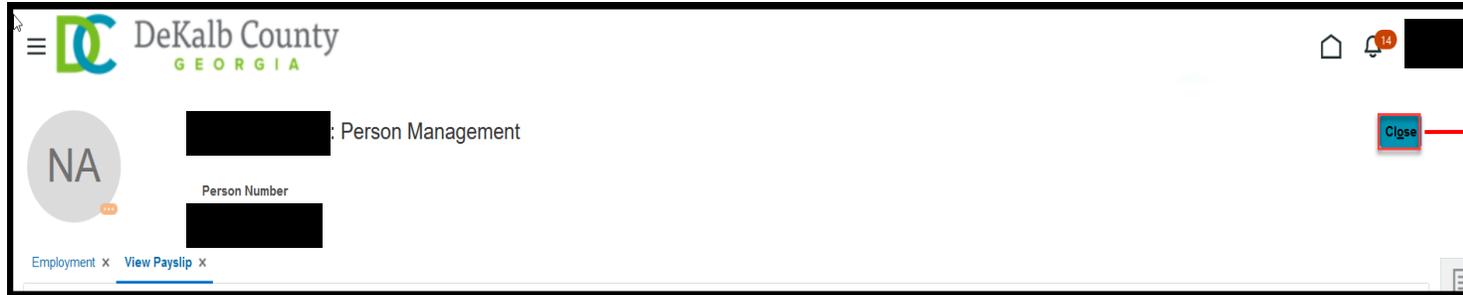


12

Once the Pay slip has been reviewed, select the X button



View an Employee's Pay slip



13

Once the Coordinator has completed reviewing the Pay slip 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*