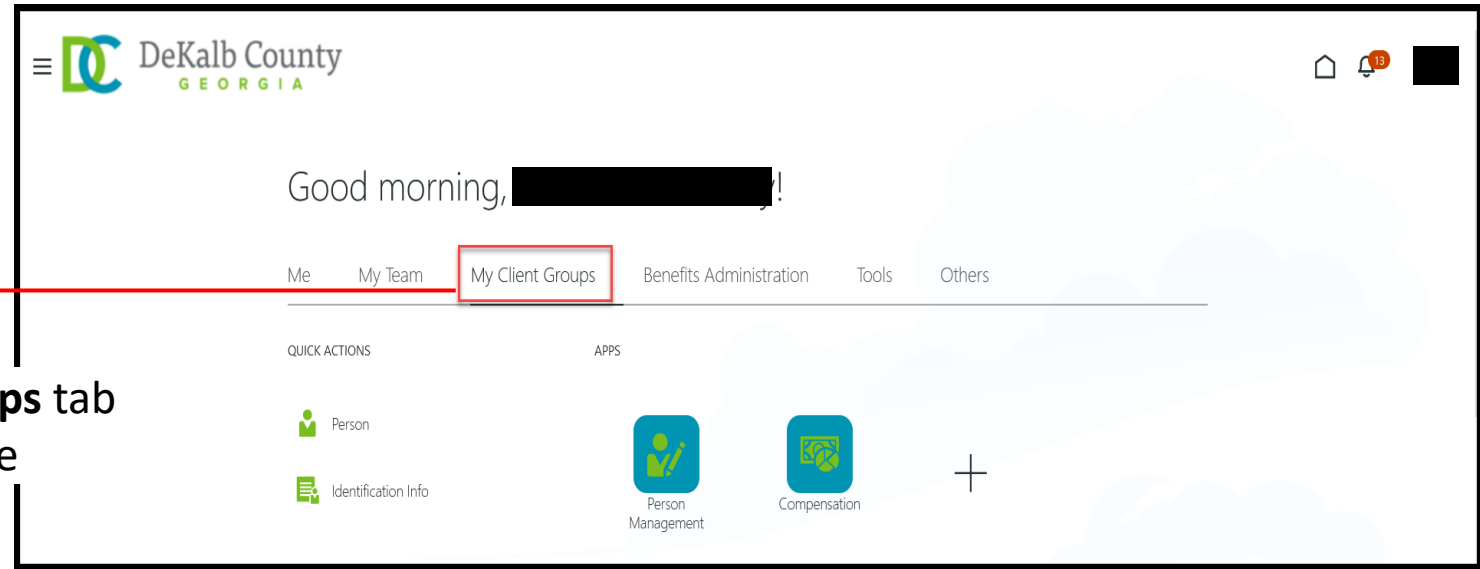


Manage Employment: View an Employee's Person Identifiers for External Application Details

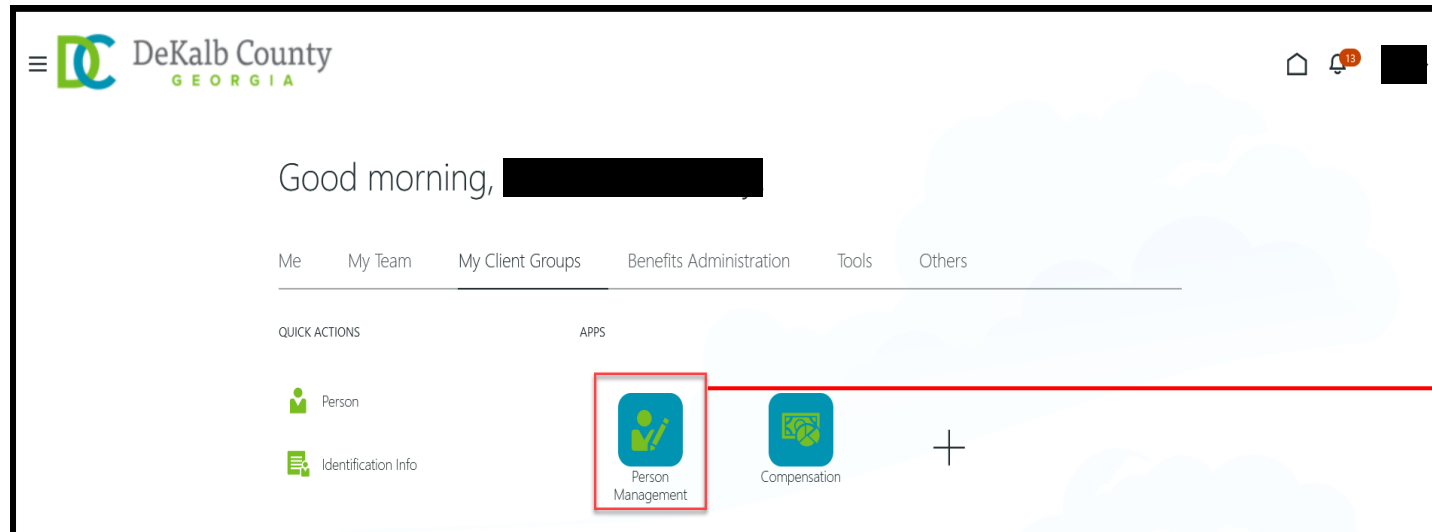
1

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



2

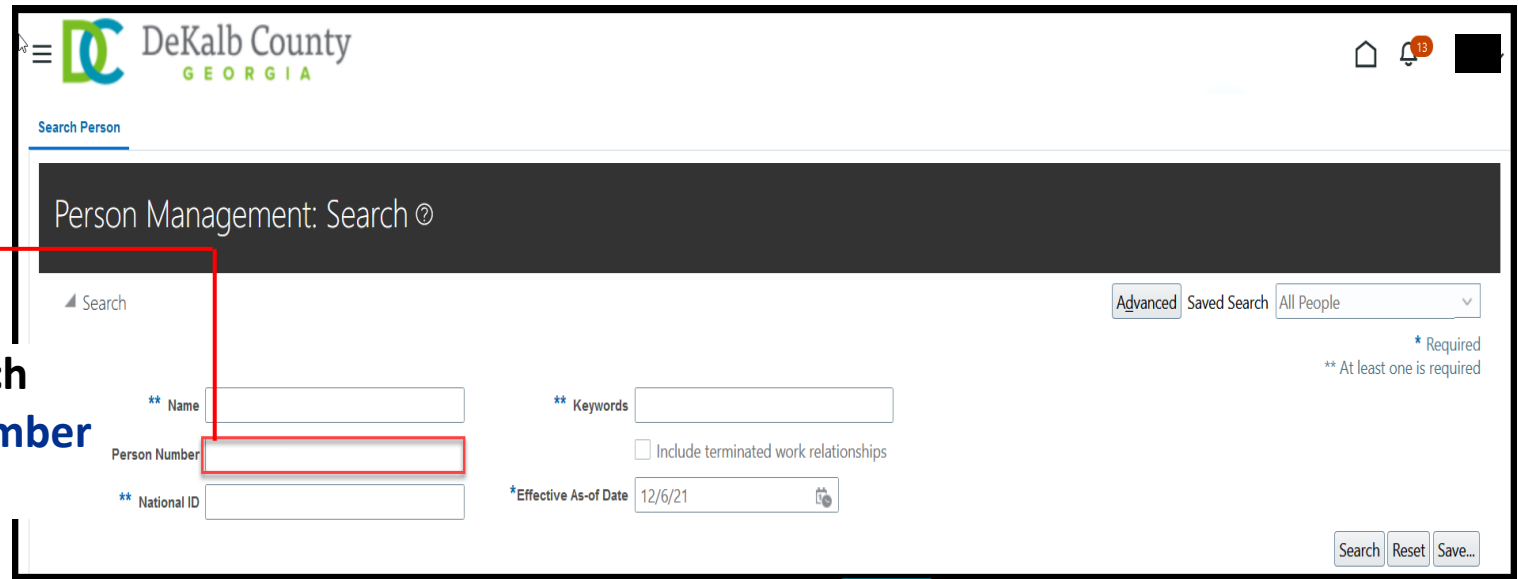
Select the **Person Management** tile within the Apps area



Manage Employment: View an Employee's Person Identifiers for External Application Details

3

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



DeKalb County GEORGIA

Search Person

Person Management: Search ©

Search

Advanced Saved Search All People

* Required
** At least one is required

** Name

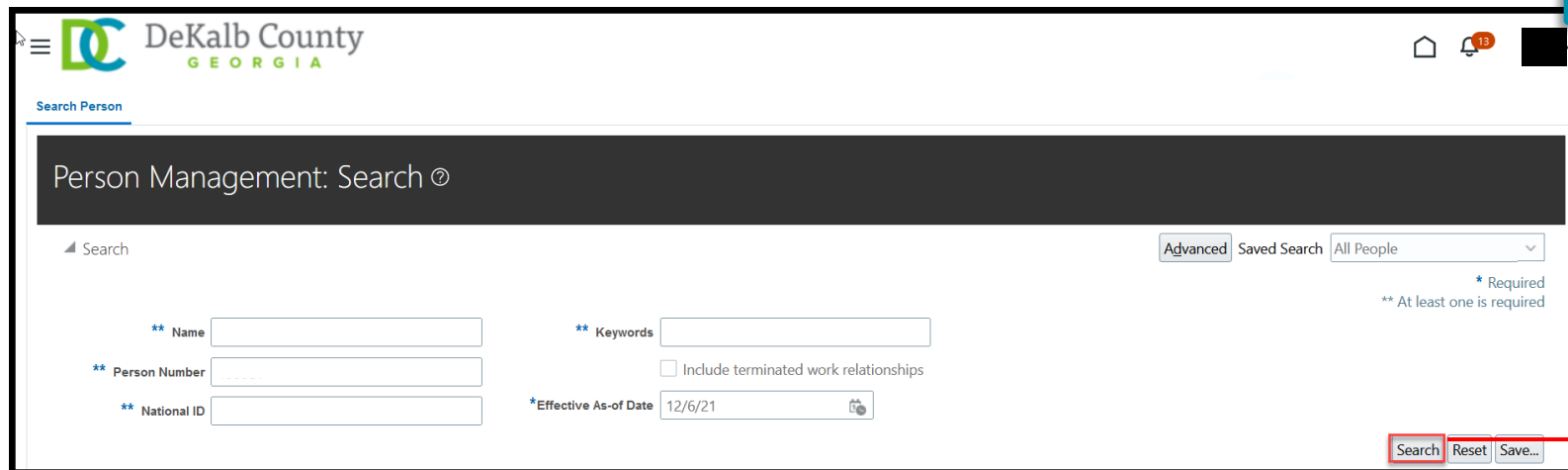
** Keywords

Person Number

Include terminated work relationships

*Effective As-of Date 12/6/21

Search Reset Save...



DeKalb County GEORGIA

Search Person

Person Management: Search ©

Search

Advanced Saved Search All People

* Required
** At least one is required

** Name

** Keywords

** Person Number

Include terminated work relationships

*Effective As-of Date 12/6/21

Search Reset Save...



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

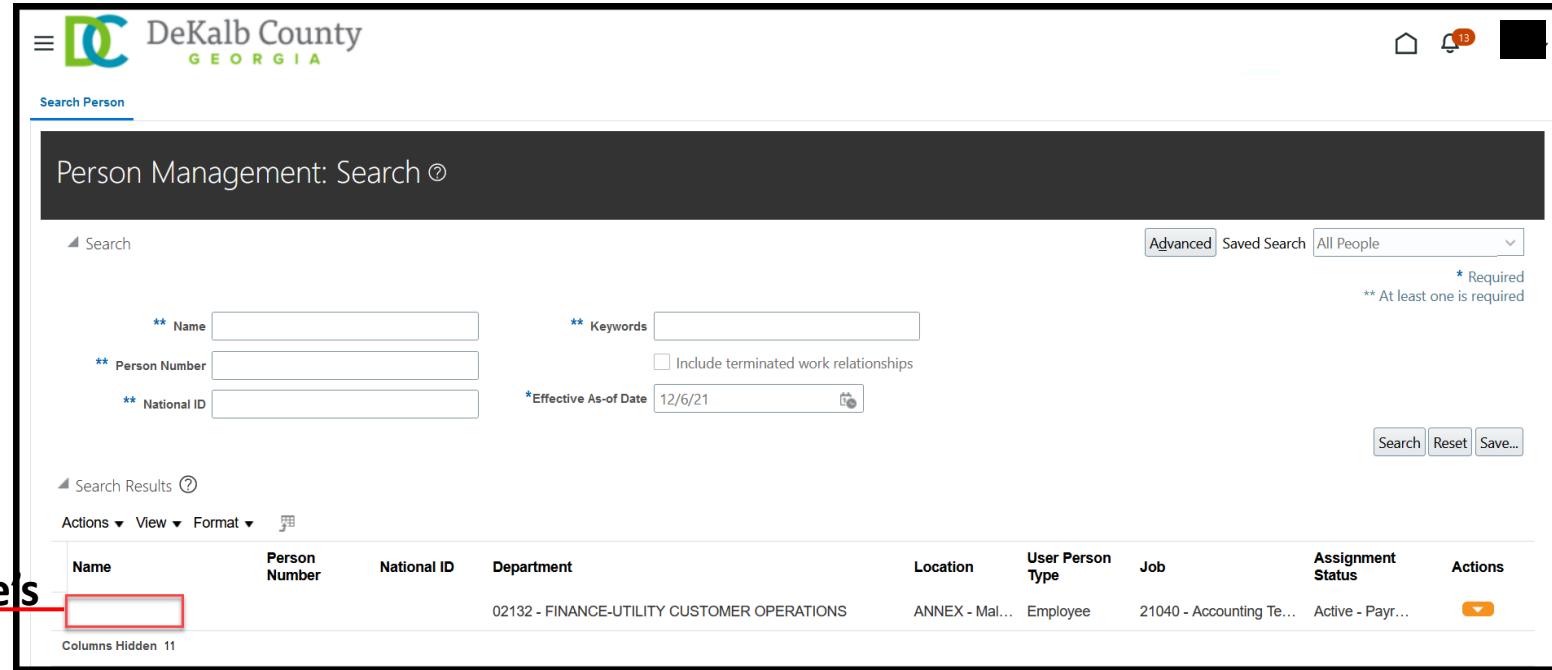
4

Select the **Search** button

Manage Employment: View an Employee's Person Identifiers for External Application 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

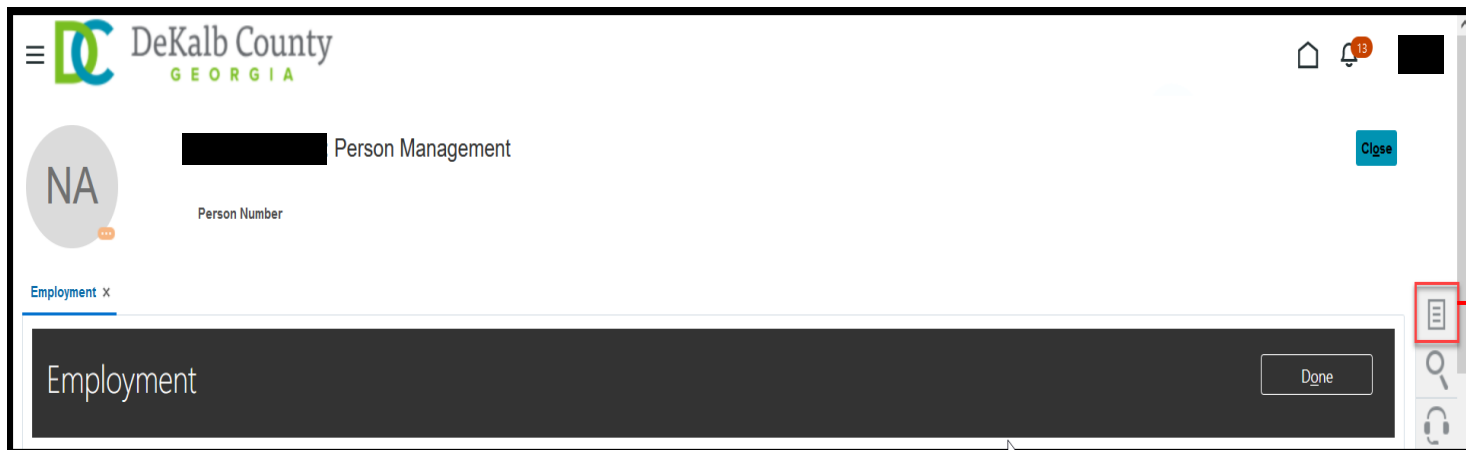
Actions View Format

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

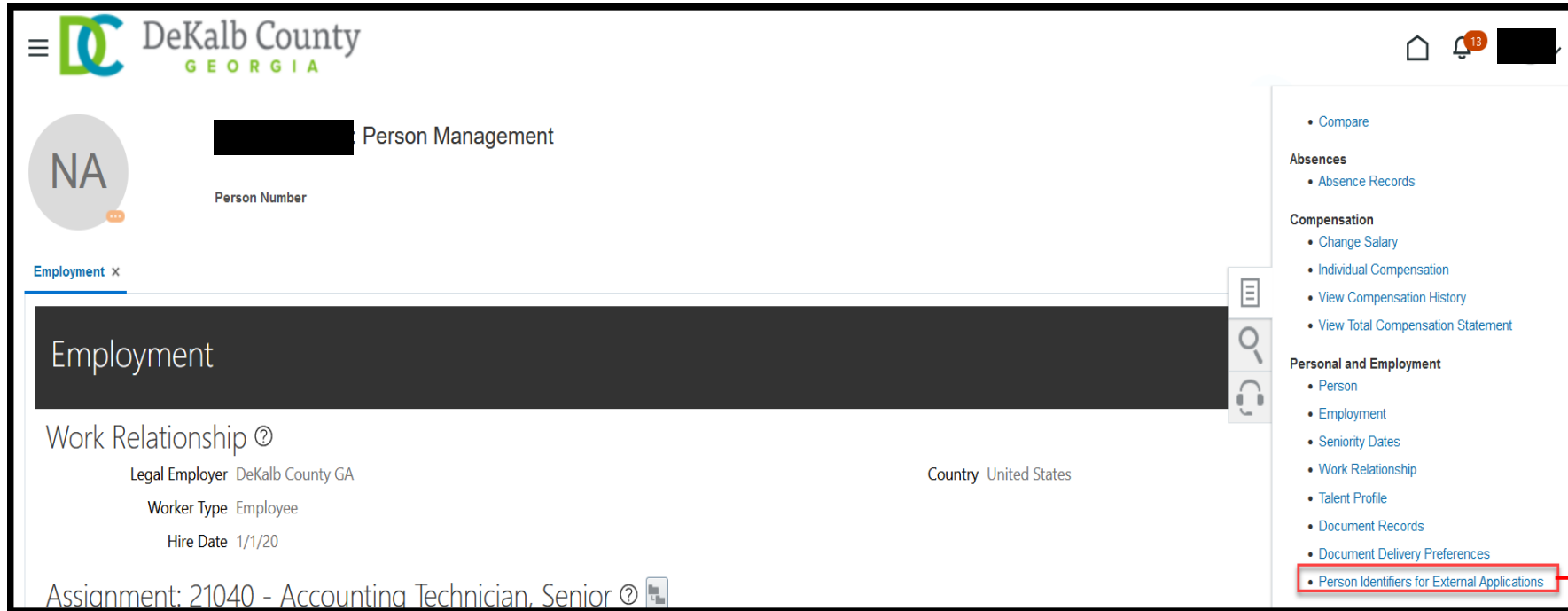
Person Number

Employment x

Employment

Done

Manage Employment: View an Employee's Person Identifiers for External Application Details

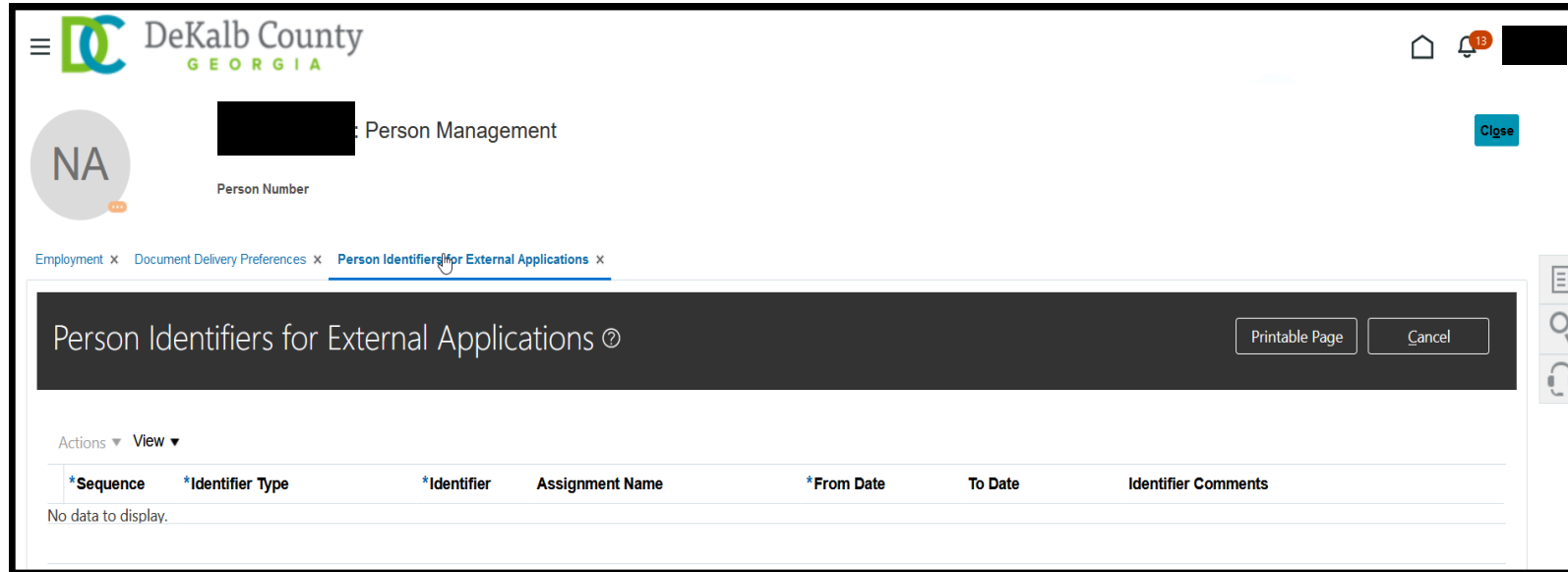


The screenshot shows the DeKalb County Georgia HR system interface. At the top left is the DeKalb County Georgia logo. The main header area includes a user profile with initials 'NA' and a 'Person Management' link. Below this is an 'Employment' tab. The main content area displays 'Work Relationship' details: Legal Employer (DeKalb County GA), Worker Type (Employee), Hire Date (1/1/20), and Country (United States). At the bottom, it shows an assignment: 'Assignment: 21040 - Accounting Technician, Senior'. On the right side, a panel drawer is open, listing various options under 'Personal and Employment'. The link 'Person Identifiers for External Applications' is highlighted with a red box. A red line connects this link to a large grey circle containing the number '7'.

7

Once the Panel Drawer opens, select the **Person Identifiers for External Applications** link from the **Personal and Employment** section

Manage Employment: View an Employee's Person Identifiers for External Application Details



DeKalb County
GEORGIA

Person Management

Person Number

Close

Employment x Document Delivery Preferences x **Person Identifiers for External Applications** x

Person Identifiers for External Applications ⓘ

Printable Page Cancel

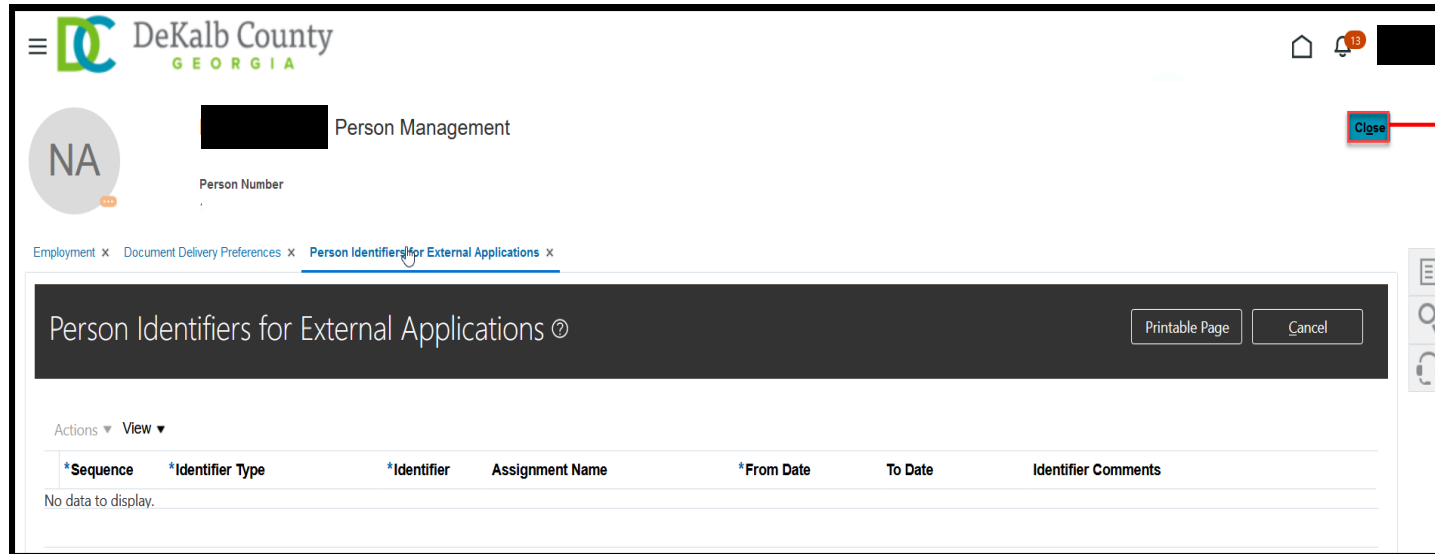
Actions ▾ View ▾

*Sequence	*Identifier Type	*Identifier	Assignment Name	*From Date	To Date	Identifier Comments
No data to display.						

8

From the **Person Identifiers for External Applications** tab, the Coordinator can review the Identifier Type associated with an Employee. If there are no Identifiers, a note on the page will indicate there is No data to display

Manage Employment: View an Employee's Person Identifiers for External Application Details



DeKalb County
GEORGIA

Person Management

Person Number

Employment x Document Delivery Preferences x Person Identifiers for External Applications x

Person Identifiers for External Applications ©

Printable Page Cancel

Actions View

*Sequence	*Identifier Type	*Identifier	Assignment Name	*From Date	To Date	Identifier Comments
No data to display.						

Close

9

Once the Coordinator has completed reviewing the Person Identifiers for External Applications details or there are none, 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*