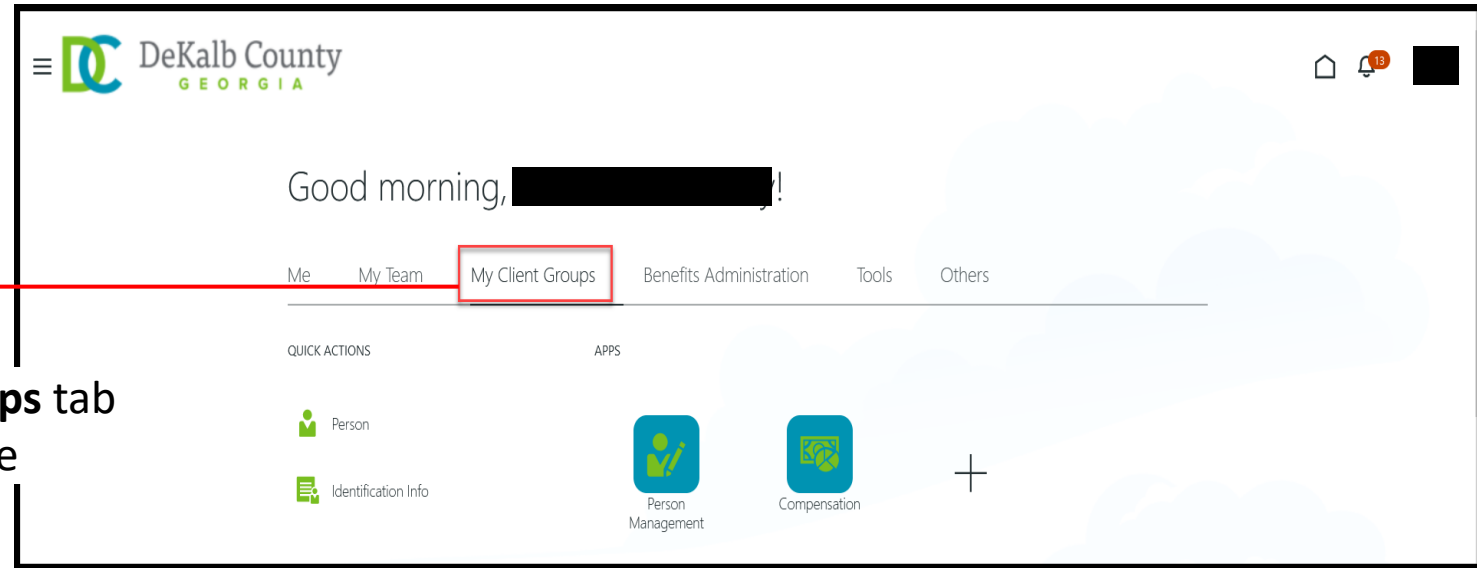


# Manage Employment: View an Employee's Seniority Dates Details

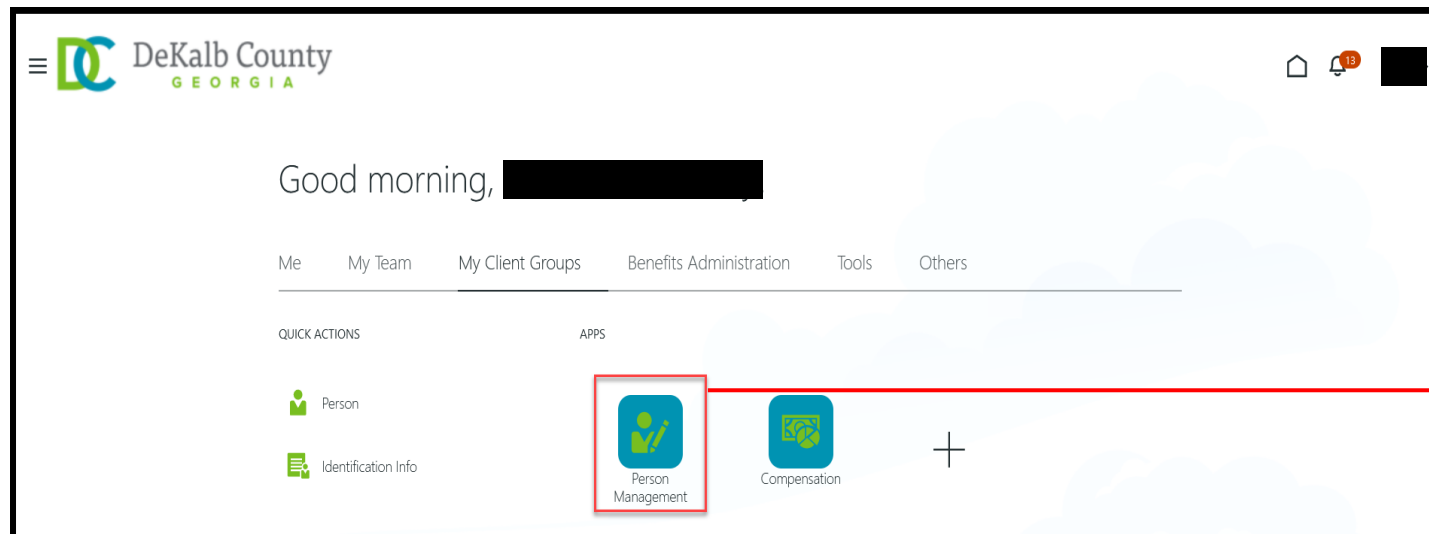
1

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



2

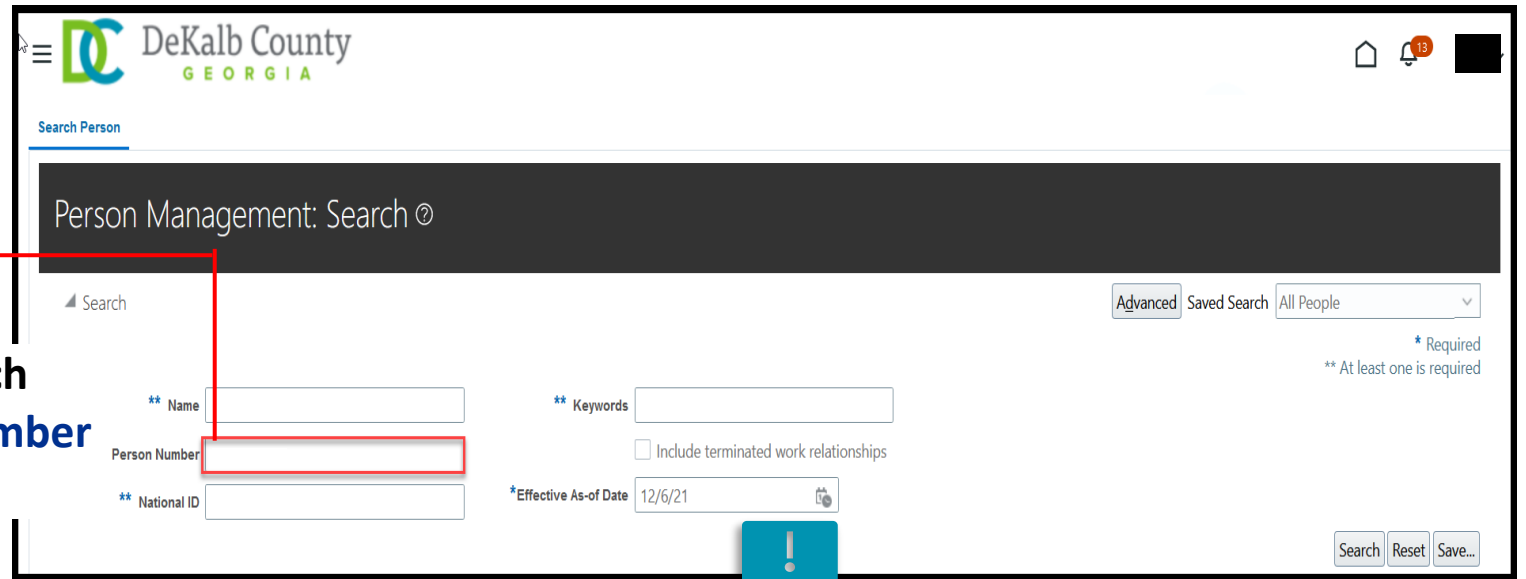
Select the **Person Management** tile within the Apps area



# Manage Employment: View an Employee's Seniority Dates 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

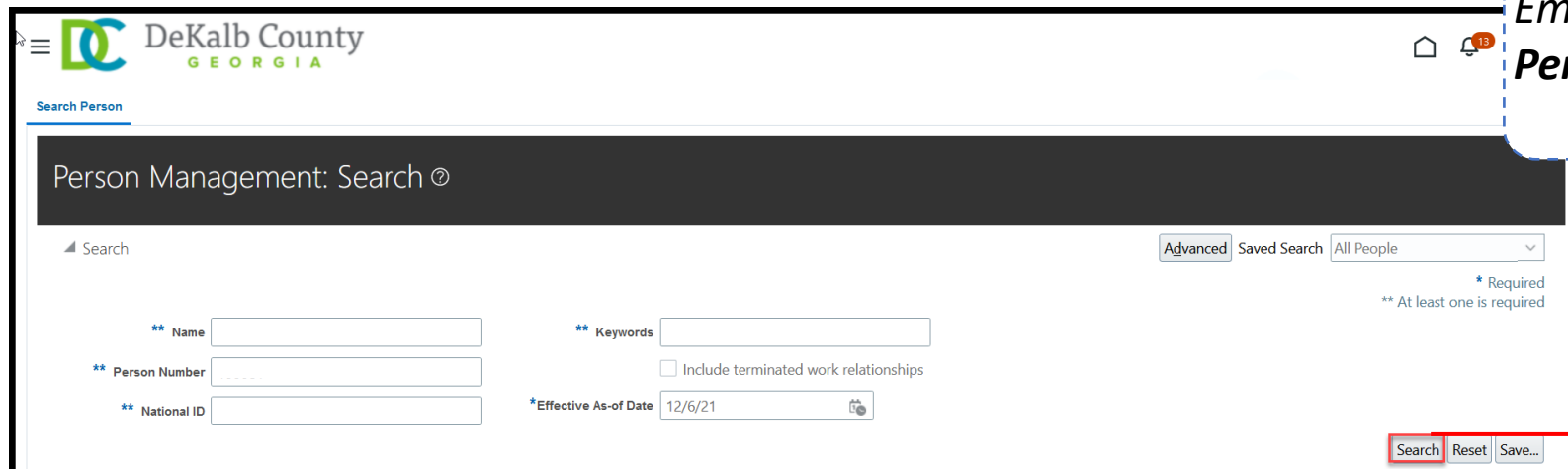
Person Number

☐ Include terminated work relationships

\*Effective As-of Date 12/6/21

Search Reset Save...

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



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...

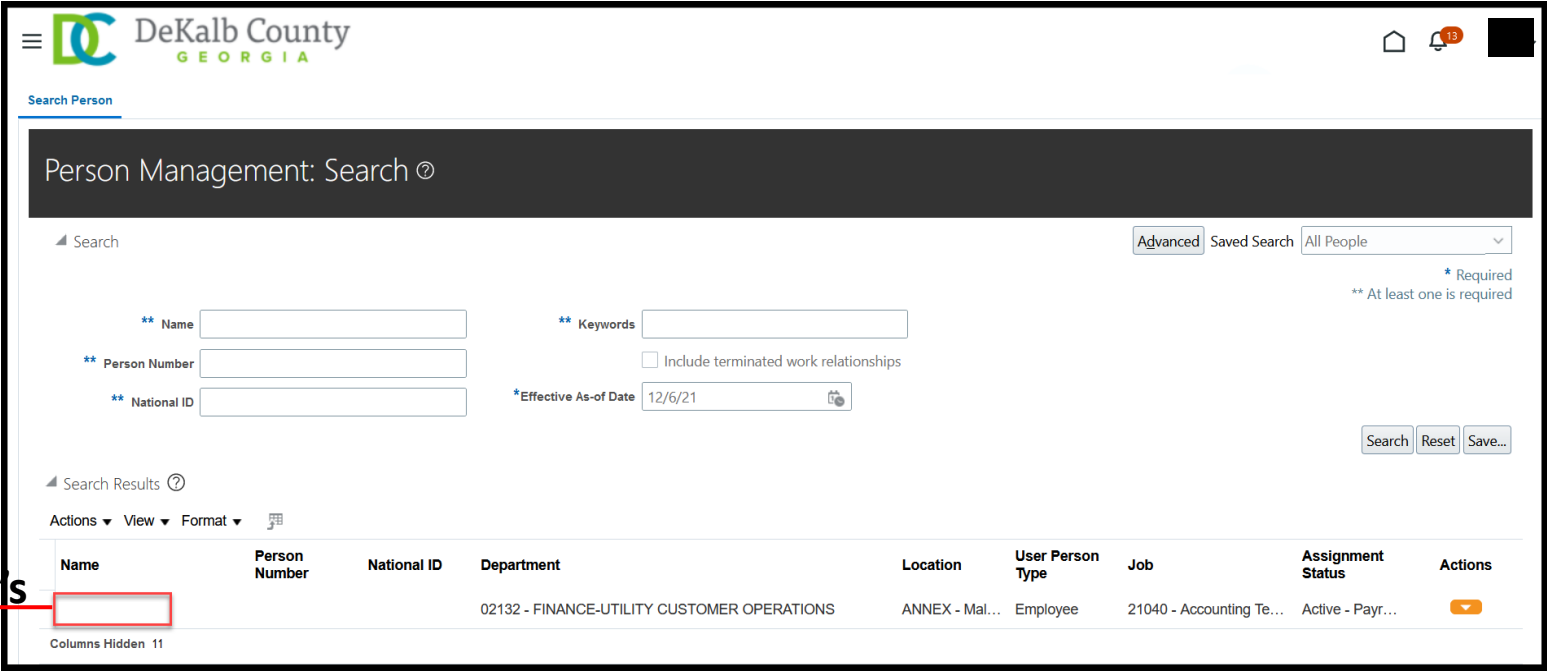
4

Select the **Search** button

# Manage Employment: View an Employee's Seniority Dates Details

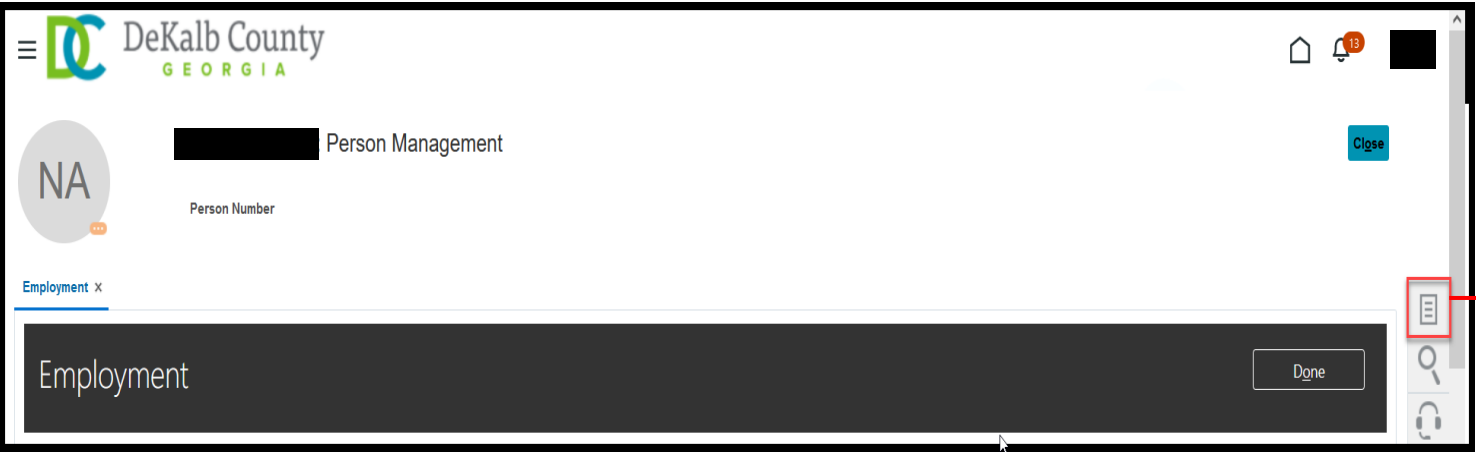
5

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




6

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



# Manage Employment: View an Employee's Seniority Dates Details



The screenshot shows the DeKalb County Georgia HR system interface. The top navigation bar includes the DeKalb County logo and a 'Person Management' section. The main content area is titled 'Employment' and displays details for a specific employee, including 'Work Relationship', 'Legal Employer', 'Worker Type', 'Hire Date', and 'Assignment'. A panel drawer is open on the right side, showing a list of links under the 'Personal and Employment' section. The 'Seniority Dates' link is highlighted with a red box, and a red line connects it to a callout box on the right.

7

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

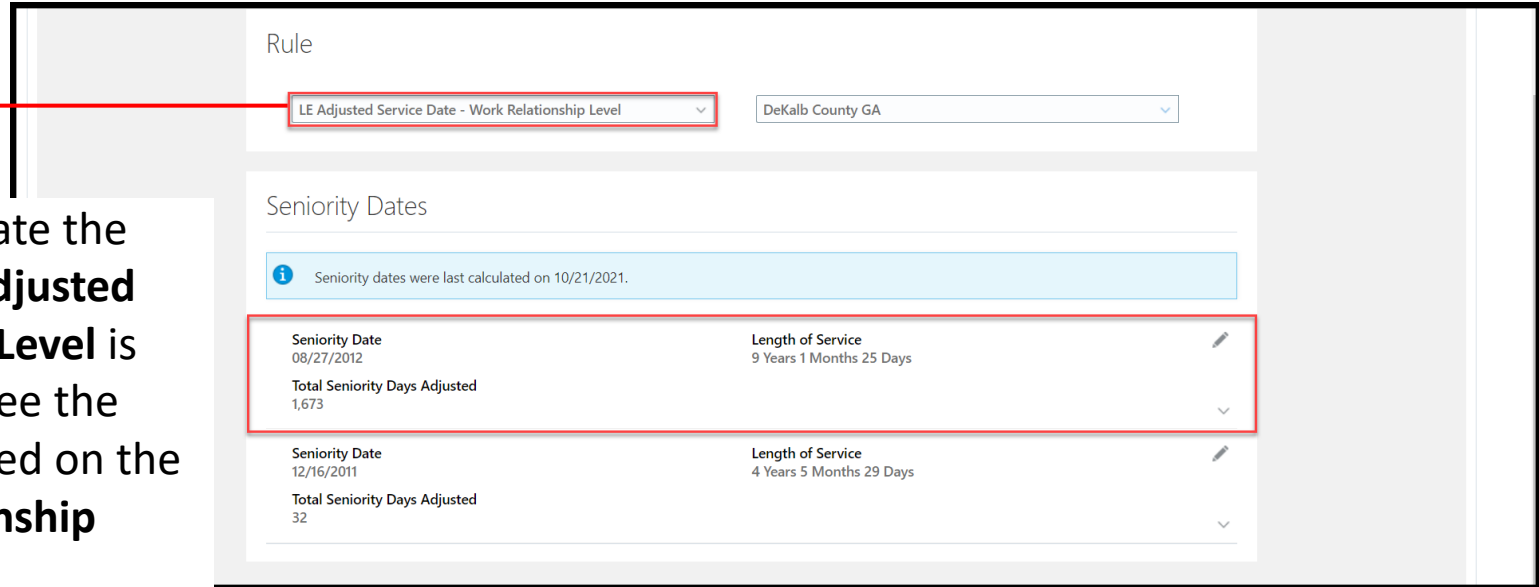


*Two **Seniority Dates** the Coordinator would be most interested in reviewing would be the **LE Adjusted Service Date** which is also known as the **Latest Start Date** and the **Enterprise Seniority Date** which is also known as the **Original Date of Hire***

# Manage Employment: View an Employee's Seniority Dates Details

8

From the **Seniority Dates** tab, locate the **Rule** section. By default, the **LE Adjusted Service Date- Work Relationship Level** is populated. The Coordinator can see the Employee's **Length of Service** based on the Employee's current **Work Relationship**



Rule	
LE Adjusted Service Date - Work Relationship Level	DeKalb County GA

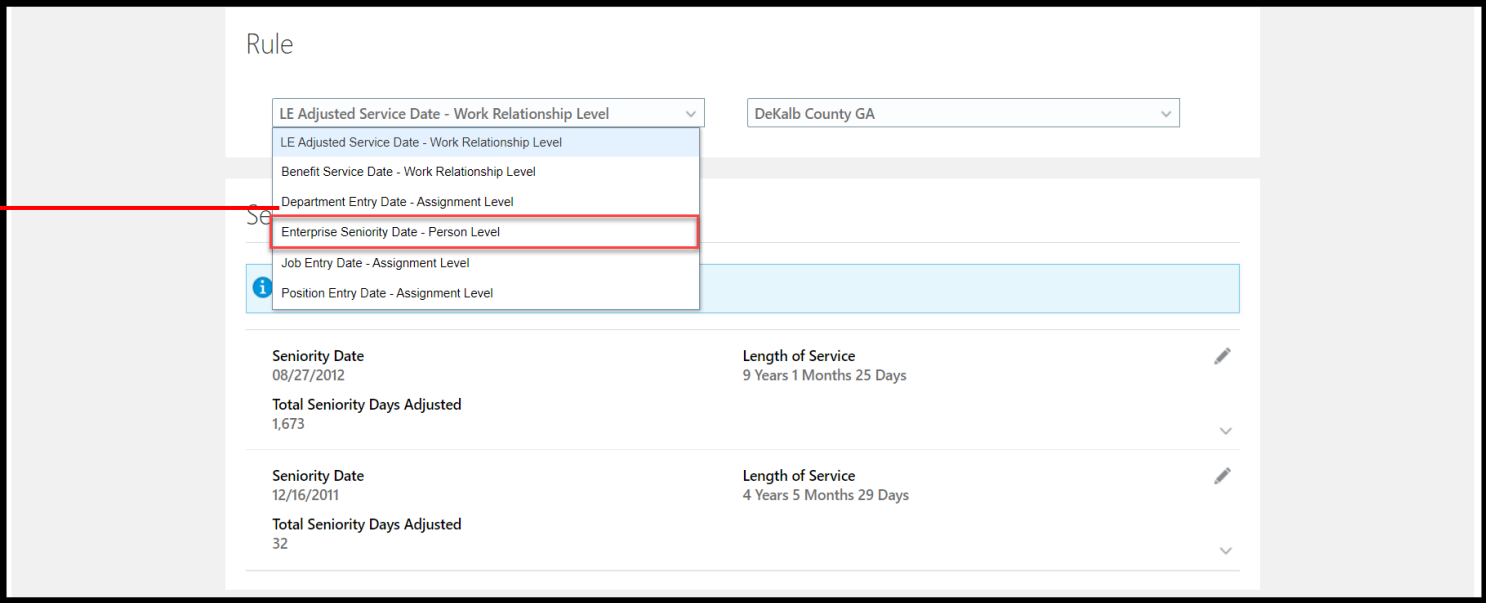
Seniority Dates	
i Seniority dates were last calculated on 10/21/2021.	
Seniority Date 08/27/2012	Length of Service 9 Years 1 Months 25 Days
Total Seniority Days Adjusted 1,673	
Seniority Date 12/16/2011	Length of Service 4 Years 5 Months 29 Days
Total Seniority Days Adjusted 32	

*The **Seniority Dates** page will house historical work relationship dates. Each Historical Record indicates a prior Work Relationship and is independent of the Employee's current Work Relationship*

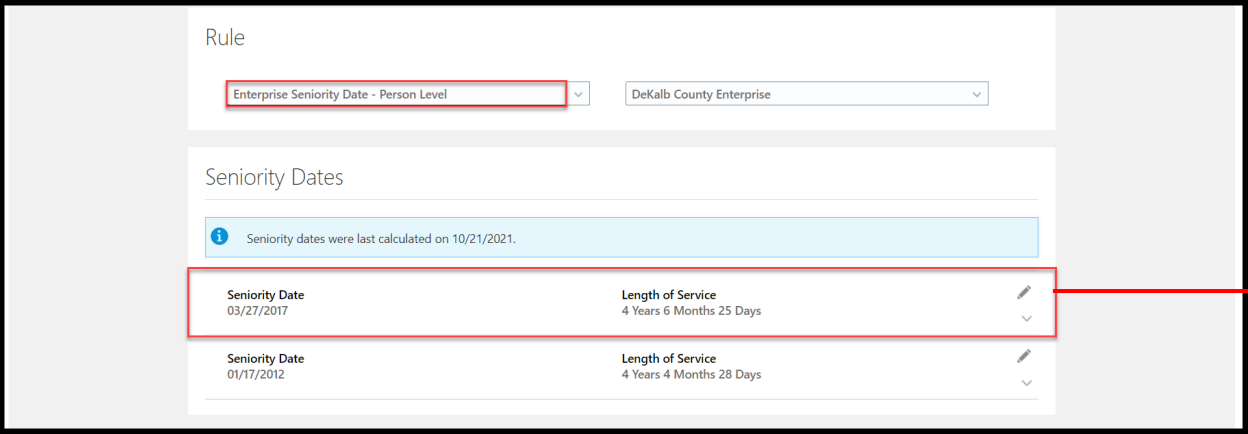
# Manage Employment: View an Employee's Seniority Dates Details

9

To review the Employee's **Enterprise Seniority Date** or **Original Date of Hire**, select **Enterprise Seniority Date** from the drop-down list in the **Rule** section



Seniority Date	Length of Service
08/27/2012	9 Years 1 Months 25 Days
Total Seniority Days Adjusted: 1,673	
12/16/2011	4 Years 5 Months 29 Days
Total Seniority Days Adjusted: 32	



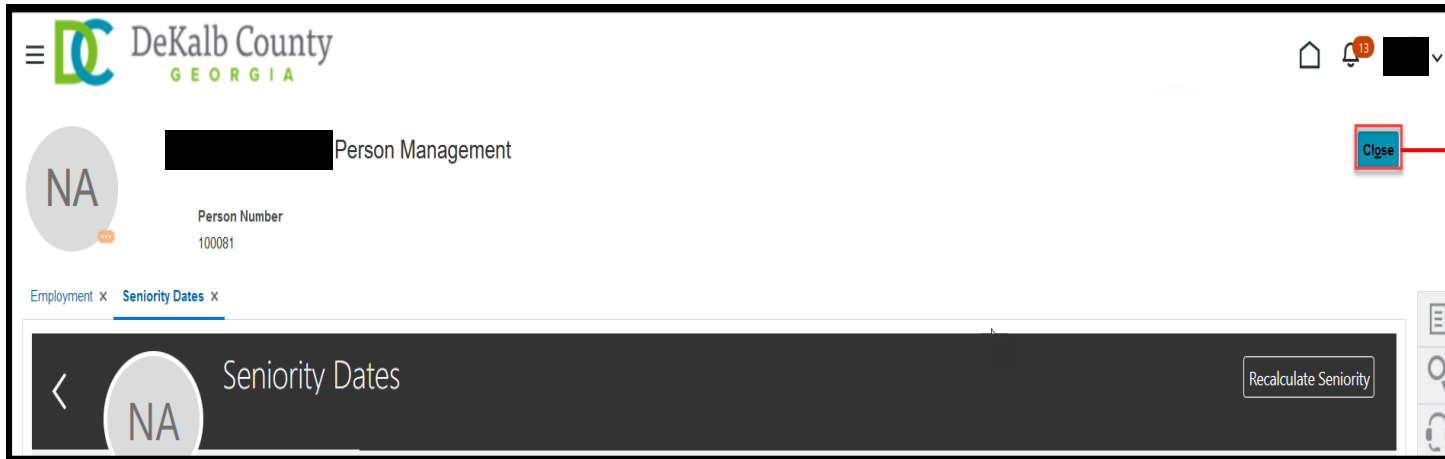
Seniority dates were last calculated on 10/21/2021.

Seniority Date	Length of Service
03/27/2017	4 Years 6 Months 25 Days
01/17/2012	4 Years 4 Months 28 Days

10

The Coordinator can now see the total **Length of Service** for an Employee based on his/her **Original Date of Hire**

# Manage Employment: View an Employee's Seniority Dates Details



11

Once the Coordinator has completed reviewing the employee's Seniority Dates, 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*