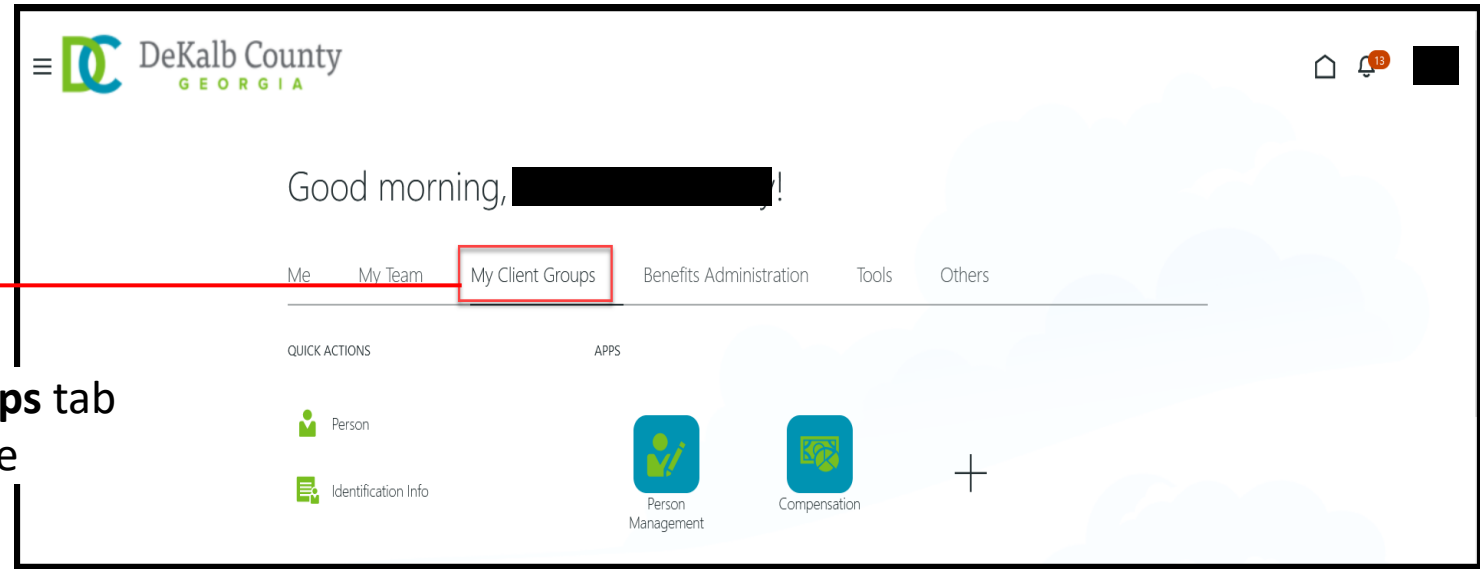


# Manage Employment: View an Employee's Work Relationship Details

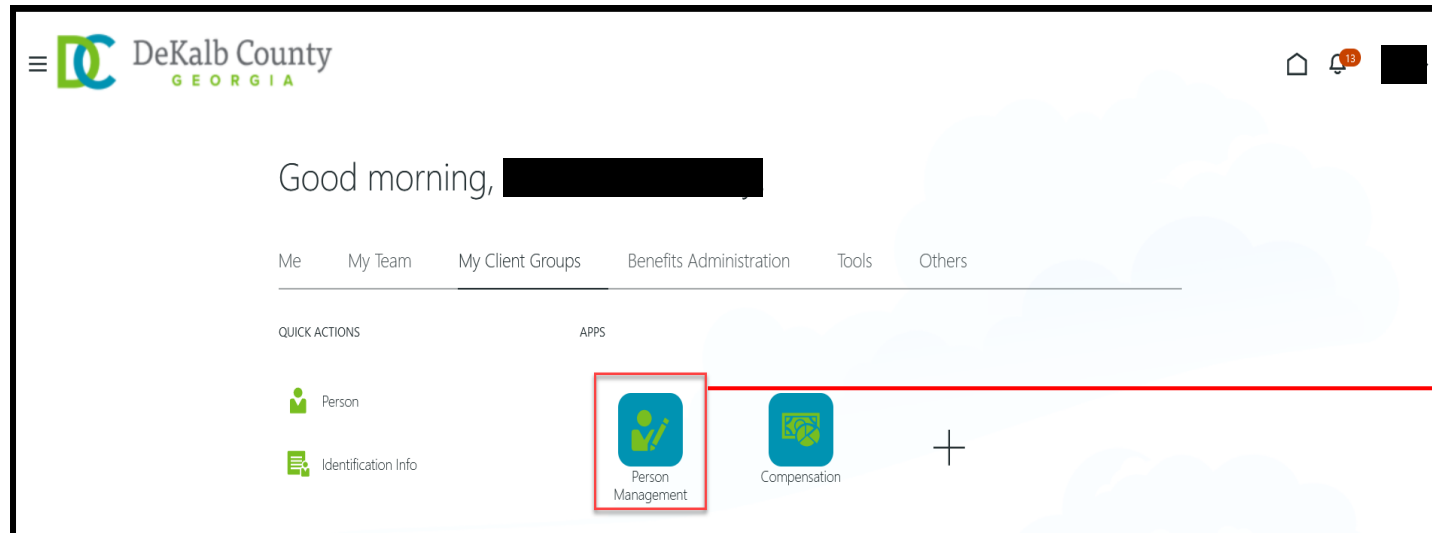
1

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



2

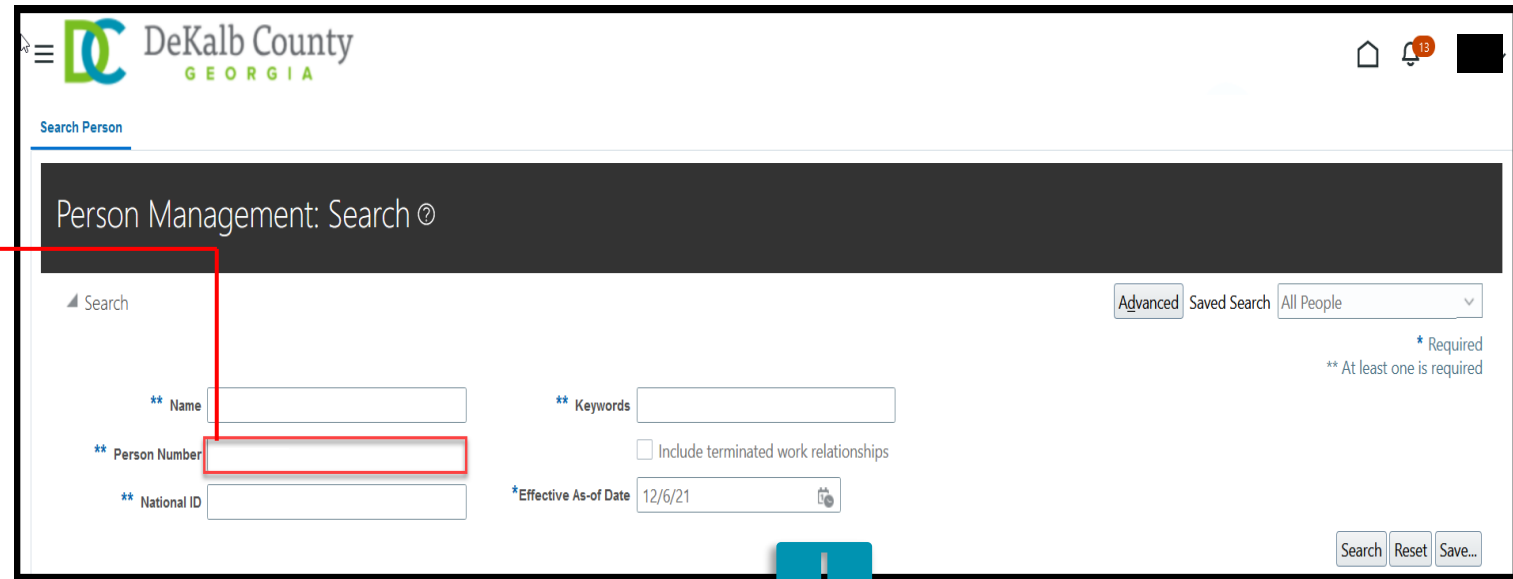
Select the **Person Management** tile within the Apps area



# Manage Employment: View an Employee's Work Relationship 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

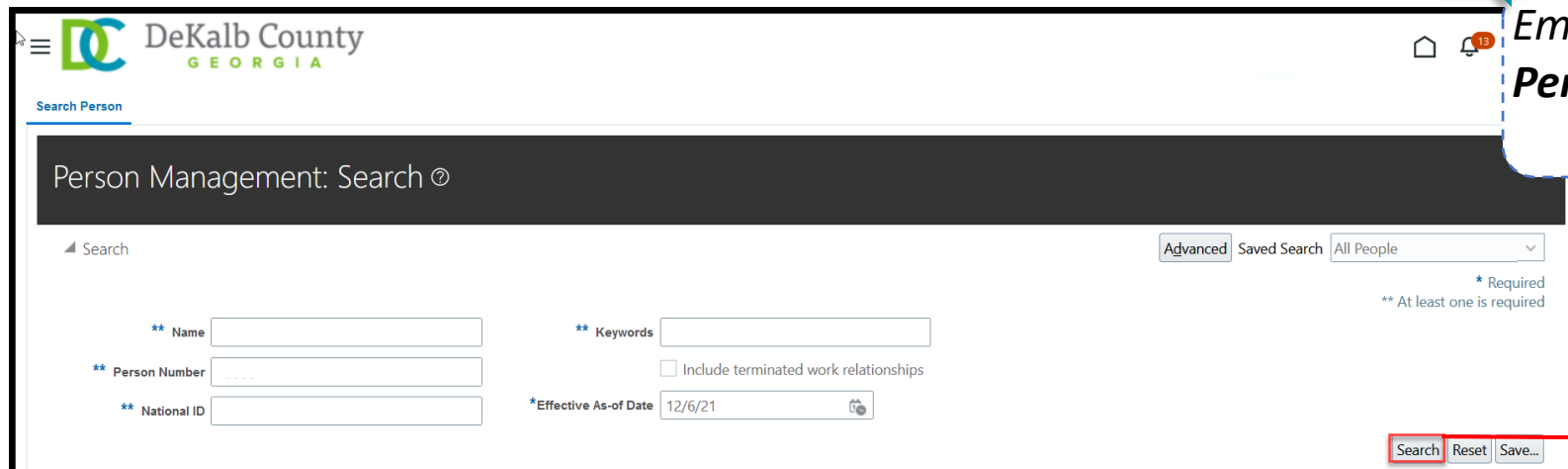
\*\* Keywords

\*\* 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**

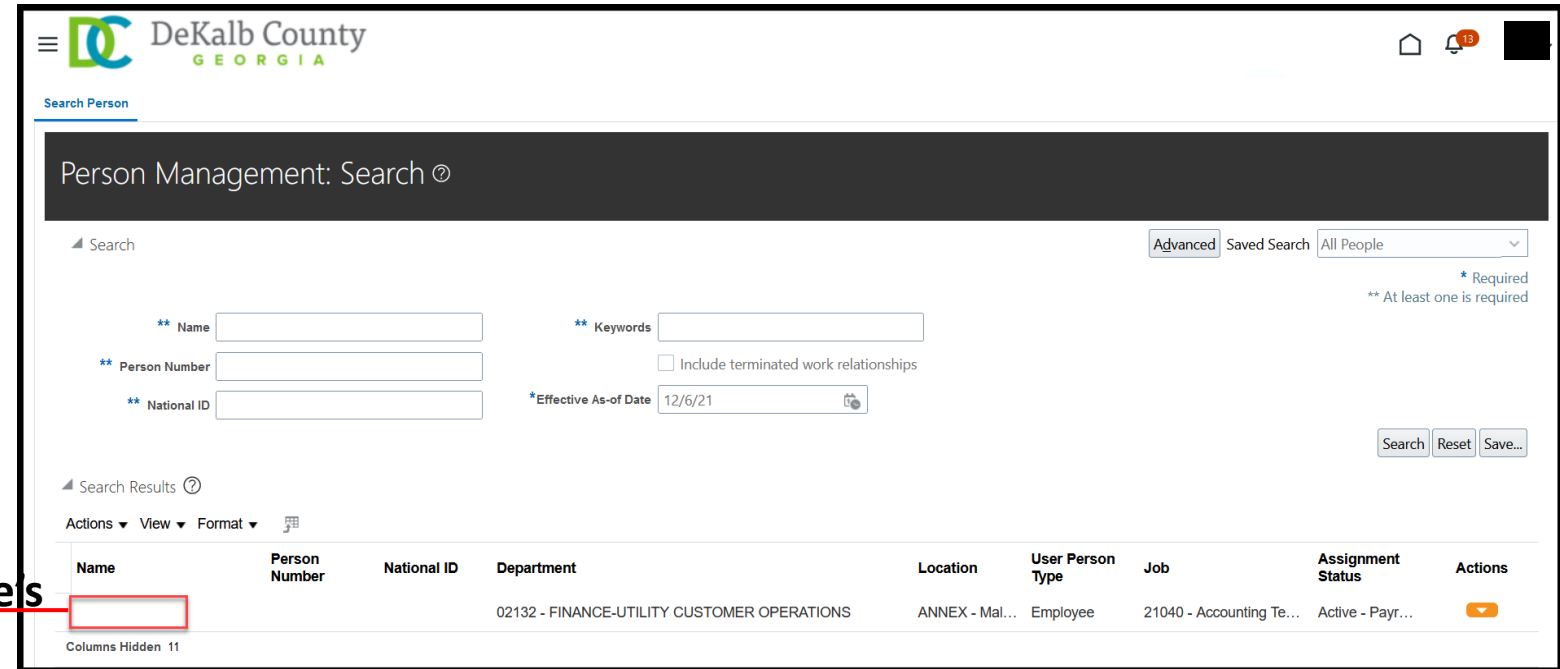
4

Select the **Search** button

# Manage Employment: View an Employee's Work Relationship 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

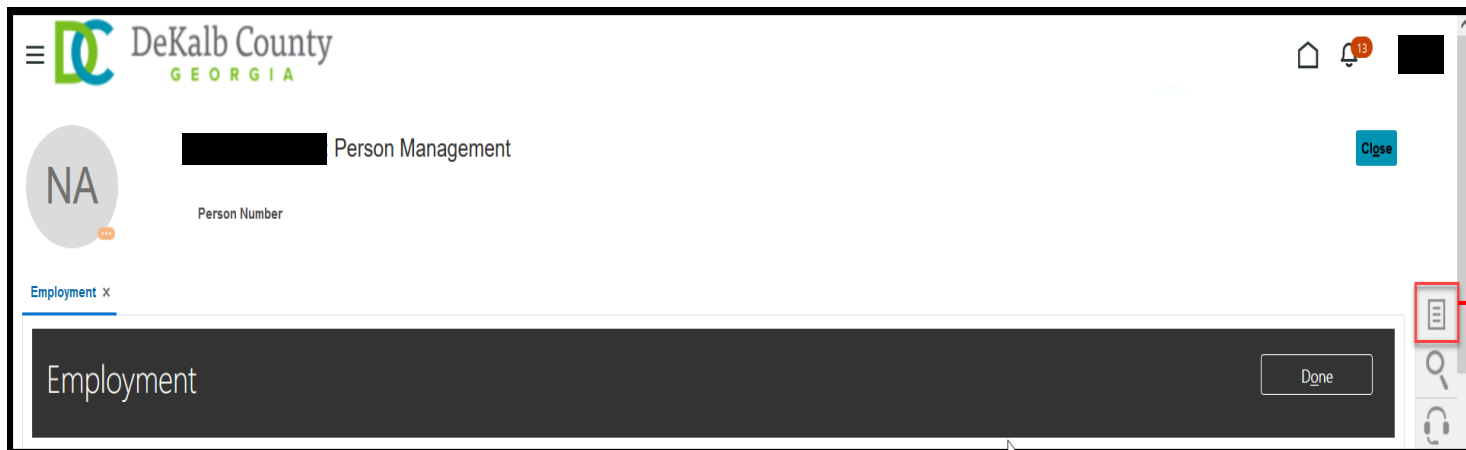
Actions View Format

Name	Person Number	National ID	Department	Location	User Person Type	Job	Assignment Status	Actions
<a href="#">[Redacted]</a>			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 Work Relationship Details



DeKalb County  
GEORGIA

NA : Person Management  
Person Number

Employment x

Employment

Work Relationship ⓘ

Legal Employer DeKalb County GA Country United States

Worker Type Employee

Hire Date 1/1/20

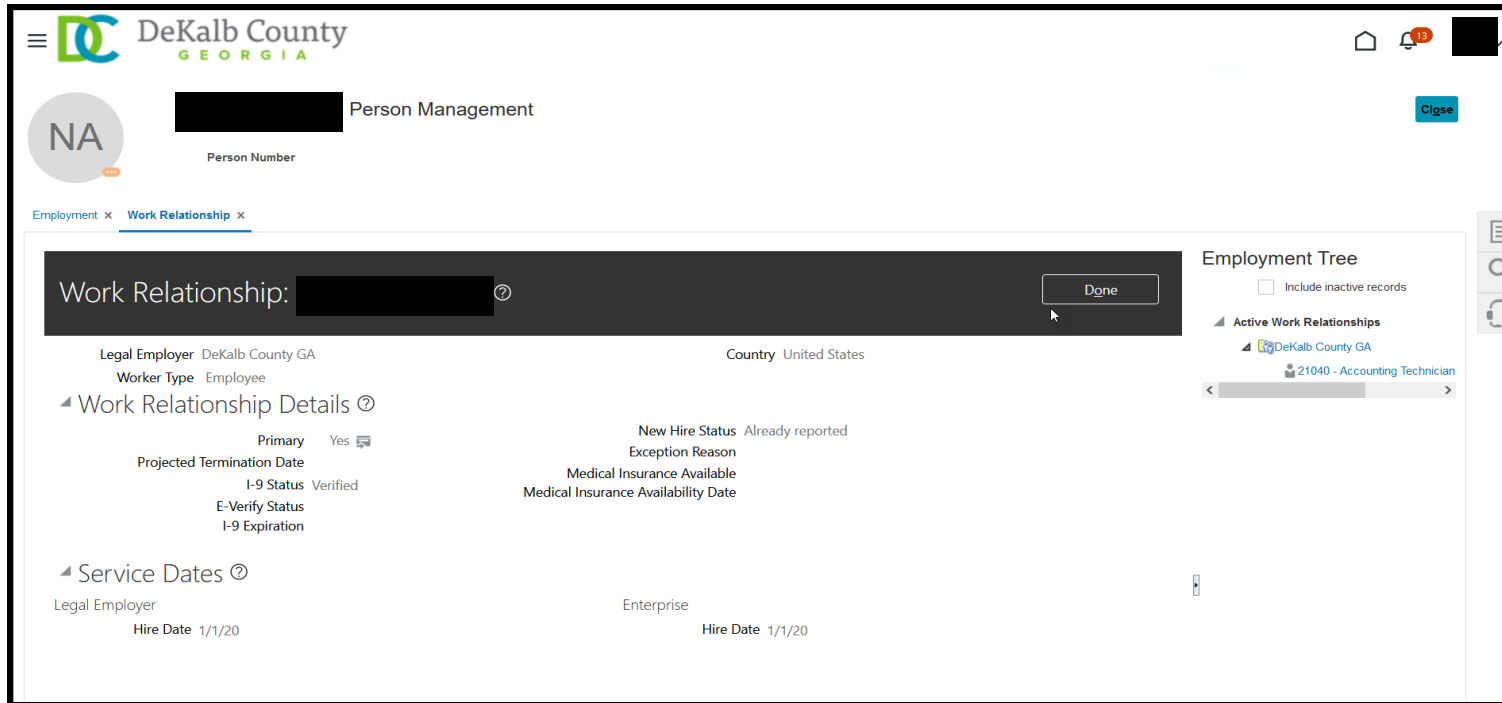
Assignment: 21040 - Accounting Technician, Senior ⓘ

- 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 **Work Relationship** link from the **Personal and Employment** section

# Manage Employment: View an Employee's Work Relationship Details



The screenshot displays the 'Person Management' interface for DeKalb County Georgia. The 'Work Relationship' tab is active, showing details for a specific employee. The interface includes a 'Done' button at the top right of the details section. The details are organized into several sections:

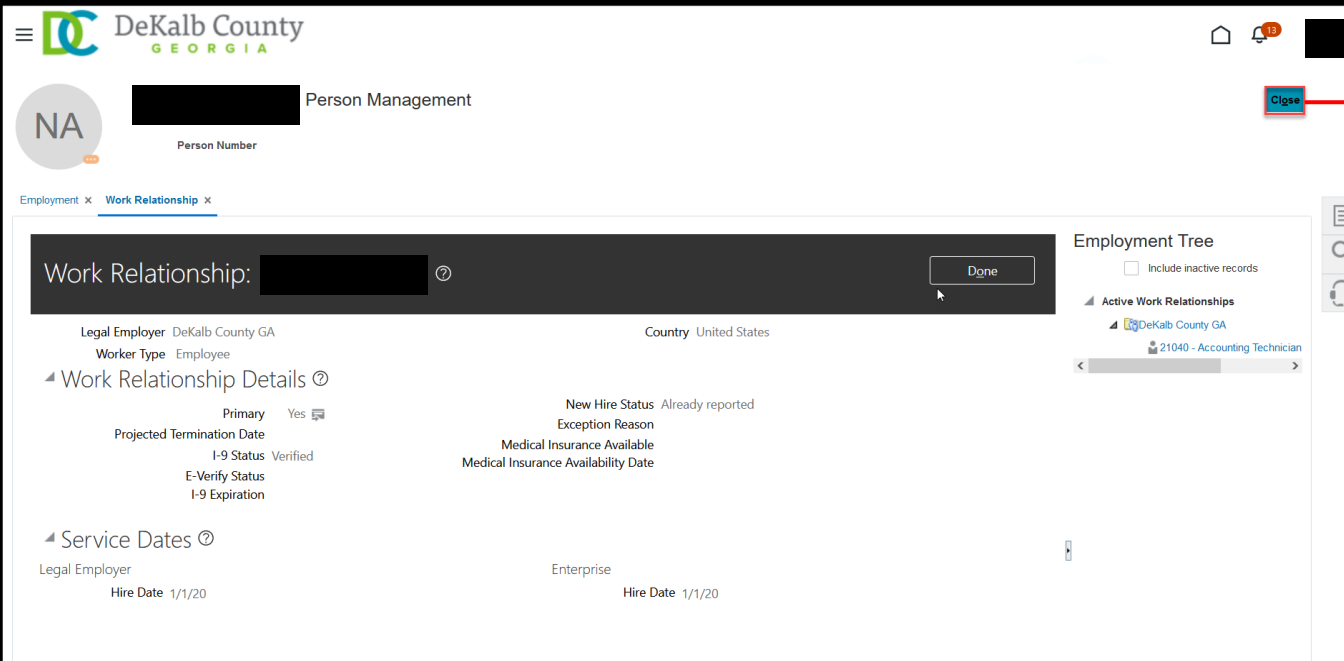
- Legal Employer:** DeKalb County GA
- Country:** United States
- Worker Type:** Employee
- Work Relationship Details:**
  - Primary: Yes
  - Projected Termination Date
  - I-9 Status: Verified
  - E-Verify Status
  - I-9 Expiration
  - New Hire Status: Already reported
  - Exception Reason
  - Medical Insurance Available
  - Medical Insurance Availability Date
- Service Dates:**
  - Legal Employer: Enterprise
  - Hire Date: 1/1/20

An 'Employment Tree' sidebar on the right shows the hierarchy: Active Work Relationships > DeKalb County GA > 21040 - Accounting Technician. A red line connects a callout circle with the number 8 to the 'Work Relationship' tab in the breadcrumb navigation.

8

From the **Work Relationship** tab, the Coordinator can review the **Work Relationship** details

# Manage Employment: View an Employee's Work Relationship Details



The screenshot displays the 'Work Relationship' details for an employee in the DeKalb County Georgia HR system. The interface includes a header with the county logo and name, a navigation menu, and a user profile. The main content area is titled 'Work Relationship' and contains several sections: 'Legal Employer' (DeKalb County GA), 'Worker Type' (Employee), 'Work Relationship Details' (including Primary status, Projected Termination Date, I-9 Status, E-Verify Status, New Hire Status, Exception Reason, Medical Insurance Available, and Medical Insurance Availability Date), and 'Service Dates' (Legal Employer and Enterprise hire dates). A 'Done' button is visible at the top right of the details section. A red box highlights the 'Close' button in the top right corner of the entire details view.

9

Once the Coordinator has completed reviewing the employee's Work Relationship 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*