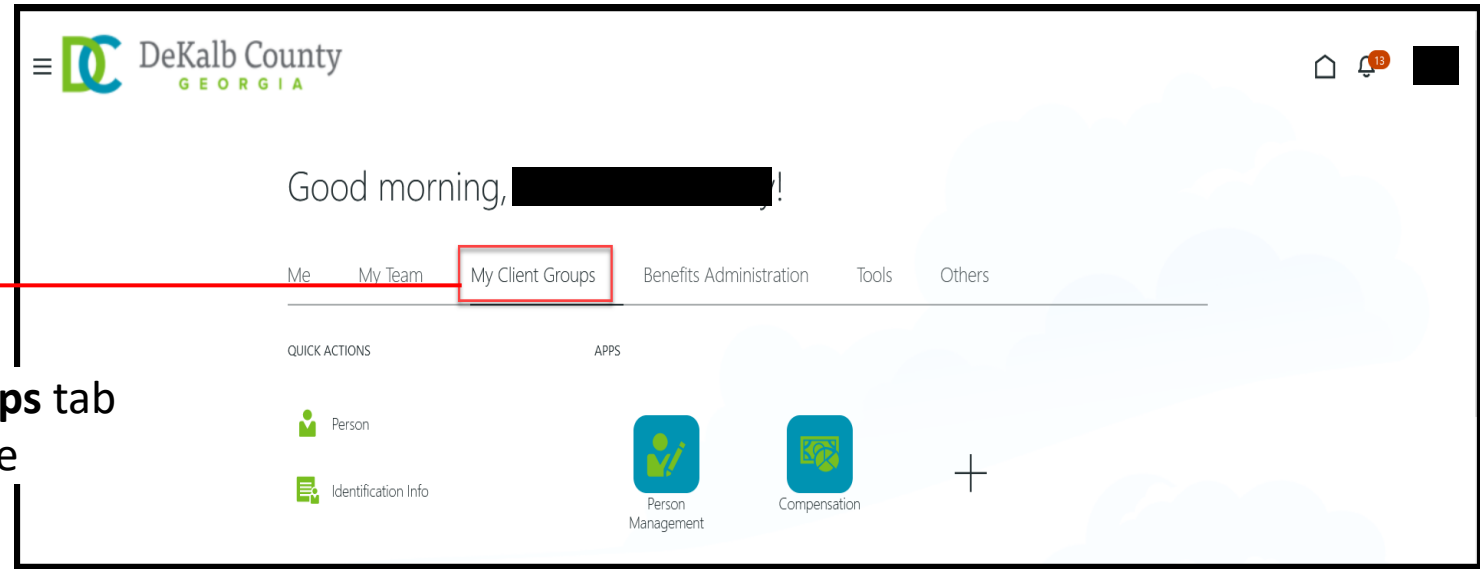# Manage Employment: View an Employee's Work Relationship Details
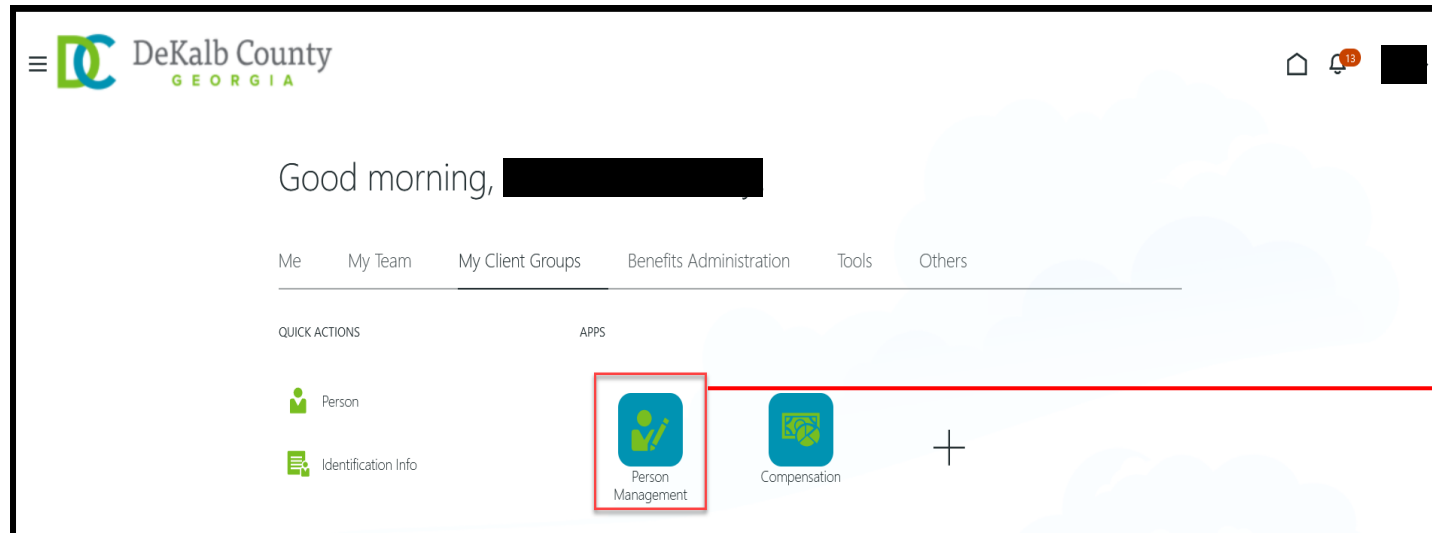
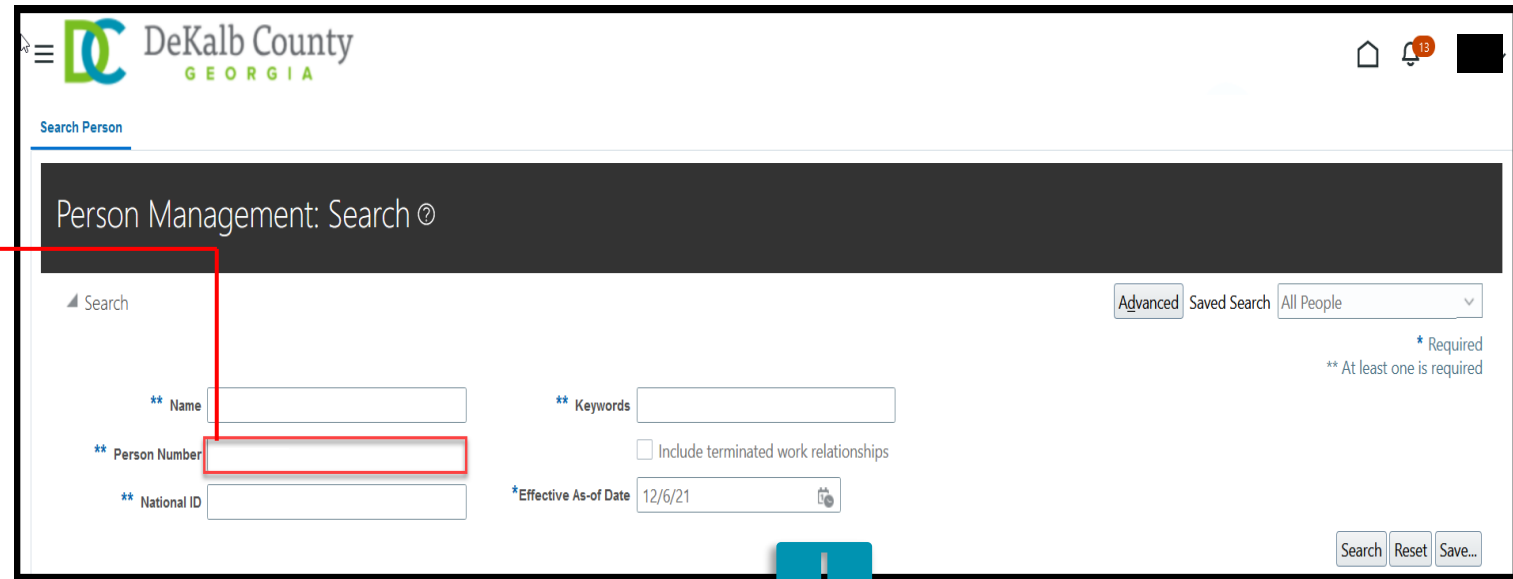**1** Select the **My Client Groups** tab from the CV360 homepage

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

*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

CloudVergent 360

5

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

DeKalb County
GEORGIA

Search Person

Person Management: Search ⑦

◢ Search

Advanced | Saved Search | All People

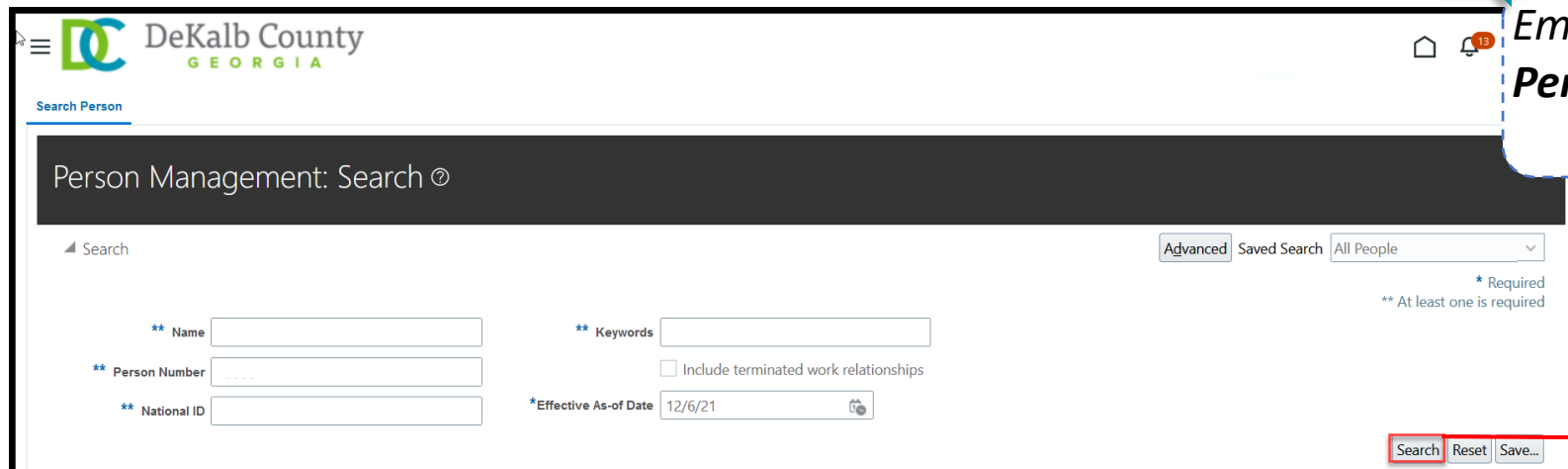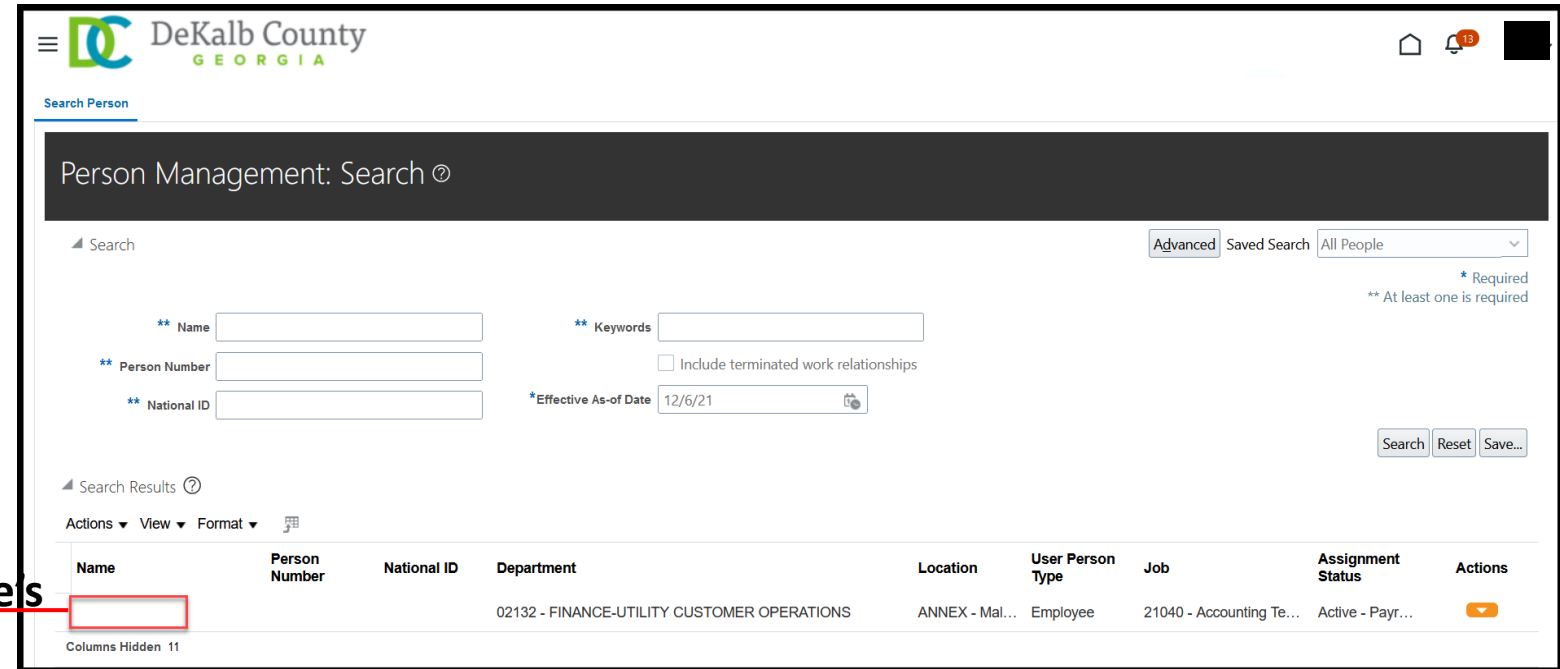* Required
** At least one is required

** Name [   ]   ** Keywords [   ]

** Person Number [   ]   ☐ Include terminated work relationships

** National ID [   ]   * Effective As-of Date [12/6/21]
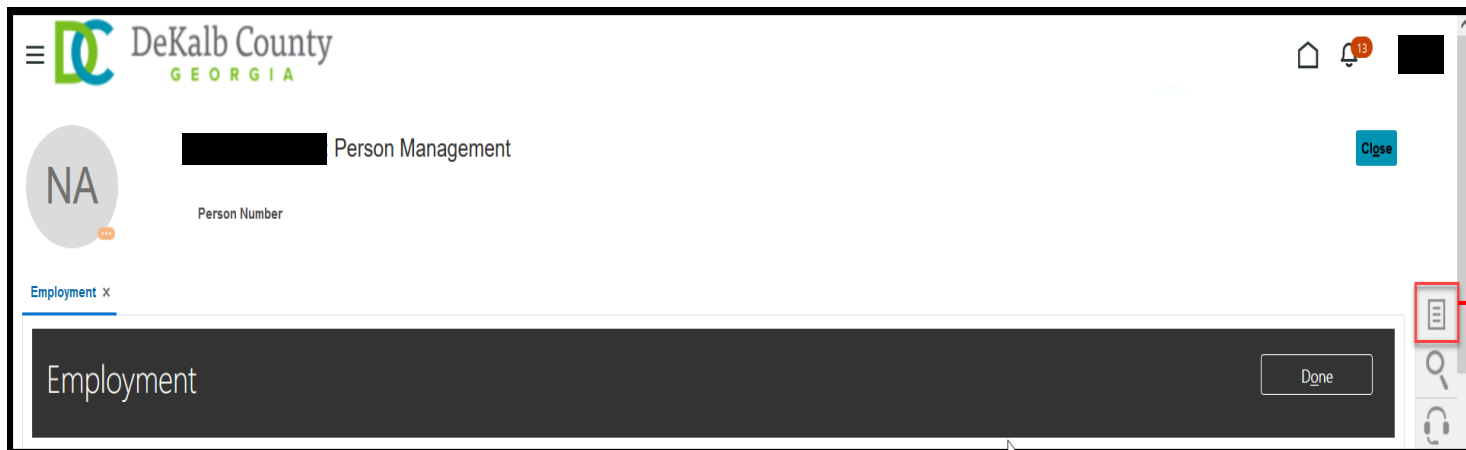
Search | Reset | Save...

◢ Search Results ⑦

Actions ▾ View ▾ Format ▾ ▦

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

Columns Hidden 11

DeKalb County
GEORGIA

[   ] Person Management   Close

NA

Person Number

Employment ✕

Employment   Done

6

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

Manage Employment: View an Employee's Work Relationship Details

Once the Panel Drawer opens, select the **Work Relationship** link from the **Personal and Employment** section
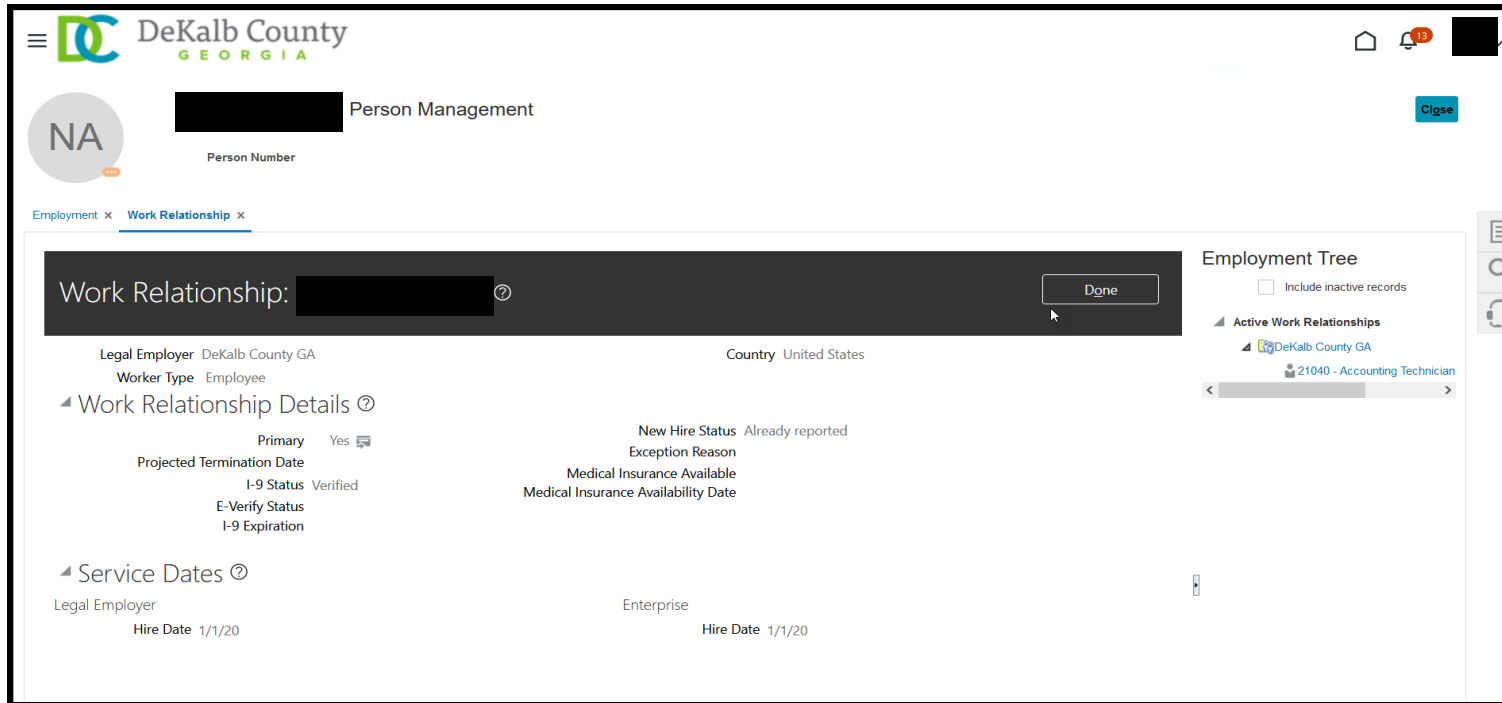
Manage Employment: View an Employee's Work Relationship Details

8

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

Manage Employment: View an Employee's Work Relationship Details

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*