

Absence Coordinator

Absence
Coordinator



CloudVergent 360

Training Icons

Throughout training, you will come across the following icons:



Instructor Demos: View a live demonstration of the system functionality



Important: Emphasizes information that may impact how you handle a specific area



Remember: Reminds you about previous important information



Quick Tip: Provides extra instructions intended to give immediate, practical advice



Take Note: Recommends that you take note of information needed for future activities



System Exercises: Indicates that you will be participating in a group or paired activity



Repeat Steps : Indicates a time in which previous steps you learned will be repeated related to accomplish a new objective



Knowledge Checks: Test your knowledge of key concepts

Course Objectives:

Upon the completion of the Absence Coordinators course, you will be able to:

Objectives

View an employee's Absence Records details

Add a leave request on behalf of an employee

Withdraw an absence from an employee's absence records

Absence Coordinators

Lesson 1 Manage Absence



Lesson Objective:

Upon the completion of the Manage Absence lesson, you will be able to:

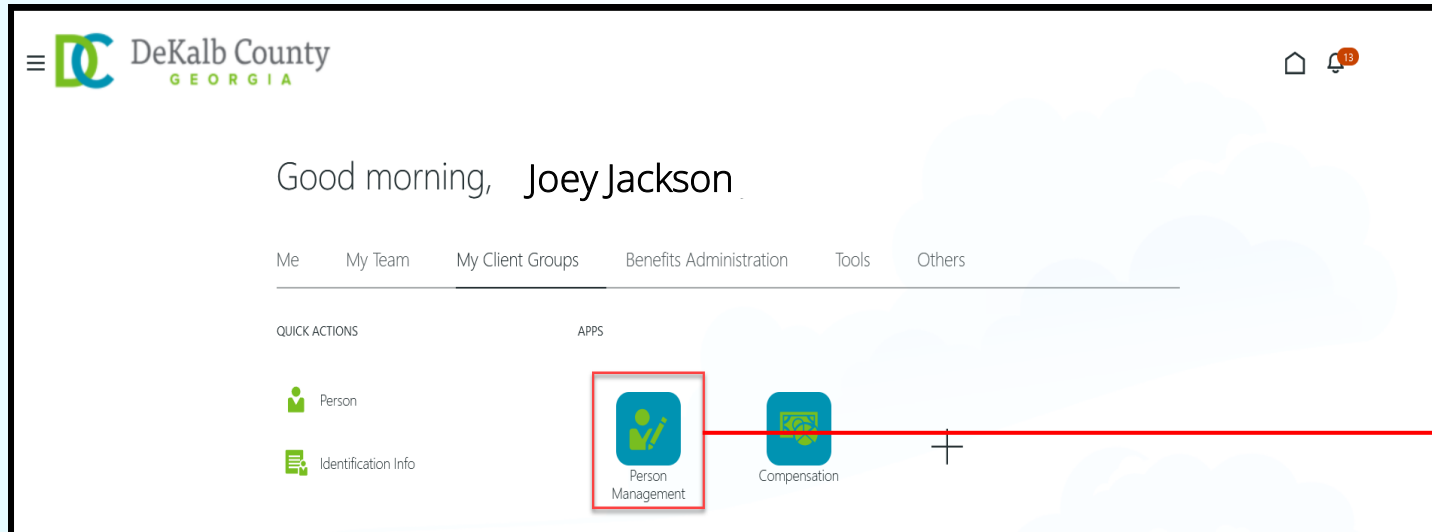
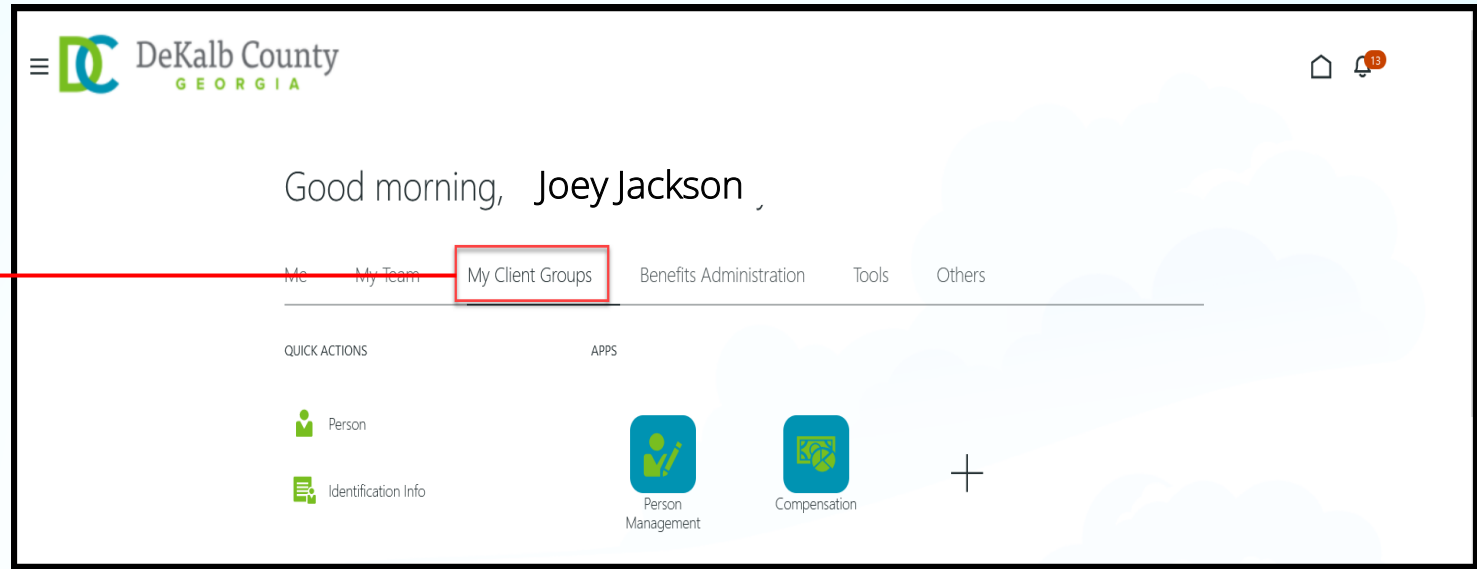
Objective

View an Employee's Absence Records Details

Manage Absence

1

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



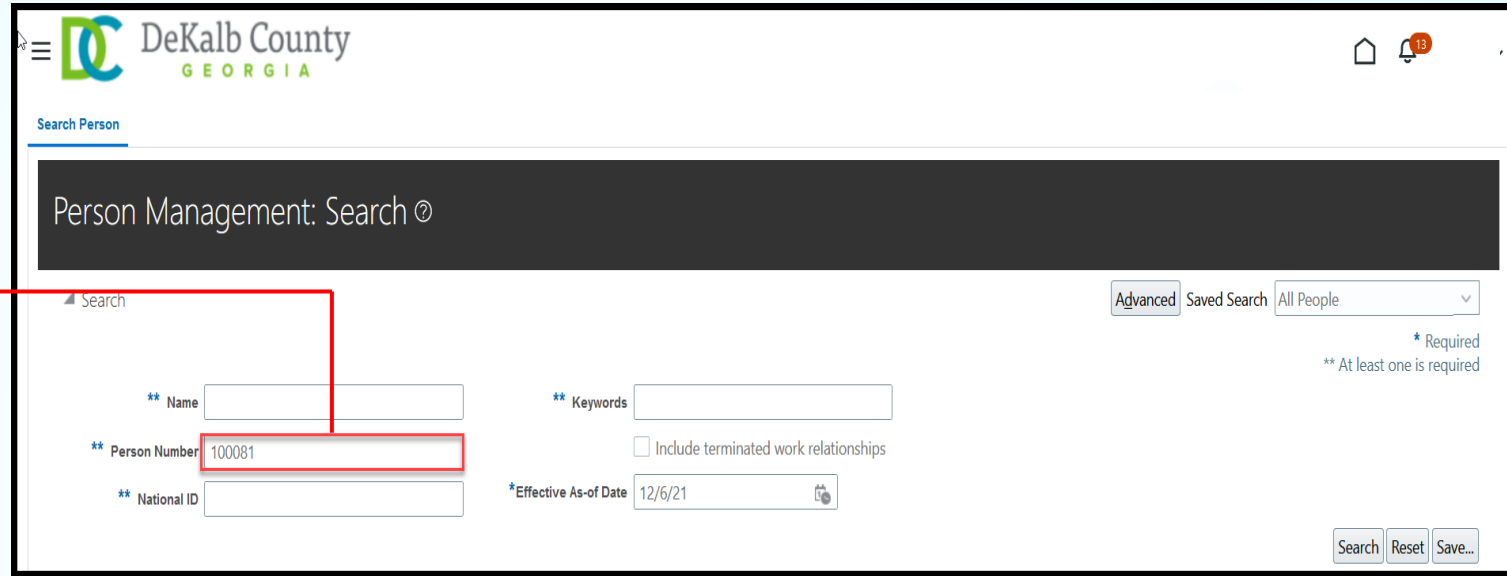
2

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

Manage Absence

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

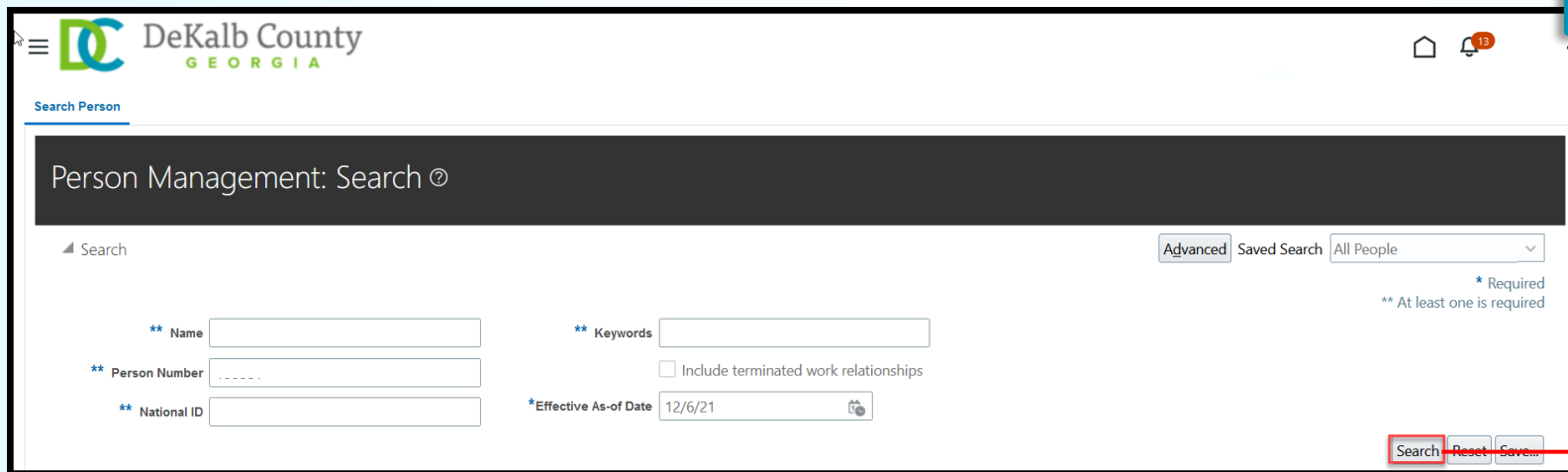
** National ID

*Effective As-of Date 12/6/21

Include terminated work relationships

* Required
** At least one is required

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

Include terminated work relationships

* Required
** At least one is required

Search Reset Save...

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

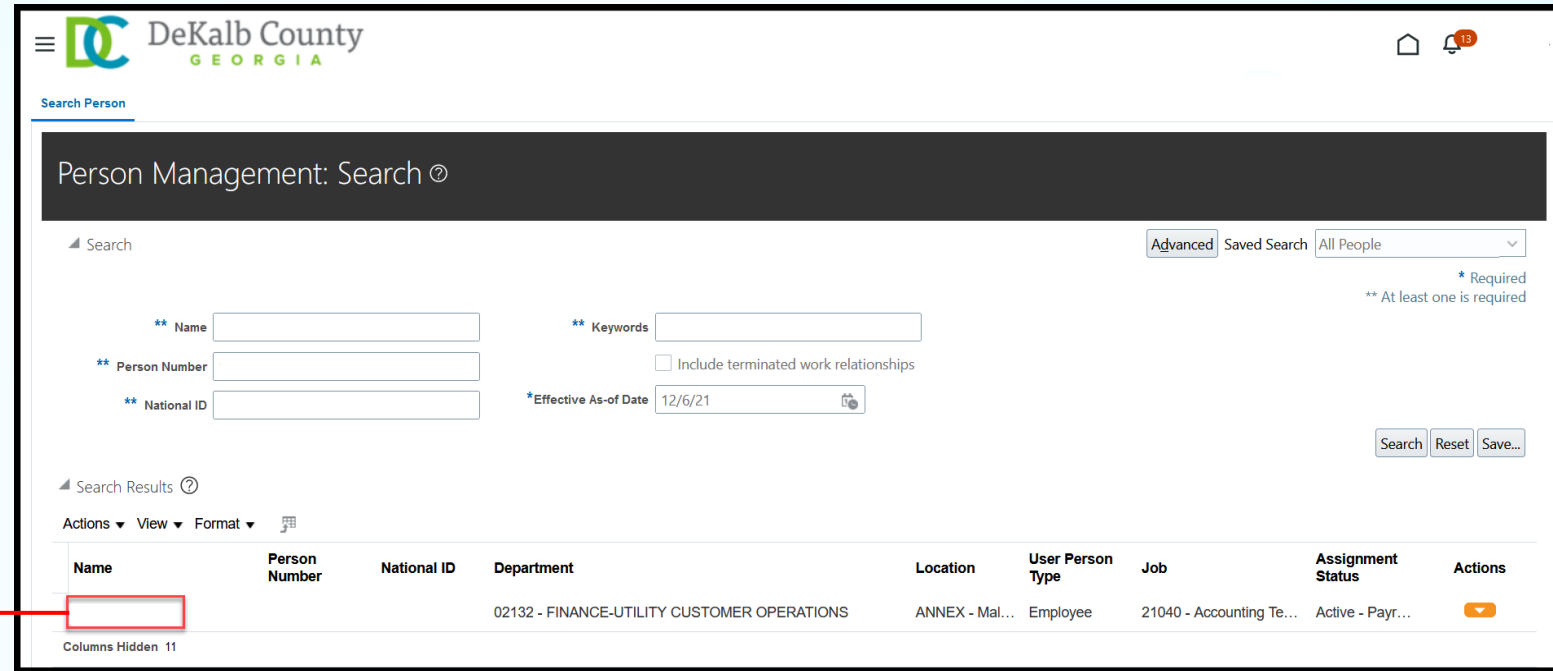
4

Select the Search button

Manage Absence

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

5



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
[Red Box]			02132 - FINANCE-UTILITY CUSTOMER OPERATIONS	ANNEX - Mal...	Employee	21040 - Accounting Te...	Active - Payr...	

Columns Hidden 11



DeKalb County GEORGIA

Person Number

Close

Employment x

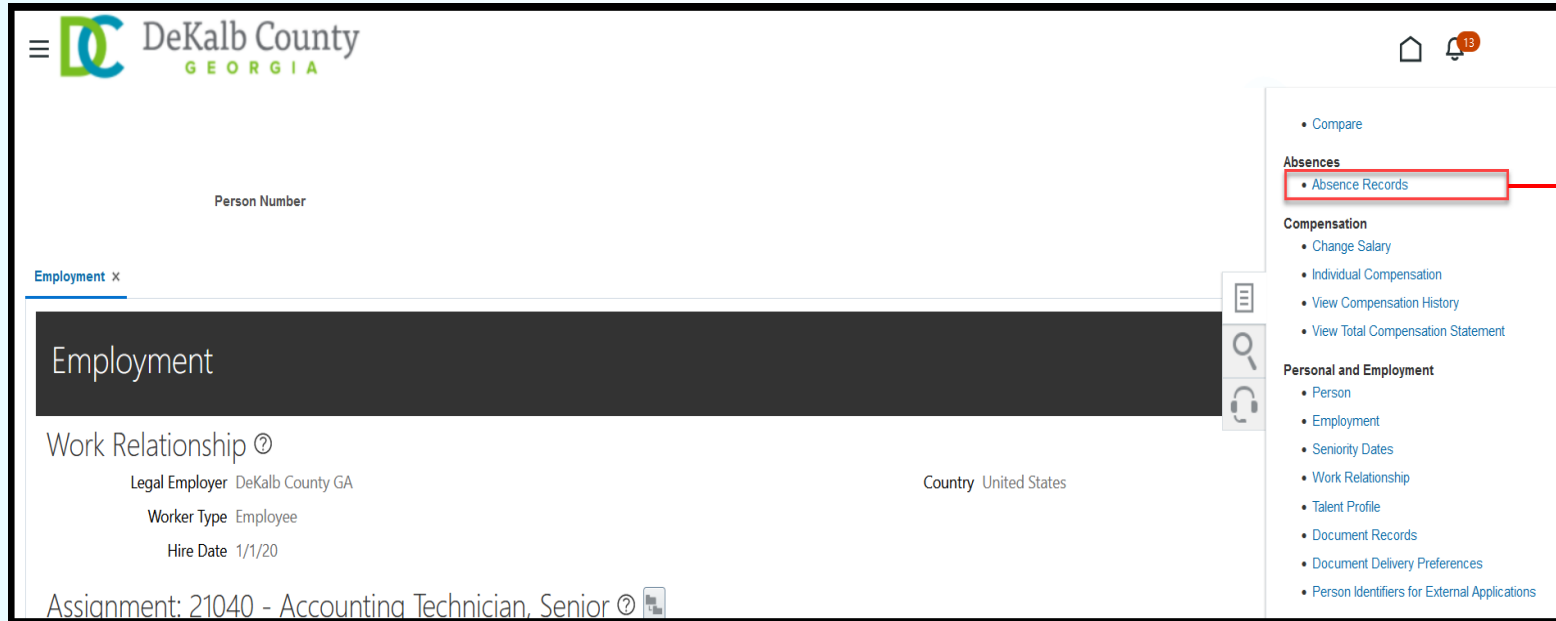
Employment Done

Panel Drawer icon

6

From the Employment page, select the Panel Drawer icon

Manage Absence



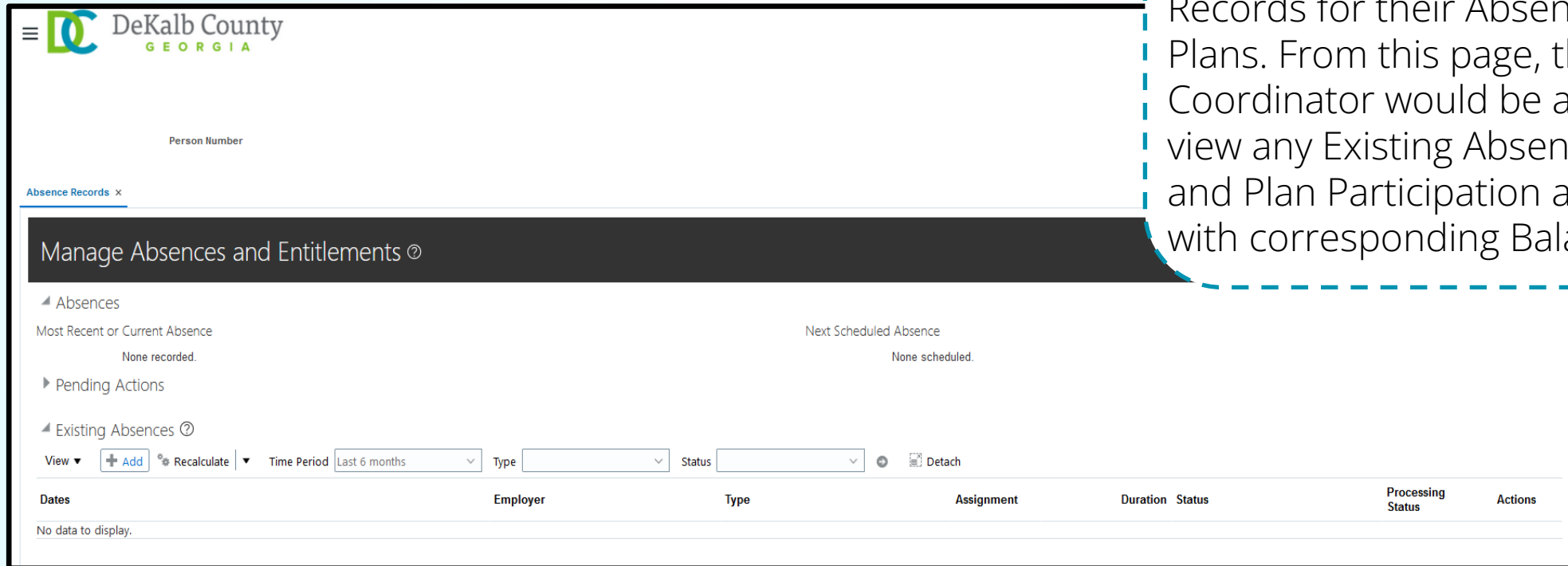
The screenshot shows the DeKalb County Georgia HR system interface. At the top left is the DeKalb County logo and name. Below it is a search bar for 'Person Number'. A navigation menu is open on the right side, showing several sections: 'Compare', 'Absences', 'Compensation', and 'Personal and Employment'. The 'Absences' section is highlighted with a red box, and the 'Absence Records' link within it is also highlighted. A red line connects this link to a blue circle with the number '7'. Below the navigation menu, there are icons for a list, search, and refresh. The main content area shows 'Employment' details for a person, including 'Work Relationship', 'Legal Employer', 'Worker Type', 'Hire Date', and 'Assignment: 21040 - Accounting Technician, Senior'.



Once the Panel Drawer opens, select the **Absence Records** link from the Absences section

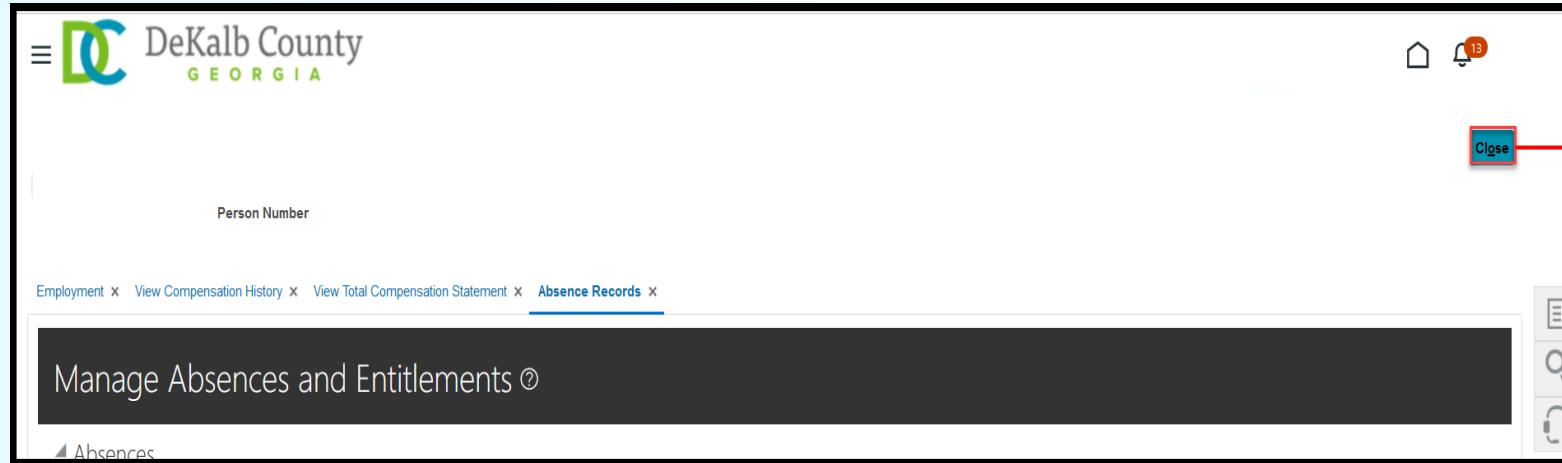
Manage Absence

From the **Absence Records** tab, the Coordinator can review an Employee's Absence Records for their Absence Plans. From this page, the Coordinator would be able to view any Existing Absences and Plan Participation along with corresponding Balances



The screenshot shows the 'Manage Absences and Entitlements' page for DeKalb County Georgia. At the top left is the DeKalb County logo. Below it is a 'Person Number' input field. A tab labeled 'Absence Records' is active. The main heading is 'Manage Absences and Entitlements'. Underneath, there are sections for 'Absences' (Most Recent or Current Absence: None recorded; Next Scheduled Absence: None scheduled), 'Pending Actions', and 'Existing Absences'. The 'Existing Absences' section includes a toolbar with 'View', '+ Add', 'Recalculate', 'Time Period' (set to 'Last 6 months'), 'Type', 'Status', and 'Detach' buttons. Below the toolbar is a table with columns: Dates, Employer, Type, Assignment, Duration, Status, Processing Status, and Actions. The table currently displays 'No data to display.'

Manage Absence



8

Once the Coordinator has completed reviewing the Absence Record 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*

Absence Coordinators

Lesson 2

Submit an Absence Request



Lesson Objective:

Upon the completion of the Submit an Absence lesson, you will be able to:

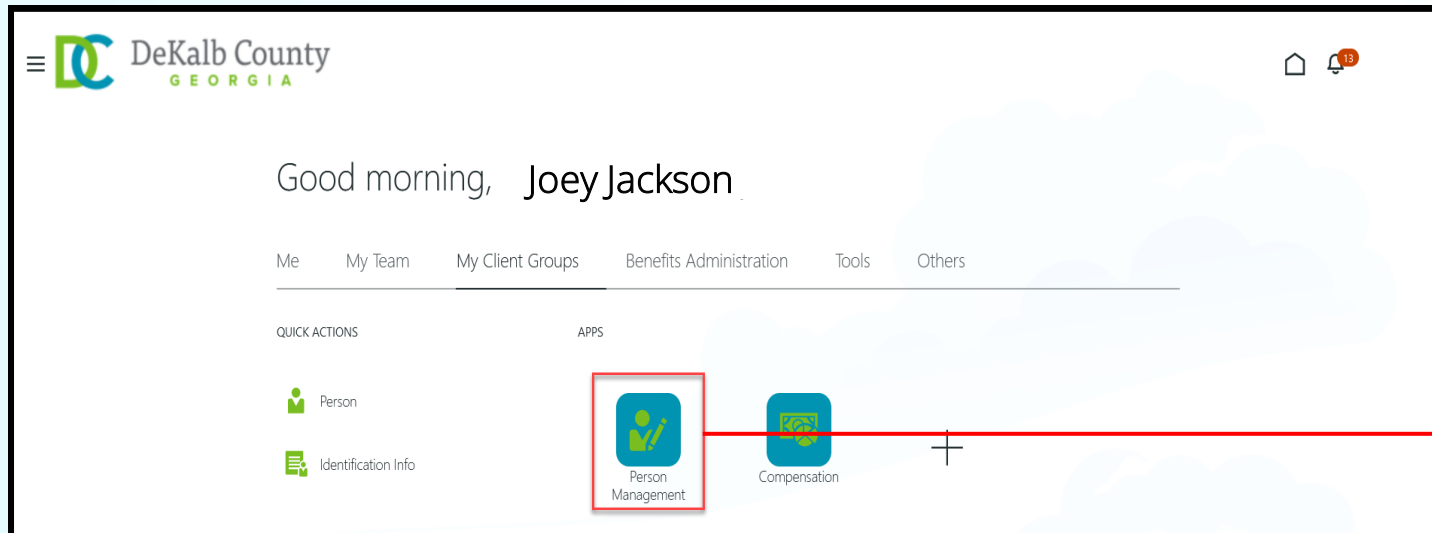
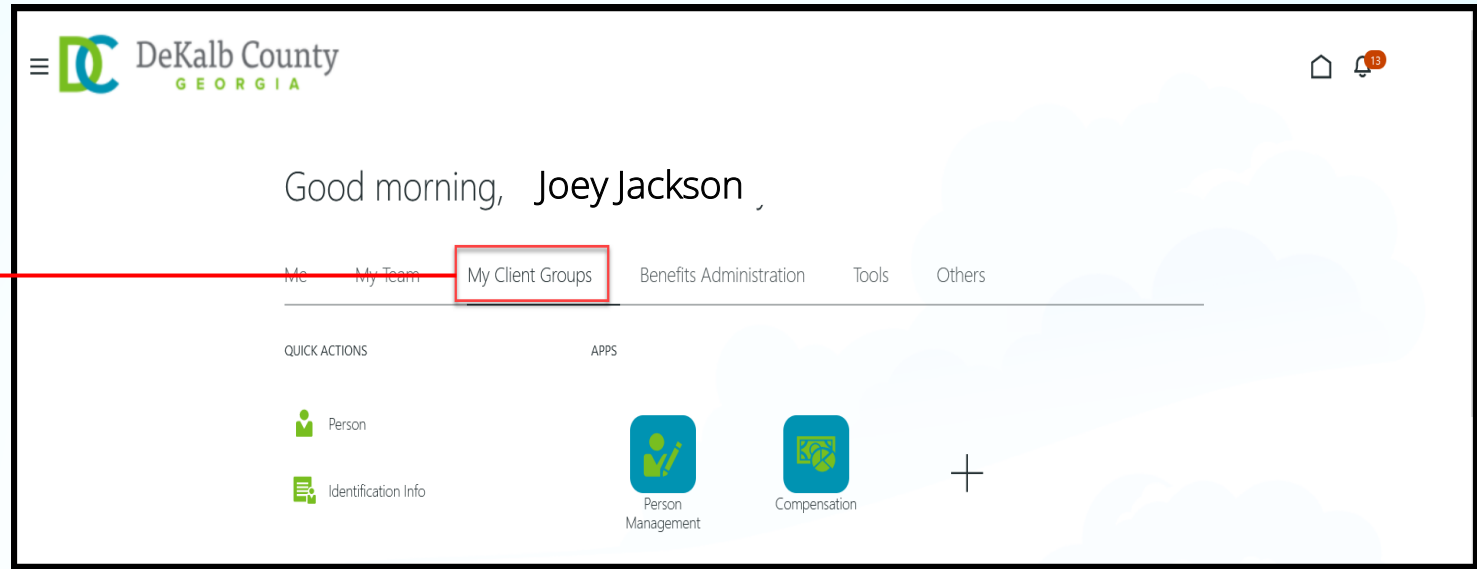
Objective

Submit an Absence Request on behalf an Employee

Submit an Absence Request

1

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



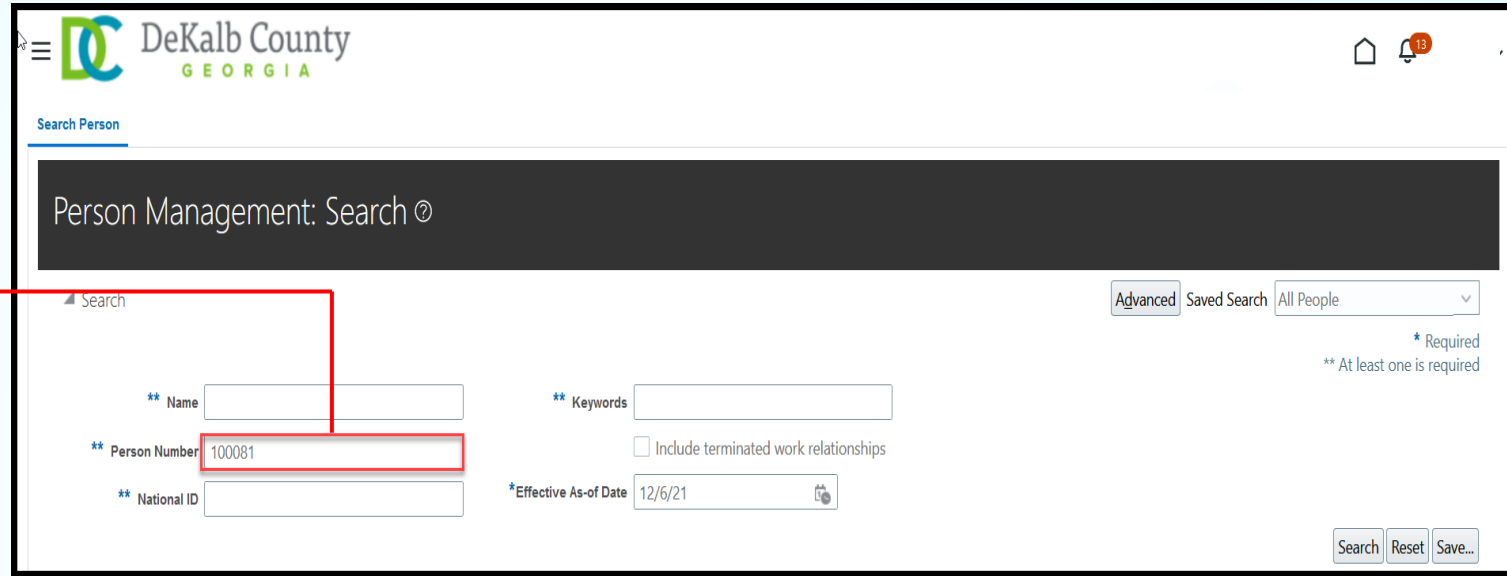
2

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

Submit an Absence Request

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

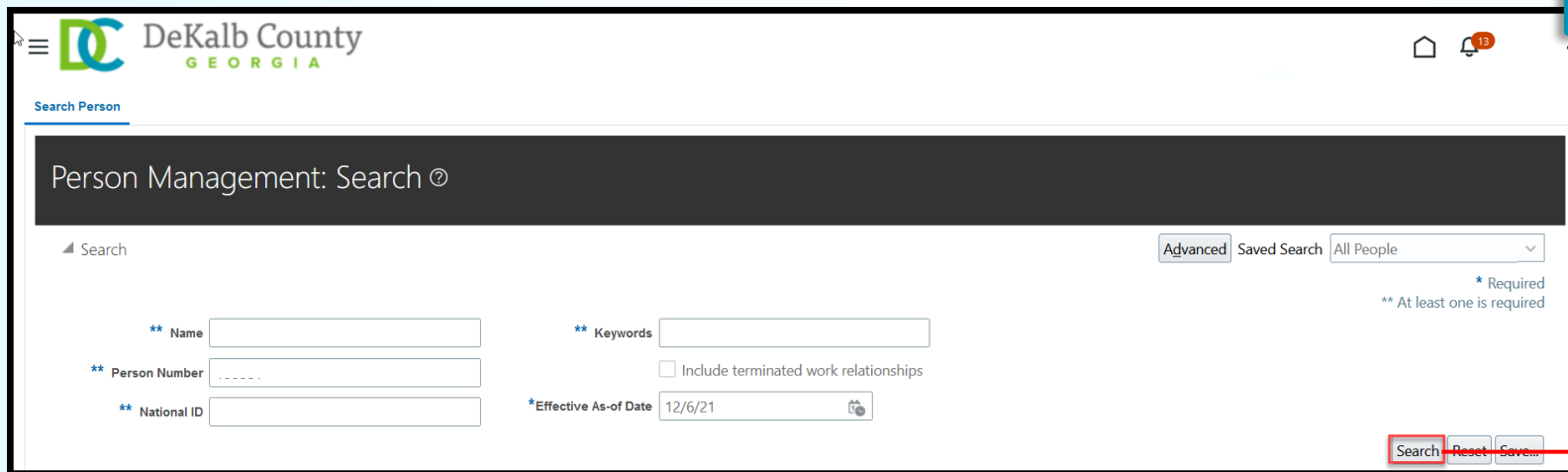
Include terminated work relationships

** National ID

*Effective As-of Date

* Required
** At least one is required

Search Reset Save...



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

* Required
** At least one is required

Search Reset Save...

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

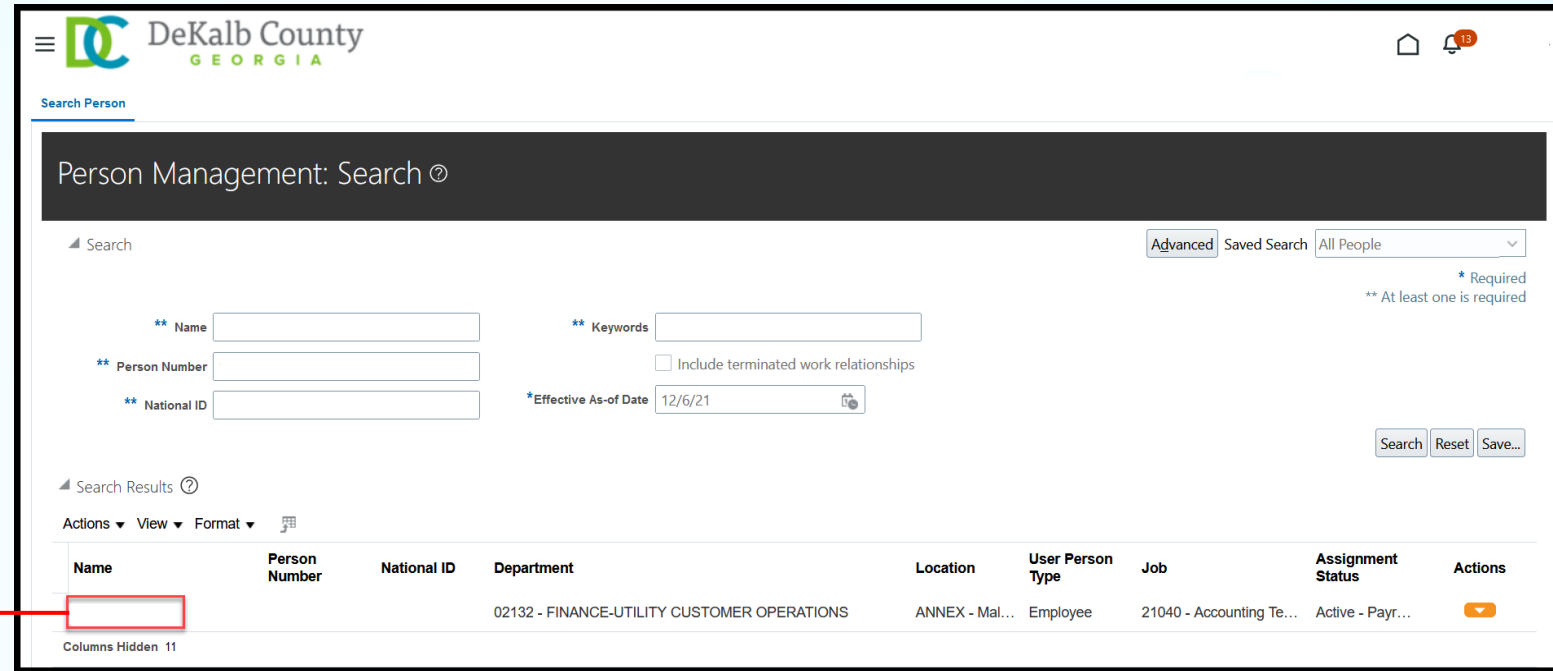
4

Select the Search button

Submit an Absence Request

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

5



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
<input type="text"/>			02132 - FINANCE-UTILITY CUSTOMER OPERATIONS	ANNEX - Mal...	Employee	21040 - Accounting Te...	Active - Payr...	<input type="button" value="v"/>

Columns Hidden 11



DeKalb County GEORGIA

Person Number

Close

Employment x

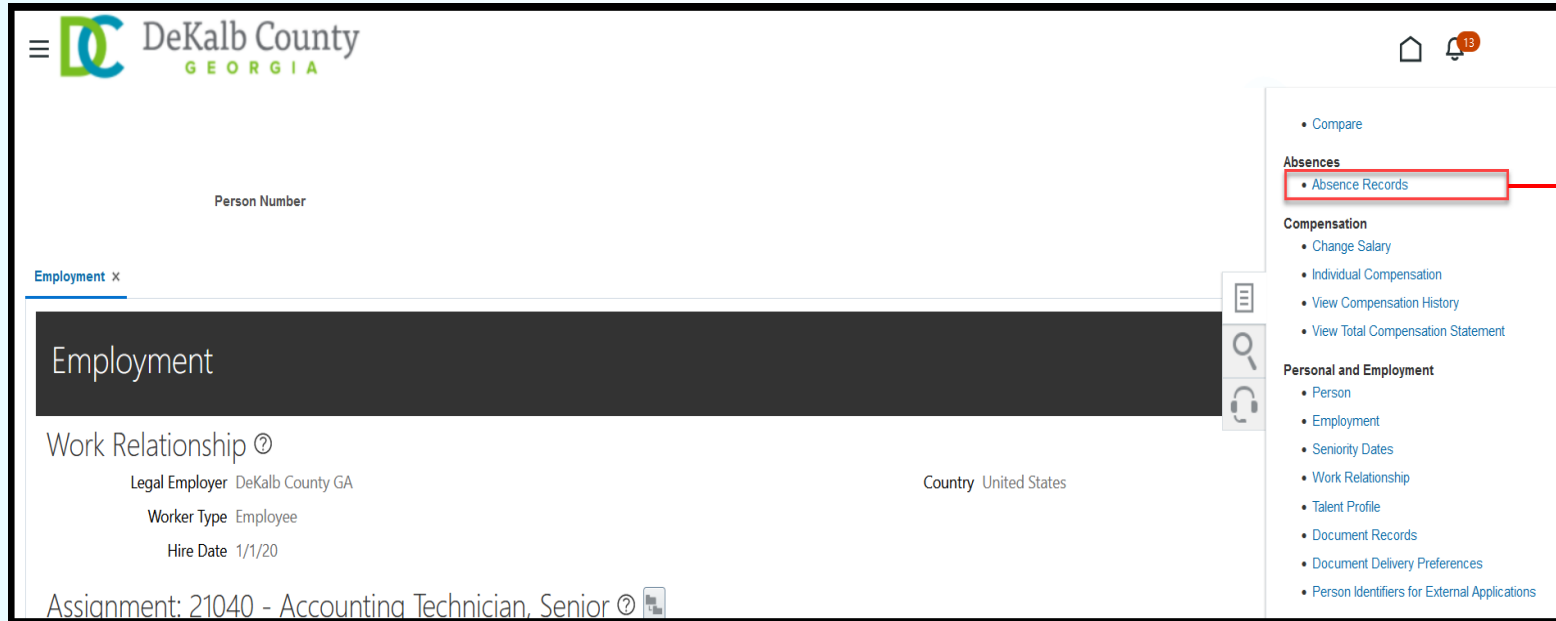
Employment Done

Panel Drawer icon

6

From the Employment page, select the Panel Drawer icon

Submit an Absence Request

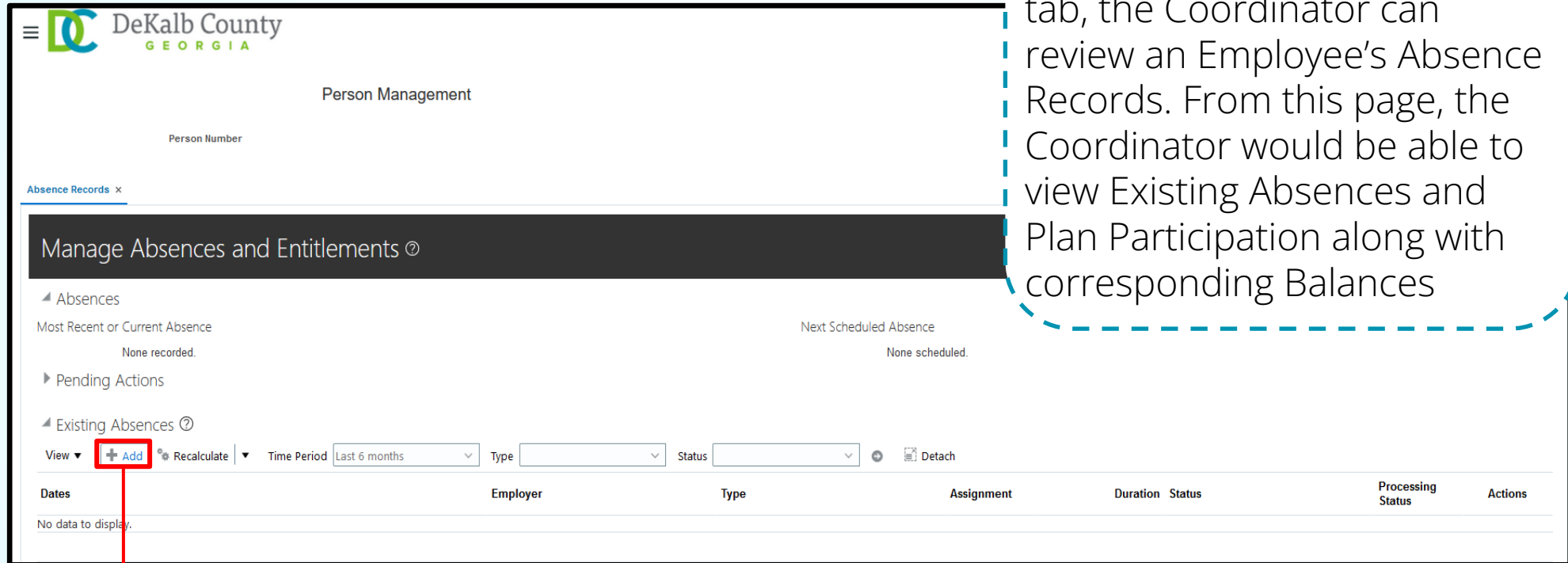


The screenshot shows the DeKalb County Georgia HR system interface. At the top left is the DeKalb County logo and name. Below it is a search bar labeled 'Person Number'. A navigation menu is open on the right side, showing a list of links under various categories: 'Compare', 'Absences' (with 'Absence Records' highlighted by a red box), 'Compensation' (with 'Change Salary', 'Individual Compensation', 'View Compensation History', and 'View Total Compensation Statement'), and 'Personal and Employment' (with 'Person', 'Employment', 'Seniority Dates', 'Work Relationship', 'Talent Profile', 'Document Records', 'Document Delivery Preferences', and 'Person Identifiers for External Applications'). The main content area shows 'Employment' details for a person, including 'Work Relationship', 'Legal Employer: DeKalb County GA', 'Worker Type: Employee', 'Hire Date: 1/1/20', and 'Country: United States'. At the bottom, it shows the assignment: 'Assignment: 21040 - Accounting Technician, Senior'.



Once the Panel Drawer opens, select the **Absence Records** link from the **Absences** section

Submit an Absence Request



DeKalb County
GEORGIA

Person Management

Person Number

Absence Records x

Manage Absences and Entitlements

Absences

Most Recent or Current Absence: None recorded. Next Scheduled Absence: None scheduled.

Pending Actions

Existing Absences

View **Add** Recalculate Time Period: Last 6 months Type Status Detach

Dates	Employer	Type	Assignment	Duration	Status	Processing Status	Actions
No data to display.							

8

Select the **Add** button from the Existing Absences section

Submit an Absence Request



9

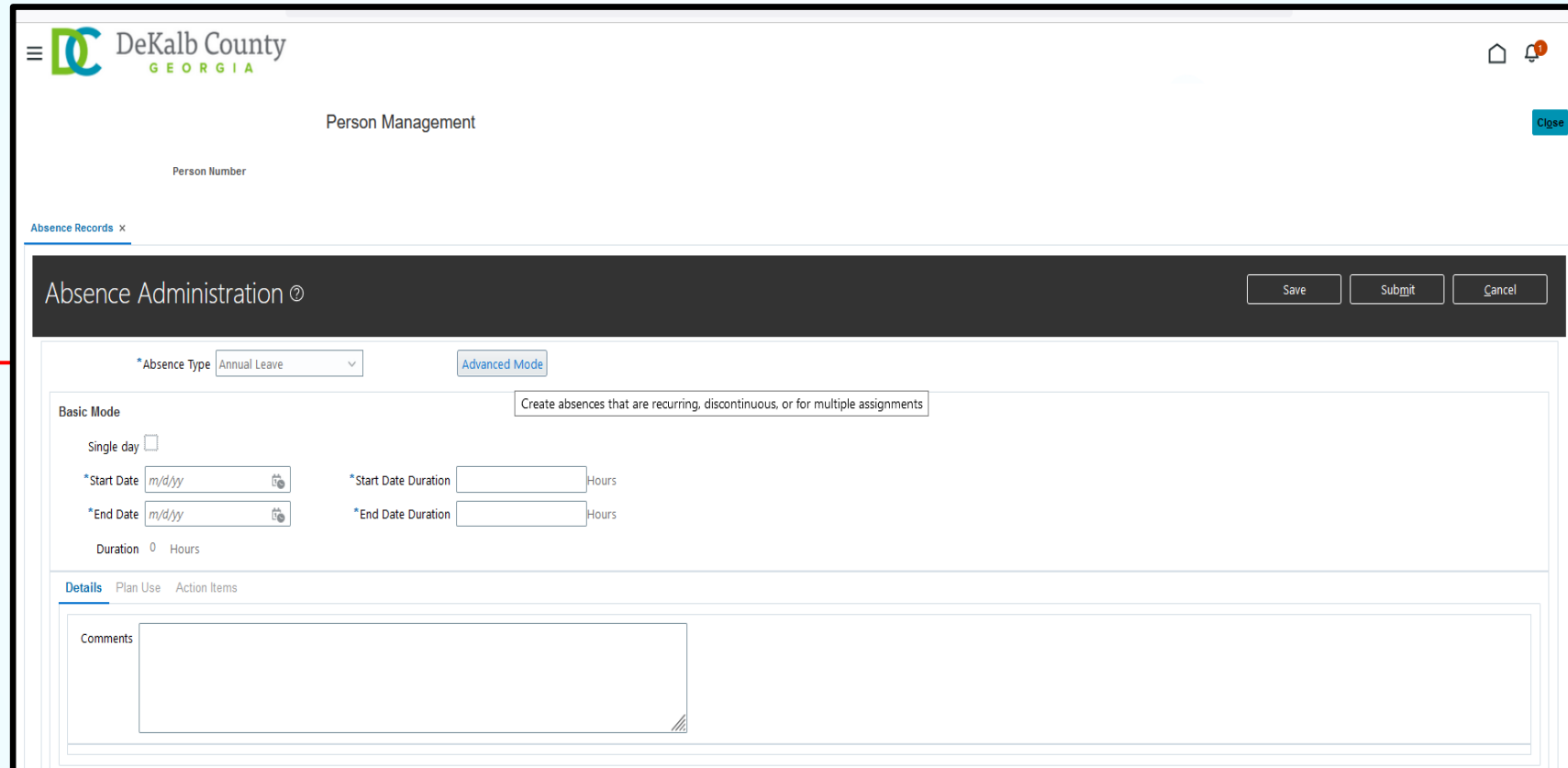
Choose the
Absence Type
from
the dropdown

The screenshot displays the 'Person Management' interface for DeKalb County, Georgia. The page title is 'Person Management' and it includes a 'Close' button in the top right corner. Below the title, there is a 'Person Number' field. A breadcrumb trail shows 'Absence Records' with a close icon. The main content area is titled 'Absence Administration' and features a 'Save' button, a 'Submit' button, and a 'Cancel' button. The form is set to 'Advanced Mode' and shows the 'Absence Type' dropdown menu with 'Annual Leave' selected. Below this, there are two tabs: 'Basic Mode' and 'Details'. The 'Basic Mode' tab is active and contains a 'Single day' checkbox, a 'Create absences that are recurring, discontinuous, or for multiple assignments' checkbox, and fields for '* Start Date', '* End Date', '* Start Date Duration', and '* End Date Duration'. The 'Details' tab is currently inactive and shows a 'Comments' text area.

Submit an Absence Request

10

Select the **Advanced Mode** button from the Existing Absences section



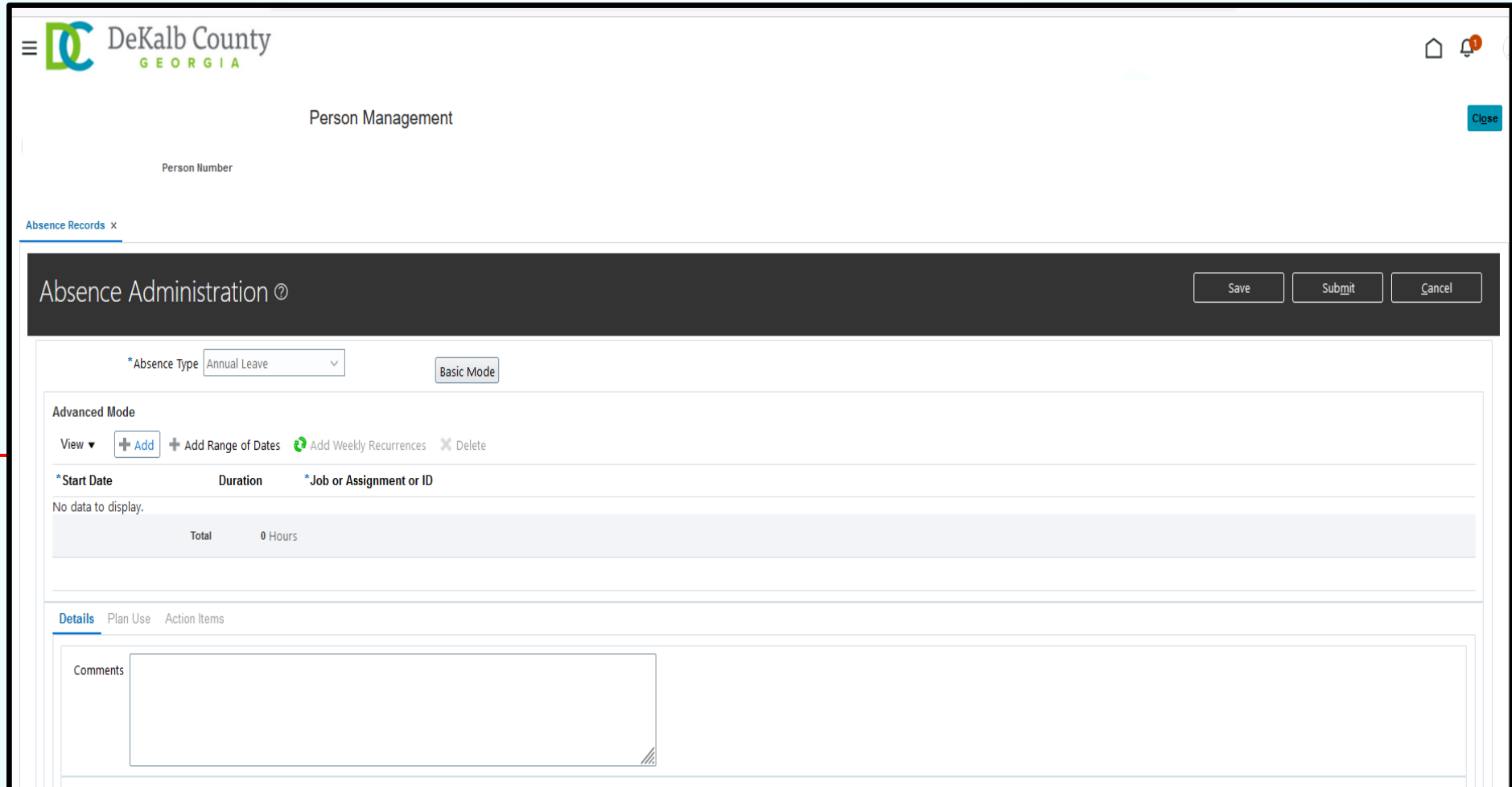
The screenshot shows the DeKalb County Georgia Person Management interface. The page title is "Person Management" and the breadcrumb is "Person Number". The main section is "Absence Administration" with a "Close" button in the top right. The form is titled "Absence Administration" and has "Save", "Submit", and "Cancel" buttons. The "Absence Type" is set to "Annual Leave" and the "Advanced Mode" button is highlighted. The "Basic Mode" section is collapsed, showing a note: "Create absences that are recurring, discontinuous, or for multiple assignments". The "Details" section is expanded, showing a "Comments" text area.

Advanced Mode must be selected for the leave request to be accurate!

Submit an Absence Request

11

Select the Add button from the Advanced Mode section



DeKalb County
GEORGIA

Person Management

Person Number

Absence Records x

Absence Administration

*Absence Type: Annual Leave

Basic Mode

Advanced Mode

View + Add + Add Range of Dates + Add Weekly Recurrences Delete

*Start Date	Duration	*Job or Assignment or ID
No data to display.		
Total	0 Hours	

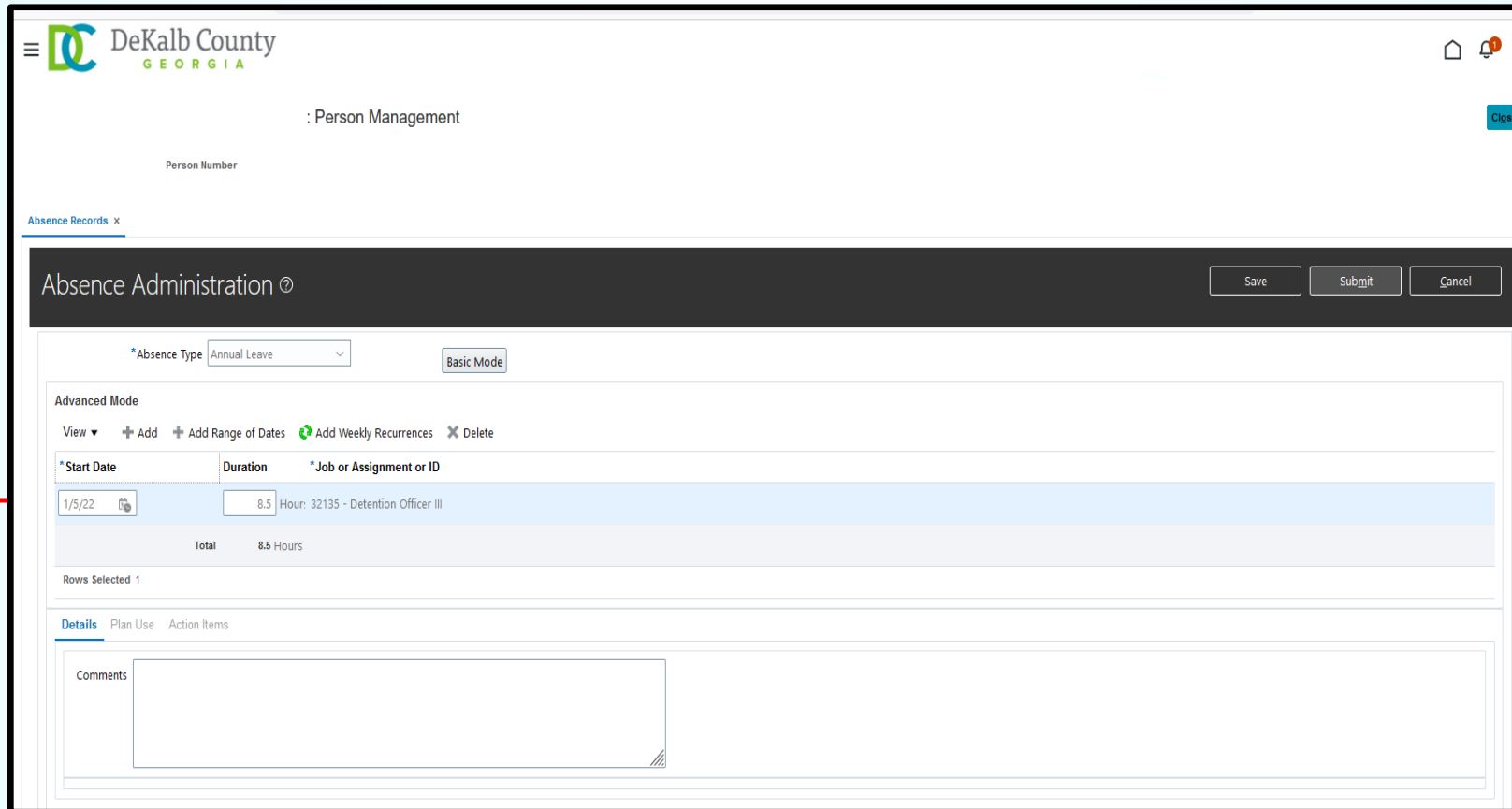
Details Plan Use Action Items

Comments

Submit an Absence Request

12

Key in the appropriate Start Date



DeKalb County
GEORGIA

: Person Management

Person Number

Absence Records x

Absence Administration

Save Submit Cancel

*Absence Type Annual Leave Basic Mode

Advanced Mode

View + Add + Add Range of Dates Add Weekly Recurrences Delete

*Start Date	Duration	*Job or Assignment or ID
1/5/22	8.5	Hour: 32135 - Detention Officer III
Total		8.5 Hours

Rows Selected 1

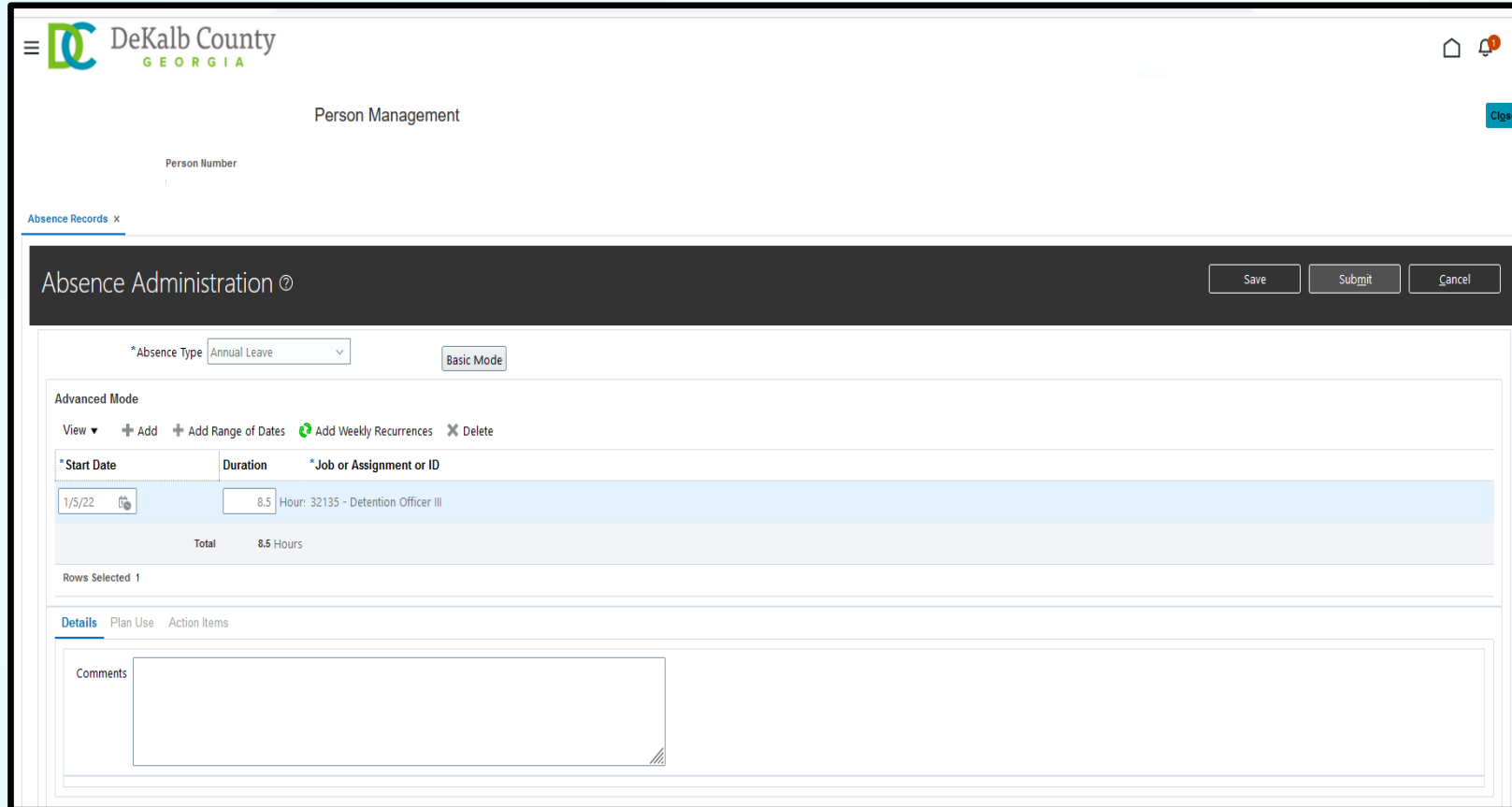
Details Plan Use Action Items

Comments



The Duration field will auto populate. Absence Coordinators have the option to change the absence duration.

Submit an Absence Request



The screenshot shows the 'Person Management' interface for DeKalb County, Georgia. The 'Absence Administration' form is open, displaying the following details:

- Absence Type:** Annual Leave
- Mode:** Basic Mode
- Advanced Mode:** View, Add, Add Range of Dates, Add Weekly Recurrences, Delete
- Table:**

*Start Date	Duration	*Job or Assignment or ID
1/5/22	8.5	Hour: 32135 - Detention Officer III
Total		8.5 Hours
- Rows Selected:** 1
- Details:** Plan Use, Action Items
- Comments:** A text area for entering comments.

At the top right of the form, there are three buttons: Save, Submit, and Cancel.

13

Select the **Submit** button

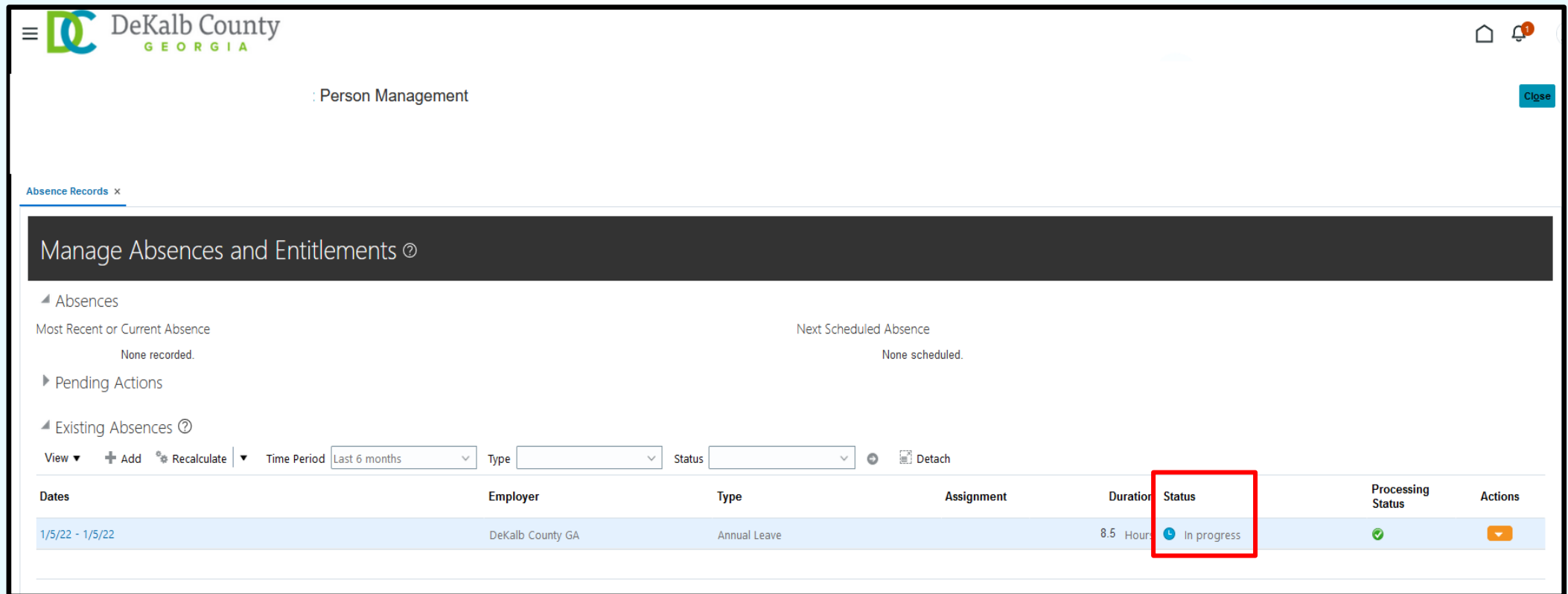


Only select the Save button to save the Absence request to be submitted later

Submit an Absence Request



The status of the Absence request will display under the Existing Absences section



The screenshot shows the DeKalb County Georgia HR system interface. At the top, there is a navigation bar with the DeKalb County logo and a 'Person Management' breadcrumb. Below this, a section titled 'Absence Records' is visible. The main content area is titled 'Manage Absences and Entitlements' and includes sections for 'Absences', 'Pending Actions', and 'Existing Absences'. The 'Existing Absences' section contains a table with columns for Dates, Employer, Type, Assignment, Duration, Status, Processing Status, and Actions. A single row is displayed with the following data: Dates: 1/5/22 - 1/5/22; Employer: DeKalb County GA; Type: Annual Leave; Assignment: (blank); Duration: 8.5 Hours; Status: In progress (highlighted with a red box); Processing Status: (green checkmark); Actions: (orange dropdown arrow).

Dates	Employer	Type	Assignment	Duration	Status	Processing Status	Actions
1/5/22 - 1/5/22	DeKalb County GA	Annual Leave		8.5 Hours	In progress	✓	⌵

Absence Coordinators

Lesson 3

Withdraw an Absence Request



Lesson Objective:

Upon the completion of the Withdraw a Absence Request lesson, you will be able to:

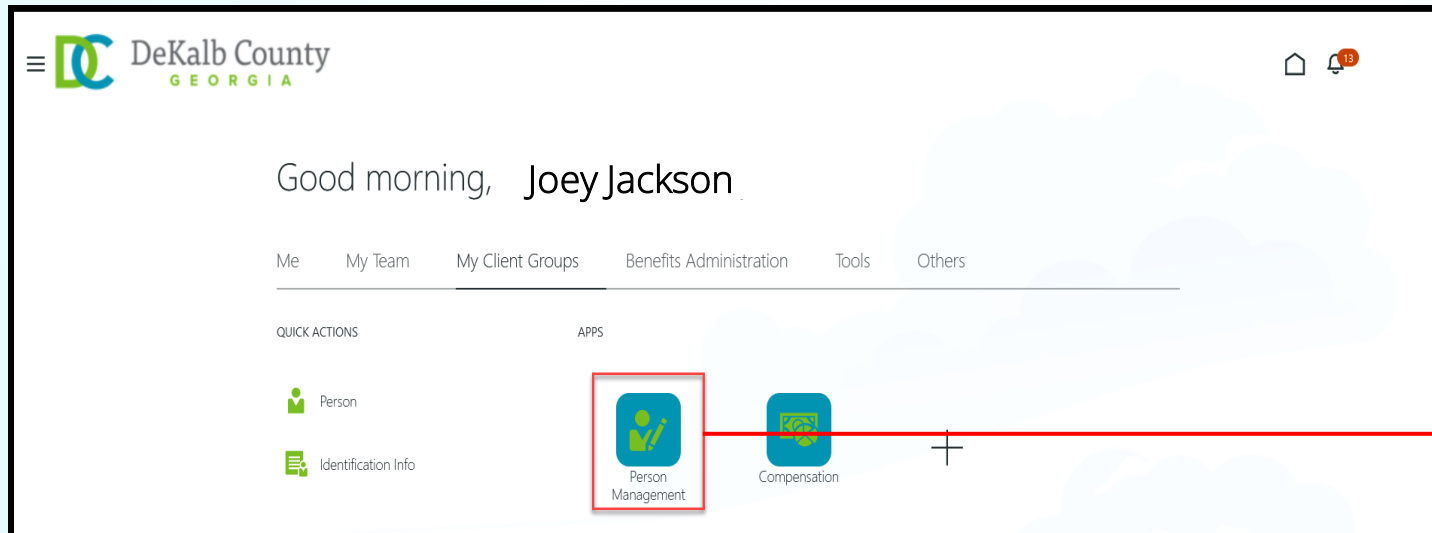
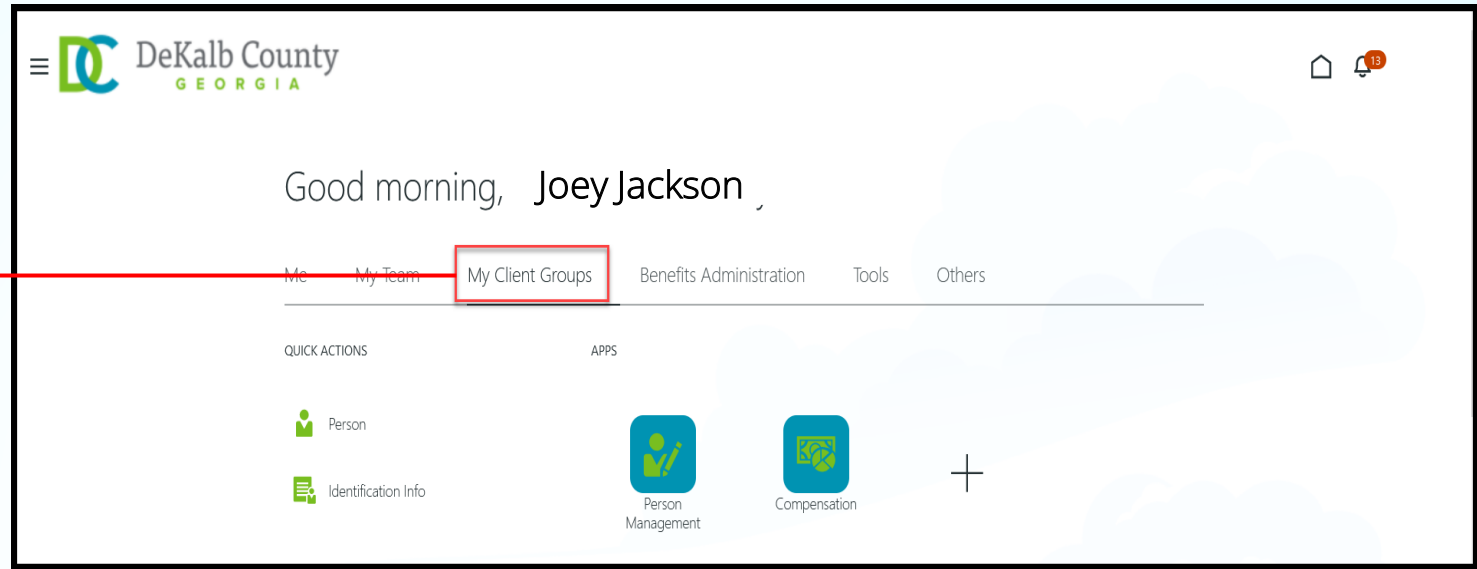
Objective

Withdraw Absence Requests for an employee

Withdraw an Absence Request

1

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



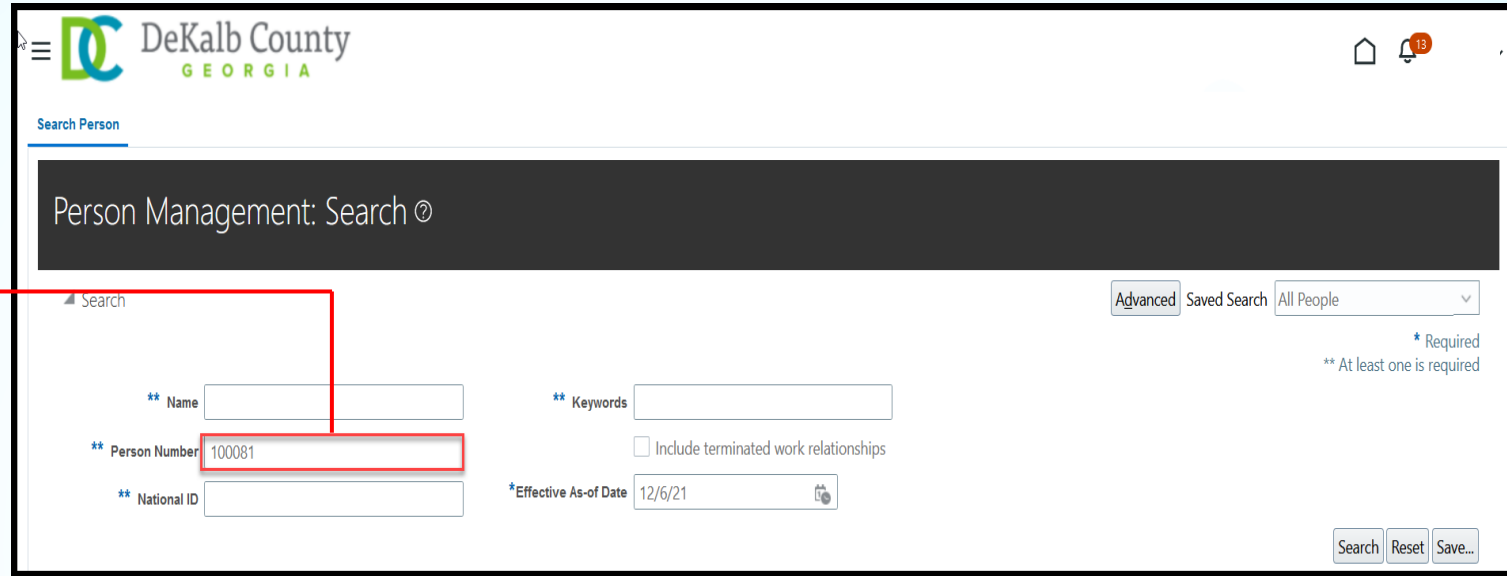
2

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

Withdraw an Absence Request

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

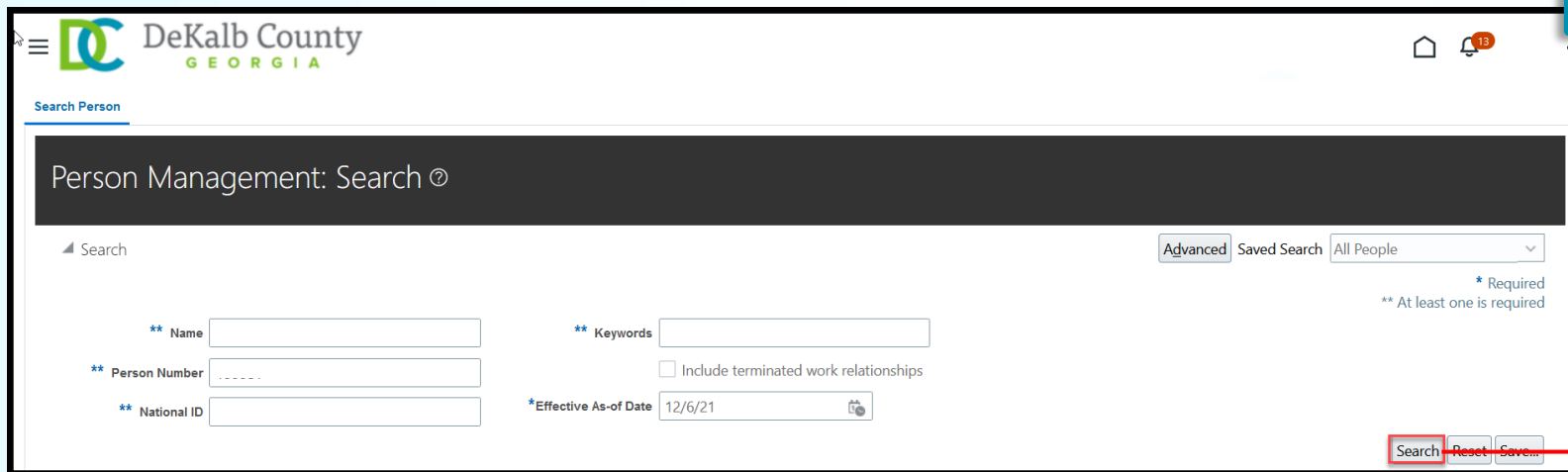
Include terminated work relationships

** National ID

*Effective As-of Date 12/6/21

* Required
** At least one is required

Search Reset Save...



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

* Required
** At least one is required

Search Reset Save...

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

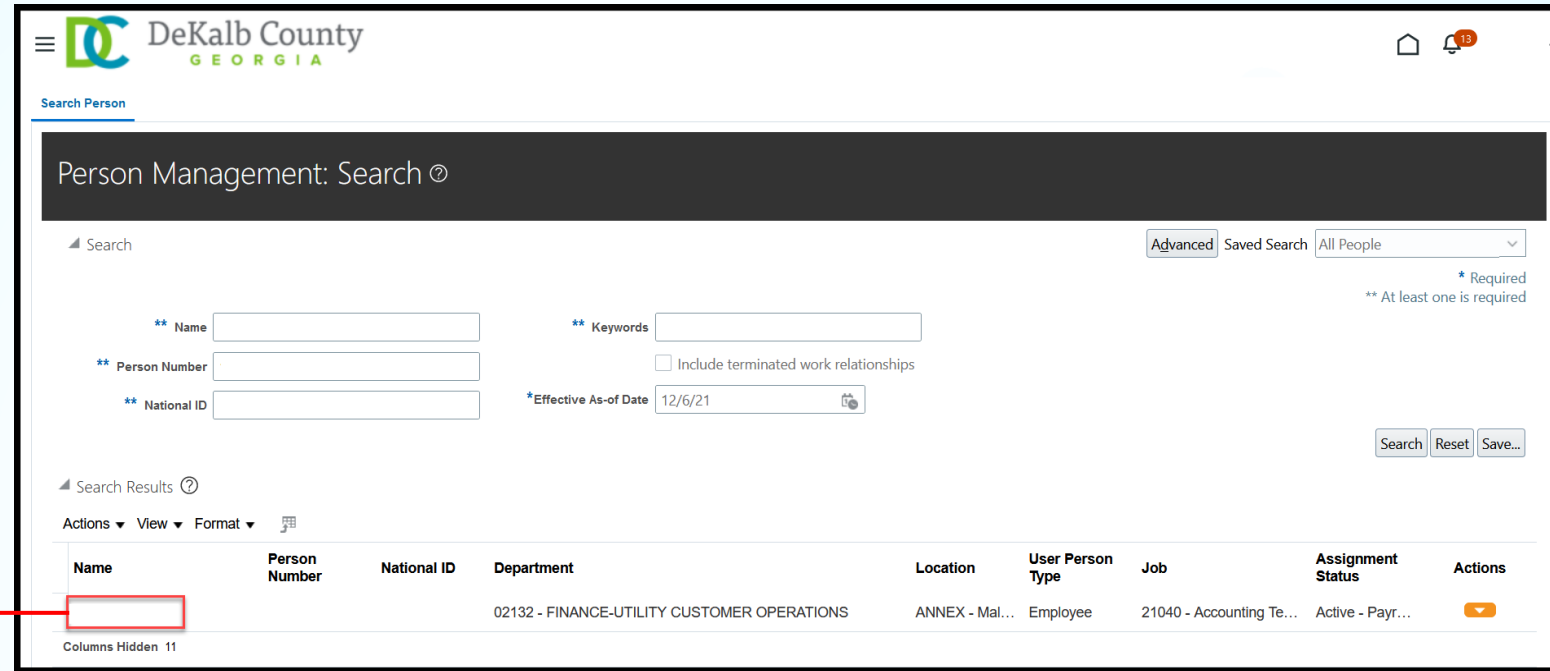
4

Select the **Search** button

Withdraw an Absence Request

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

5



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
[Redacted]			02132 - FINANCE-UTILITY CUSTOMER OPERATIONS	ANNEX - Mal...	Employee	21040 - Accounting Te...	Active - Payr...	

Columns Hidden 11



DeKalb County GEORGIA

Person Number

Close

Employment x

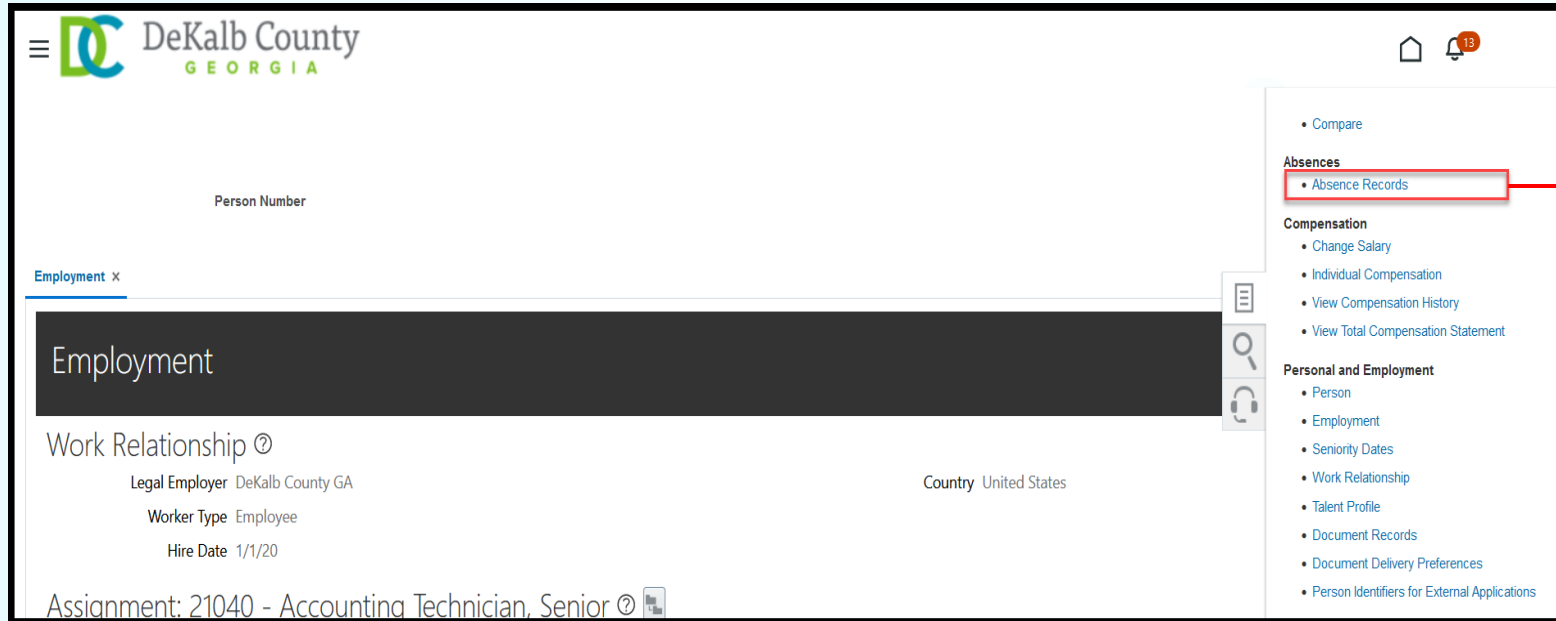
Employment Done

[Panel Drawer Icon]

6

From the Employment page, select the Panel Drawer icon

Withdraw an Absence Request



The screenshot shows the DeKalb County Georgia HR system interface. The top left features the DeKalb County logo and name. The main content area displays 'Person Number' and 'Employment' details, including 'Work Relationship', 'Legal Employer', 'Worker Type', 'Hire Date', and 'Assignment: 21040 - Accounting Technician, Senior'. On the right, a panel drawer is open, listing various navigation options. The 'Absence Records' link under the 'Absences' section is highlighted with a red box. A red line connects this box to a blue circle containing the number 7.

DeKalb County
GEORGIA

Person Number

Employment x

Employment

Work Relationship ⓘ

Legal Employer DeKalb County GA

Worker Type Employee

Hire Date 1/1/20

Country United States

Assignment: 21040 - Accounting Technician, Senior ⓘ

Panel Drawer:

- 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

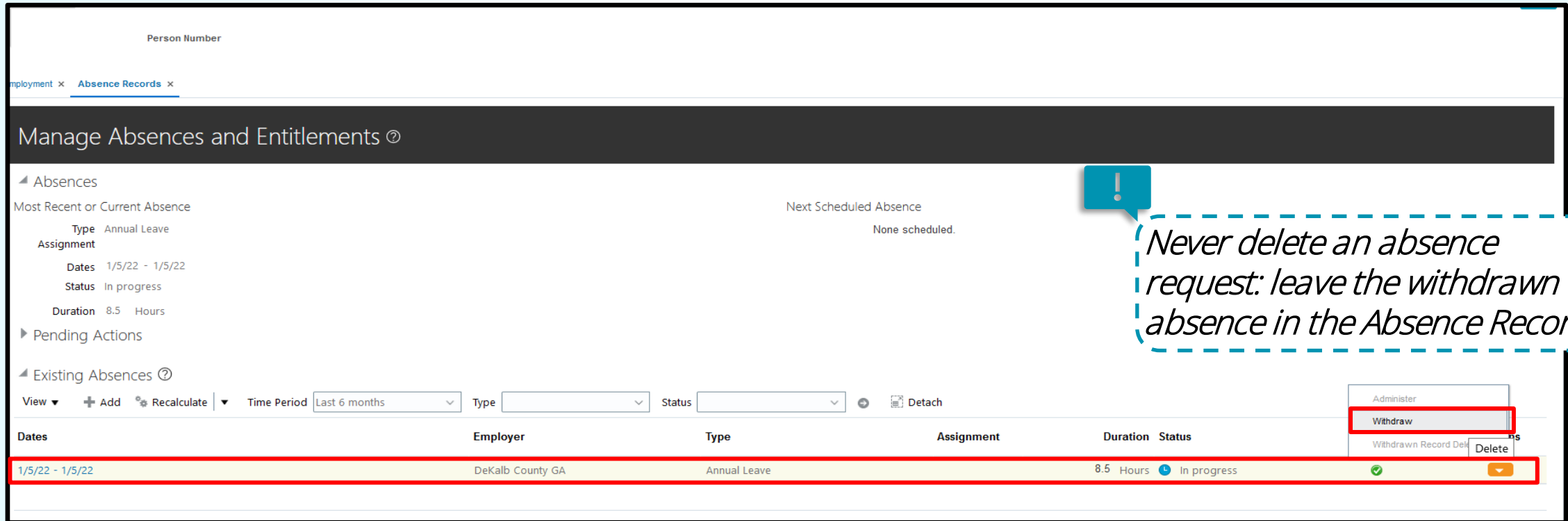
7

Once the Panel Drawer opens, select the **Absence Records** link from the **Absences** section

Withdraw an Absence Request

8

Highlight the appropriate Absence request that needs to be withdrawn and select **Withdraw** from the **Actions** drop-down list



Person Number

employment x Absence Records x

Manage Absences and Entitlements

Absences

Most Recent or Current Absence

Type Annual Leave
Assignment
Dates 1/5/22 - 1/5/22
Status In progress
Duration 8.5 Hours

Next Scheduled Absence
None scheduled.

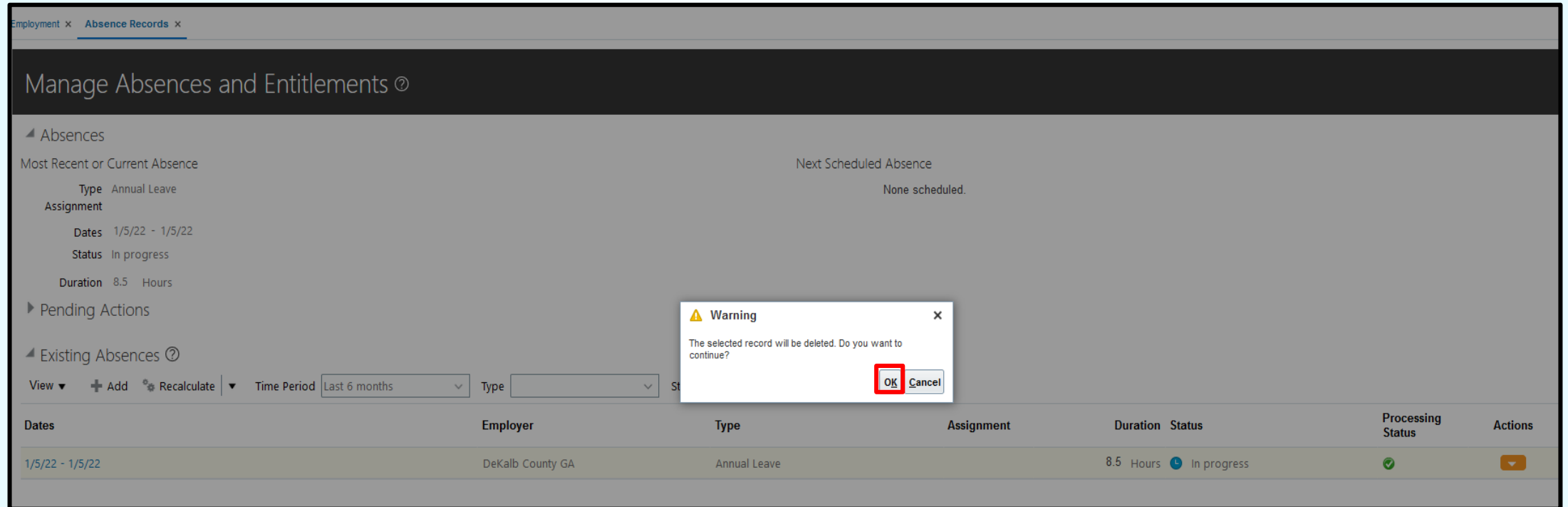
Pending Actions

Existing Absences

View + Add Recalculate Time Period Last 6 months Type Status Detach

Dates	Employer	Type	Assignment	Duration	Status	Actions
1/5/22 - 1/5/22	DeKalb County GA	Annual Leave		8.5 Hours	In progress	Withdraw Withdrawn Record Deleted Delete

Withdraw an Absence Request



The screenshot shows the 'Manage Absences and Entitlements' interface. A warning dialog box is displayed in the center, asking for confirmation to delete a record. The dialog box contains the text: 'Warning', 'The selected record will be deleted. Do you want to continue?', and two buttons: 'OK' and 'Cancel'. The 'OK' button is highlighted with a red square. Below the dialog box, a table lists absence records with columns for Dates, Employer, Type, Assignment, Duration, Status, Processing Status, and Actions.

Dates	Employer	Type	Assignment	Duration	Status	Processing Status	Actions
1/5/22 - 1/5/22	DeKalb County GA	Annual Leave		8.5 Hours	In progress	✓	⌵

9

Select the **OK** button in the pop-up window to withdraw the Absence request

Withdraw a Absence Request

Employment x Absence Records x

Manage Absences and Entitlements ②

▲ Absences

Most Recent or Current Absence

Type Annual Leave
Assignment
Dates 1/5/22 - 1/5/22
Status
Duration 8.5 Hours

Next Scheduled Absence
None scheduled.

▶ Pending Actions

▲ Existing Absences ②

View ▼ + Add ⚙ Recalculate ▼ Time Period Last 6 months ▼ Type ▼ Status ▼ ⚙ Detach

Dates	Employer	Type	Assignment	Duration	Status	Processing Status	Actions
1/5/22 - 1/5/22	DeKalb County GA	Annual Leave		8.5 Hours	Withdrawn	✓	▼

The status of the Absence request will display under the Existing Absences section

Absence Coordinators Summary

You have reached the end of the Absence Coordinators course. You should now be able to:

- ✓ Manage Absence
- ✓ Submit an Absence Request
- ✓ Withdraw a Absence Request

For additional information on the topics covered in this course, please consider using the following resources:

- DeKalb POC:
 - Katherine Furlong | kdfurlong@dekalbcountyga.gov