

**Payroll
Coordinator**

**Change Talent
Manager**



Payroll Coordinator

Change Talent Manager

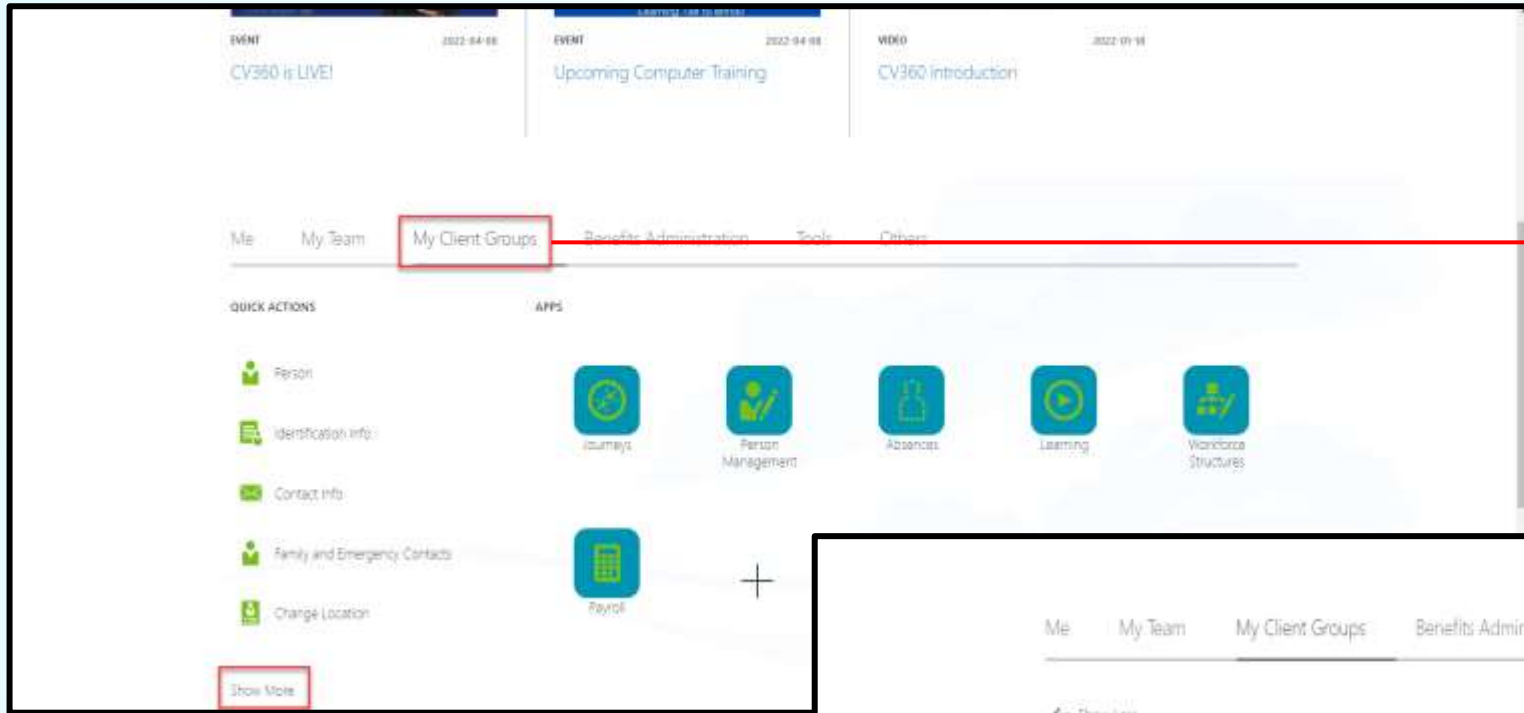
Navigation: My Client Group >> Quick Actions >> Change Manager (Employment Group)

Note to Approver: The approval notification will specify whether the change is for Talent Manager or Line Manager.

Approvers must always REJECT a proposed “Line Manager” change.



Change Talent Manager

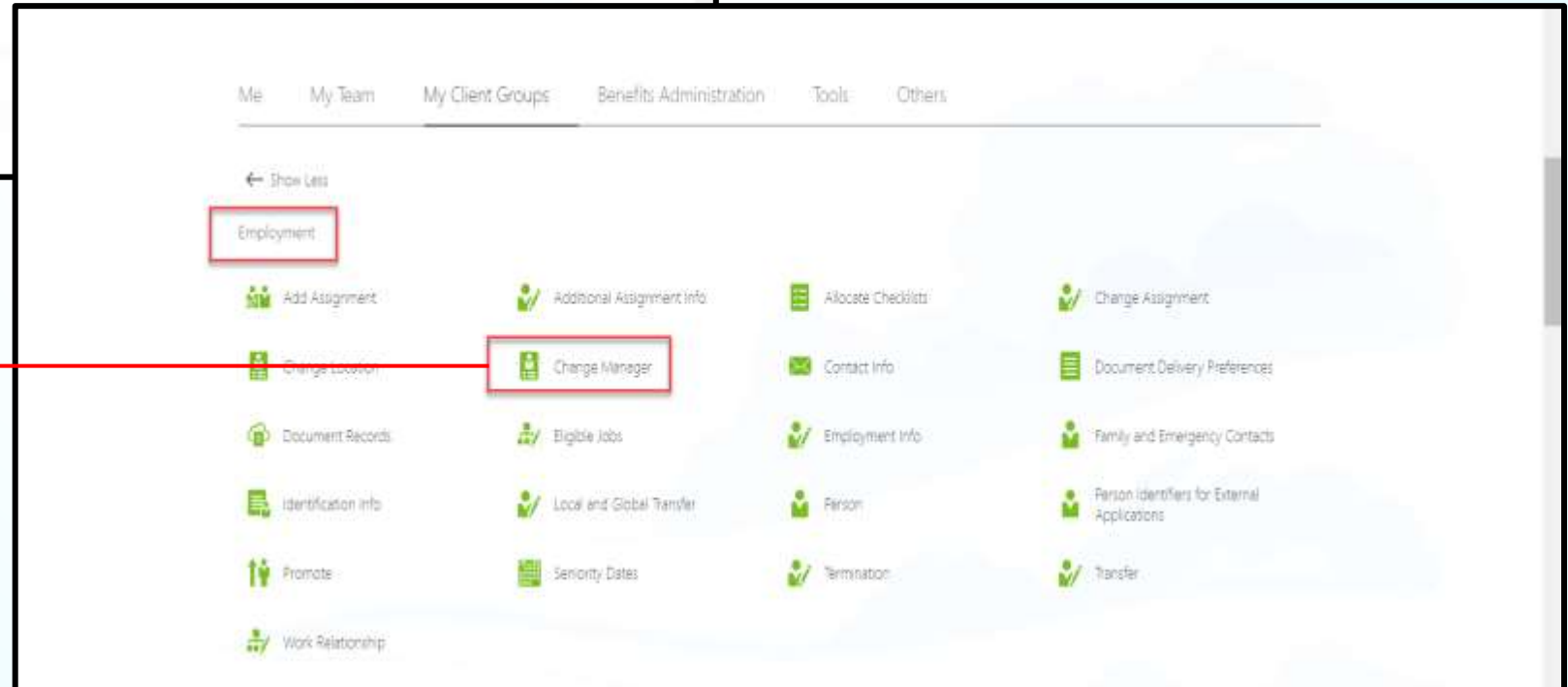


1

Select the My Client Groups Tab

Select the Show More link and navigate to Change Manager in the Employment section

2



Change Talent Manager



3

Enter the Employee Name in the Search field

The screenshot shows the DeKalb County Georgia Talent Manager interface. At the top left is the DeKalb County Georgia logo. The page title is "Change Manager". A search dropdown menu is open, showing a list of employees. The dropdown menu has a search icon and the text "Search Person". The list of employees is as follows:

Name	Business Title	Work Email	Person Number
Alexander O Pence	49150 - Firefighter, Recruit	TEST_apence@dekalbcountyga.gov	065222
Andrew P Anderson	49145 - Firefighter (28-day)	TEST_adanderson@dekalbcountyga.gov	058504
Antonio L Pardinias	49135 - Firefighter, Master (28-day)	TEST_alpardinas@dekalbcountyga.gov	050384
Barron J Hemphill	49140 - Firefighter, Senior (28-day)	TEST_bjhemphill@dekalbcountyga.gov	057766
Beverly S Thompson	80260 - Public Education Specialist	TEST_BSThompson@dekalbcountyga.gov	019167

Change Talent Manager



4

Enter the Effective Date of the Talent Manager Change

5

Enter the **Action** and **Action Reason** of the Talent Manager Change and Select **Continue**

Change Talent Manager

A screenshot of a web application interface for 'Change Talent Manager'. The header shows the DeKalb County Georgia logo and navigation icons. The main content area is divided into two sections: '1 When and Why' and '2 Maintain Managers'. The 'Maintain Managers' section contains a table with two rows of manager information. The first row is for a 'Talent Manager' and the second for a 'Line manager'. Both rows show a green profile icon, the name '49122 - Rescue Captain (40-hr)', and a role. An 'Edit' button (pencil icon) is highlighted with a red box on the first row. A 'Continue' button is at the bottom of the table. A red line connects the 'Edit' button to a blue circle containing the number '6'.

Select the **Edit** button in the Maintain Managers Section



Change Talent Manager

A screenshot of a web application interface titled "Change Manager". The interface has a dark header bar with a green circular profile picture on the left and "Submit" and "Cancel" buttons on the right. Below the header, there are two main sections: "1 When and Why" and "2 Maintain Managers". The "2 Maintain Managers" section is highlighted with a blue border. It contains a form with a "Name" dropdown menu (highlighted with a red box) and a "Type" dropdown menu. Below the "Name" dropdown, there is a list of manager names, including "49122 - Rescue Captain (40-hr)". To the right of the "Name" dropdown, there are "Delete", "OK", and "Cancel" buttons. At the bottom of the "2 Maintain Managers" section, there is a "Continue" button.

7

Use the name drop-down list to select the replacement Talent Manager

Change Talent Manager



Change Manager Submit Cancel

① When and Why Edit

② Maintain Managers

Delete OK Cancel

*Name
Manager Name

Type
Talent Manager

Manager Name
49122 - Rescue Captain (40-hr)

Line manager

Continue



Select OK

Change Talent Manager



Change Manager Submit Cancel

① When and Why Edit

② Maintain Managers + Add

Manager Name 49119 - Fire Captain	Talent Manager	
Manager Name 49122 - Rescue Captain (40-hr)	Line manager	

Continue



Select the **Continue** button

Change Talent Manager



Change Manager Submit Cancel

① When and Why Edit

② Maintain Managers Edit

③ Document Records (Attachments)

+ Add

There's nothing here so far.

Continue

Select the **+Add** button to Attach Document Records

10

Change Talent Manager



3 Document Records (Attachments)

Document Details OK Cancel

*Document Type
Select a value

Continue

4 Comments

Seniority Dates

11

Select the Appropriate Document Type

Change Talent Manager



12

Enter the Applicable details for the document attachment

Document Records (Attachments)

Document Details

*Document Type: Other Employment

Name: Talent Manager Change

Number: 1

From Date: 4/20/22

To Date: m/d/yy

Issuing Country: Select a value

Country: All Countries

Category: Employment

Issuing Location:

*Issued On: 4/20/22

Issuing Authority:

Issuing:

Context:

OK Cancel

Select the Continue Button

13

Number: 1

From Date: 4/20/22

To Date: m/d/yy

Issuing Country: Select a value

*Issued On: 4/20/22

Issuing Authority:

Issuing Comments:

Context Value:

Attachments:

Doc1.docx (782.33 KB)

By Nora M Stewart on 4/20/22

Continue

Change Talent Manager



3 Document Records (Attachments) Edit

4 Comments

*Comments

Changing the Talent Manager.

Seniority Dates ▼

14

Enter Comments for the Talent Manager Change

Change Talent Manager



15

Select the drop-down to view the Manager Seniority Details

Seniority Dates

DeKalb County Enterprise Enterprise	
Seniority Date 3/31/03	Length of Service 18 Years 9 Months 18 Days
DeKalb County GA Legal Employer	
Seniority Date 3/31/03	Length of Service 18 Years 9 Months 18 Days
DeKalb County GA Legal Employer	
Seniority Date 3/31/03	Length of Service 18 Years 9 Months 18 Days
04925 - FIRE & RESCUE SERVICES - OPERATIONS Department	
Seniority Date 10/25/14	Length of Service 7 Years 2 Months 24 Days

[Load More Items](#) 1-4 of 6 items

Change Talent Manager



Select the Submit button to submit the Talent Manager Change for Approval



The screenshot shows the "Change Manager" interface for DeKalb County, Georgia. The header includes the county logo and name. The main content area is titled "Change Manager" and contains four numbered steps:

- 1 When and Why
- 2 Maintain Managers
- 3 Document Records (Attachments)
- 4 Comments

Each step has an "Edit" button. The "Comments" section is active, showing a text input field with the text "Changing the Talent Manager." Below the input field, there is a "Submit" button and a "Cancel" button. The "Submit" button is highlighted with a red box, and a blue callout with the number "16" points to it.