Core HR

Redwood Employee Self Service

Before we begin...

The following guidelines will support a successful learning experience

Check-In for Attendance

Refrain from side-conversations

Silence cell phones

Check E-mail during breaks ONLY

Complete post-training survey prior to leaving this session

Enjoy!

My name is …

- Instructor Name
- Place of Birth
- Current Hometown
- What is one food you could never, ever eat?
- Which is harder to give up? Coffee or Wings?
- What is the best piece of advice you've received?

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 can 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

For Reference: Indicates a Reference Material is related to the topic that you are learning

Knowledge Checks: Test your knowledge of key concepts

Course Overview

Welcome to the Employee Self Service Lifecycle training course. This course is designed to provide DeKalb County Employees an overview of how to navigate through the Redwood UI within CV360

Who should take this course?

- Employee Self service

Prerequisites:

We recommend the following prerequisites before taking this course:
- CV360 Navigation Training

Duration:

- 2.5 Hours

Course Objective(s):

Upon the completion of the Employee Self Service, you will be able to:

Objectives
• Personal Details • Contact Info • Identification Info • Document Records • Employment Info

Course Agenda

Below is a list of the sections within this course as well as an estimated duration of each

#	Employee Self Service	Duration
1	Personal Details	10 minutes
2	Contact Info	15 minutes
3	Identification Info	20 minutes
4	Document Records	10 minutes
5	Employment Info	20 minutes

Lesson 1: Personal Details

CloudVergent 360

Lesson Objective(s):

Upon the completion of the Personal Details Lesson, you will be able to use:

Objectives
Personal Details: • Name • Demographic Info • National Identifiers • Biographical Info • Disability Info

Personal Details
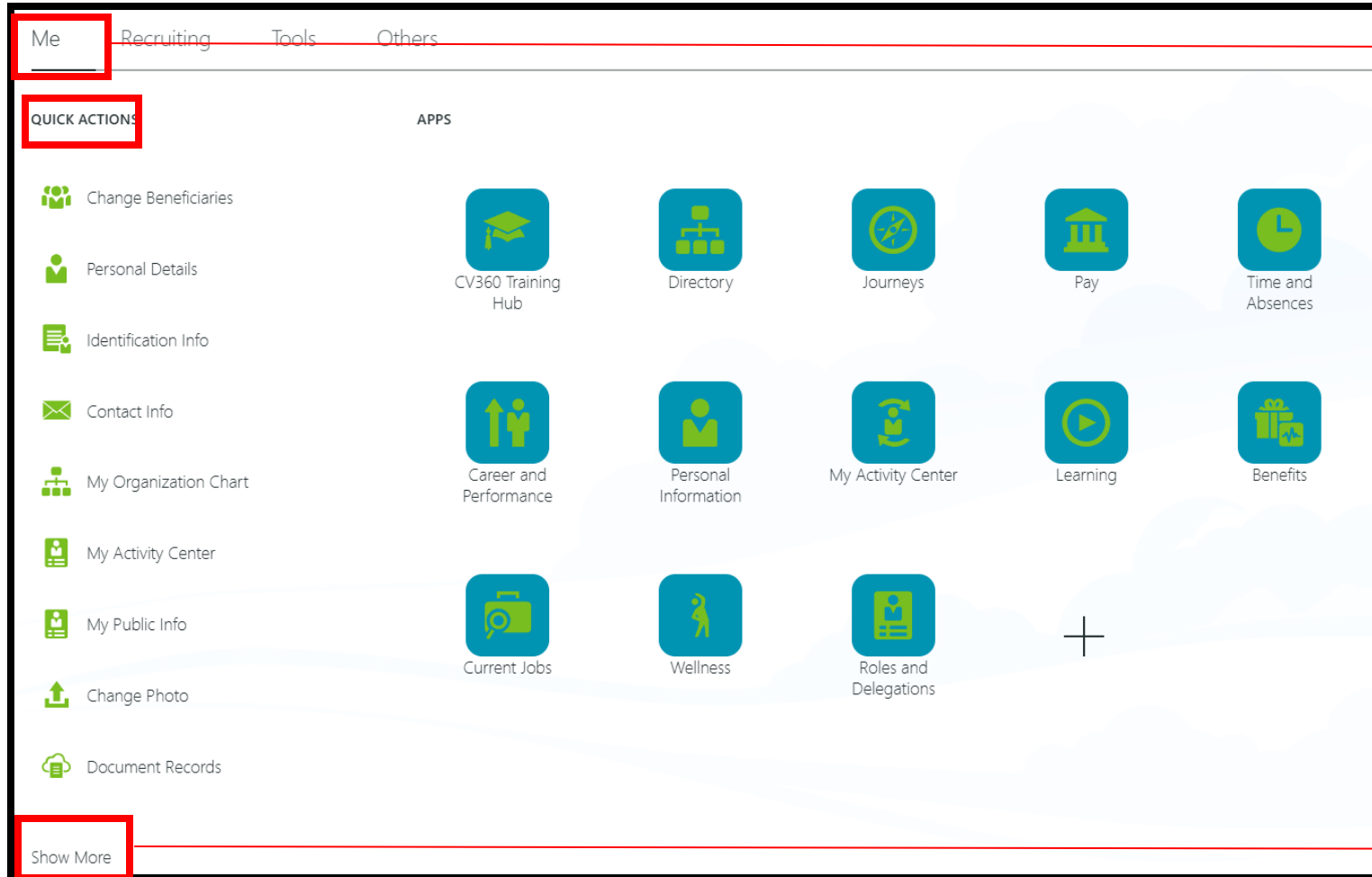
1 Select the **Me** tab

2 Select the **Quick Actions** section and select the **Show More** link from the drop-down list
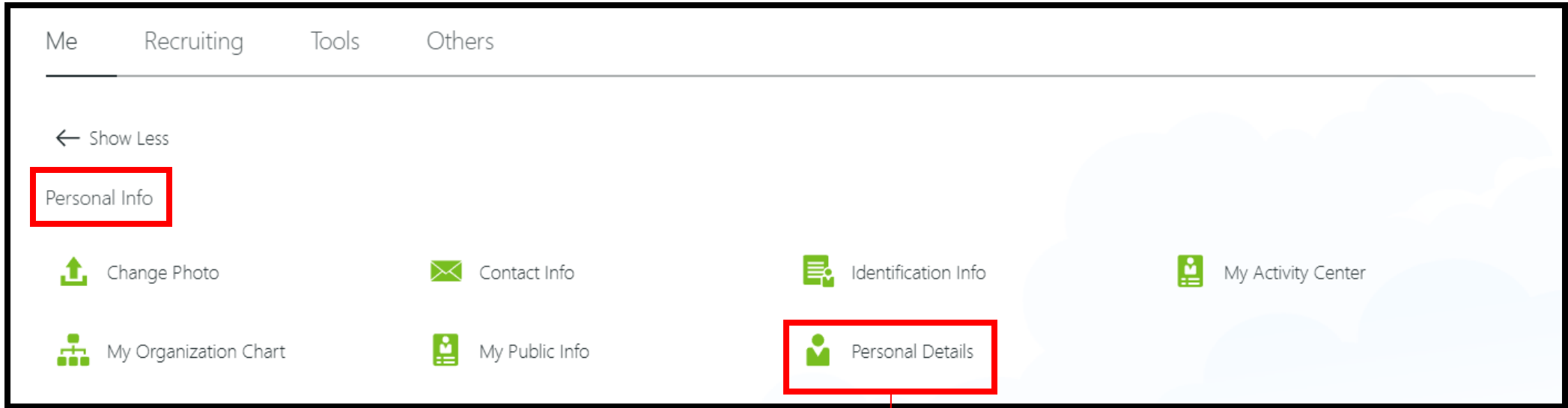
Personal Details

Locate the **Personal Info** section and select **Personal Details**.

Personal Details - Name

Personal Details
Andrew Anthony Williams

Name

Start Date	First Name	Last Name
8/19/22	Andrew	Williams

Middle Name
Anthony

4

When does this name change start?	First Name	Last Name
	Andrew	Williams
Required		

Suffix	Middle Name
	Anthony

Comments

Drag and Drop
Select or drop files here.

URL   Add URL

Cancel   Save

Validate **Name,** if needed use
Pencil icon to edit the existing
Name and provide required
details and click **Save**

Personal Details – Demographic info

Validate **Demographic Info,** if needed use **Pencil icon** to edit the existing Demographic Info

5

Personal Details – Demographic info

6

Select appropriate **Marital Status** from the drop-down

Personal Details – Demographic info

After selecting Martial Status **When does martial status change start?** Auto-populates. Enter Date and select **Veteran Self-Identification Status** and check the **Tick box** accordingly.

Personal Details – National Identifiers

8 Validate **National identifiers**, use eye icon to unhide the National ID and check details

Personal Details – Biographical Info & Disability Info

Biographical info

Date of Birth
7/7/93

Age
31 Years 11 Months 12 Days

Disability info   +

United States

Disability Code
300000131500241

Do you have a disability?
••• 👁

Reasonable Accommodation Request

✏

Valid
8/20/22

9

Validate Biographical Info

10 Validate **Disability Info,** use pencil icon to edit existing details.
Use **(+)plus** icon to add new Disability info

Personal Details – Disability Info

11

Select **Country,** then **Voluntary Self-Identification of Disability** page appears. Check the appropriate Tick-box and Click **Save**

Redwood Employee Self Service

Lesson 2: Contact Info

CloudVergent 360
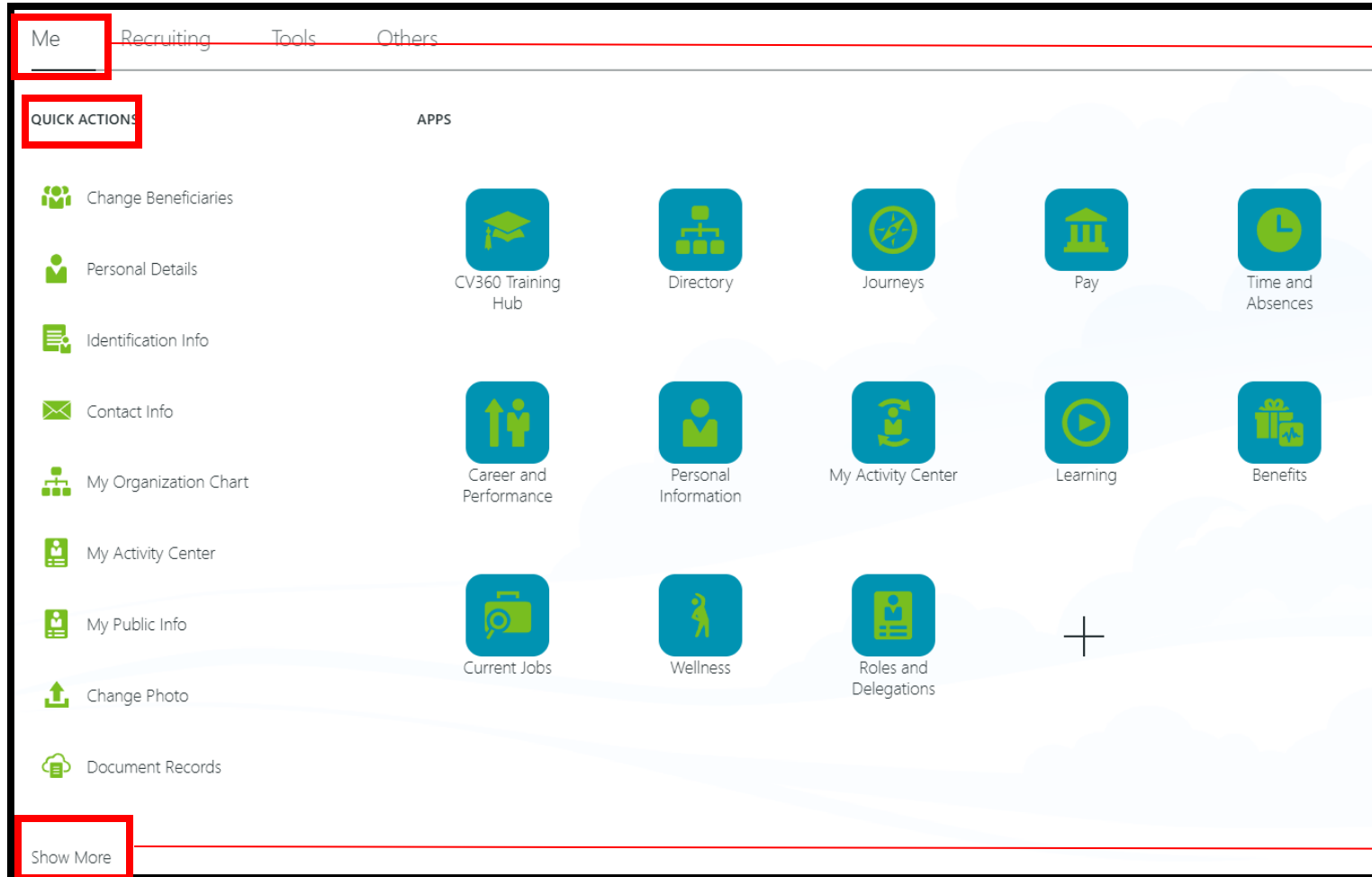
Lesson Objective(s):

Upon the completion of the Contact Info Lesson, you will be able to:

Objectives
Contact Info: • Phone Details • Email details • Other Communication accounts • Address • Order of preference

Contact Info

Me   Recruiting   Tools   Others

QUICK ACTIONS   APPS

- Change Beneficiaries
- Personal Details
- Identification Info
- Contact Info
- My Organization Chart
- My Activity Center
- My Public Info
- Change Photo
- Document Records

Show More

CV360 Training Hub
Directory
Journeys
Pay
Time and Absences

Career and Performance
Personal Information
My Activity Center
Learning
Benefits

Current Jobs
Wellness
Roles and Delegations

1

Select the **Me** tab

2

Select the **Quick Actions** section and select the **Show More** link from the drop-down list

Contact Info

Me   Recruiting   Tools   Others

← Show Less

Personal Info

⬆ Change Photo   ✉ Contact Info   Identification Info   My Activity Center

My Organization Chart   My Public Info   Personal Details

3 Locate the **Personal Info** section and select **Contact Info.**

Contact Info – Phone Details

4 Validate **Phone details,** use pencil icon to **Edit** existing details, click **(+)plus** icon to add new phone details

Contact Info – Phone Details

5 Select appropriate **Country**

6 Select appropriate Phone Type

Contact Info – Phone Details

Phone details

| Country | Type | Area Code |
| United States 1 | Home Phone | 876 |

| Number | Extension | From Date |
| 7336833 | | 6/19/25 |

To Date

Primary

Cancel   Save
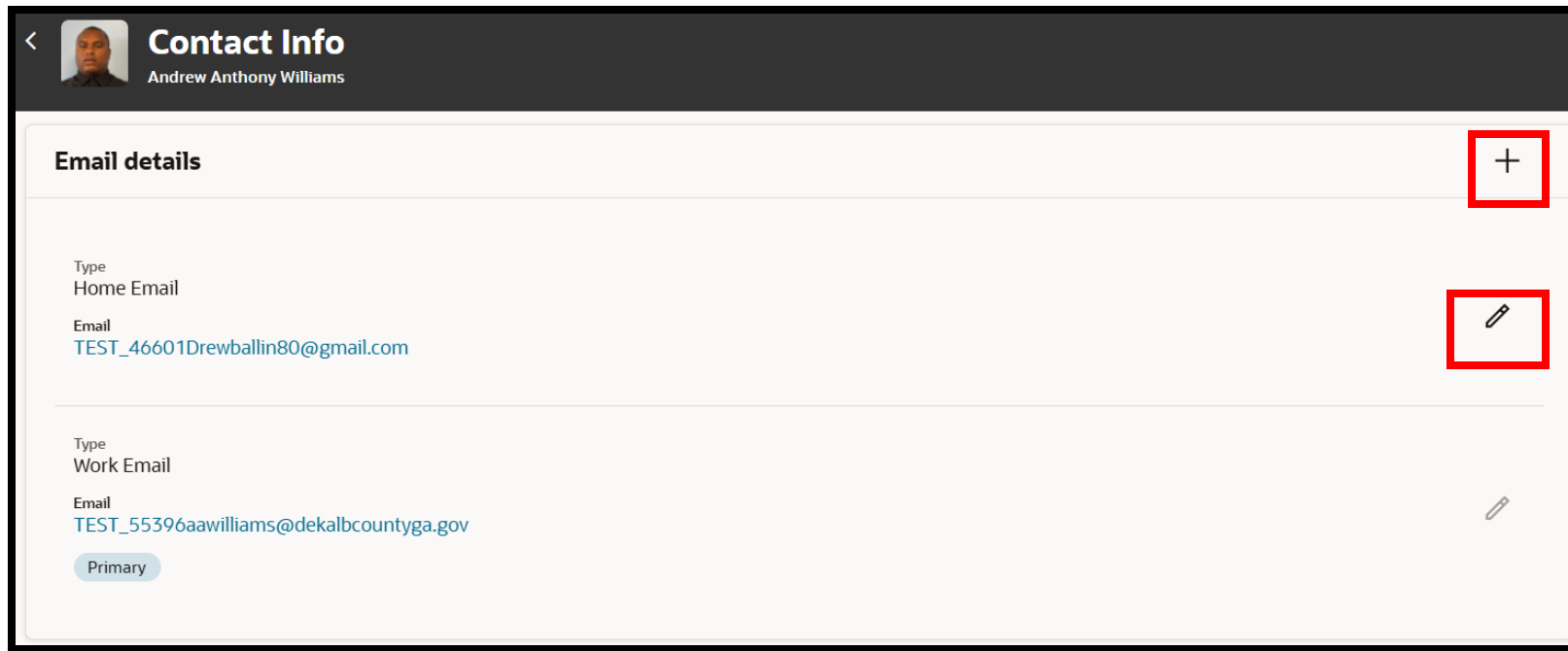
| Type | Number |
| Home Mobile Phone | 1-678-3386337 |

Primary

7

Provide your **Area Code** and **Number.** Click on **Primary** to make it as first preference and click **Save**

Contact Info – Email Details

8   Validate **Email details,** use pencil icon to **Edit** existing details, click **(+)plus** icon to add new email details

Contact Info – Email Details

Email details   +

| Type ▼ | Email | Primary |

Business
Campus
Dormitory
Home Email
Other
Work Email

Work Email

Email
TEST_55396aawilliams@dekalbcountyga.gov

Primary

Email details   +

| Type | Email | Primary |
| Business | TEST_590012antony@dekalbcountyga.gov | |

Enter 240 or fewer characters.

Cancel   Save

9 Select **Email Type**, enter the **Email ID**. click on **Primary** to make it as first preference and click **Save**

Contact Info – Other Communication accounts

Contact Info
Andrew Anthony Williams

Other communication accounts   +
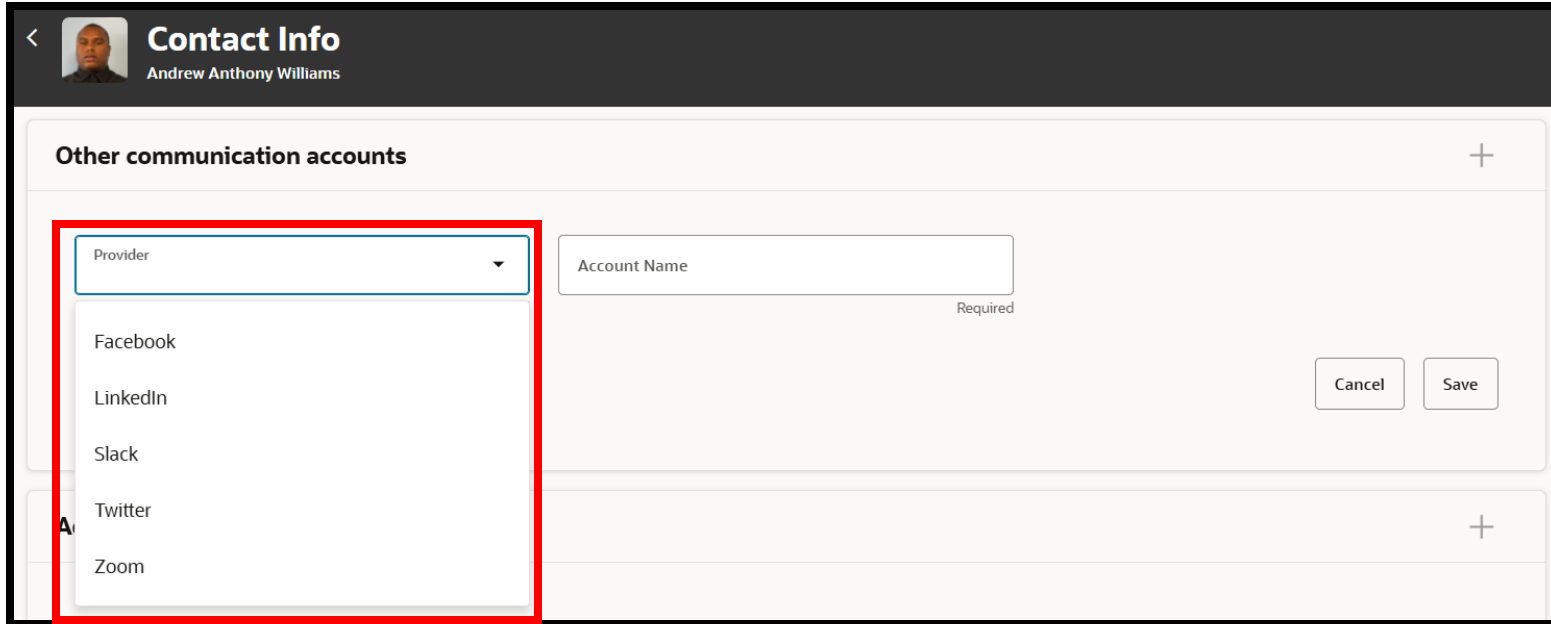
Add communication methods other than a phone, email, or address to be used for work-related communication purposes.

10 Validate **Other communication accounts** if present, click **(+)plus** icon to add new details

Contact Info – Other Communication accounts

11

Select **Provider**, enter the **Account Name** and click **Save**

Contact Info – Address

3

Validate **Address,** use pencil icon to **Edit** existing details, click **(+)plus** icon to add new Address details

Enter Address Type, Country, Address change date, Address Line 1, Address Line 2, Zip code, etc. and click **Save**

Contact Info – Order of preference

Order of preference   +

Add the order in which the available communication methods must be used.

3 Validate **Other communication accounts** if present, click **(+)plus** icon to add new details

Contact Info – Order of preference

3

Employee can set **Order of preference** for the Contact Info from this section and select **Save**

Lesson 3: Identification Info

Lesson Objective(s):

Upon the completion of the Identification Info Lesson, you will be able to:

Objectives
Identification Info: • Citizenship • Driver's Licenses
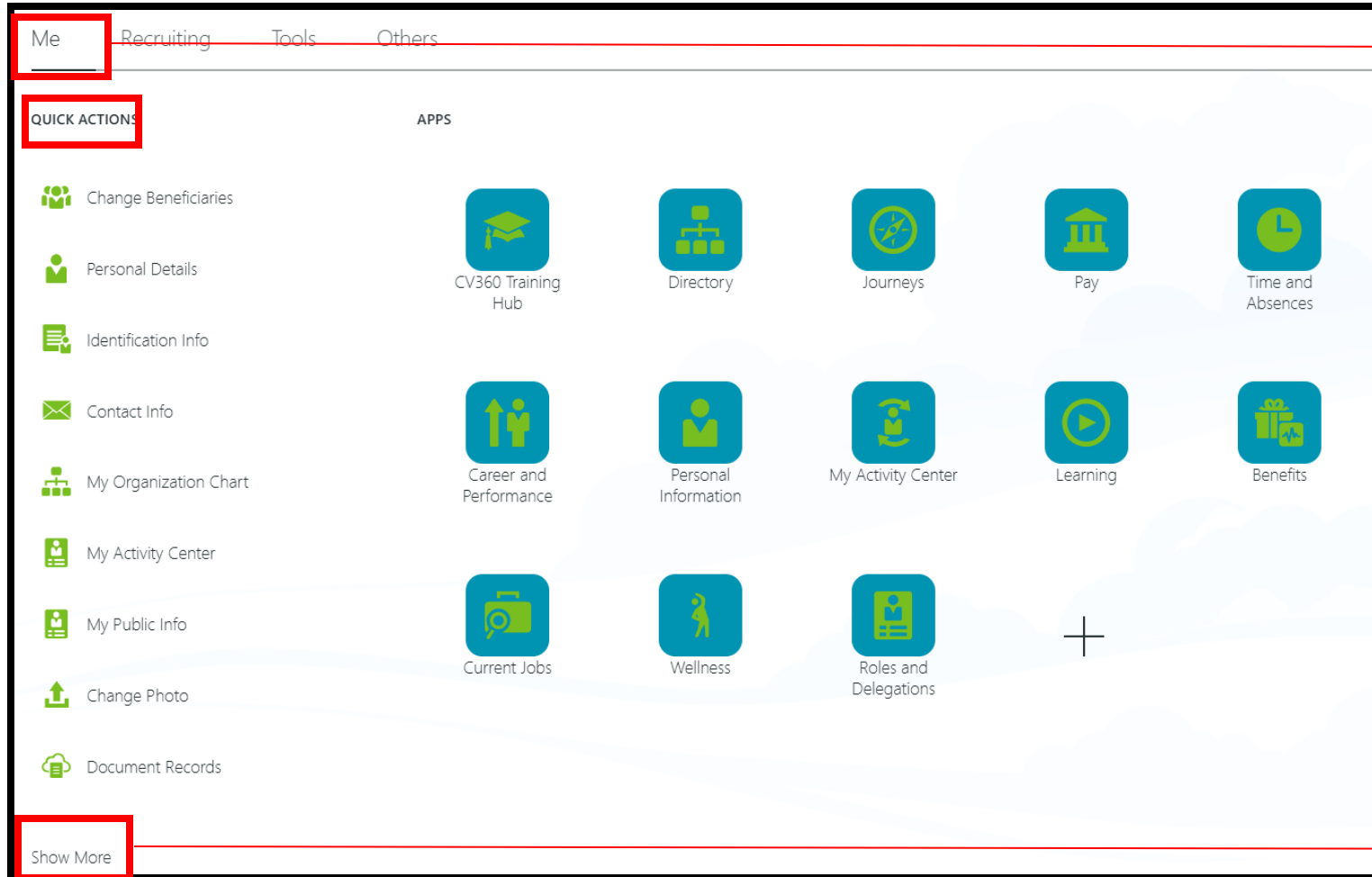
Identification info

1

Select the **Me** tab

2

Select the **Quick Actions** section and select the **Show More** link from the drop-down list
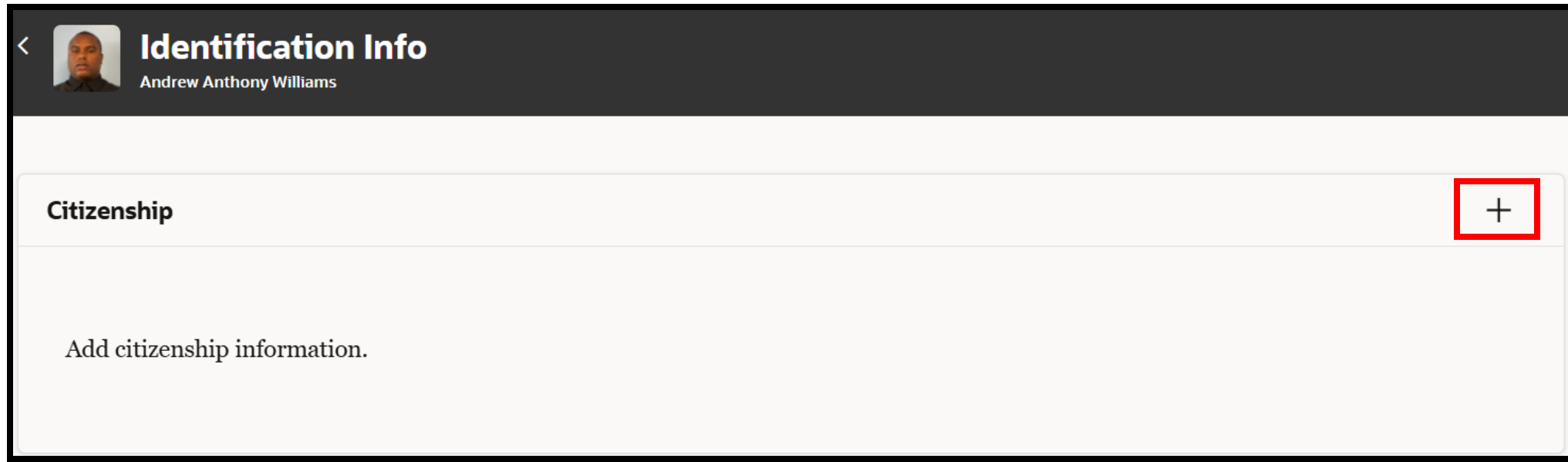
Identification info
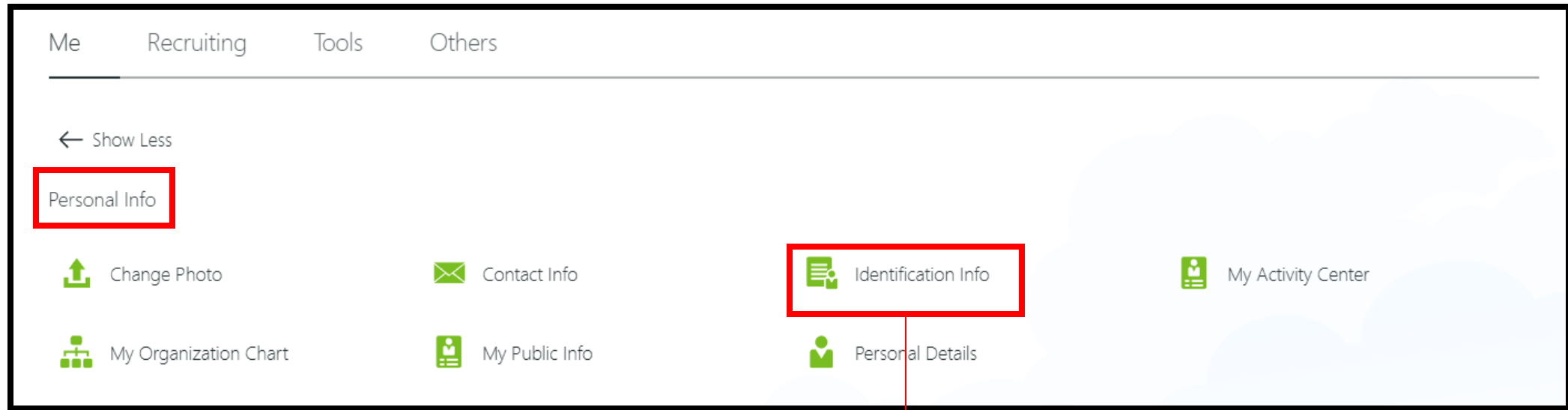
Locate the **Personal Info** section and select **Identification Info.**

Identification info – Citizenship

4 Validate **Other communication accounts** if present, click **(+)plus** icon to add new Citizenship details

Identification info – Citizenship

Identification info – Citizenship

7

Select **From Date & To Date** if there is any Citizenship Proof upload in **Drag and Drop** section and select **Save**

Identification info – Driver's Licenses

Identification Info
Andrew Anthony Williams

Citizenship +

⚠ **Pending Approval**
We are submitting your changes for approval.

Citizenship
American

Citizenship Status
Active

From Date
6/12/12

To Date
6/19/25

Driver's licenses +

Add driver's license information for identification and qualification to drive.

Validate **Driver's licenses** if present, click **(+)plus** icon to add new Driver License details

8
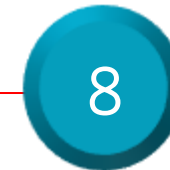
Identification info – Driver's Licenses

Driver's licenses   +

| Issuing Country | License Type | License Number |
| United States ▾ | ▾ | |

| Issuing Authority | CDL A | To Date 📅 |

| Place of Issue | CDL A Permit | |

                   CDL B

Comments   CDL B Permit

                   CDL Blue Card Info

                   Chauffeur

                   Class A

                   Class B

Drag and Drop
Select or drop files here.

| URL | Add URL |

                                                    Cancel   Save

9

Select **Issuing Country, license Type** from the drop-down list

Identification info – Driver's Licenses

10

Enter **License Number, Issuing Authority.** If there is any Driver's license upload in **Drag and Drop** section and select **Save**

Redwood Employee Self Service

Lesson 4: Document Records

CloudVergent 360

Lesson Objective(s):

Upon the completion of the Document Records Lesson, you will be able to:

Objectives
• Document Records

Document Records

Me   Recruiting   Tools   Others

QUICK ACTIONS   APPS

Change Beneficiaries

Personal Details

Identification Info

Contact Info

My Organization Chart

My Activity Center

My Public Info

Change Photo

Document Records

Show More

CV360 Training Hub

Directory

Journeys

Pay

Time and Absences

Career and Performance

Personal Information

My Activity Center

Learning

Benefits

Current Jobs

Wellness

Roles and Delegations

1

Select the **Me** tab

2

Select the **Quick Actions** section and select the **Show More** link from the drop-down list
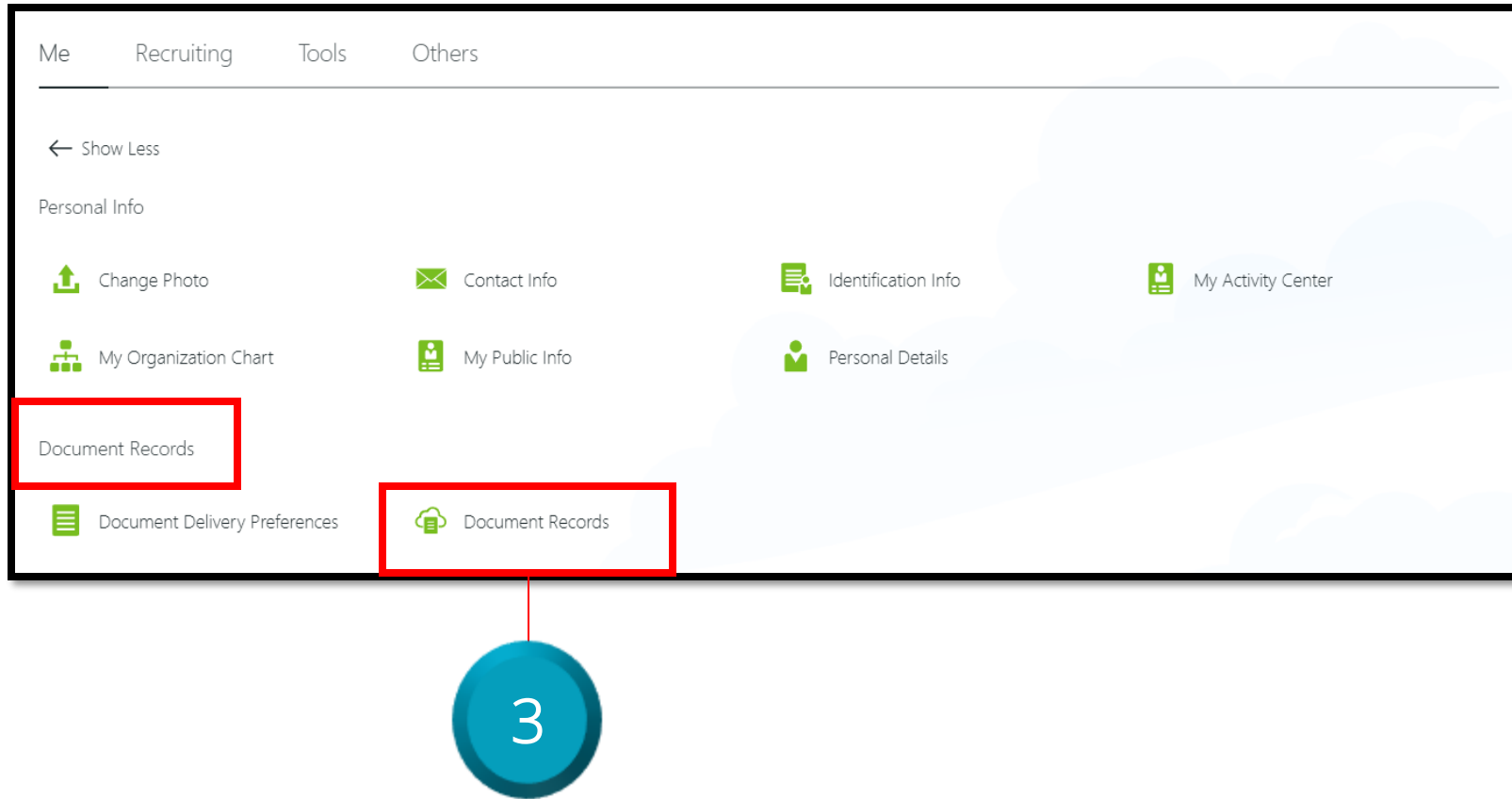
Document Records

Locate the **Document Records** section and select **Document Records**

Document Records

Document Records

Andrew Anthony Williams, 46060 - Police Officer, Senior

Search by type, name, or number

Category   Excluded   Last Updated   Type   Filters

+ Add   Download ⌄

Sort By Last Updated, New to Old ⌄

4

Click on the **+Add** button

Document Records

New Document Record
Andrew Anthony Williams, 46060 - Police Officer, Senior

Cancel | Submit

Document Type	

Name	Country	Category	Subcategory
Absence Events DSN	France	Payroll	
Achievements - nonperformance based		Awards and recognitions	
Adoption		Legal document	Personal
Adoption certificate		Benefits	
Application		Employment	
Attendance Record		Expenses	Child Care
Before Employment Physical		Employment	

5

If you have any **Document Records** to be updated this is where you can add your document record

48

Document Records

New Document Record
Andrew Anthony Williams, 46060 - Police Officer, Senior

Cancel   Submit

Document Type
DeKalb Course Certificates

Country
All Countries

Category
Licenses and certificates

Description
DeKalb Course Certificates

Name

Number

Issuing Country

From Date

To Date

Issued On

Issuing Location

Issuing Authority

Issuing Comments

Attachments

Drag and Drop
Select or drop files here.

URL

Add URL

6

Fill in the Required information and then click **Submit.**

Redwood Employee Self Service

Lesson 5: Employment Info

CloudVergent 360

Lesson Objective(s):

Upon the completion of the Employment Info Lesson, you will be able to:

| Objectives |
|---|
| • Employment Information |

Employment Info

1 Select the **Me** tab

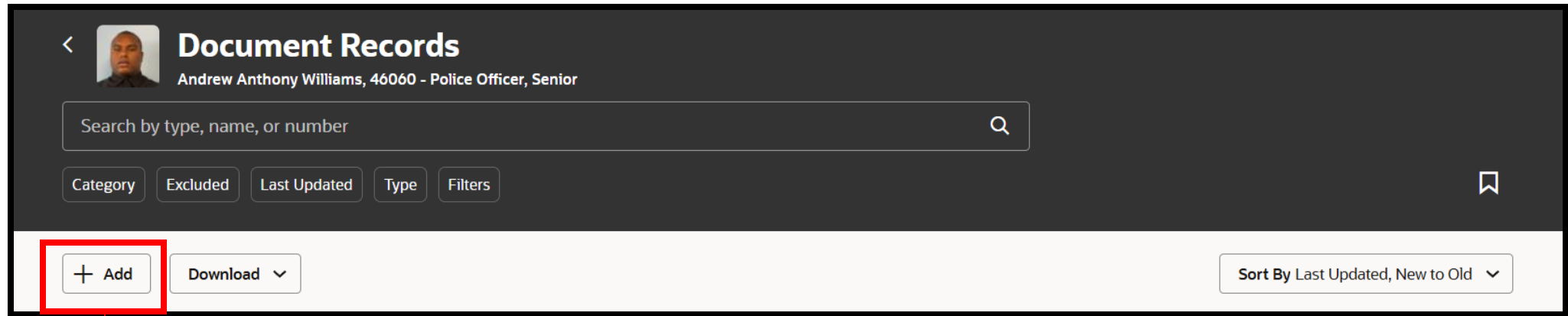**2** Select the **Quick Actions** section and select the **Show More** link from the drop-down list

Employment Info

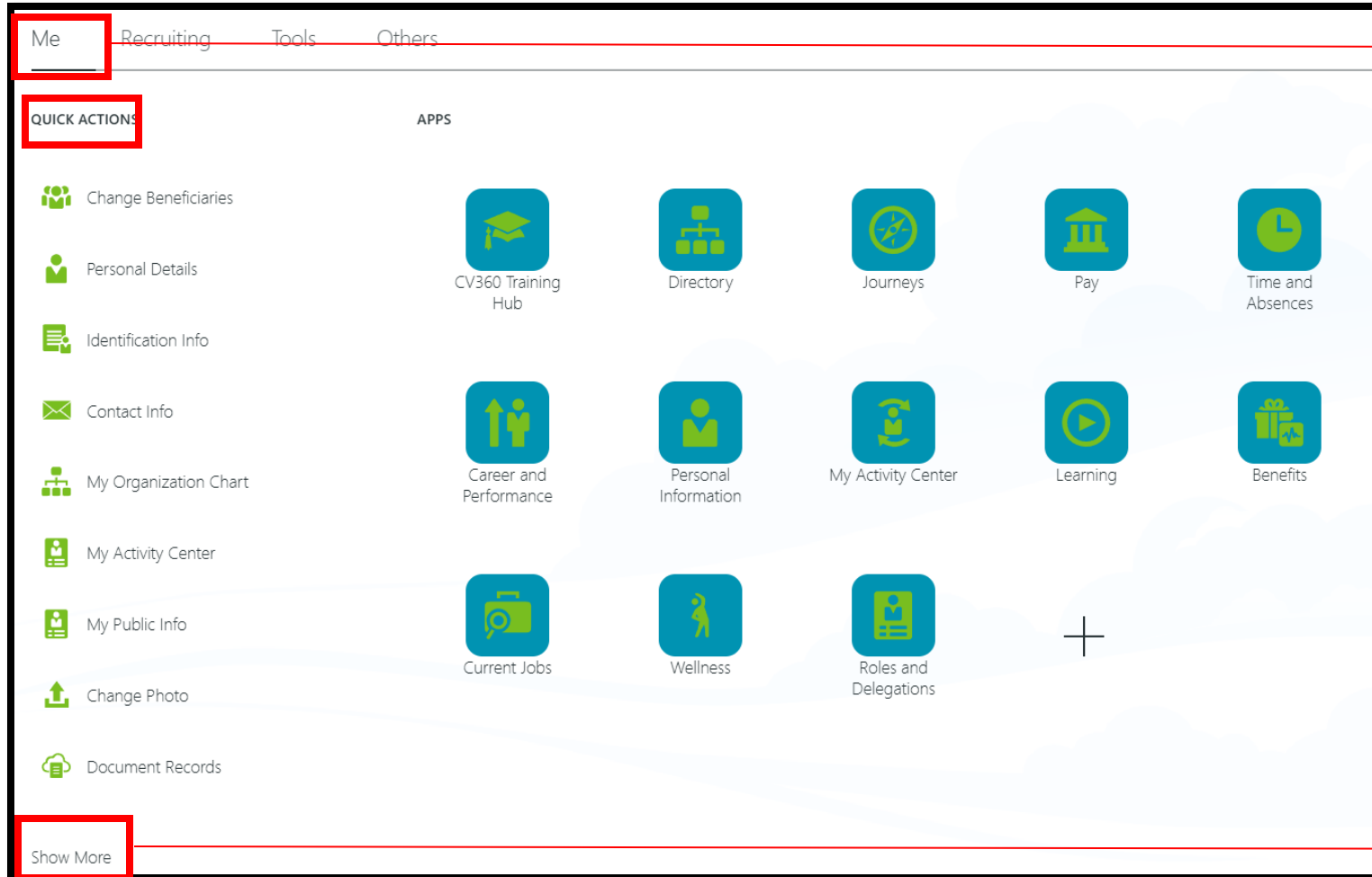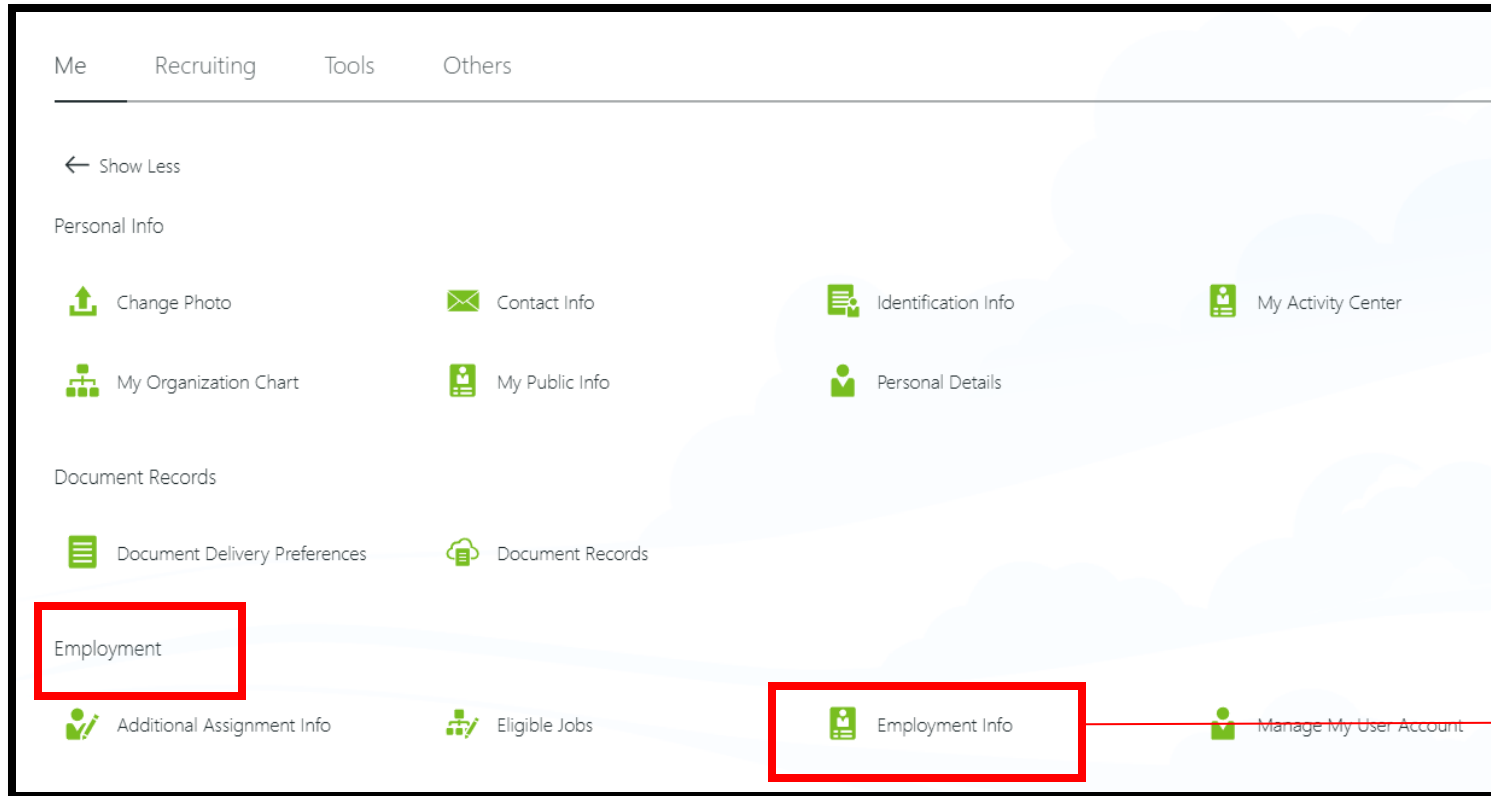Locate the **Employment** section and select **Employment Info**

3

Employment Info

Employment Info
Andrew Anthony Williams, 46060 - Police Officer, Senior

[Eligible Jobs] [Additional Assignment Info]

Select assignment

Business Title
46060 - Police Officer, Senior

Assignment

Legal Employer DeKalb County GA	**Business Unit** DeKalb County	**Position** 11147 - Police Officer, Senior
Job 46060 - Police Officer, Senior	**Department** 04667 - POLICE SERVICES - UNIFORM DIVISION	**Worker Type** Employee
Grade SWN2_S16	**Assignment Number** E110908	**Action** Synchronization From Position
Assignment Category Full-time regular	**Location** PS-SOUTH - Police South Precinct	**Working Hours** 40 Weekly
FTE 1	**Country** United States	**Regular or Temporary** Regular
Headcount 1	**Hourly Paid or Salaried** Hourly	**Person Number** 110908
Person Type Employee	**Reporting Establishment** DeKalb County GA	**Assignment Status** Active - Payroll Eligible
Business Title 46060 - Police Officer, Senior	**Merit Status** Y	**Company** 001
Division Code 04600 - POLICE	**AD Account Required** Yes	**iExpense Approver** 036133 - Hudson,Jessica L

Managers

John A Obester
E016692
46030 - Police Lieutenant
Line manager

4

Employe can validate their Assignment Info and can see their Managers in this section

Redwood Employee Self Service Summary

You have reached the end of the Employee Self Service. You should now be able to:

- ✓ Personal Details
- ✓ Contact Info
- ✓ Identification Info
- ✓ Document Records
- ✓ Employment Info

Redwood Employee Self Service Summary

For additional information on the topics covered in this course:

- DeKalb POC:

    - Katherine Furlong |kdfurlong@dekalbcountyga.gov