

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!

Introducing Course Owner

CHECK IN / ATTENDANCE



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

Redwood Employee Self Service

Lesson 1: Personal Details

Lesson Objective(s):

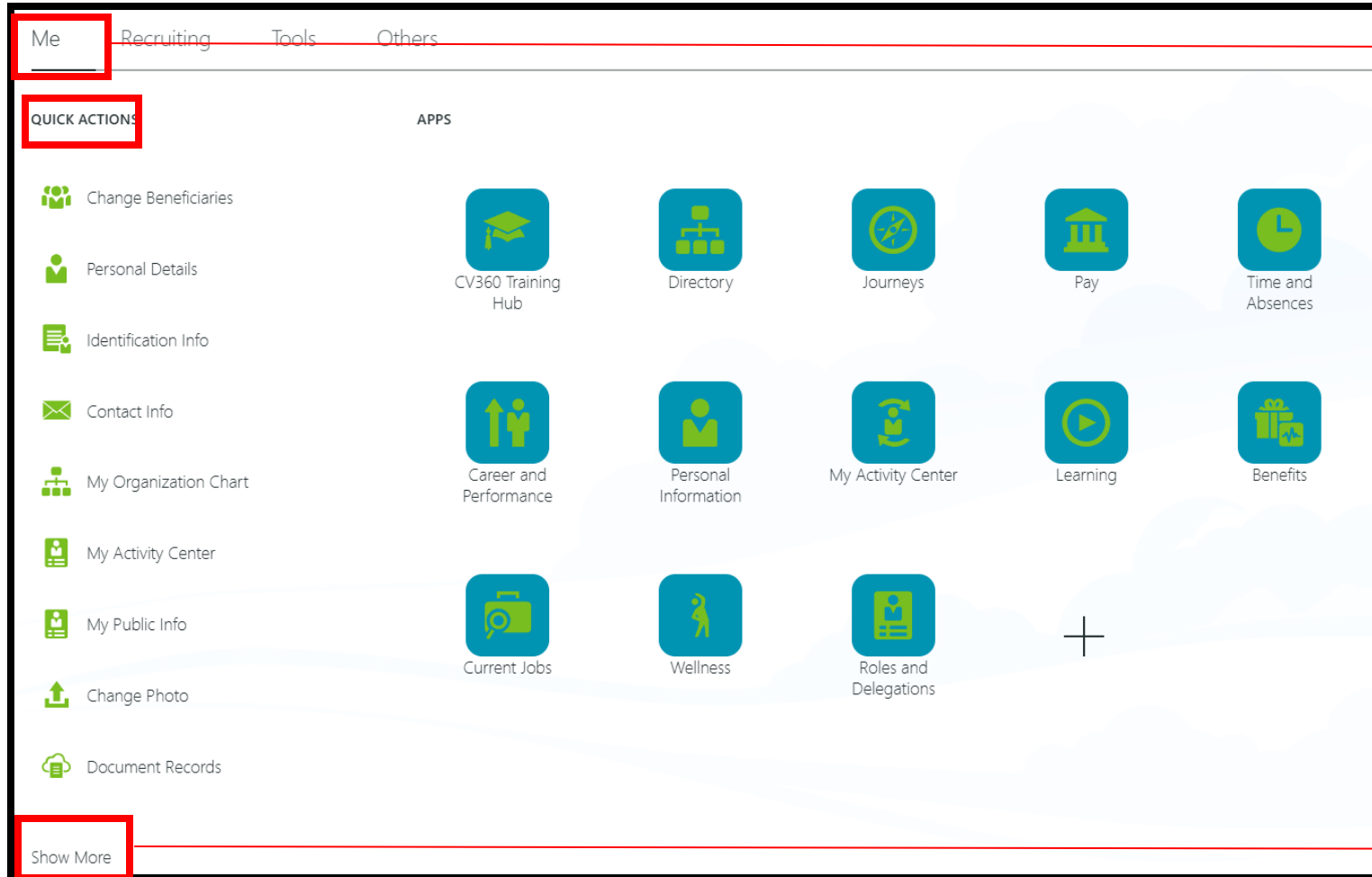
Upon the completion of the Personal Details Lesson, you will be able to use:

Objectives

Personal Details:

- Name
- Demographic Info
- National Identifiers
- Biographical Info
- Disability Info

Personal Details



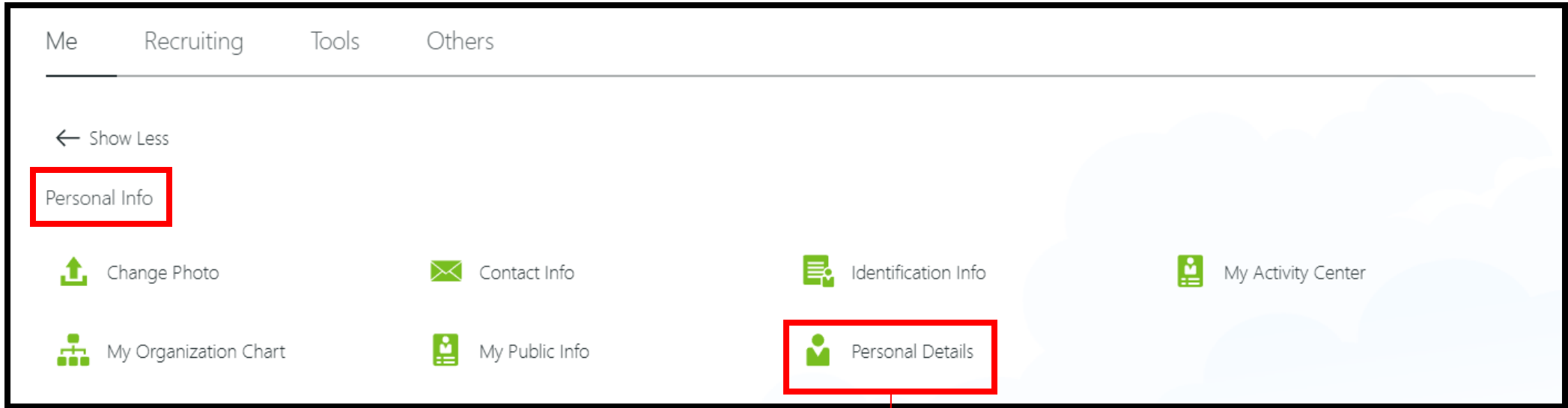
1

Select the **Me** tab

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

2

Personal Details



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

Personal Details - Name

Personal Details

Andrew Anthony Williams

Name

Start Date

8/19/22

First Name

Andrew

Last Name

Williams

Middle Name

Anthony

When does this name change start?

Required

First Name

Andrew

Last Name

Williams

Suffix

Middle Name

Anthony

Comments

Drag and Drop

Select or drop files here.

URL

Add URL



Cancel

Save

4

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

Personal Details – Demographic info

**Personal Details**
Andrew Anthony Williams

Demographic info

Country for Demographic Reporting
United States

Start Date
8/19/22

Disabled Veteran

Recently Separated Veteran

Marital Status

Gender
Male


Active Duty Wartime or Campaign Badge Veterans

Newly Separated Veteran Discharge Date

Marital Status Change Date

Veteran Self-Identification Status
Not a Protected Veteran

Armed Forces Service Medal Veteran



Ethnicity
☐ I am Hispanic or Latino.
Select the races you identify with.
☐ American Indian or Alaska Native
☐ Asian
☒ Black or African American
☐ Native Hawaiian or other Pacific Islander
☐ White



5

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

Personal Details – Demographic info

**Personal Details**
Andrew Anthony Williams

Demographic info

Country for Demographic Reporting
United States

Veteran Self-Identification Status
Not a Protected Veteran

☐ Armed Forces Service Medal Veteran

☐ Ethnicity

☐ I am Hispanic or Latino.

Select the races you identify with.

☐ American Indian or Alaska Native

☐ Asian

☒ Black or African American

☐ Native Hawaiian or other Pacific Islander

☐ White

Marital Status

Civil union

Common-Law

Divorced

Head of Household

Legally separated

Married

Registered domestic partner

Separated

Gender
Male

Active Duty Wartime or Campaign Badge Veterans
☐


Newly Separated Veteran Discharge Date

Cancel Save

6

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

Personal Details – Demographic info

**Personal Details**
Andrew Anthony Williams


Demographic info

Country for Demographic Reporting
United States

Gender
Male

Active Duty Wartime or Campaign Badge Veterans
☐

Newly Separated Veteran Discharge Date


Ethnicity
☐ I am Hispanic or Latino.
Select the races you identify with.
☐ American Indian or Alaska Native
☐ Asian
☒ Black or African American
☐ Native Hawaiian or other Pacific Islander
☐ White

Marital Status
Civil union

Veteran Self-Identification Status
Not a Protected Veteran

Declines to Self-Identify

Not a Protected Veteran

Protected Veteran Declines to Self-Identify

When does this marital status change start?
Required

Disabled Veteran
☐

Recently Separated Veteran
☐


Cancel

Save

7


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




Personal Details
Andrew Anthony Williams

National identifiers

Country United States	National ID Type Social Security Number	National ID	
Issue Date 7/7/93	Expiration Date		

Primary

National identifiers

Country United States	National ID Type Social Security Number	National ID 624-80-0883	
Issue Date 7/7/93	Expiration Date		<div>Hide</div>

Primary



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

Valid
8/20/22

Do you have a disability?
.....

Reasonable Accommodation Request

+

✎

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

Disability info

Country

Australia

Germany

India

Ireland

Japan

United Kingdom

United States

Do you have a disability?

Country

United States

Voluntary Self-Identification of Disability

Form CC-305
Page 1 of 1
Name: Andrew Anthony Williams
Employee ID: 110008
(if applicable)

OMB Control Number 1250-0005
Expires 04/30/2026
Date: 06/19/2025

Why are you being asked to complete this form?

We are a federal contractor or subcontractor. The law requires us to provide equal employment opportunity to qualified people with disabilities. We have a goal of having at least 7% of our workers as people with disabilities. The law says we must measure our progress towards this goal. To do this, we must ask applicants and employees if they have a disability or have ever had one. People can become disabled, so we need to ask this question at least every five years.

Completing this form is voluntary, and we hope that you will choose to do so. Your answer is confidential. No one who makes hiring decisions will see it. Your decision to complete the form and your answer will not harm you in any way. If you want to learn more about the law or this form, visit the U.S. Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) website at www.dof.gov/ffcra.

How do you know if you have a disability?

A disability is a condition that substantially limits one or more of your "major life activities." If you have or have ever had such a condition, you are a person with a disability. **Disabilities include, but are not limited to:**

- Alcohol or other substance use disorder (not currently using drugs illegally)
- Autoimmune disorder, for example, lupus, fibromyalgia, rheumatoid arthritis, HIV/AIDS
- Blind or low vision
- Cancer (past or present)
- Cardiovascular or heart disease
- Celiac disease
- Cerebral palsy
- Deaf or serious difficulty hearing
- Diabetes

- Disfigurement, for example, disfigurement caused by burns, wounds, accidents, or congenital disorders
- Epilepsy or other seizure disorder
- Gastrointestinal disorders, for example, Crohn's Disease, irritable bowel syndrome
- Intellectual or developmental disability
- Mental health conditions, for example, depression, bipolar disorder, anxiety disorder, schizophrenia, PTSD
- Missing limbs or partially missing limbs
- Mobility impairment, benefiting from the use of a wheelchair, scooter, walker, leg brace(s) and/or other supports

- Nervous system condition, for example, migraine headaches, Parkinson's disease, multiple sclerosis (MS)
- Neurodivergence, for example, attention-deficit/hyperactivity disorder (ADHD), autism spectrum disorder, dyslexia, dyspraxia, other learning disabilities
- Partial or complete paralysis (any cause)
- Pulmonary or respiratory conditions, for example, tuberculosis, asthma, emphysema
- Short stature (dwarfism)
- Traumatic brain injury

Please check one of the boxes below:

☐ Yes, I have a disability, or have had one in the past

☐ No, I do not have a disability and have not had one in the past

☐ I do not want to answer

PUBLIC BURDEN STATEMENT: According to the Paperwork Reduction Act of 1995 no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. This survey should take about 5 minutes to complete.

For Employer Use Only

Employers may modify this section of the form as needed for recordkeeping purposes.
For example:
Job Title: _____ Date of Hire: _____

Disability Attachments

Drag and Drop

Select or drop files here.

URL Add URL

Cancel

Save

11

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

18

Redwood Employee Self Service

Lesson 2: Contact Info

Lesson Objective(s):

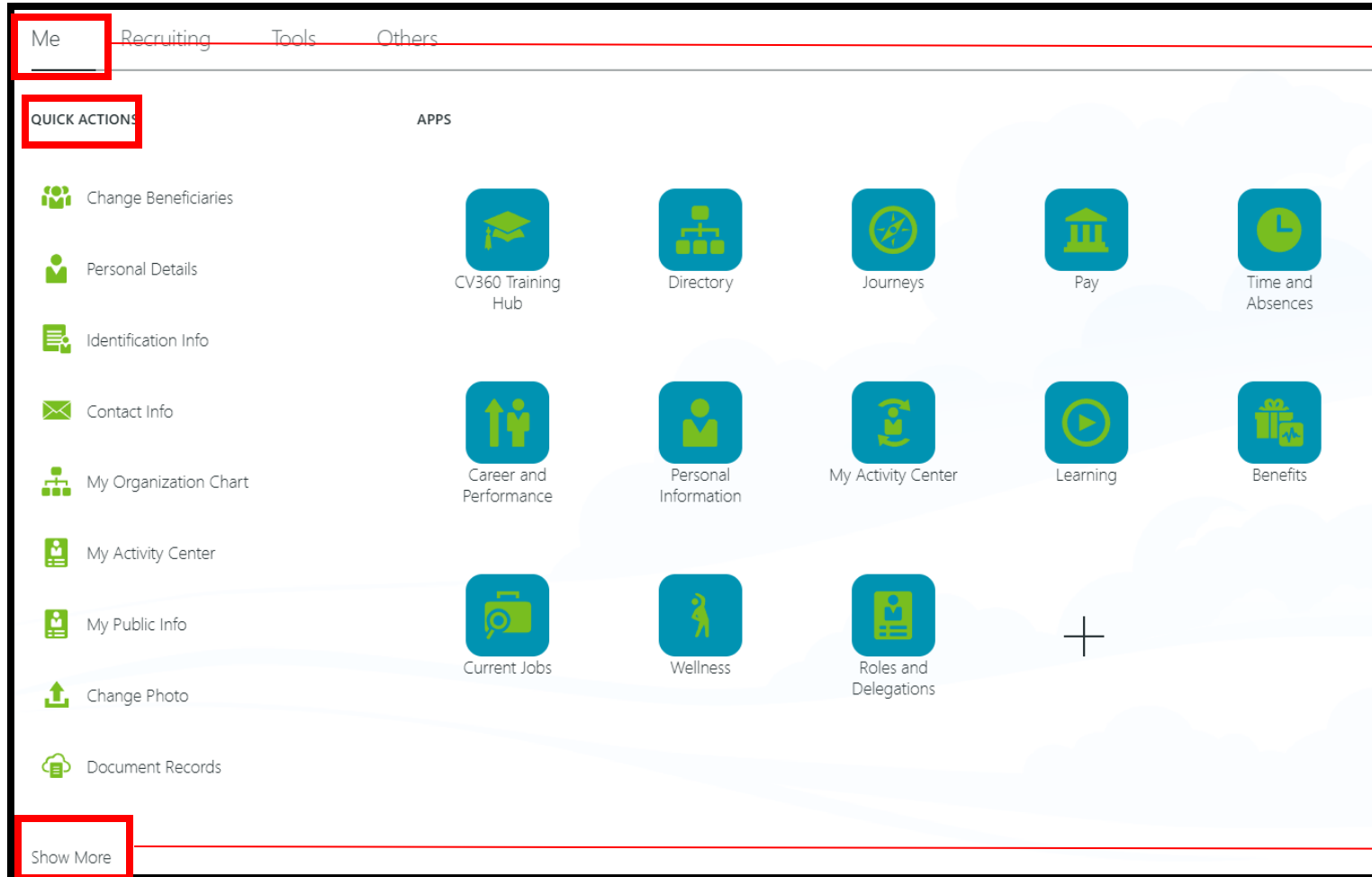
Upon the completion of the Contact Info Lesson, you will be able to:

Objectives

Contact Info:

- Phone Details
- Email details
- Other Communication accounts
- Address
- Order of preference

Contact Info



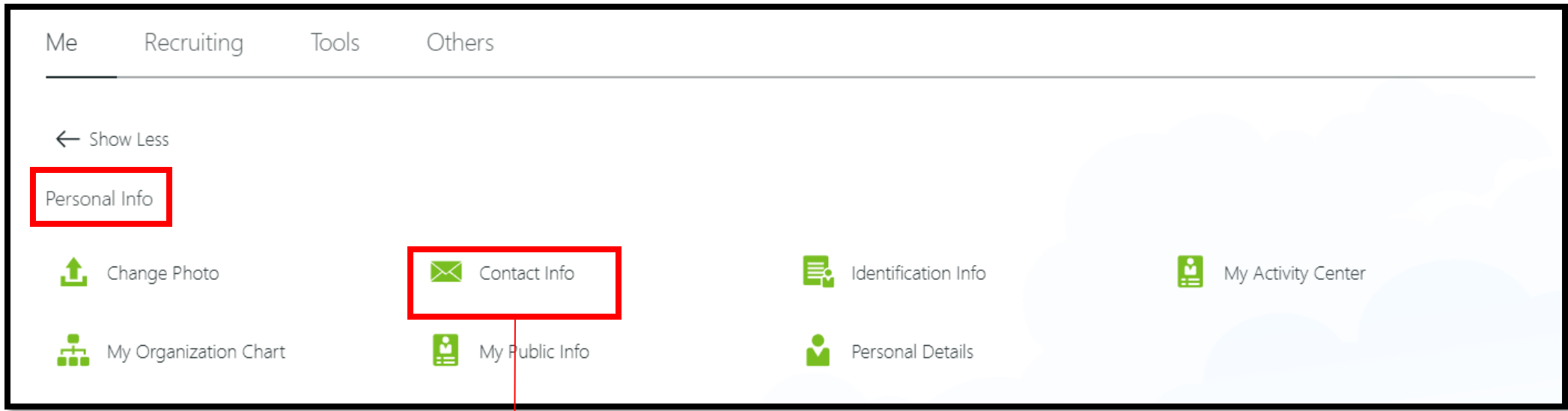
1

Select the **Me** tab

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

2



Contact Info




3

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

Contact Info – Phone Details



Contact Info
Andrew Anthony Williams

Phone details


Type

Home Mobile Phone

Primary

Number

1-678-3386337





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

Contact Info – Phone Details

Phone details

Country
United States

93
AF
Afghanistan

358
AX
Åland Islands

355
AL
Albania

213
DZ
Algeria

1
AS
American Samoa

Type

Area Code

Extension

From Date
6/19/25

5

Select appropriate Country

Phone details

Country
United States 1

Type

Area Code

Number

From Date
6/19/25

To Date

Cancel

Save

Type
Home Mobile Phone

Primary

Business

Campus

Cell

Dormitory

Fax

Home Fax

Home Mobile Phone

Home Phone

6

Select appropriate
Phone Type

Contact Info – Phone Details

Phone details

Country
United States 1

Area Code
876

Type
Home Phone

Number
7336833

Extension

From Date
6/19/25

To Date

Primary
☐

Cancel

Save

Type
Home Mobile Phone

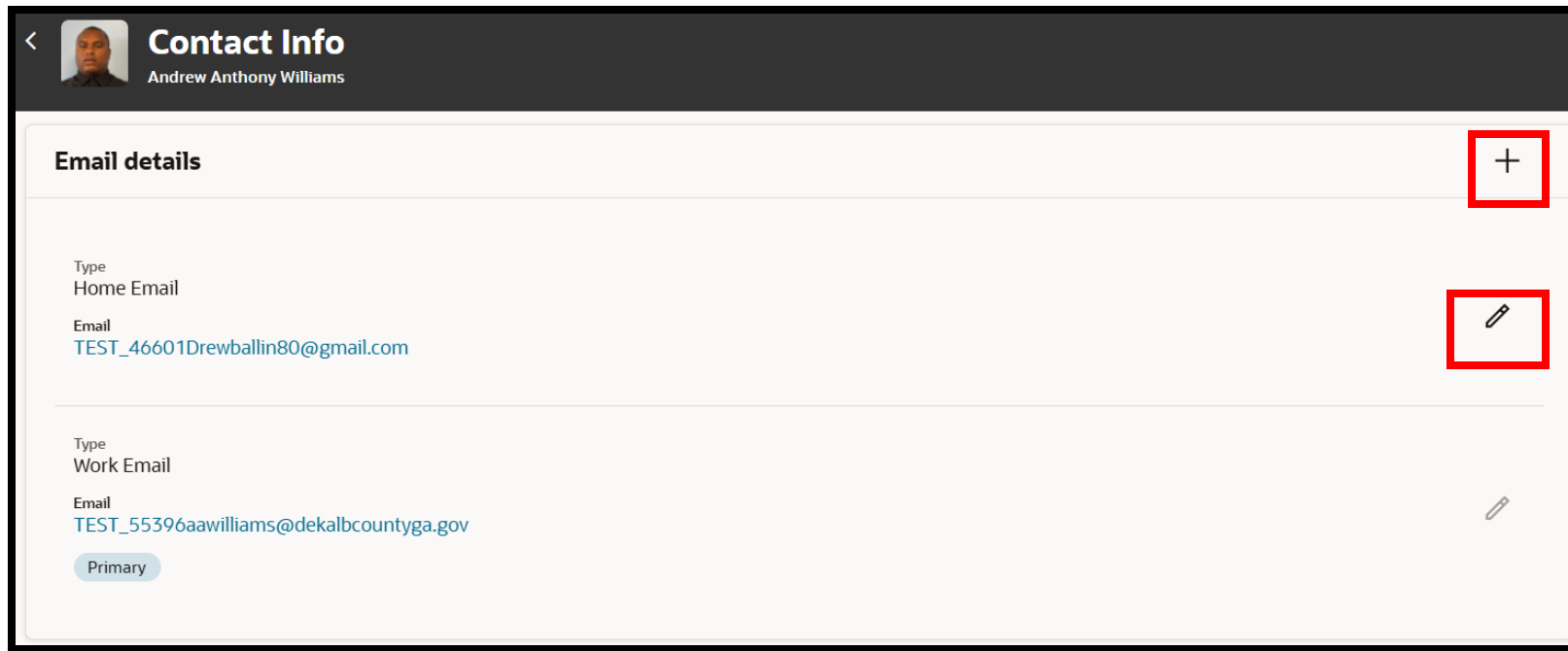
Number
1-678-3386337

Primary

7

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

Contact Info – Email Details



Contact Info
Andrew Anthony Williams

Email details

Type
Home Email

Email
TEST_46601Drewballin80@gmail.com

Type
Work Email

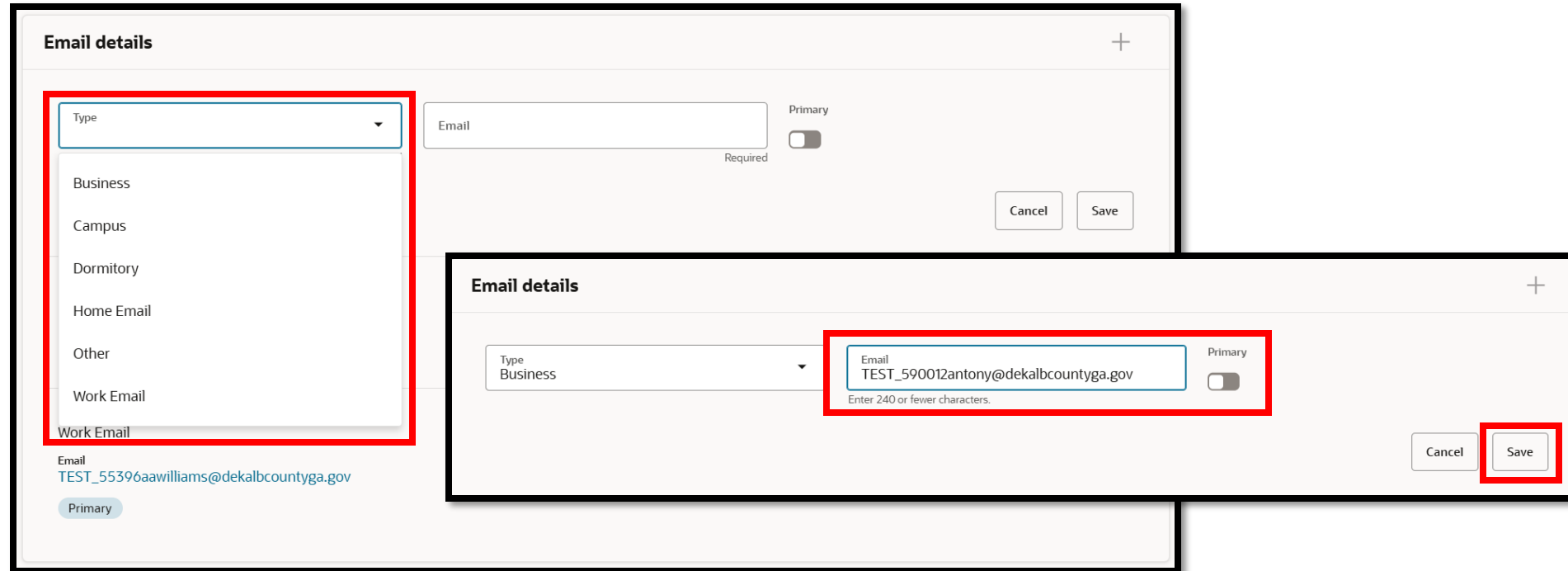
Email
TEST_55396aawilliams@dekalbcountyga.gov

Primary



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

- Business
- Campus
- Dormitory
- Home Email
- Other
- Work Email
- Work Email

Email

Primary

Required

Cancel Save

Email details

Type

Business

Email

TEST_590012antony@dekalbcountyga.gov

Primary


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

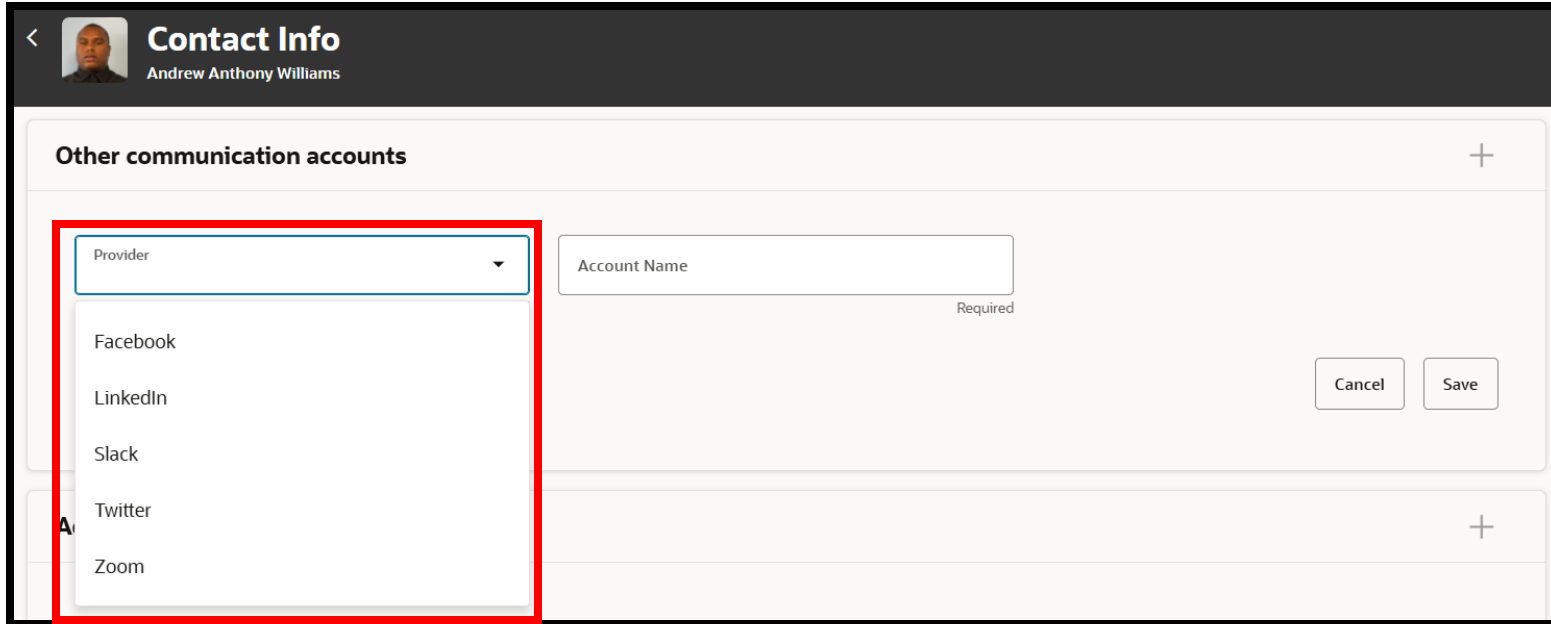
+

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



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

Contact Info – Other Communication accounts



Contact Info
Andrew Anthony Williams

Other communication accounts +

Provider ▼

- Facebook
- LinkedIn
- Slack
- Twitter
- Zoom

Account Name Required

Cancel Save

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**

Address

+

Type

Home Address

Address

5744 Dorian ct
Lithonia, GA 30058
Dekalb
United States

Start Date

8/19/22

Primary

Country

United States

Type

Required

Start Date

6/24/25

Address Line 1

Required

Address Line 2

ZIP Code

Required

City

Required

State

Required

County

Required

Primary

☐

Cancel

Save

30

Contact Info – Order of preference

Order of preference

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



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**

Address

Type
Home Address

Primary

Order of preference

Preferred Order
1

E-Mail

Facebook

LinkedIn

Phone

Postal service

Slack

Twitter

Zoom

Provider

Required

Date
9/22

Primary

Order of preference

Preferred Order
1

Provider
E-Mail

Required

TEST_46601Drewballin80@gmail.com

TEST_55396aawilliams@dekalbcountyga.gov

TEST_590012antony@dekalbcountyga.gov

E-Mail

Required

Cancel

Save

Redwood Employee Self Service

Lesson 3: Identification Info

Lesson Objective(s):

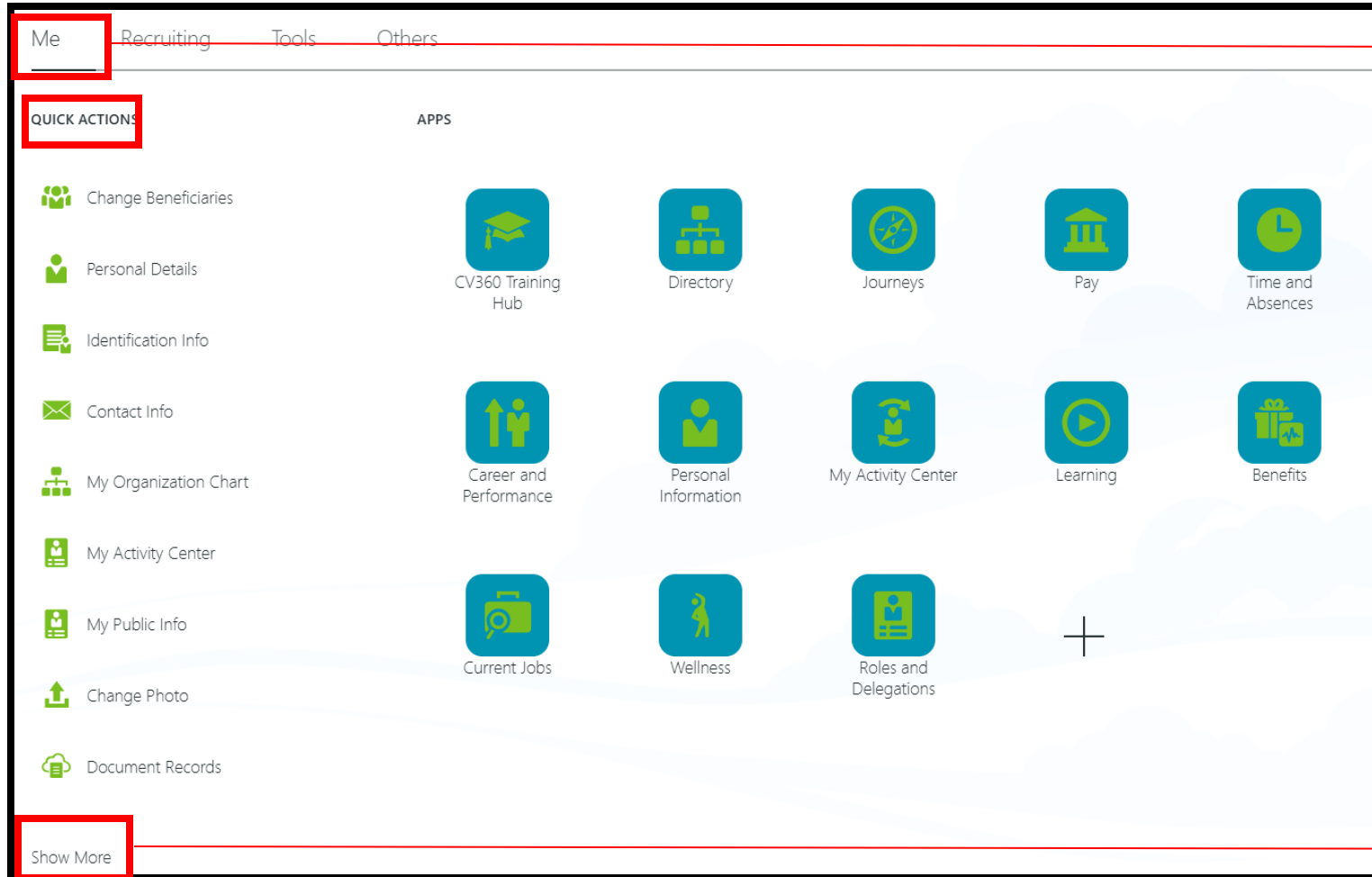
Upon the completion of the Identification Info Lesson, you will be able to:

Objectives

Identification Info:

- Citizenship
- Driver's Licenses

Identification info



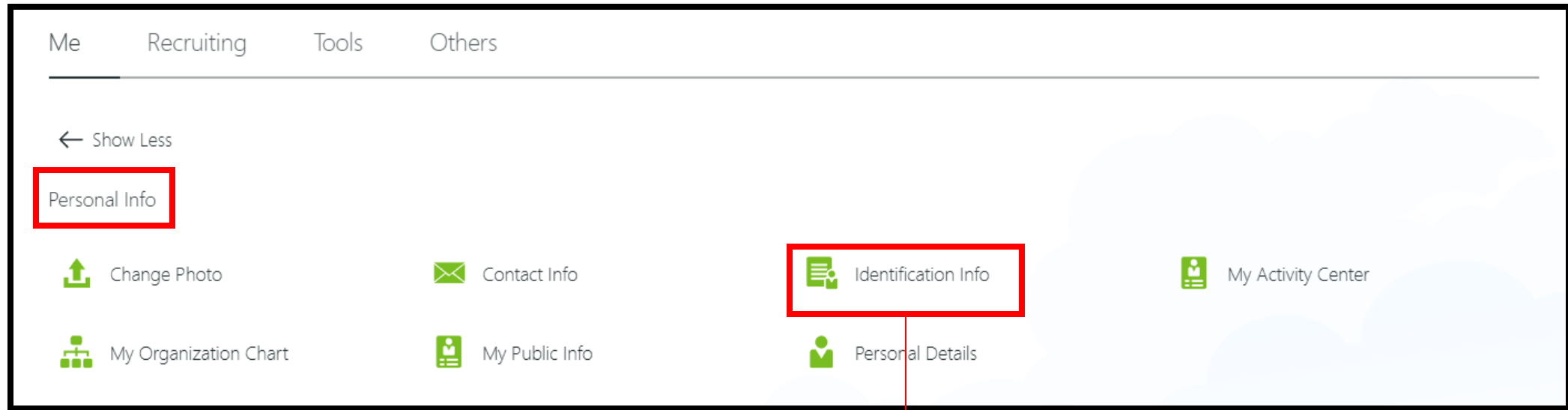
1

Select the **Me** tab

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

2

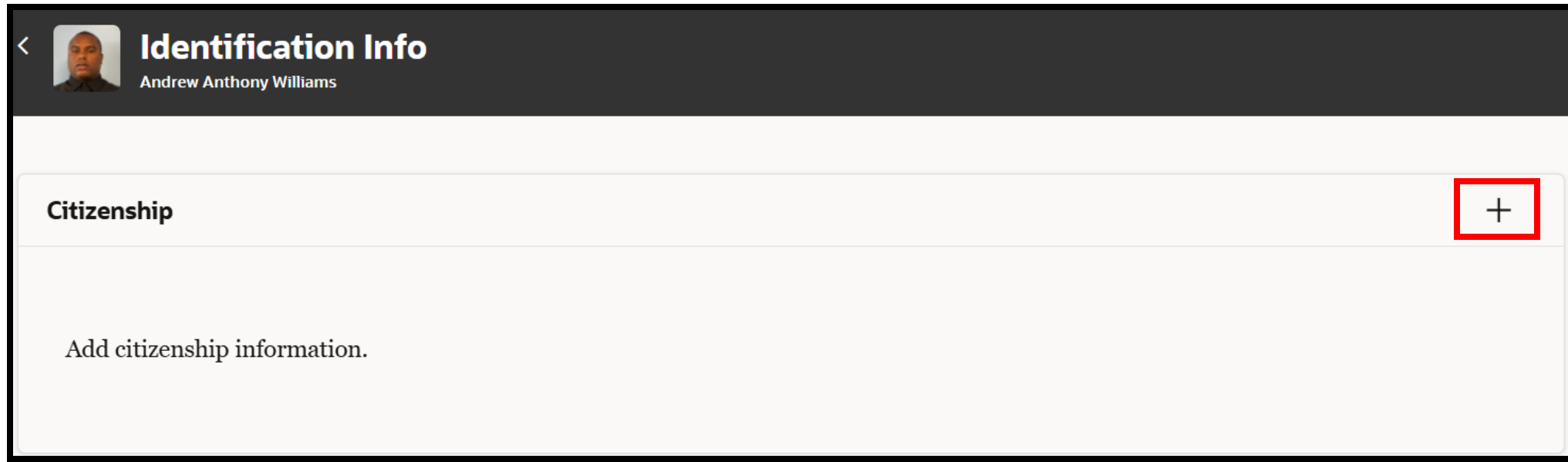
Identification info



3

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

Identification info – Citizenship



< **Identification Info**
Andrew Anthony Williams

Citizenship +

Add citizenship information.



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

Identification info – Citizenship

Citizenship

Citizenship Citizenship Status From Date

Required

Afghan
Albanian
Algerian
American
Andorran
Angolan
Antiguan
Argentine

5

Select appropriate Citizenship

Citizenship

Citizenship Citizenship Status From Date

To Date

Active
Expired

Comments

Drag and Drop
Select or drop files here.

URL Add URL

Cancel Save

6

Set Citizenship Status to Active

Identification info – Citizenship

Citizenship

Citizenship
American

Citizenship Status
Active

From Date
6/12/12

To Date
6/19/25

Comments

Drag and Drop

Select or drop files here.

URL

Add URL



Cancel

Save

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 +

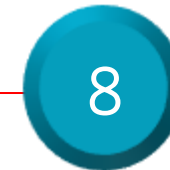
 **Pending Approval**
We are submitting your changes for approval.

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



Identification info – Driver's Licenses

Driver's licenses

Issuing Country
United States

Issuing Authority

Place of Issue

Comments

Drag and Drop

Select or drop files here.

URL

Add URL

License Type

CDL A

CDL A Permit

CDL B

CDL B Permit

CDL Blue Card Info

Chauffeur

Class A

Class B

License Number

To Date

Cancel

Save

9

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

Identification info – Driver's Licenses

Driver's licenses

Issuing Country
United States

License Type
Permanent

License Number

Issuing Authority

From Date

To Date

Place of Issue

Comments

Drag and Drop
Select or drop files here.

URL

Add URL

Cancel

Save

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

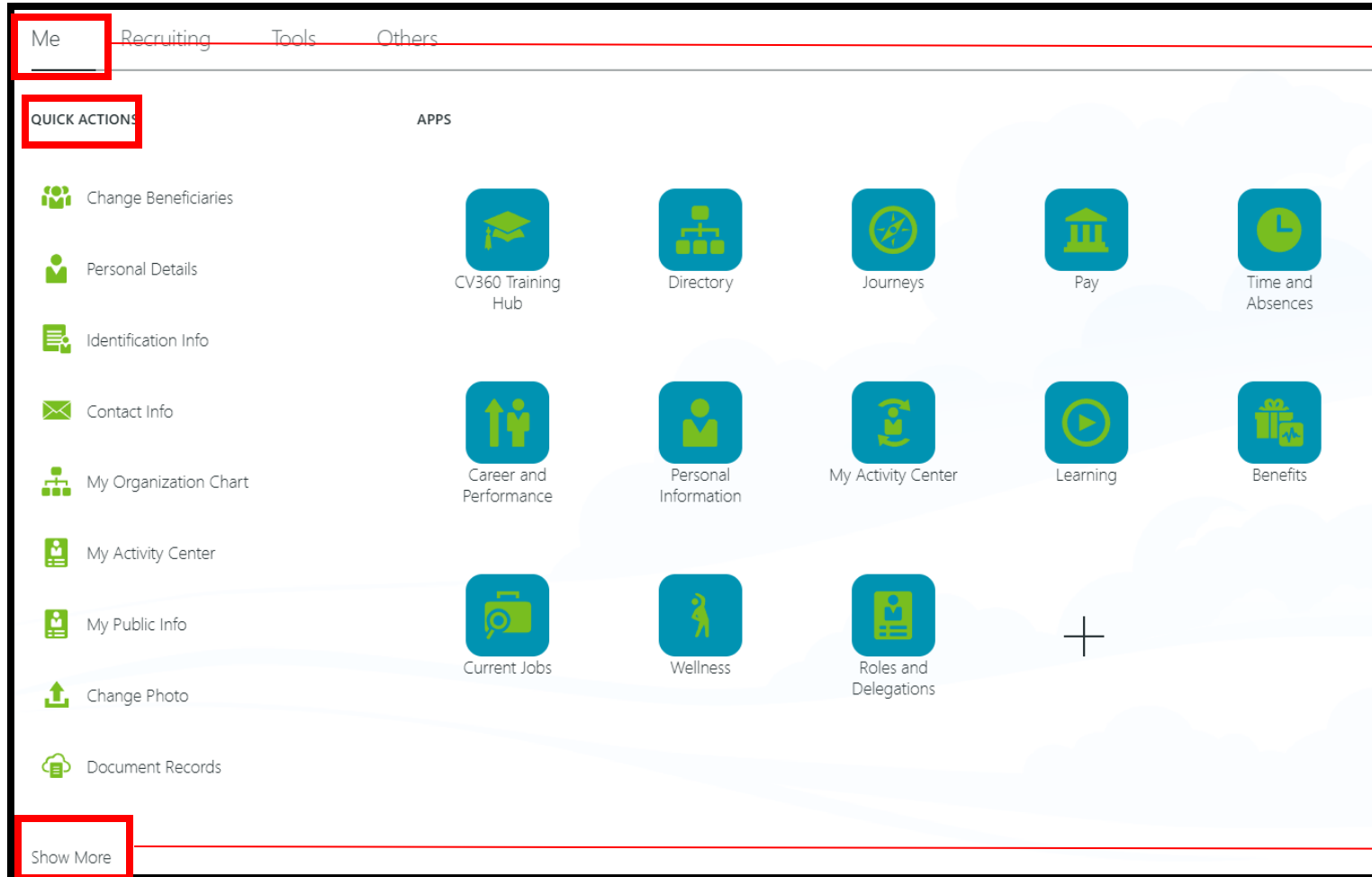
Lesson Objective(s):

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

Objectives

- Document Records

Document Records



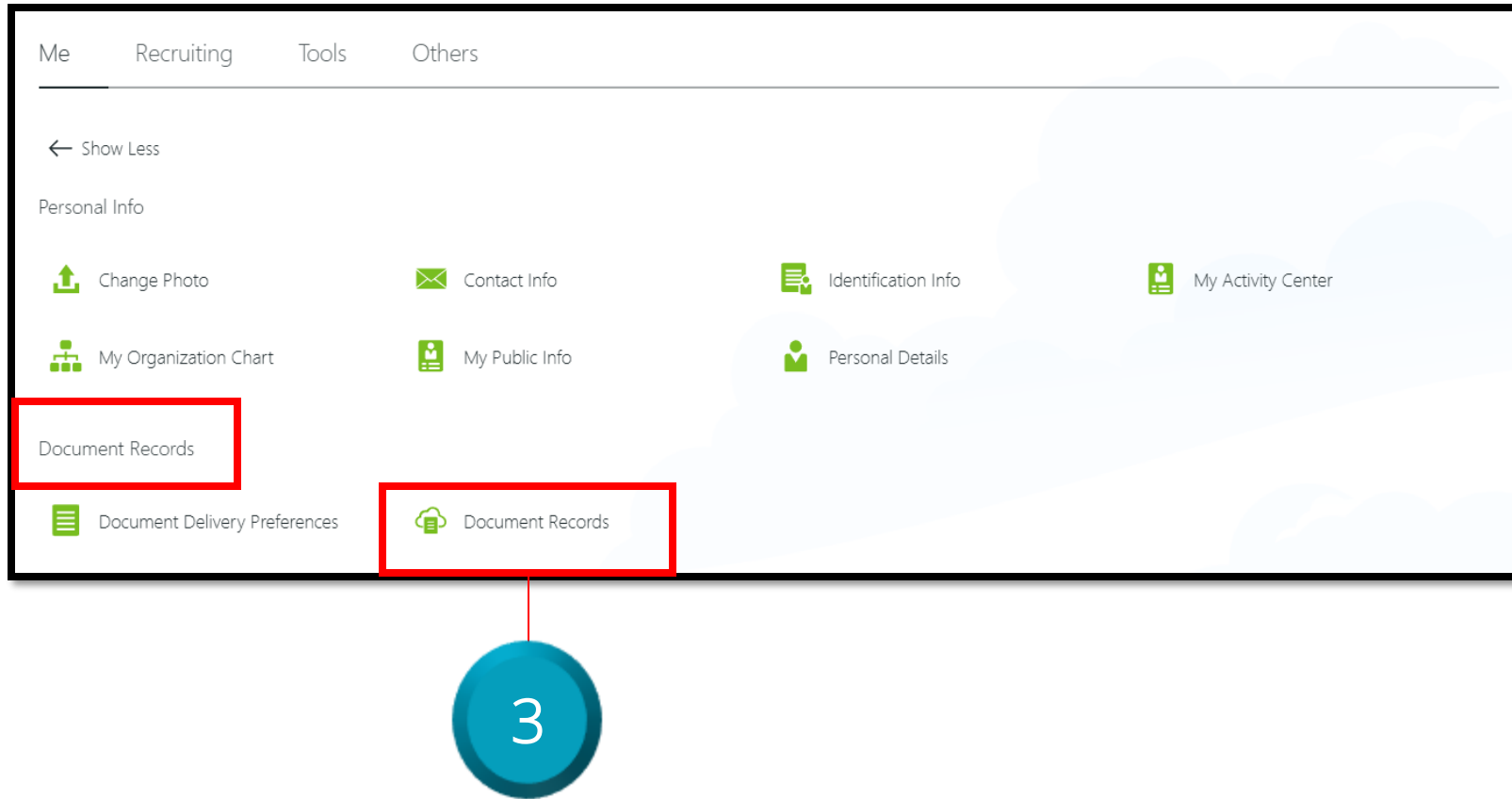
1

Select the **Me** tab

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

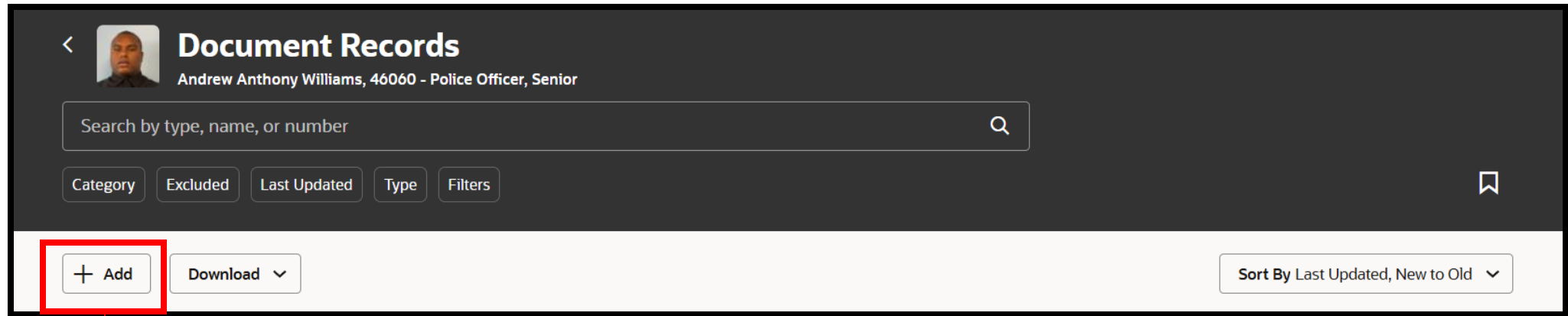
2

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 



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

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

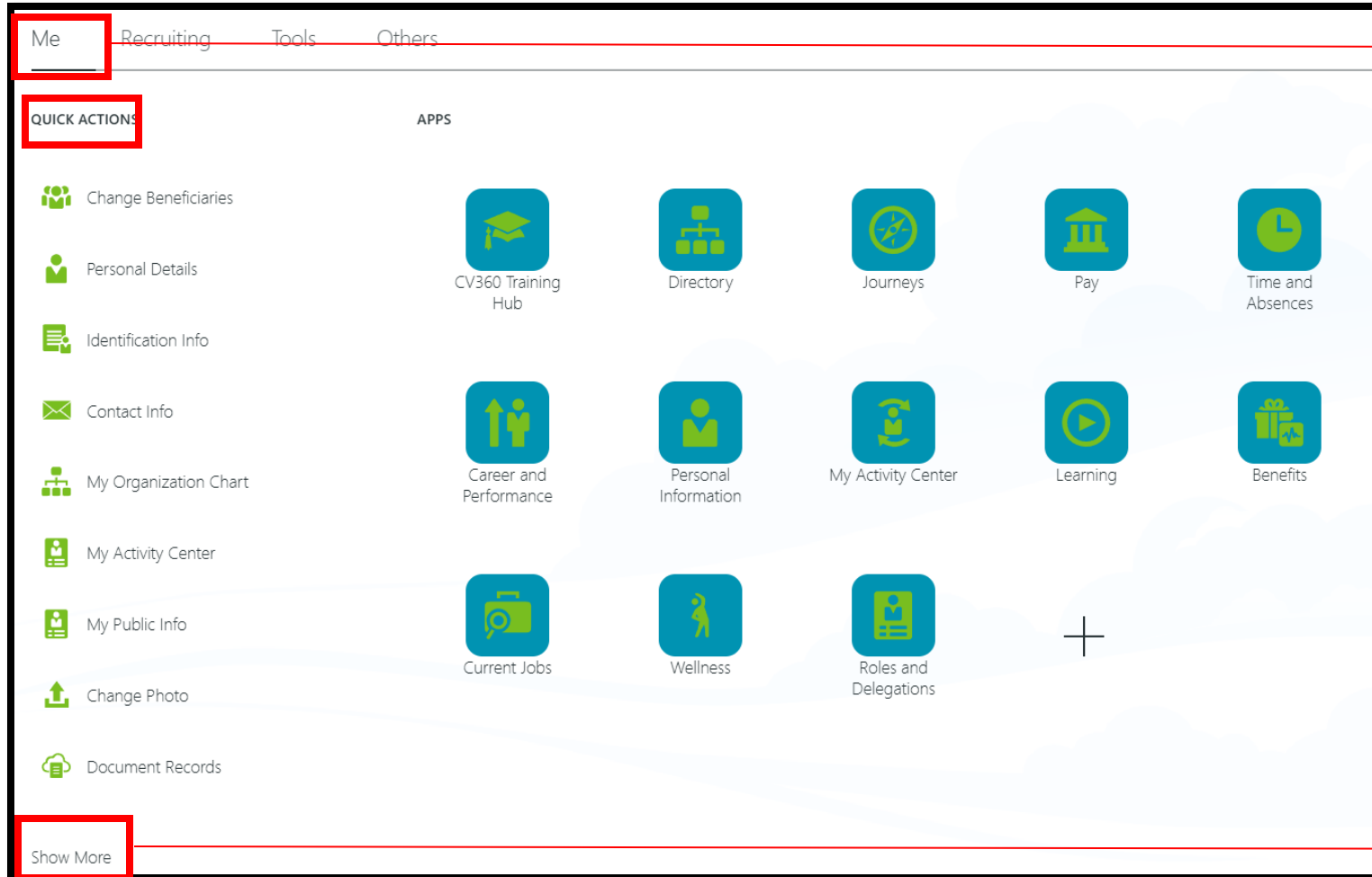
Lesson Objective(s):

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

Objectives

- Employment Information

Employment Info



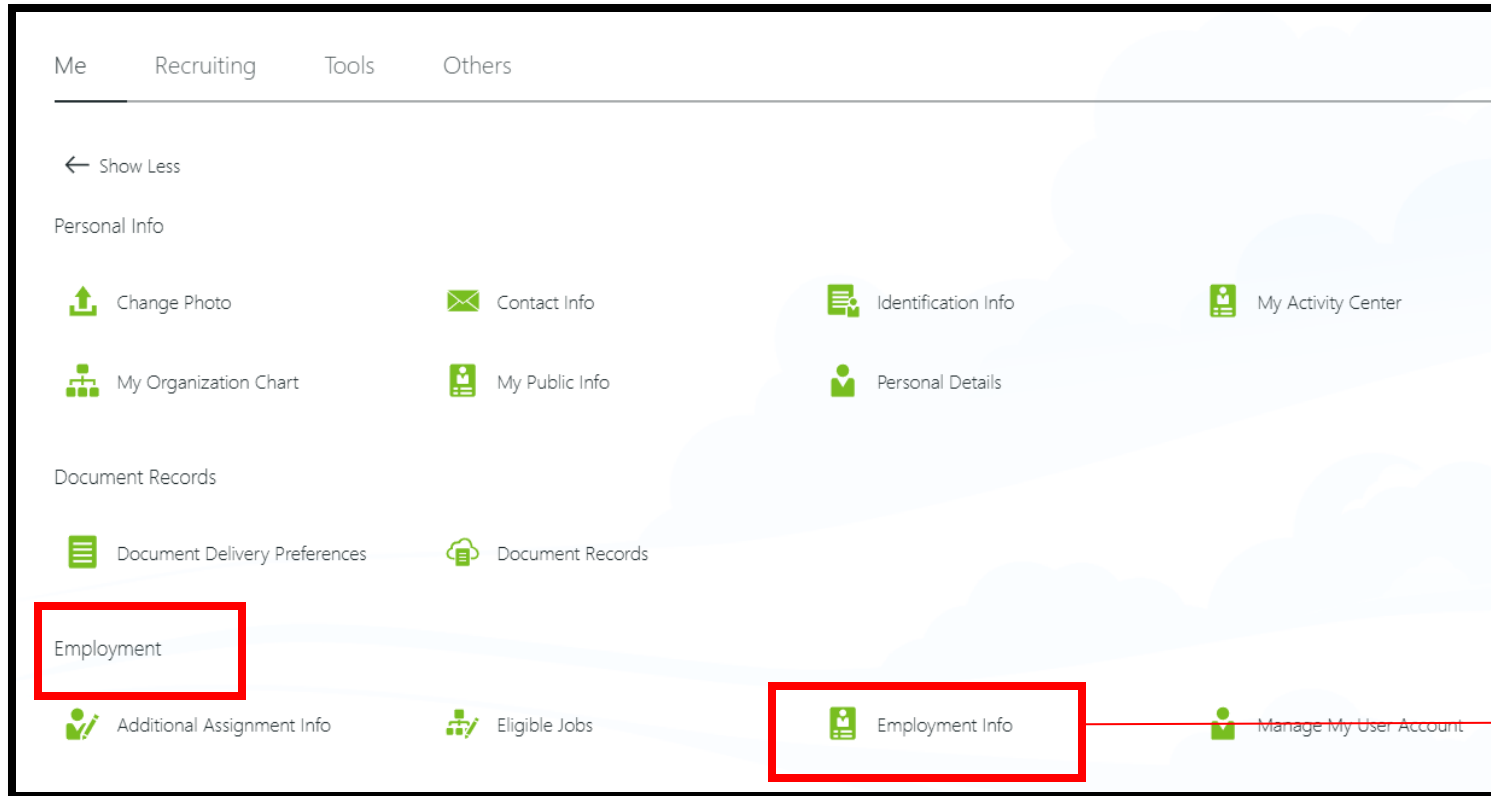
1

Select the **Me** tab

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

2

Employment Info



Locate the Employment section and select Employment Info



Employment Info



Andrew Anthony Williams, 46060 - Police Officer, Senior

Employment Info

Eligible JobsAdditional Assignment Info

Select assignment

Business Title

46060 - Police Officer, Senior

Assignment

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

Managers

John A Obester

E016692

46030 - Police Lieutenant

Line manager



Employee 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