Manage Absence

View Absence Balances

Lesson Objective:

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

Objective

- View an employee's absence balances and review their existing absence records.

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Coordinators can review an employee's Existing Absences and key details directly from the Absence Records page.

Absence balances can be viewed in the Plan Participation section, and selecting a specific balance plan allows access to additional plan details.

The Absence Records tab provides a consolidated view for understanding an employee's leave usage and remaining balances.

Focus

- Understand how to access and review an employee's complete absence history within CV360.

- Learn how to check leave balances and view additional details through the Plan Participation section.

- Gain clarity on navigating the absence records tab to review information without modifying data.
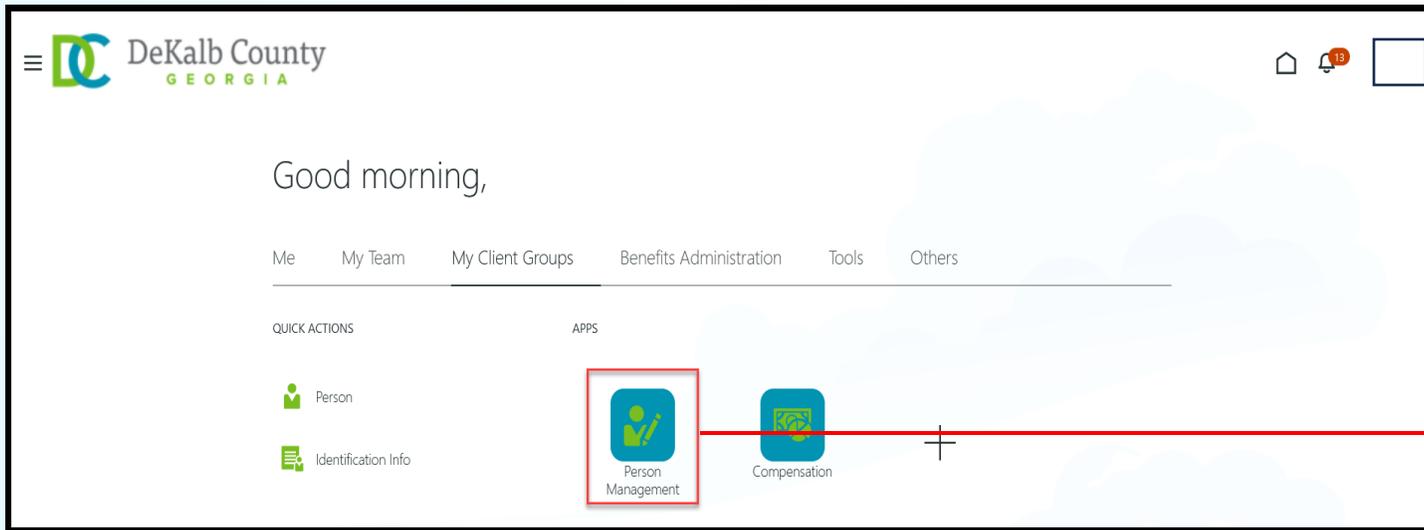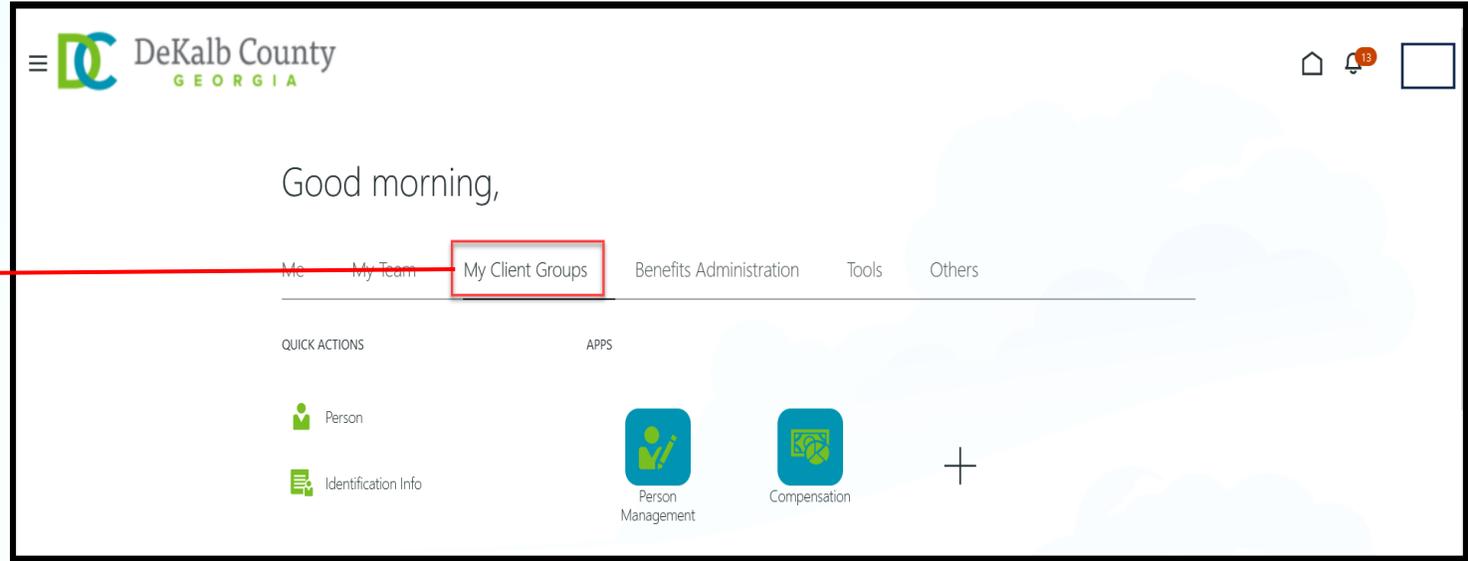
Navigation

My Client Groups →
Person Management →
Search →
Panel Drawer →
Absence Records (Absences group)

Manage Absence: View Absence Balances

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

DeKalb County GEORGIA

Good morning,

Me   My Team   My Client Groups   Benefits Administration   Tools   Others

QUICK ACTIONS   APPS

Person

Identification Info

Person Management   Compensation   +

DeKalb County GEORGIA

Good morning,

Me   My Team   My Client Groups   Benefits Administration   Tools   Others

QUICK ACTIONS   APPS

Person

Identification Info

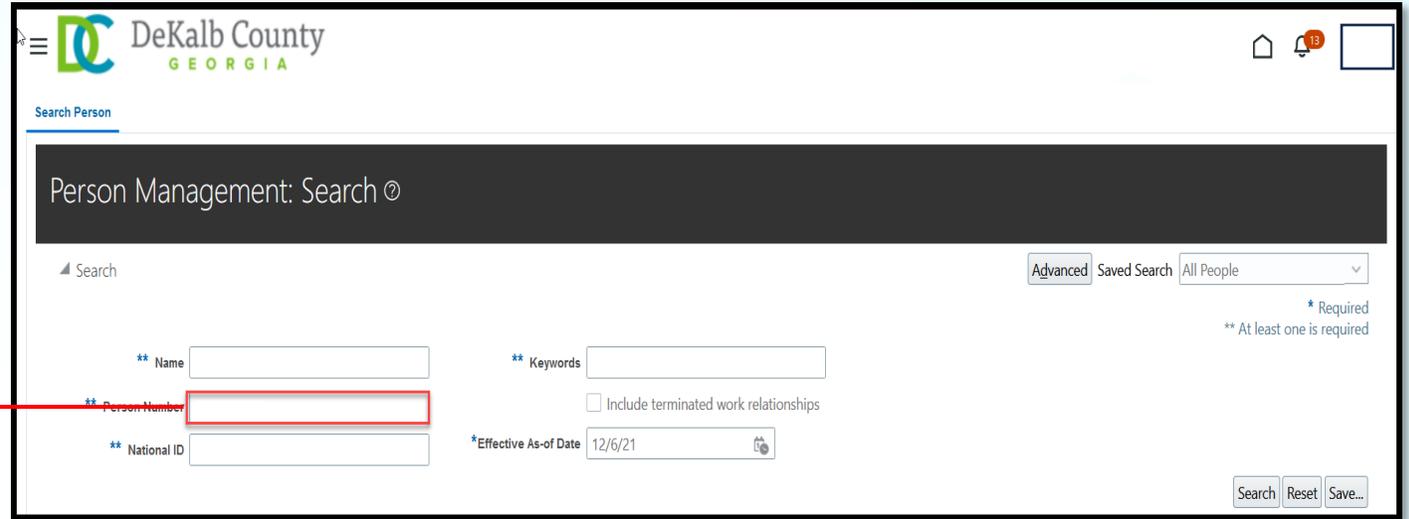Person Management   Compensation   +

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

Manage Absence: View Absence Balances

From the **Person Management: Search** page, key in the **Name** or **Person Number** of the Employee

3

Person Management: Search ⓘ

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...
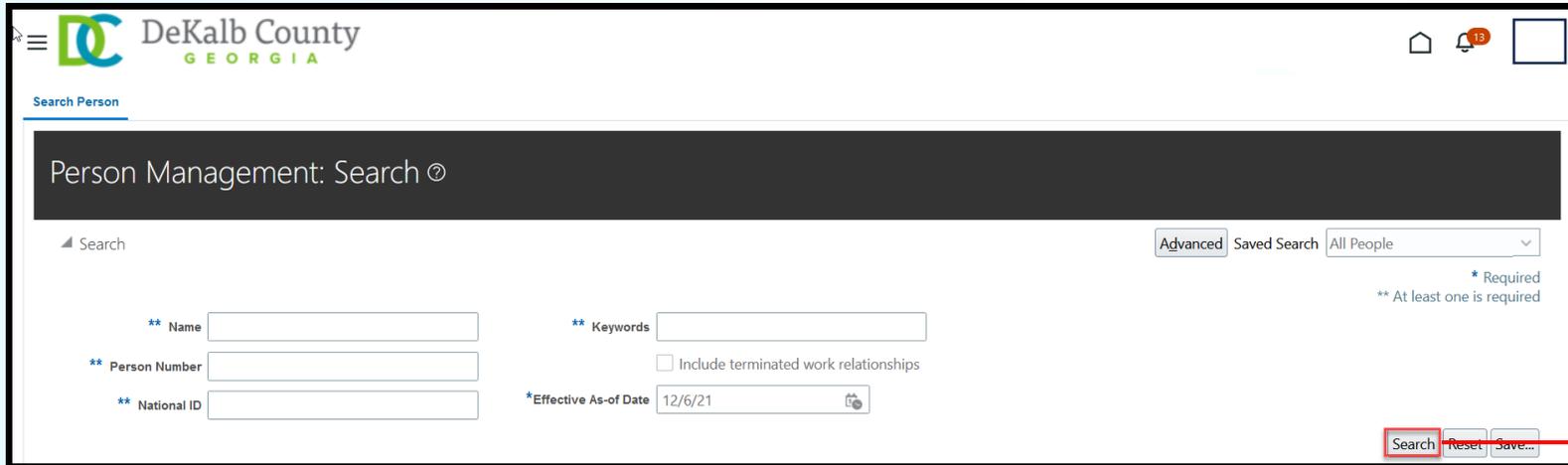
Person Management: Search ⓘ

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 for employees by **Name**, **Person Number**, **National ID** or by **Keywords**

4 Select the **Search** button

Troubleshooting

Ensure the search criteria (Name, Person Number, or National ID) are entered correctly. Inaccurate or incomplete input may result in no records being displayed.

Manage Absence: View Absence Balances

Person Management: Search ⑦

◢ Search

Advanced | Saved Search | All People ▾

* Required
** At least one is required

** Name [   ]

** Person Number [   ]

** National ID [   ]

** Keywords [   ]

☐ Include terminated work relationships

* Effective As-of Date [11/11/25 📅]

Search | Reset | Save...

◢ Search Results ⑦

Actions ▾ View ▾ Format ▾ ▦

Name	Person Number	National ID	Department	Location	User Person Type	Job	Assignment Status	Actions
Lakethia Mccray	[ ]		03220 - SHERIFF'S …	SO-JJTO - S…	Employee	32130 - Detention Serg…	Active - Payr…	▾

5 From the **Search Results** section, select the employee's name link

Lakethia Mccray: Person Management

Close

LM

Person Number

Employment ✕

Employment

Done

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

Manage Absence: View Absence Balances

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

Manage Absence: View Absence Balances

CloudVergent 360

Manage Absences and Entitlements ⑦

◢ Absences

Most Recent or Current Absence

Type	Sick Leave
Assignment	32130 - Detention Sergeant
Dates	11/6/25 - 11/6/25
Status	Completed
Duration	12.25 Hours

Next Scheduled Absence

None scheduled.

▶ Pending Actions

◢ Existing Absences ⑦

View ▾   ➕ Add   ⚙ Recalculate ▾   Time Period [Last 6 months ▾]   Type [_____ ▾]   Status [_____ ▾]   ➔ ▦ Export   ⬚ Detach

Dates	Employer	Type	Assignment	Duration	Status
11/6/25 - 11/6/25	DeKalb County GA	Sick Leave	32130 - Dete…	12.25 Hours	✅ Completed
11/5/25 - 11/5/25	DeKalb County GA	Sick Leave	32130 - Dete…	2 Hours	✅ Completed
8/1/25 - 8/1/25	DeKalb County GA	Holiday Bank With Pay - Taken	32130 - Dete…	12.25 Hours	✅ Completed
7/25/25 - 7/25/25	DeKalb County GA	Annual Leave	32130 - Dete…	12 Hours	✅ Completed

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From the **Absence Records** tab, review an Employee's Absence Records and view Existing Absences

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9 View absence balances in the Plan Participation Section

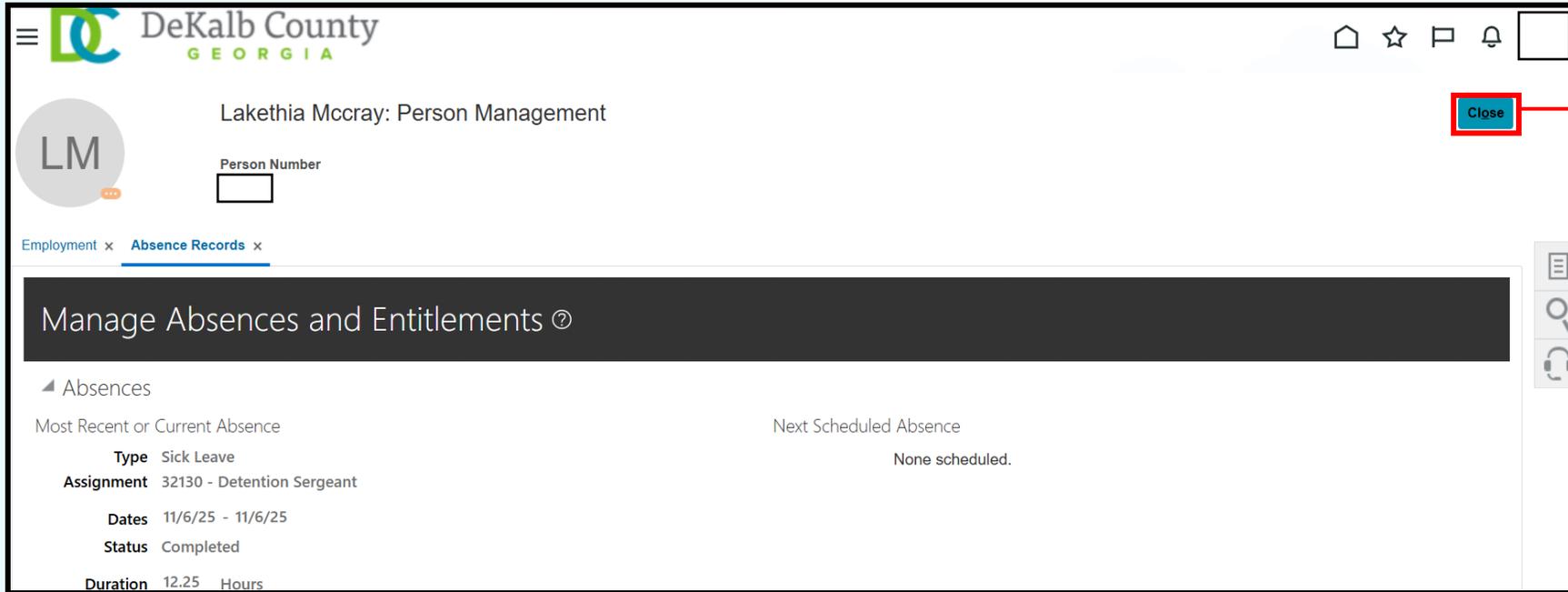View absence balances **10**

◢ Plan Participation ⓘ

◢ Plan Balances

View ▾ | **Accruals** ▾ | **Enrollments and Adjustments** ▾ | Status | Active ▾ | ⟲

Plan		Assignment	Type	Status	Enrollment Start Date	Enrollment End Date	Balance Calculation Date	Balance
Annual Leave		32130 - Dete⋯	Accrual	Active	1/8/22		11/7/25	331.35 Hours
Annual Leave Reserve		32130 - Dete⋯	Accrual	Active	1/8/22		11/7/25	0 Hours
Blood Time Accrual		32130 - Dete⋯	Accrual	Active	1/8/22		11/7/25	0 Hours
COVID 19 Incentives		32130 - Dete⋯	Accrual	Active	1/8/22		11/7/25	438.75 Hours
Comp Time Accrual		32130 - Dete⋯	Accrual	Active	1/8/22		11/7/25	0 Hours

!

Coordinators can select the leave balance plan to review additional details on the balances

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After reviewing the Absence Record details, select the **Close** button

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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

Conclusion

- This lesson guided you through reviewing an employee's absence information, including historical leave entries and plan balances.

- You learned how to view additional balance details and interpret the information displayed in the absence records.

- The lesson reinforced the importance of thorough review before proceeding with any leave-related actions.

- Ensure you close the record correctly and acknowledge Warning Messages to return to the Person Search page.