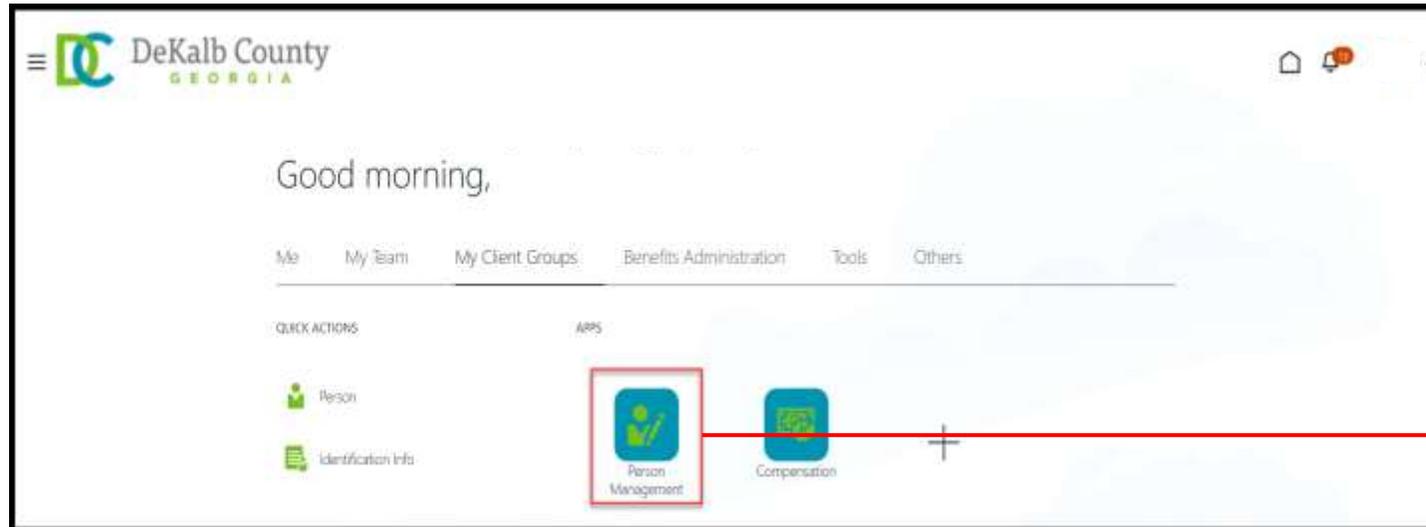
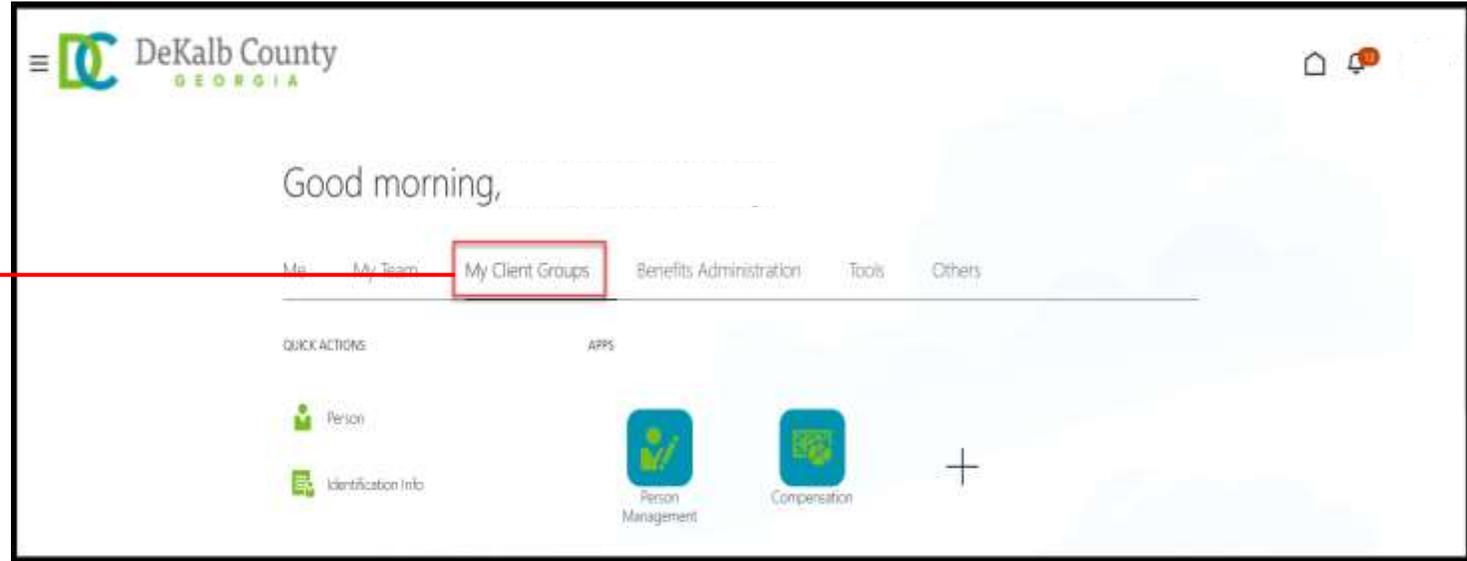


Manage Employment: View an Employee's Document Records Details



1

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



2

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

Manage Employment: View an Employee's Document Records Details



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

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

Search Reset Save...



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



Select the **Search** button

Manage Employment: View an Employee's Document Records Details



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



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

Columns Hidden 11

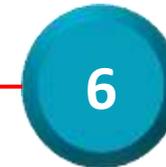
DeKalb County GEORGIA

Person Management

NA Person Number

Employment X

Employment Done



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

Manage Employment: View an Employee's Document Records Details

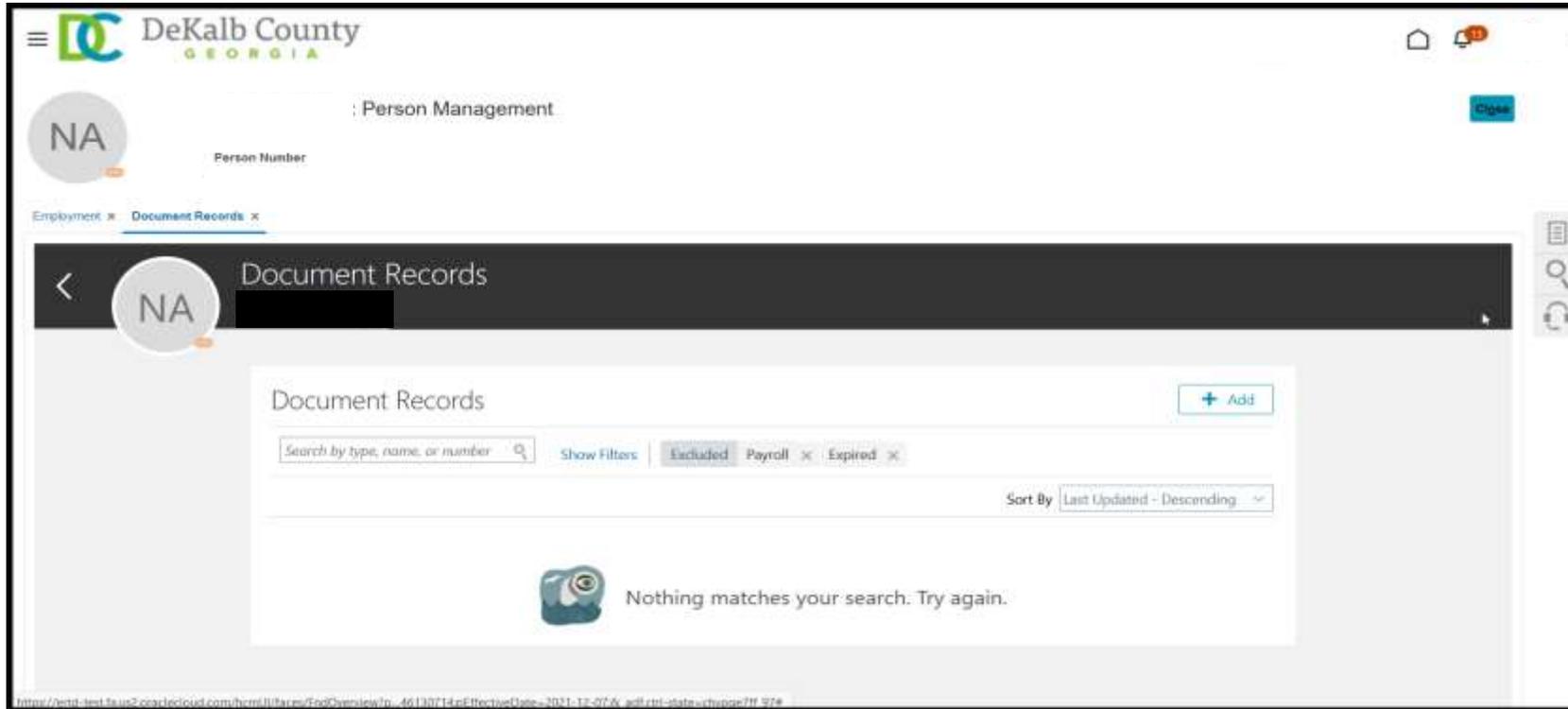


The screenshot shows the DeKalb County Georgia HR system interface. At the top left is the DeKalb County Georgia logo. The main header area includes a user profile with the initials 'NA' and the text 'Person Management' and 'Person Number'. Below this is a tab labeled 'Employment X'. The main content area is titled 'Employment' and displays 'Work Relationship' details: 'Legal Employer: DeKalb County GA', 'Country: United States', 'Worker Type: Employee', and 'Hire Date: 1/1/20'. At the bottom, it shows 'Assignment: 21040 - Accounting Technician, Senior'. On the right side, a panel drawer is open, showing a list of navigation options. The 'Document Records' link is highlighted with a red box. A red line connects this link to a blue circle containing the number '7'.

7

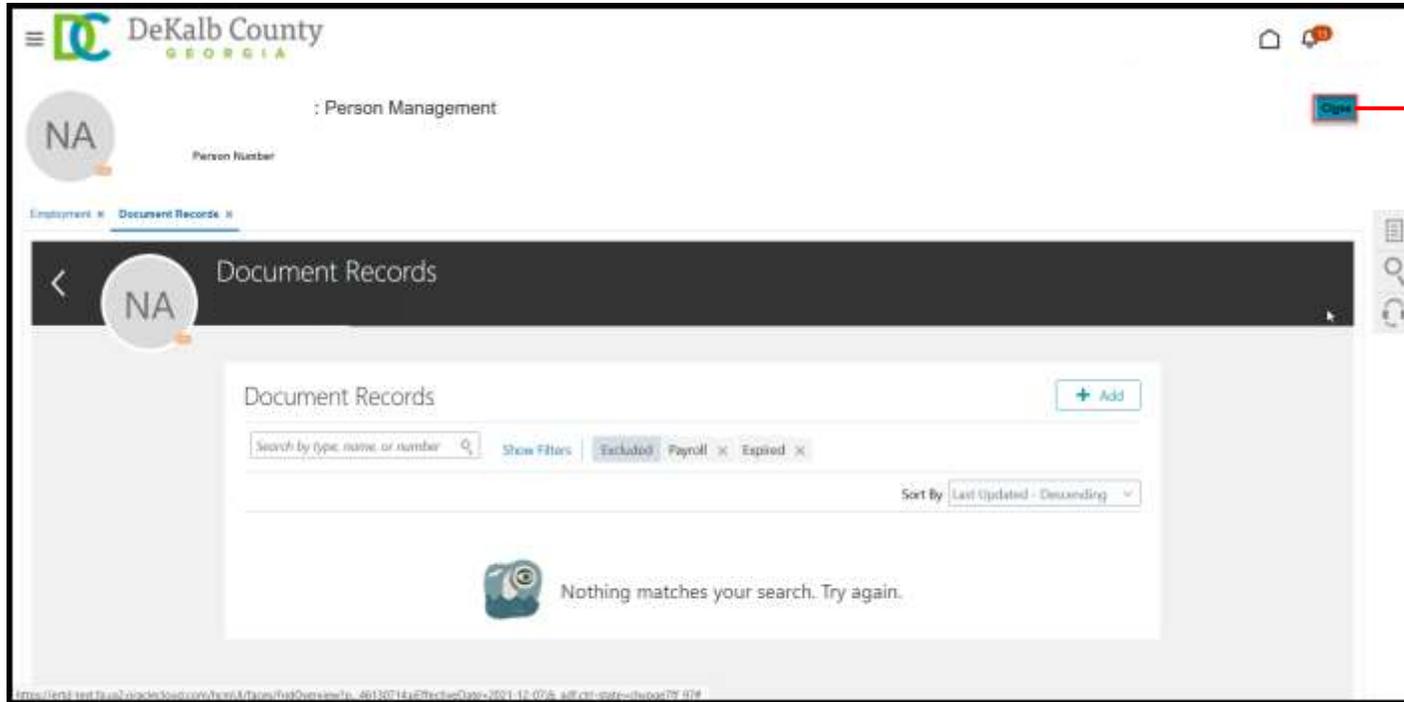
Once the Panel Drawer opens, select the **Document Records** link from the **Personal and Employment** section

Manage Employment: View an Employee's Document Records Details



From the **Document Records** tab, the Coordinator can review the Documents assigned to the Employee. If no Documents were assigned, a message , “There’s nothing here so far”, will appear on the page

Manage Employment: View an Employee's Document Records Details



9

Once the Coordinator has completed reviewing the Document details or there are no Documents, 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*