

Manage Employment

View an Employee's Seniority Dates Details

Lesson Objective:

Upon completion of the Manage Employment: View an Employee's Seniority Dates Details lesson, you will be able to:

Objective

- View and understand an employee's seniority dates, including adjusted service and enterprise seniority details.



Coordinators have view-only access to Seniority Dates, including the LE Adjusted Service Date (Latest Start Date) and the Enterprise Seniority Date (Original Date of Hire).

The Rule section defaults to LE Adjusted Service Date – Work Relationship Level, which reflects the employee's length of service for the current work relationship.

The Seniority Dates page also stores historical work relationship records, each representing a previous, independent work relationship.

Selecting Enterprise Seniority Date allows Coordinators to view the employee's total length of service based on the original date of hire.

Focus



- Learn how seniority dates are structured and how different rules (e.g., adjusted service date) are applied.
- Understand how length of service is calculated based on work relationship and historical records.
- Gain clarity on switching between seniority views to interpret service history accurately.

Navigation

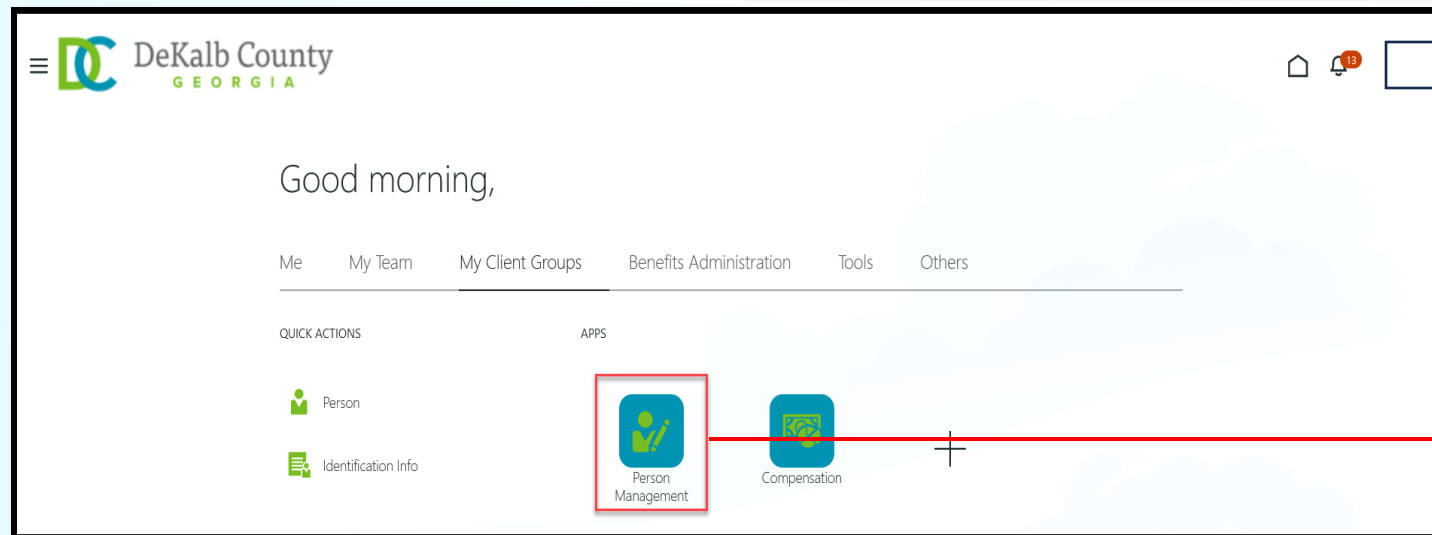
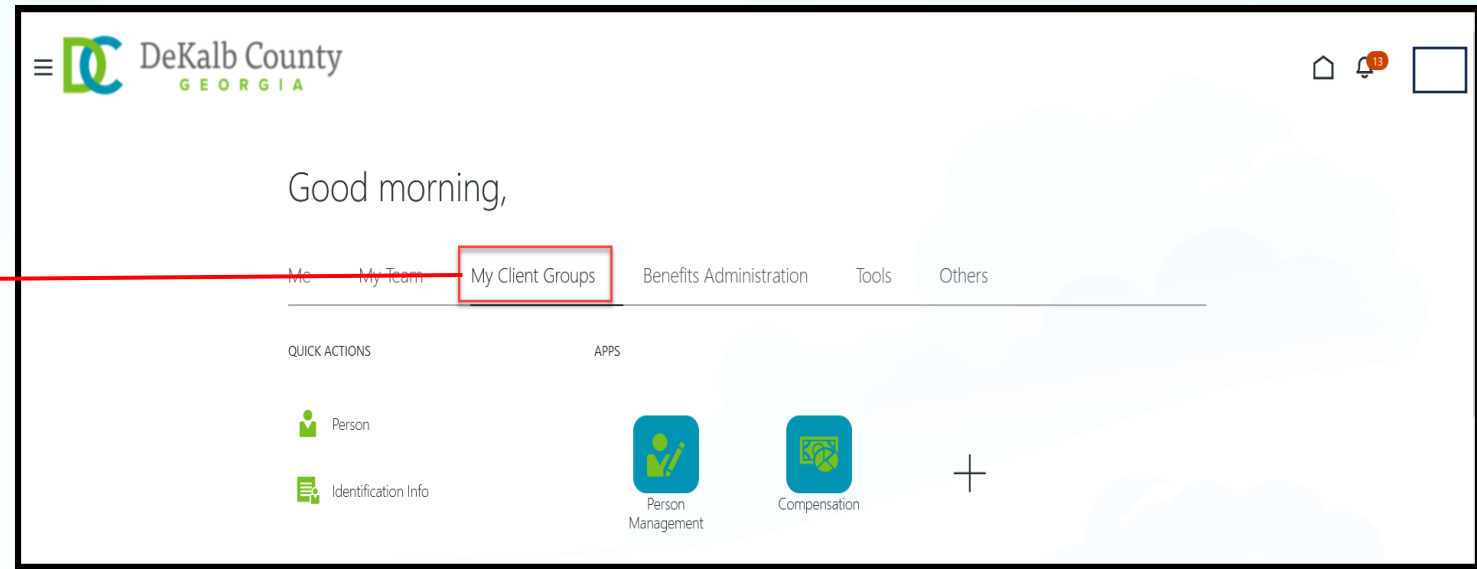


My Client Groups →
Person Management →
Search →
Panel Drawer →
**Seniority Dates (Personal and
Employment Group)**

Manage Employment: View an Employee's Seniority Dates Details

1

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



The Payroll Coordinator will have View Only access in this section

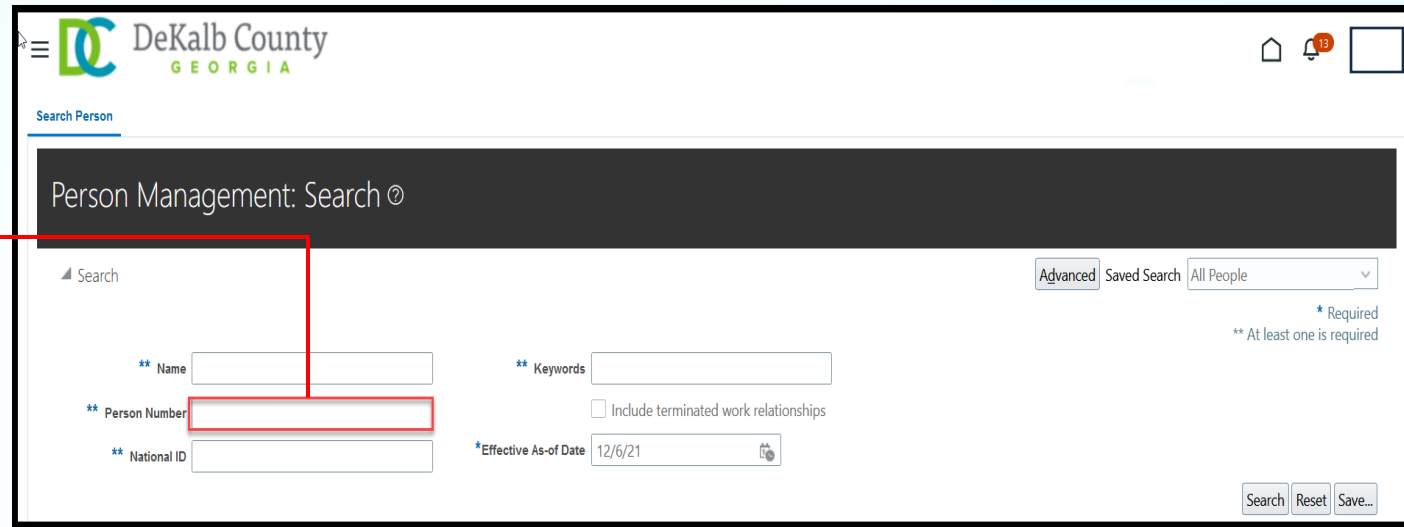
2

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

Manage Employment: View an Employee's Seniority Dates Details

3

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



DeKalb County
GEORGIA

Search Person

Person Management: Search ⓘ

Search

Advanced Saved Search All People

* Required
** At least one is required

** Name

** Keywords

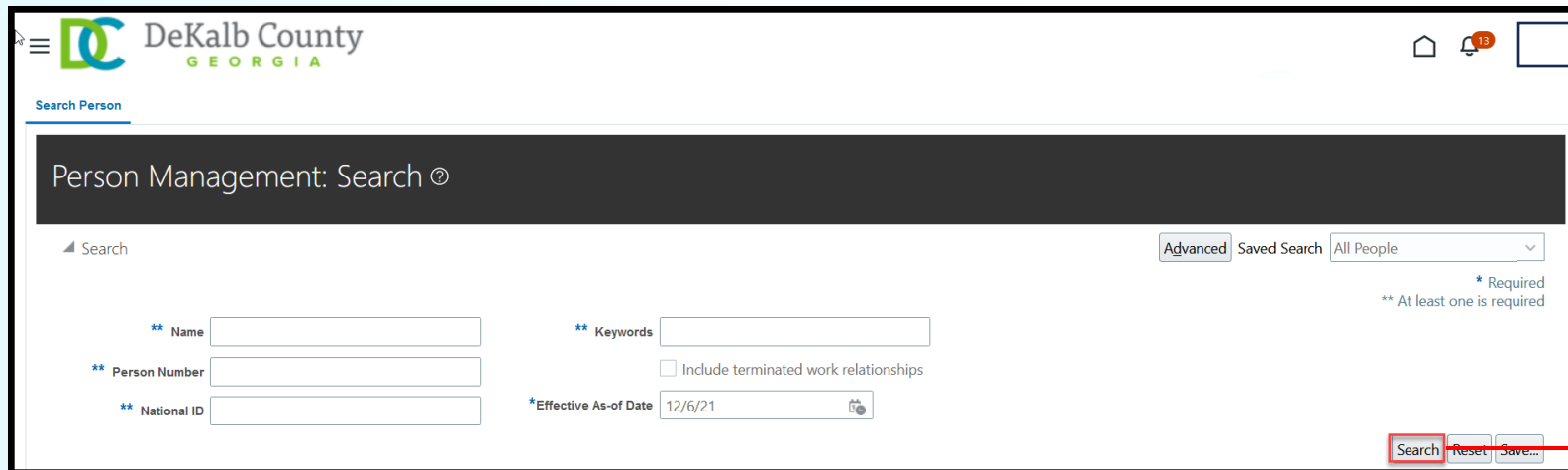
** Person Number

** National ID

Include terminated work relationships ☐

* Effective As-of Date 12/6/21

Search Reset Save...



DeKalb County
GEORGIA

Search Person

Person Management: Search ⓘ

Search

Advanced Saved Search All People

* Required
** At least one is required

** Name

** Keywords

** Person Number

** National ID

Include terminated work relationships ☐

* Effective As-of Date 12/6/21

Search Reset Save...

Employees may be searched 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 Employment: View an Employee's Seniority Dates Details



From the Search Results section, select the Employee's name link



Person Management: Search ⓘ

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**

Search Reset Save...

Search Results ⓘ

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...	

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GEORGIA

LM Lakethia Mccray: Person Management Close

Person Number

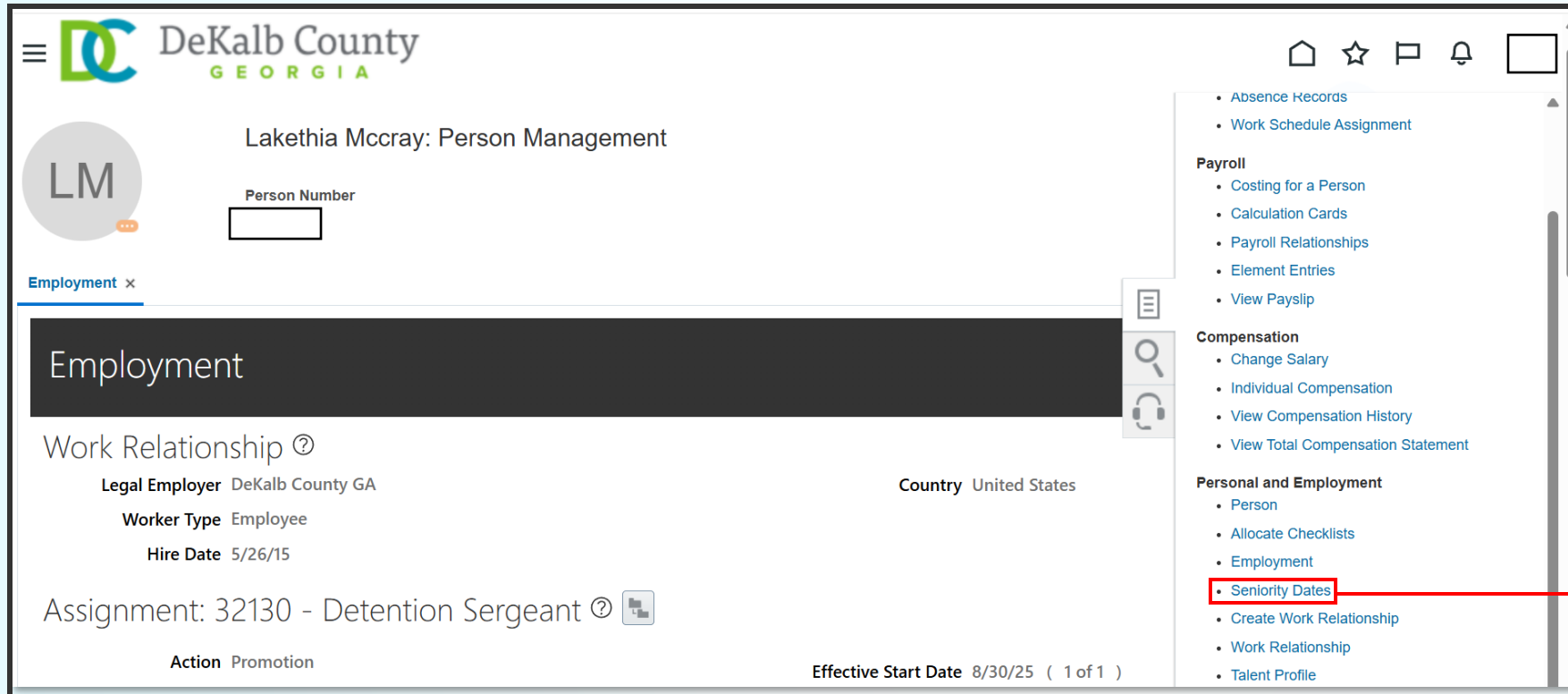
Employment ×

Employment Done



From the Employment page, select the Panel Drawer icon

Manage Employment: View an Employee's Seniority Dates Details



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Lakethia Mccray: Person Management

Person Number

LM

Employment x

Employment

Work Relationship ⓘ

Legal Employer DeKalb County GA

Worker Type Employee

Hire Date 5/26/15

Assignment: 32130 - Detention Sergeant ⓘ

Action Promotion

Country United States

Effective Start Date 8/30/25 (1 of 1)

- Absence Records
- Work Schedule Assignment
- Payroll
 - Costing for a Person
 - Calculation Cards
 - Payroll Relationships
 - Element Entries
 - View Payslip
- Compensation
 - Change Salary
 - Individual Compensation
 - View Compensation History
 - View Total Compensation Statement
- Personal and Employment
 - Person
 - Allocate Checklists
 - Employment
 - Seniority Dates**
 - Create Work Relationship
 - Work Relationship
 - Talent Profile

7

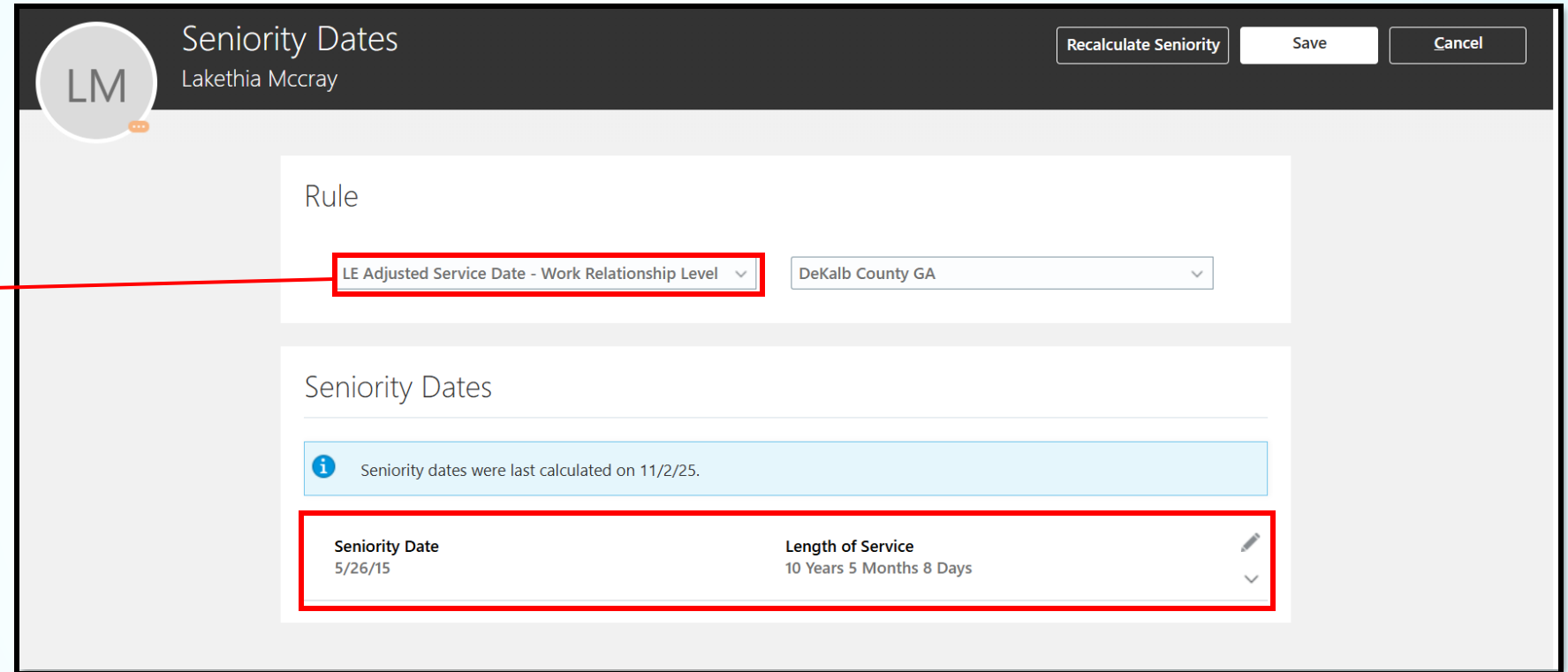
Once the Panel Drawer opens, select the **Seniority Dates** link from the Personal and Employment section

Two **Seniority Dates** the Coordinator would be most interested in reviewing would be the **LE Adjusted Service Date** which is also known as the **Latest Start Date** and the **Enterprise Seniority Date** which is also known as the **Original Date of Hire**

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From the **Seniority Dates** tab, locate the **Rule** section. By default, the **LE Adjusted Service Date- Work Relationship Level** is populated. The Coordinator can see the Employee's **Length of Service** based on the Employee's current **Work Relationship**



Seniority Dates

Lakethia Mccray

Recalculate Seniority Save Cancel

Rule

LE Adjusted Service Date - Work Relationship Level DeKalb County GA

Seniority Dates

Seniority dates were last calculated on 11/2/25.

Seniority Date	Length of Service
5/26/15	10 Years 5 Months 8 Days

The **Seniority Dates** page will house historical work relationship dates. Each Historical Record indicates a prior Work Relationship and is independent of the Employee's current Work Relationship

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To review the Employee's Enterprise Seniority Date or Original Date of Hire, select Enterprise Seniority Date from the drop-down list in the Rule section

LM

Seniority Dates

Lakethia Mccray

Recalculate Seniority

Save

Cancel

Rule

LE Adjusted Service Date - Work Relationship Level

DeKalb County GA

LE Adjusted Service Date - Work Relationship Level

Benefit Service Date - Work Relationship Level

Department Entry Date - Assignment Level

Enterprise Seniority Date - Person Level

Job Entry Date - Assignment Level

Position Entry Date - Assignment Level

Seniority Date

5/26/15

Length of Service

10 Years 5 Months 8 Days

Rule

Enterprise Seniority Date - Person Level

DeKalb County Enterprise

Seniority Dates

Seniority dates were last calculated on 11/2/25.

Seniority Date

5/26/15

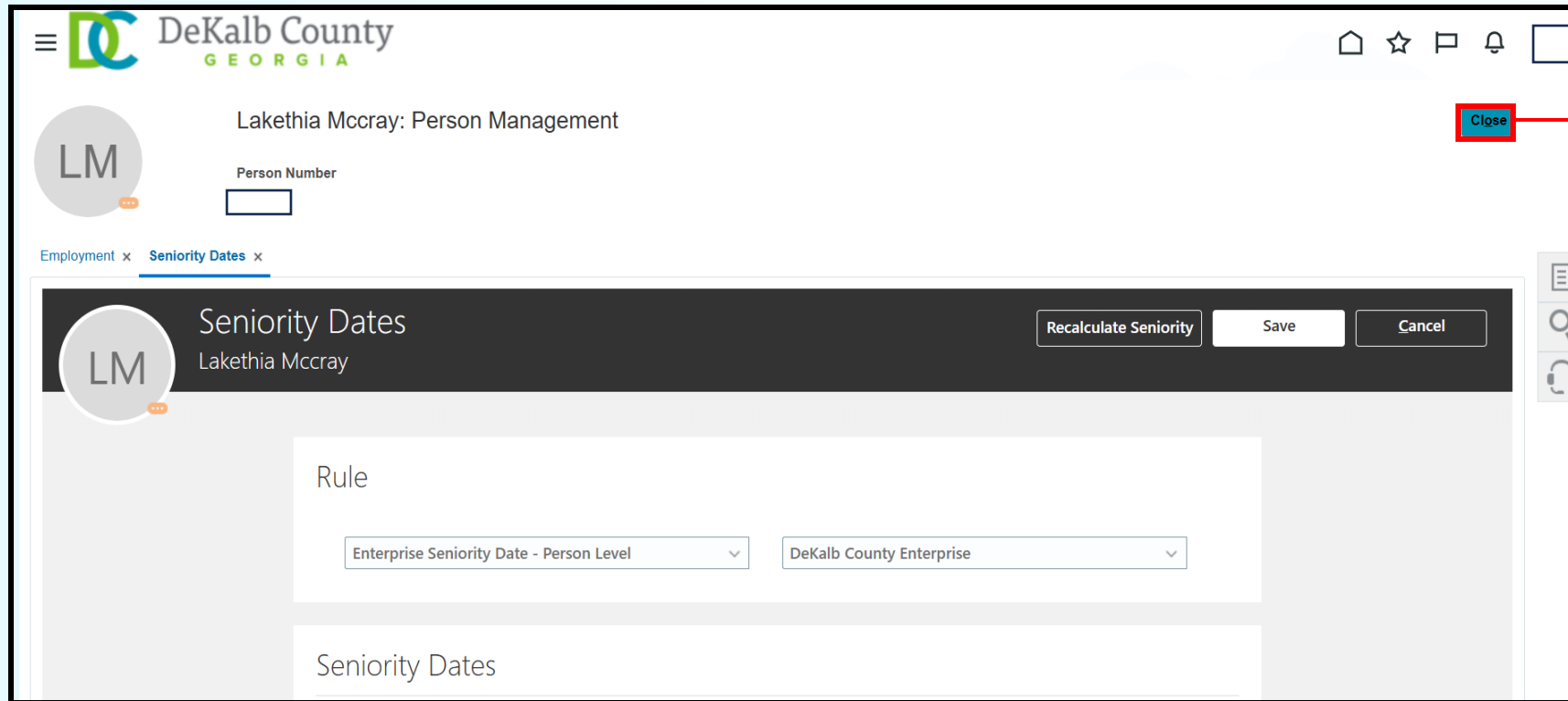
Length of Service

10 Years 5 Months 8 Days

10

The Coordinator can now see the total Length of Service for an Employee based on his/her Original Date of Hire

Manage Employment: View an Employee's Seniority Dates Details



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Lakethia Mccray: Person Management

Person Number

LM

Employment x Seniority Dates x

Seniority Dates
Lakethia Mccray

Recalculate Seniority Save Cancel

Rule

Enterprise Seniority Date - Person Level DeKalb County Enterprise

Seniority Dates

Close

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Once the Coordinator has completed reviewing the employee's Seniority Dates, 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

Conclusion



- This lesson guided you through reviewing an employee's seniority information, including key dates such as the Adjusted Service Date and Original Hire Date.
- You learned how to interpret length of service using the rule-based views and historical records displayed on the page.
- The lesson reinforced how seniority details support eligibility calculations and organizational reporting.
- After finishing your review, close the page properly and follow system prompts to return to the Person Search page.