

Manage Employment

View an Employee's Work Relationship Details

Lesson Objective:

Upon completion of the View an Employee's Work Relationship Details lesson, you will be able to:

Objective

- View an Employee's Work Relationship Details



A work relationship defines how a person is associated with a legal employer, including details such as worker type, employment terms, and assignment information.

Once a work relationship is created, the worker type and legal employer cannot be changed. To modify these values, the existing relationship must be canceled, and a new work relationship must be created.

The Work Relationship tab in CV360 allows authorized users to review active employment associations and verify data consistency between HR records and legal entities.

Focus



- This lesson focuses on guiding users through the process of viewing an employee's Work Relationship details within CV360.
- It demonstrates how to access, review, and interpret employment-related information such as hire date, employment type, and work assignment details.

Navigation

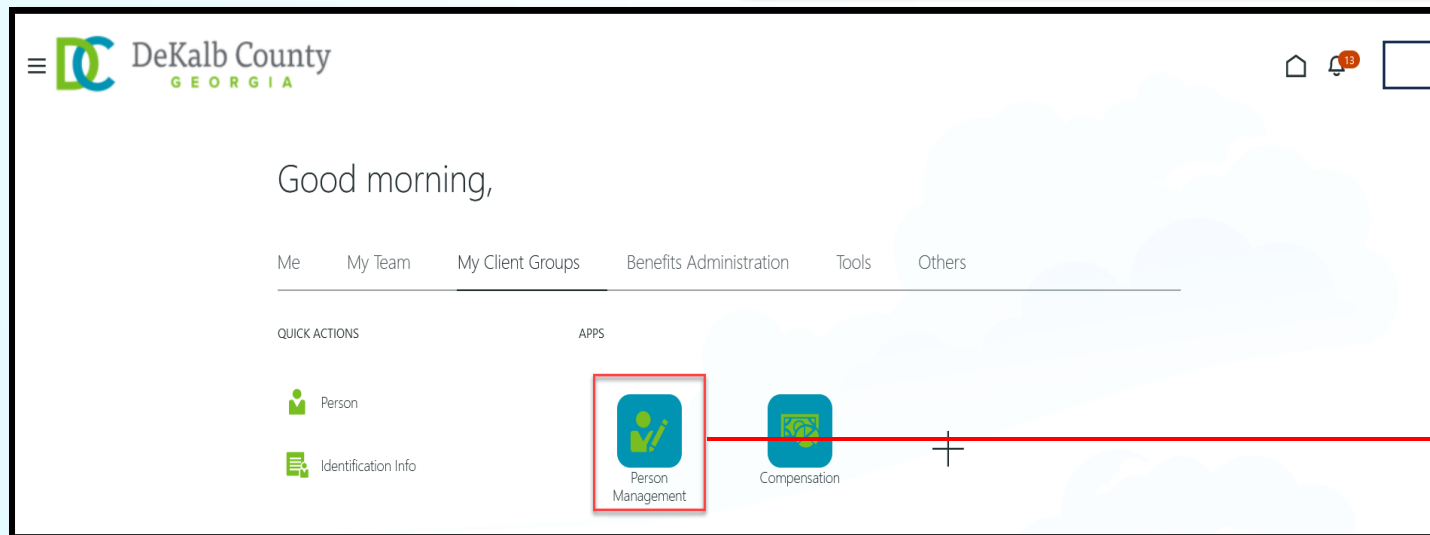
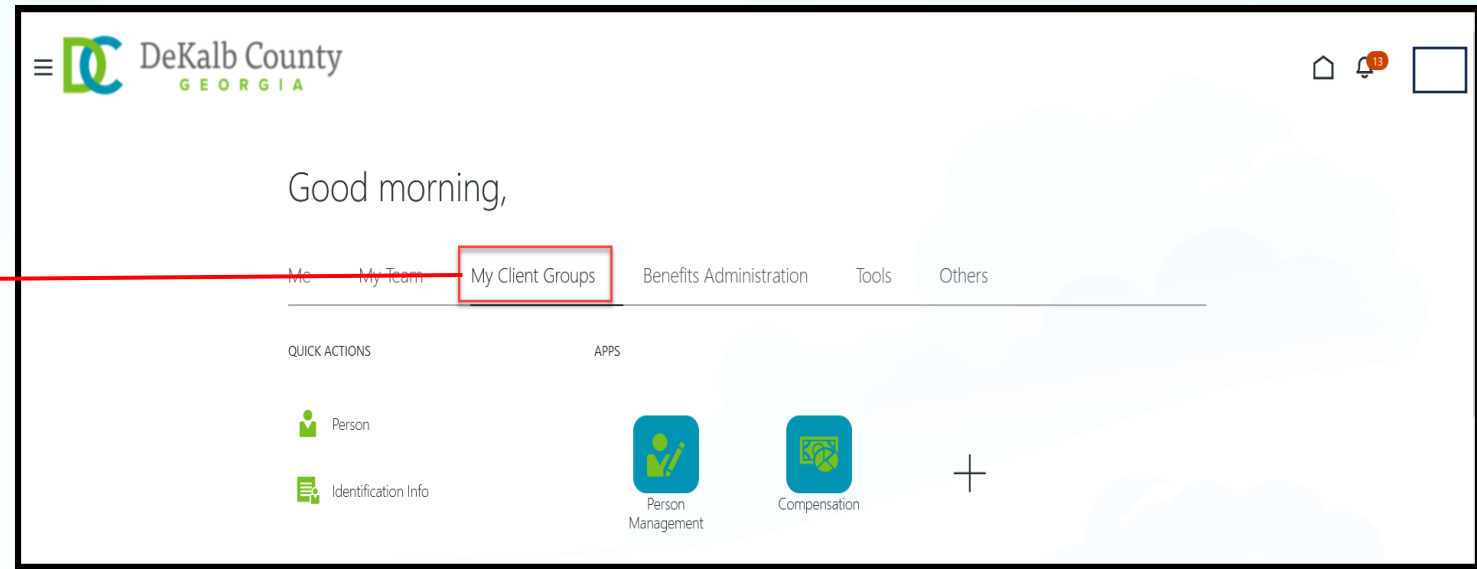


My Client Groups →
Person Management →
Search →
Panel Drawer →
Work Relationship (Personal and Employment Group)

Manage Employment: View an Employee's Work Relationship Details

1

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



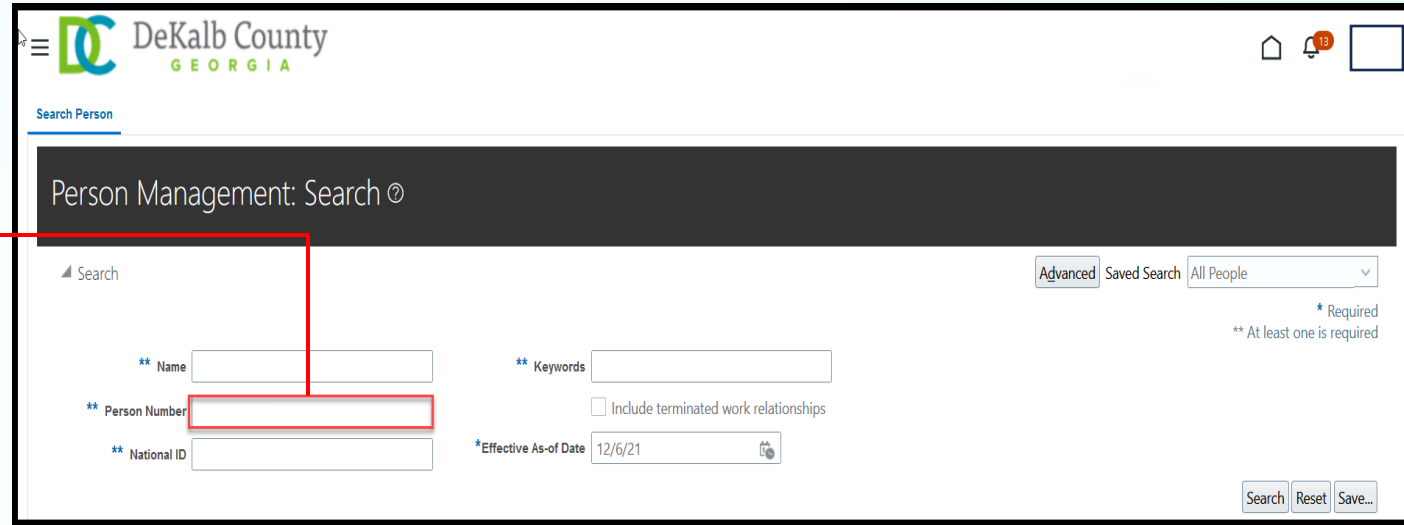
2

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

Manage Employment: View an Employee's Work Relationship 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

** Name

** Keywords

** Person Number

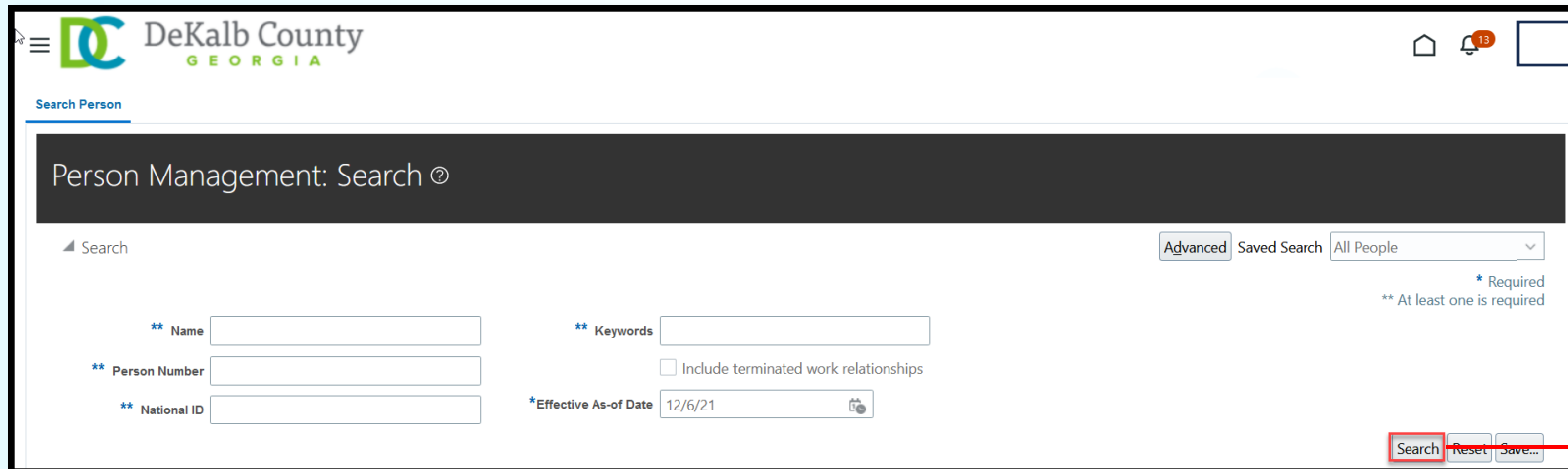
** National ID

* Effective As-of Date 12/6/21

☐ Include terminated work relationships

* Required
** At least one is required

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

☐ Include terminated work relationships

* Required
** At least one is required

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 Work Relationship Details



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**

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...	

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



Lakethia Mccray

DeKalb County
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 Work Relationship Details



The screenshot displays the 'Person Management' page for Lakethia Mccray. The header includes the DeKalb County Georgia logo and navigation icons. A sidebar on the right contains a menu with sections: 'Absence Records', 'Work Schedule Assignment', 'Payroll', 'Compensation', and 'Personal and Employment'. The 'Personal and Employment' section is expanded, showing options like 'Person', 'Allocate Checklists', 'Employment', 'Seniority Dates', 'Create Work Relationship', 'Work Relationship' (highlighted with a red box), and 'Talent Profile'. The main content area shows the employee's 'Work Relationship' details, including 'Legal Employer' (DeKalb County GA), 'Worker Type' (Employee), 'Hire Date' (5/26/15), 'Assignment' (32130 - Detention Sergeant), and 'Effective Start Date' (8/30/25).

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Lakethia Mccray: Person Management

Person Number

LM

Employment x

Employment

Work Relationship ?

Legal Employer DeKalb County GA

Country United States

Worker Type Employee

Hire Date 5/26/15

Assignment: 32130 - Detention Sergeant ?

Action Promotion

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

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Once the Panel Drawer opens, select the **Work Relationship** link from the **Personal and Employment** section

Manage Employment: View an Employee's Work Relationship Details



LM

Lakethia Mccray: Person Management

Person Number

Employment x Work Relationship x

Work Relationship: ⓘ

Actions Done

Legal Employer DeKalb County GA

Country United States

Worker Type Employee

Work Relationship Details ⓘ

Primary Yes ⓘ

Projected Termination Date

I-9 Status

E-Verify Status

I-9 Expiration

New Hire Status

Exception Reason

Medical Insurance Available

Medical Insurance Availability Date

I-9 Remote

Settlement Date

Date Entered

Service Dates ⓘ

Legal Employer

Enterprise

Hire Date 5/26/15

Hire Date 5/26/15

Employment Tree

☐ Include inactive records

Active Work Relationships

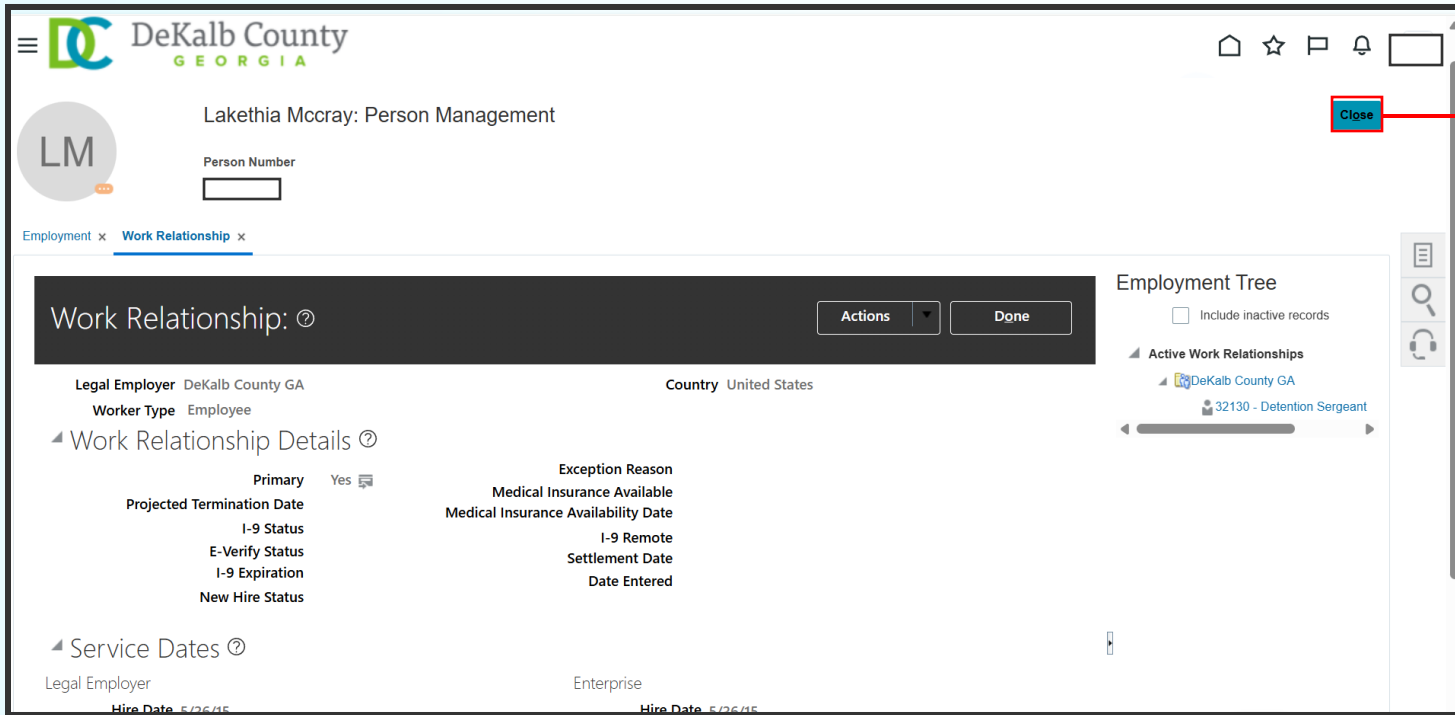
DeKalb County GA

32130 - Detention Sergeant

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From the Work Relationship tab, the Coordinator can review the Work Relationship details

Manage Employment: View an Employee's Work Relationship Details



DeKalb County
GEORGIA

Lakethia Mccray: Person Management

Person Number

LM

Employment x Work Relationship x

Work Relationship: 2

Actions Done

Legal Employer DeKalb County GA Country United States

Worker Type Employee

Work Relationship Details

Primary Yes

Projected Termination Date

I-9 Status

E-Verify Status

I-9 Expiration

New Hire Status

Exception Reason

Medical Insurance Available

Medical Insurance Availability Date

I-9 Remote

Settlement Date

Date Entered

Service Dates

Legal Employer Enterprise

Hire Date 5/26/15

Hire Date 5/26/15

Employment Tree

Include inactive records

Active Work Relationships

DeKalb County GA

32130 - Detention Sergeant

Close

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Once the Coordinator has completed reviewing the Talent details or there are no Talent details, 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 how to view an employee's Work Relationship details within CV360.
- You also learned how this section provides visibility into key employment information such as hire date, assignment type, and employment category, which are crucial for accurate HR recordkeeping.
- Reviewing Work Relationship details helps ensure data consistency across HR, Payroll, and Workforce modules, supporting seamless integration and reporting accuracy.
- Remember to close the Work Relationship page properly and click Yes on the Warning Message (if displayed) to return securely to the Person Search page.