

Manage Employment

View an Employee's Document Records Details

Lesson Objective:

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

Objective

- View an employee's document records from the Document Records section.



- Coordinators can review all documents assigned to an employee from the Document Records tab.
- If no documents exist for the employee, the system displays the message "Nothing matches your search. Try again."
- Document Records provide a centralized place for viewing employee-related documents for verification or reference.

Focus



- Understand how employee document records are stored and displayed in CV360.
- Learn how to review available documents and interpret system messages when no records exist.
- Gain clarity on how document visibility supports audits and employee record maintenance.

Navigation



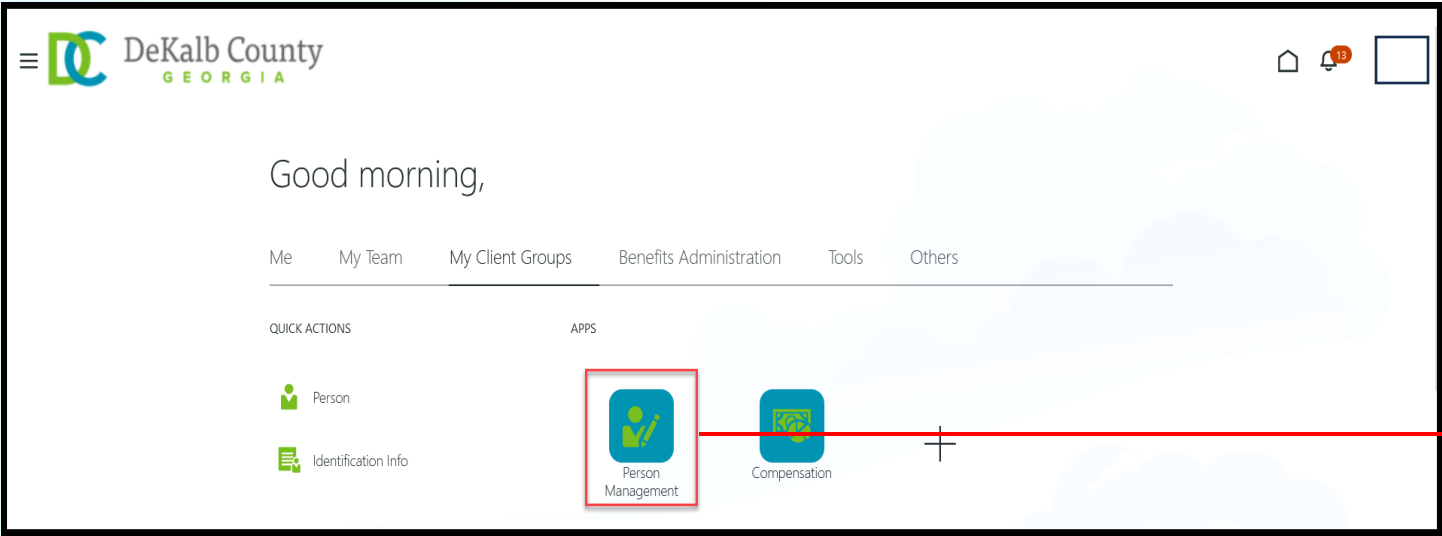
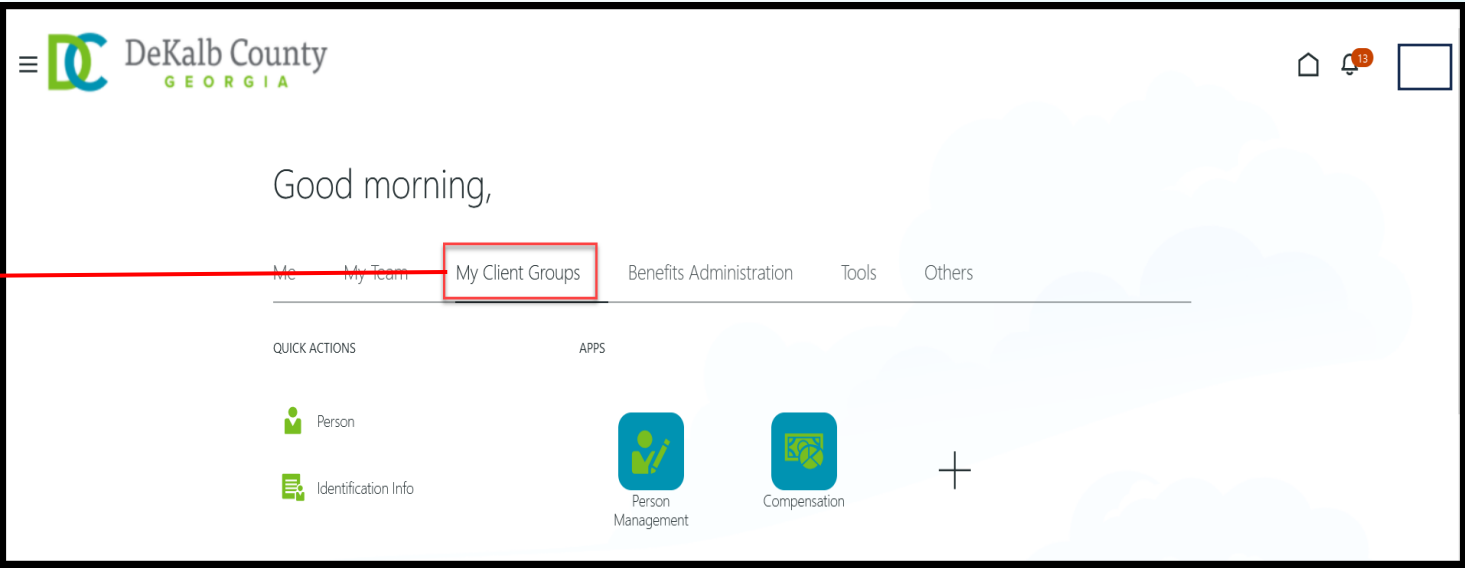
My Client Groups →
Person Management →
Search →
Panel Drawer →
**Document Records (Personal and
Employment Group)**

Manage Employment: View an Employee's Document Records Details



1

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



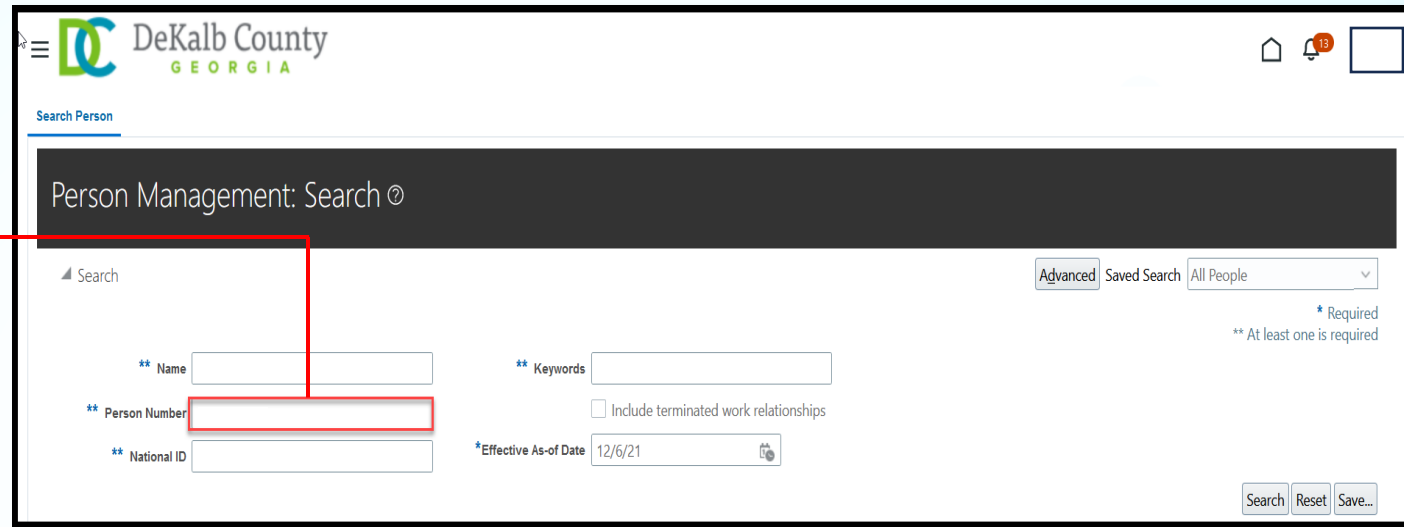
2

Select **Person Management** tile in Apps area

Manage Employment: View an Employee's Document Records Details

3

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



DeKalb County
GEORGIA

Search Person

Person Management: Search ⓘ

Search

Advanced Saved Search All People

* Required
** At least one is required

** Name

** Keywords

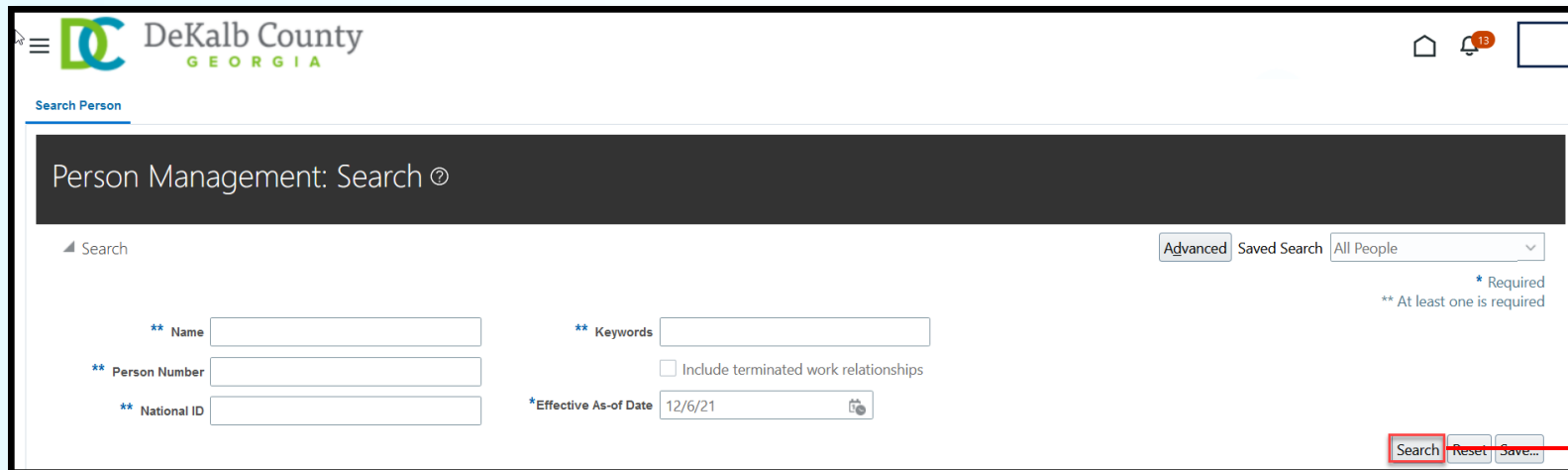
** Person Number

** National ID

* Effective As-of Date 12/6/21

☐ Include terminated work relationships

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

* Effective As-of Date 12/6/21

☐ Include terminated work relationships

Search Reset Save...

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

4

Select 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 Document Records Details



From Search Results section, select employee's name link

5

Person Management: Search ⓘ

Search

Advanced Saved Search All People

** Name

** Keywords

** Person Number

052465

** National ID

* Effective As-of Date

11/11/25

* Required

** At least one is required

Include terminated work relationships

☐

Search

Reset

Save...

Search Results ⓘ

Actions View Format

DeKalb County
GEORGIA

Lakethia Mccray: Person Management

Close

LM

Person Number

Employment x

Employment

Done

6

From Employment page, select Panel Drawer icon

Manage Employment: View an Employee's Document Records Details



DeKalb County
GEORGIA



Lakethia Mccray: Person Management

Person Number

Employment x

Employment

Work Relationship ⓘ

Legal Employer DeKalb County GA

Worker Type Employee

Hire Date 5/26/15

Assignment: 32130 - Detention Sergeant ⓘ

Action Promotion

Action Reason Competitive Promotion

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

Effective End Date

Assignment Details

Assignment Number

Assignment Status Active - Payroll Eligible

Costing for a Person

Calculation Cards

Personal Payment Methods

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

Direct Reports

Create Work Relationship

Work Relationship

Areas of Responsibility

User Account

Talent Profile

Document Records

Document Delivery Preferences

Person Identifiers for External Applications

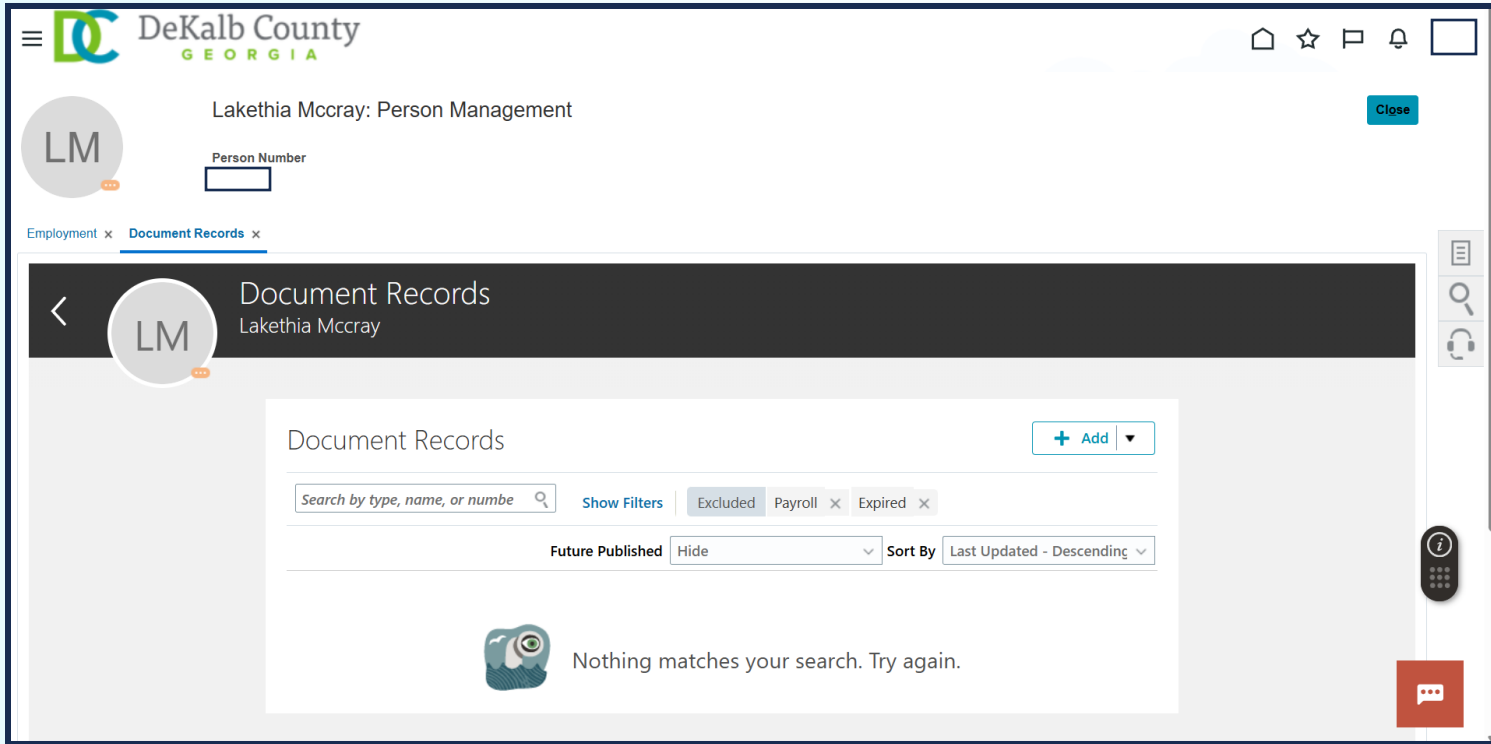
Workforce Modeling

Workforce Modeling

7

Select Document Records link from Personal and Employment section

Manage Employment: View an Employee's Document Records Details

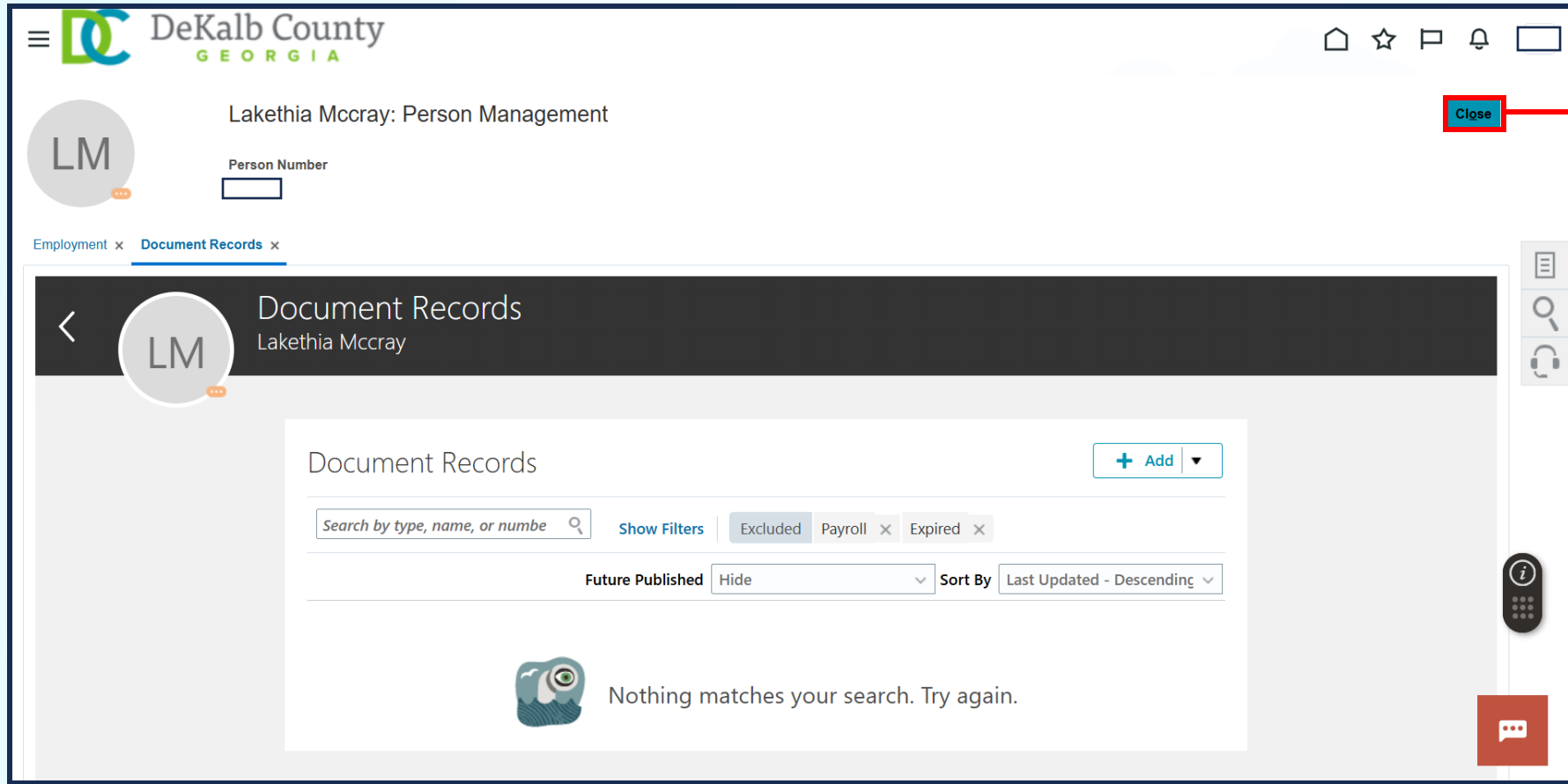


The screenshot displays the 'Document Records' interface for Lakethia Mccray. At the top, the DeKalb County Georgia logo and user profile 'LM' are visible. Below the header, the 'Document Records' tab is selected. The main content area includes a search bar with the placeholder 'Search by type, name, or number', a 'Show Filters' button, and filter tags for 'Excluded', 'Payroll', and 'Expired'. A 'Future Published' dropdown is set to 'Hide', and the 'Sort By' option is 'Last Updated - Descending'. A message icon in the bottom right corner indicates a notification. A red line connects the 'Document Records' tab to the explanatory text on the right.

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From Document Records tab, review Documents assigned to Employee. If no Documents are assigned, a message ,
“Nothing matches your search. Try again” will appear

Manage Employment: View an Employee's Document Records Details



DeKalb County
GEORGIA

Lakethia Mccray: Person Management

Person Number

LM

Employment x Document Records x

Document Records
Lakethia Mccray

Document Records

+ Add

Search by type, name, or number

Show Filters

Excluded Payroll x Expired x

Future Published Hide Sort By Last Updated - Descending

Nothing matches your search. Try again.

Close

9

After reviewing
Document details select
Close



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 accessing and reviewing document records assigned to an employee.
- You learned how the system displays available documents and how it responds when no records are present.
- The lesson emphasized understanding document availability as part of accurate employee record maintenance.
- Remember to close the section properly and acknowledge system prompts to return to the Person Search page.