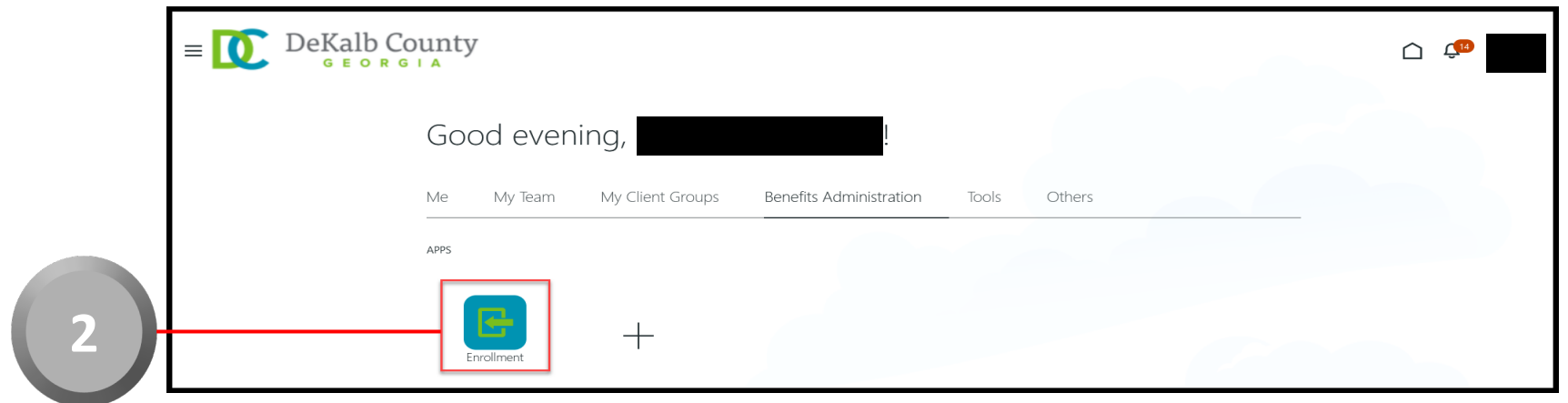


Benefits Administration

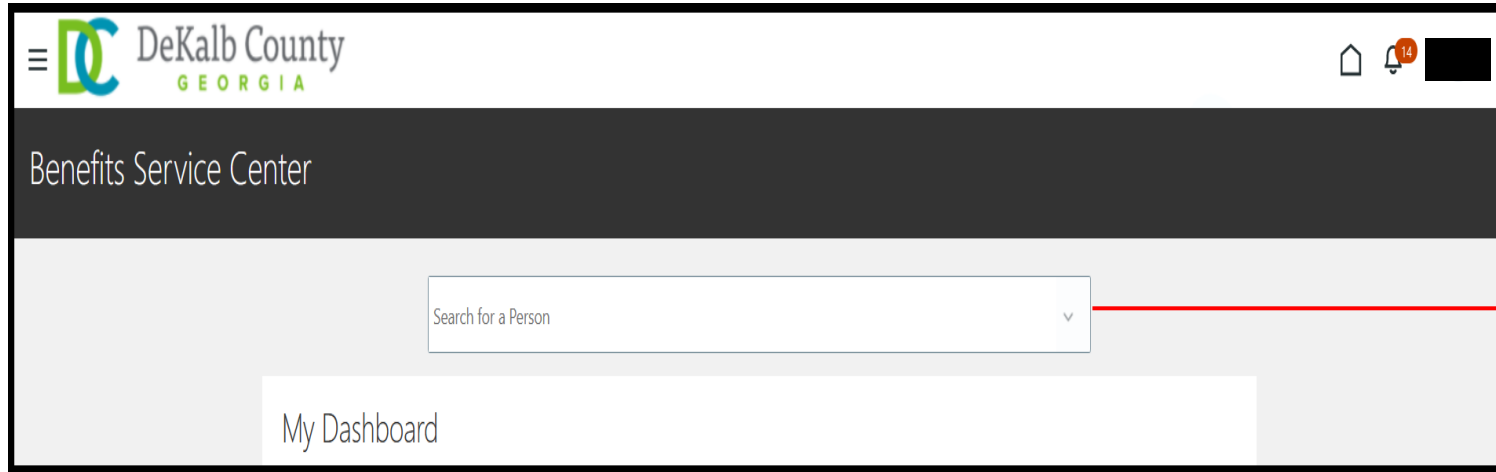


Select the **Benefits Administration** tab from the CV360 homepage



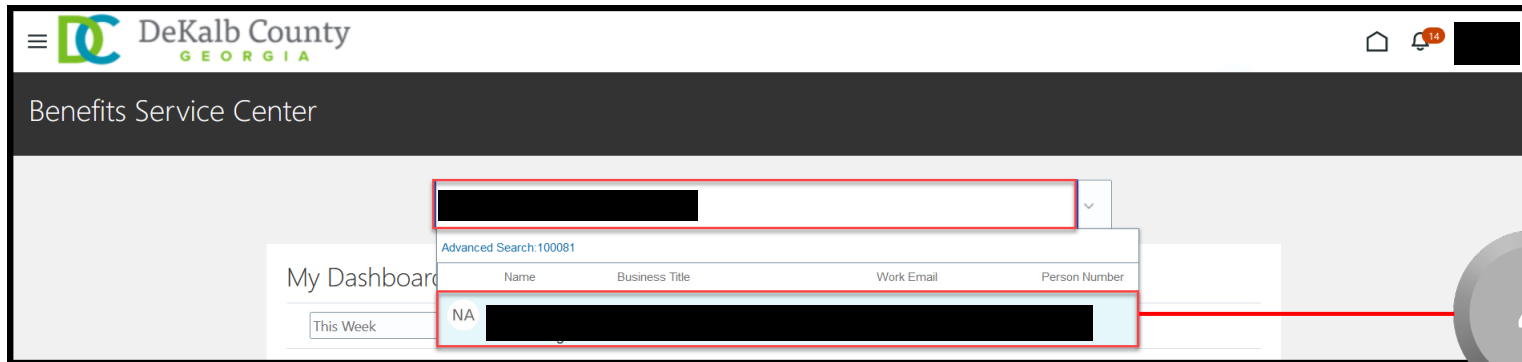
Select the **Enrollment** tile within the Apps area

Benefits Administration



3

From the Benefits Service Center, key in the **Employee's Name or Number** in the **Search for a Person** field



4

From the Search for a Person field, select the **Employee** from the returned list of values



The Search for a Person field has intelligent search capabilities. If the Employee's Name is partially keyed, then the intelligent search will return values matching the partial entry

Benefits Administration

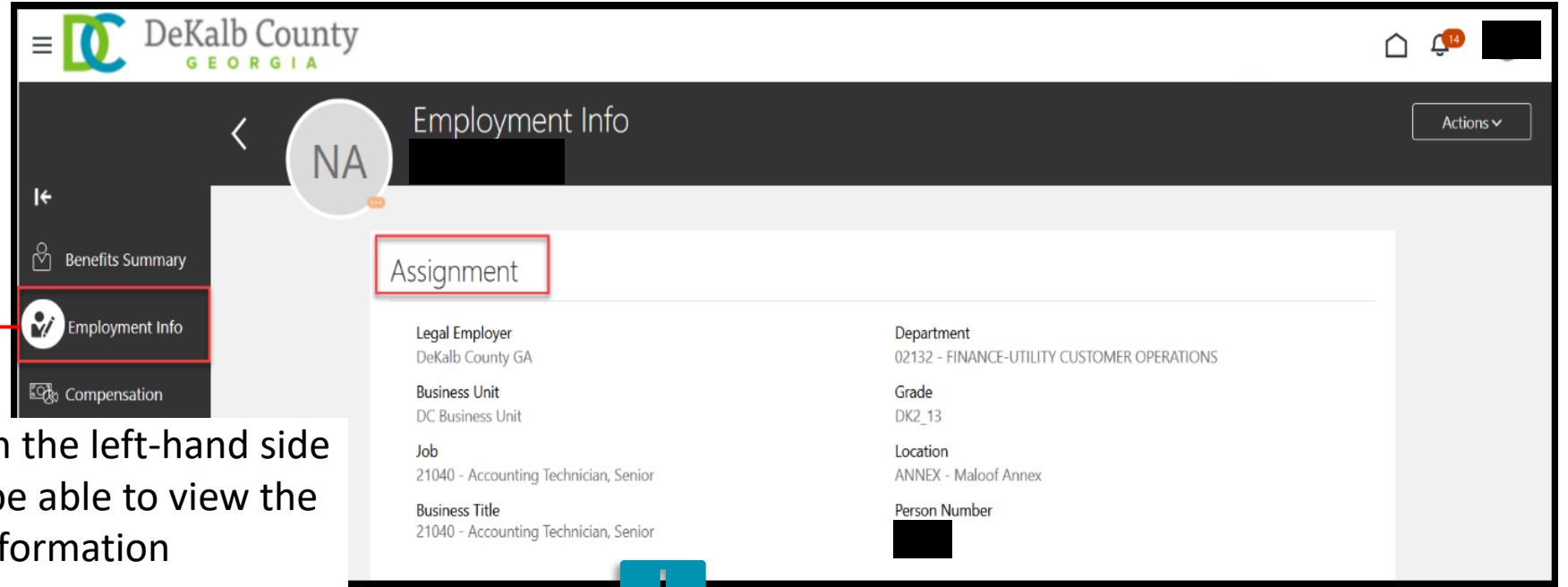


From the Benefits Summary page, the Coordinator will be able to view the Employee's Enrollments



Scroll down to see the full list of Enrollments for the Employee

Benefits Administration



DeKalb County
GEORGIA

Employment Info

NA

Actions

6

Benefits Summary

Employment Info

Compensation

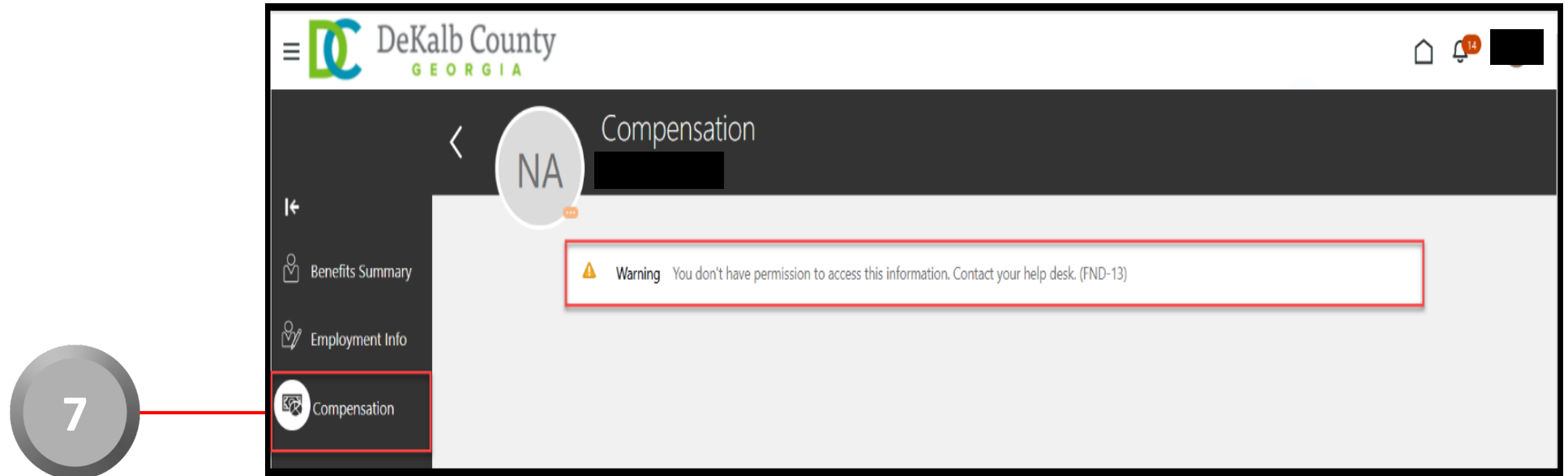
Assignment

Legal Employer	DeKalb County GA	Department	02132 - FINANCE-UTILITY CUSTOMER OPERATIONS
Business Unit	DC Business Unit	Grade	DK2_13
Job	21040 - Accounting Technician, Senior	Location	ANNEX - Maloof Annex
Business Title	21040 - Accounting Technician, Senior	Person Number	

Select the **Employment Info** tab on the left-hand side of the page. The Coordinator will be able to view the Employee's Current Assignment Information

Scroll down to see the full Employment Information

Benefits Administration



Select the **Compensation** tab on the left-hand side of the page. Because the Coordinator does not have the privilege to see the Employee's Compensation, he/she will see a blank page with a Warning message indicating "You don't have permission to access this page. Contact your help desk. (FND-13)"



This is intentional based on DeKalb's business requirements