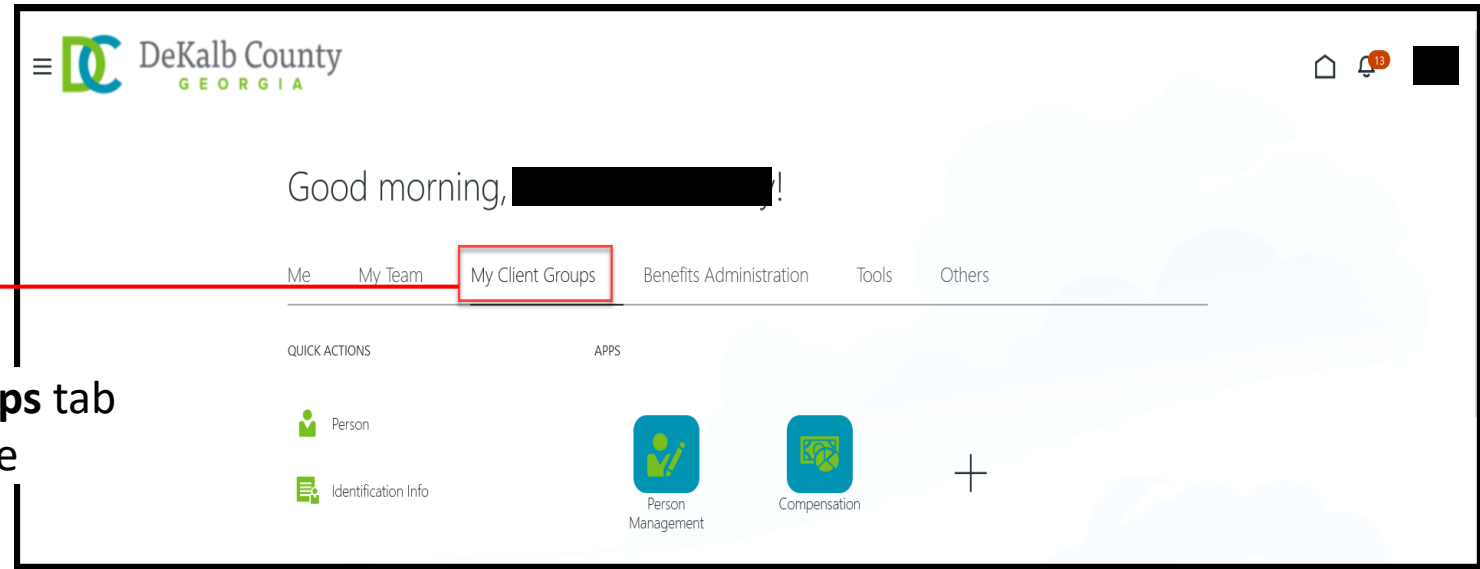


Manage Employment: Update an Employee's Assignment Details

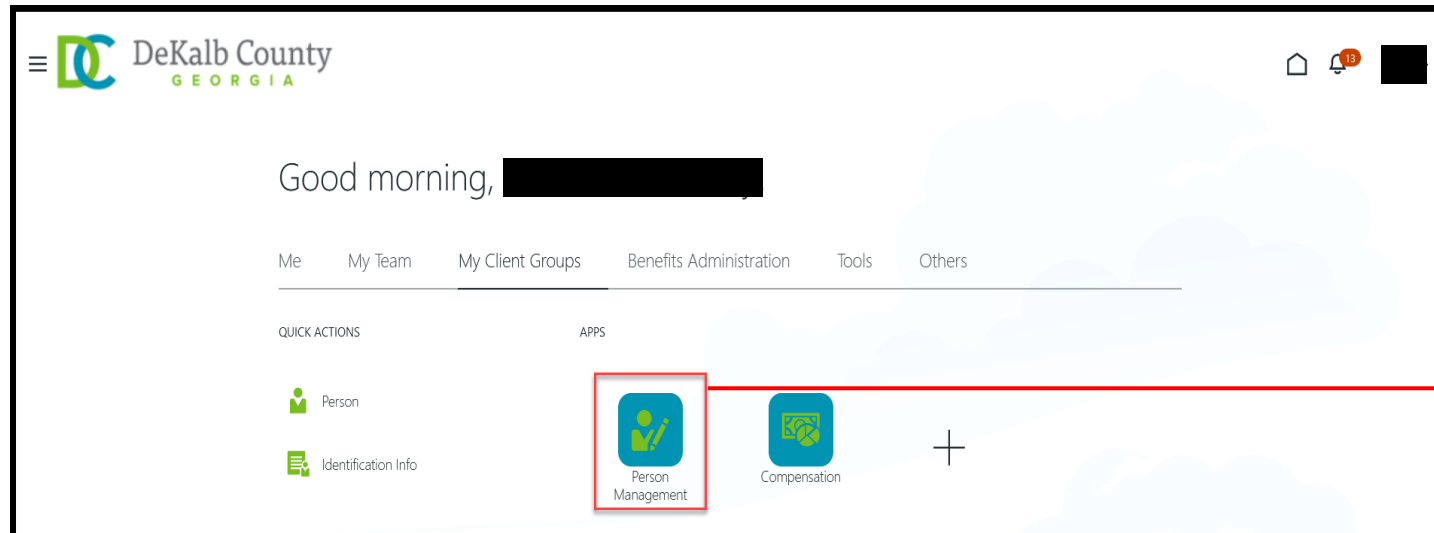
1

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



2

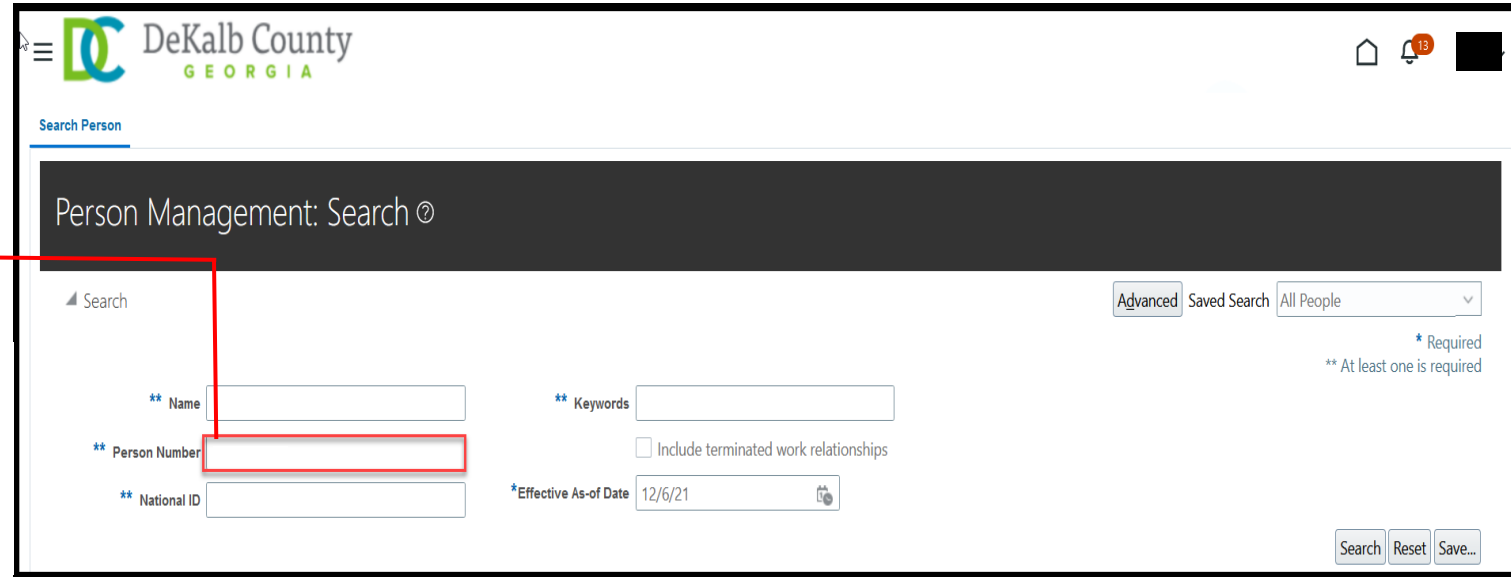
Select the **Person Management** tile within the Apps area



Manage Employment: Update an Employee's Assignment Details

3

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

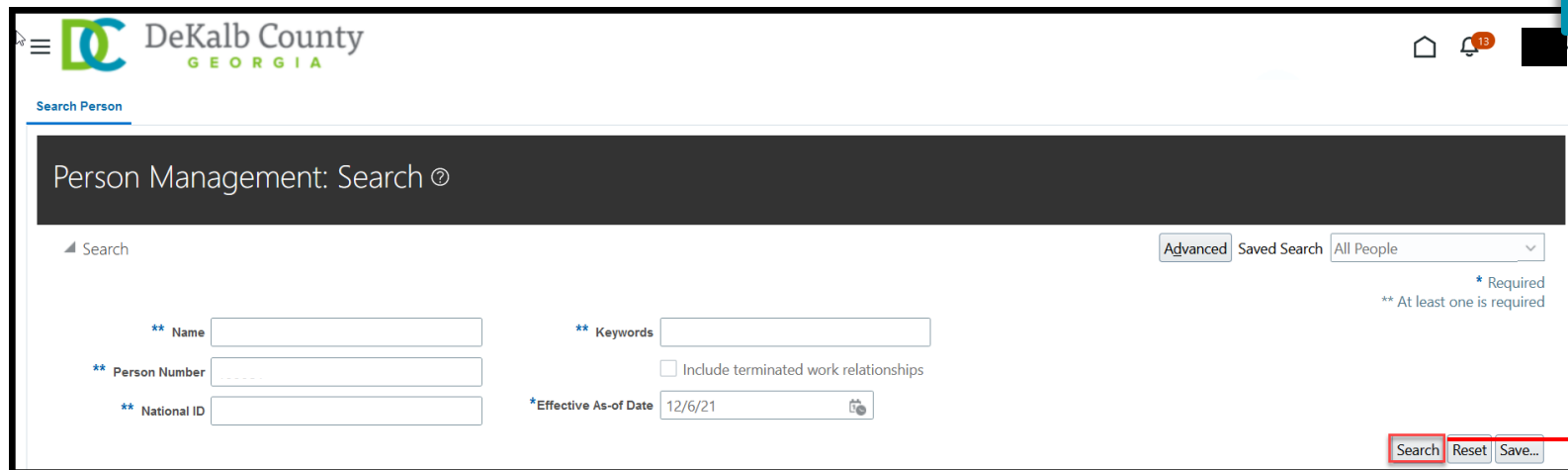
** Keywords

** Person Number

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

Include terminated work relationships

*Effective As-of Date 12/6/21

Search Reset Save...

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

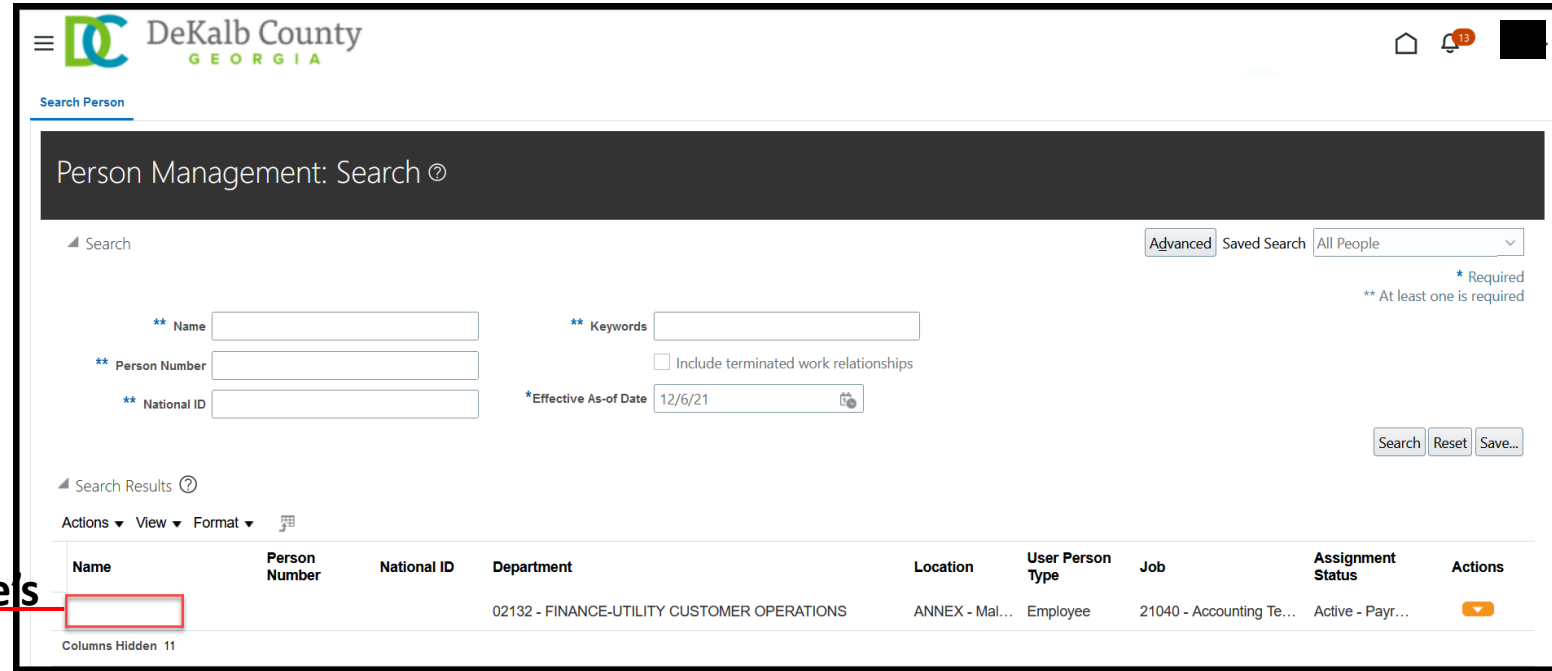
4

Select the **Search** button

Manage Employment: Update an Employee's Assignment Details

5

From the **Search Results** section, select the **Employees Name** link



DeKalb County GEORGIA

Search Person

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 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
Name			02132 - FINANCE-UTILITY CUSTOMER OPERATIONS	ANNEX - Mal...	Employee	21040 - Accounting Te...	Active - Payr...	

Columns Hidden 11



Employment x

Employment Done

Work Relationship

Legal Employer DeKalb County GA Country United States

Worker Type Employee

Hire Date 1/1/20

Assignment: 21040 - Accounting Technician, Senior

Action Hire Effective Start Date 1/1/20 (1 of 1)

Edit View History

Update

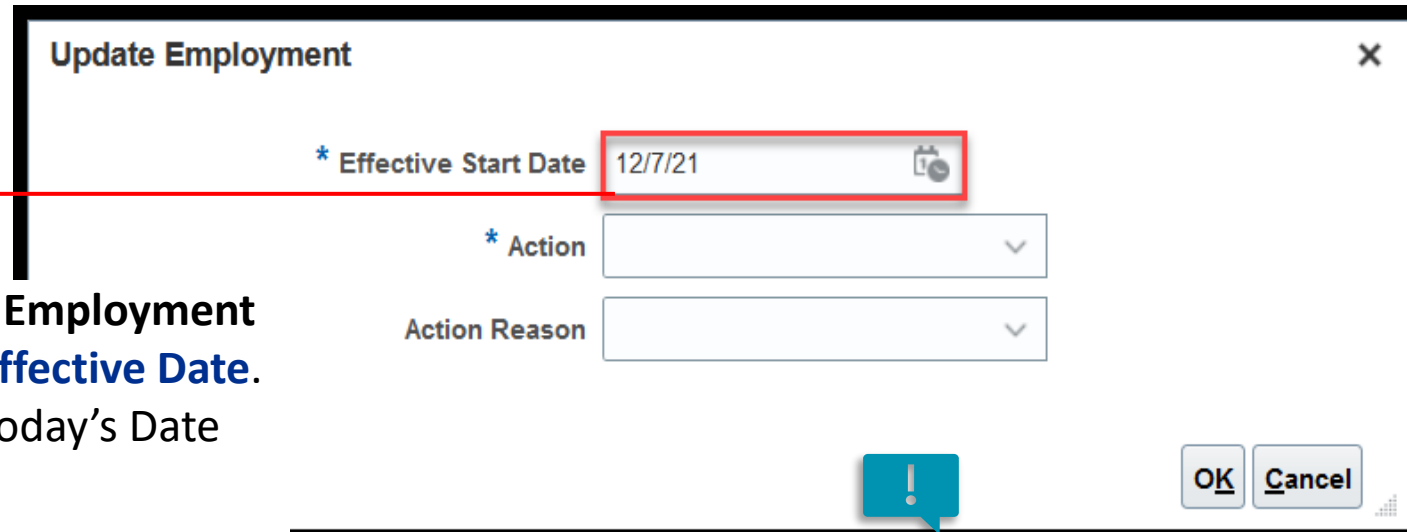
From the Employment page, select the **Edit** button. Select **Update** from the drop-down list

6

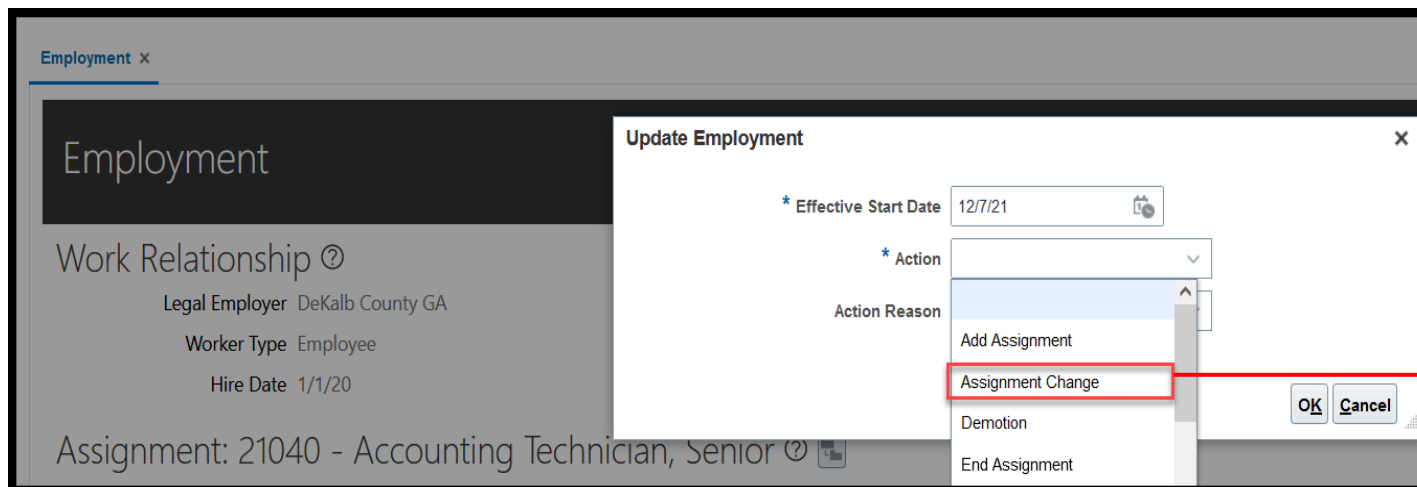
Manage Employment: Update an Employee's Assignment Details

7

From the **Update Employment** form, select the **Effective Date**. In this example, Today's Date will be selected



The Calendar icon may also be used to select the Date

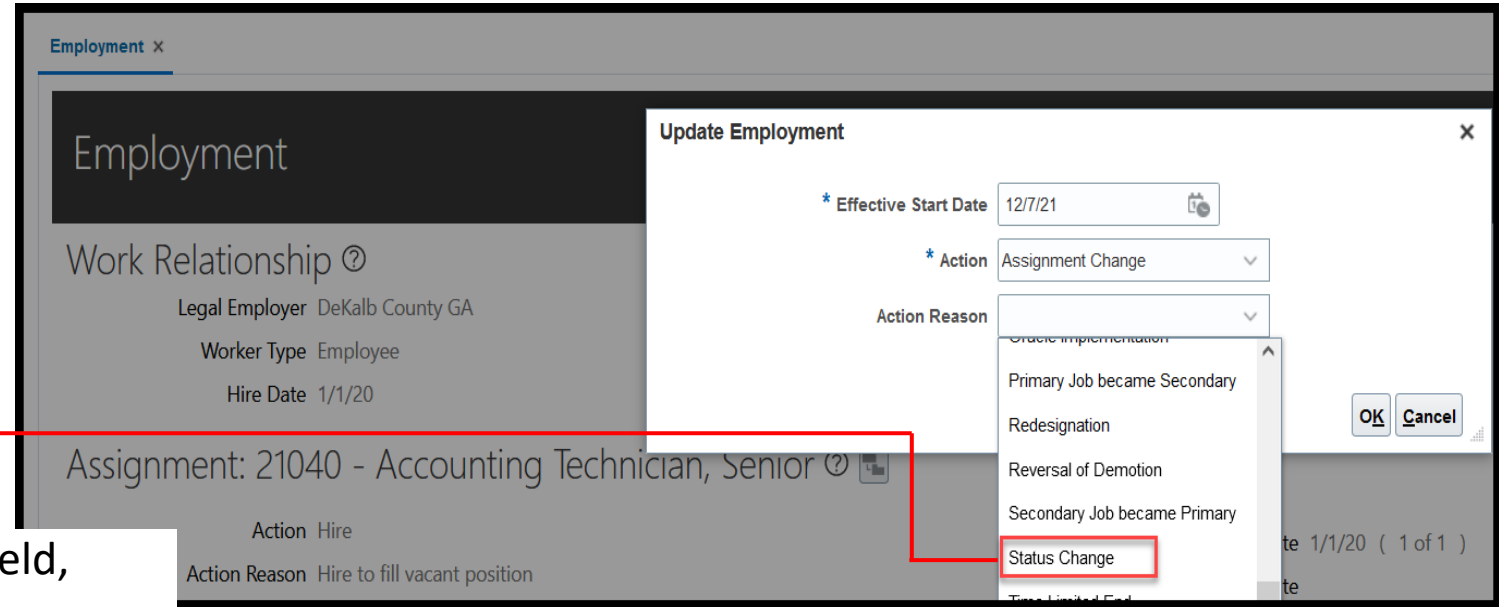


8

From the Action field, select **Assignment Change** from the drop-down list

Manage Employment: Update an Employee's Assignment Details

9



Employment x

Employment

Work Relationship ⓘ

Legal Employer DeKalb County GA

Worker Type Employee

Hire Date 1/1/20

Assignment: 21040 - Accounting Technician, Senior ⓘ

Action Hire

Action Reason Hire to fill vacant position

Update Employment x

* Effective Start Date 12/7/21

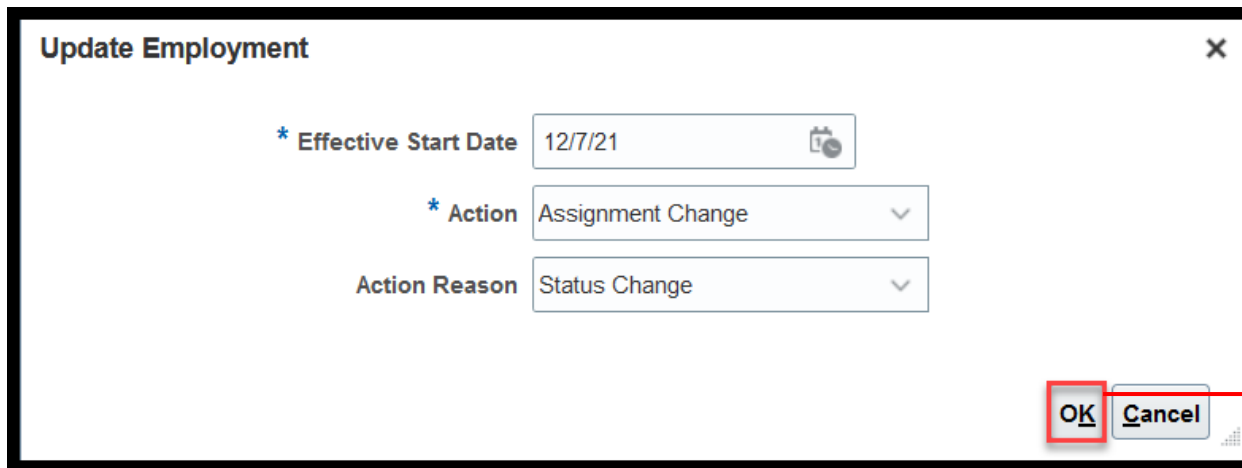
* Action Assignment Change

Action Reason

- Oracle Implementation
- Primary Job became Secondary
- Redesignation
- Reversal of Demotion
- Secondary Job became Primary
- Status Change
- Time Limited End

OK Cancel

From the Action Reason field, select **Status Change** as the reason from the drop-down list



Update Employment x

* Effective Start Date 12/7/21

* Action Assignment Change

Action Reason Status Change

OK Cancel

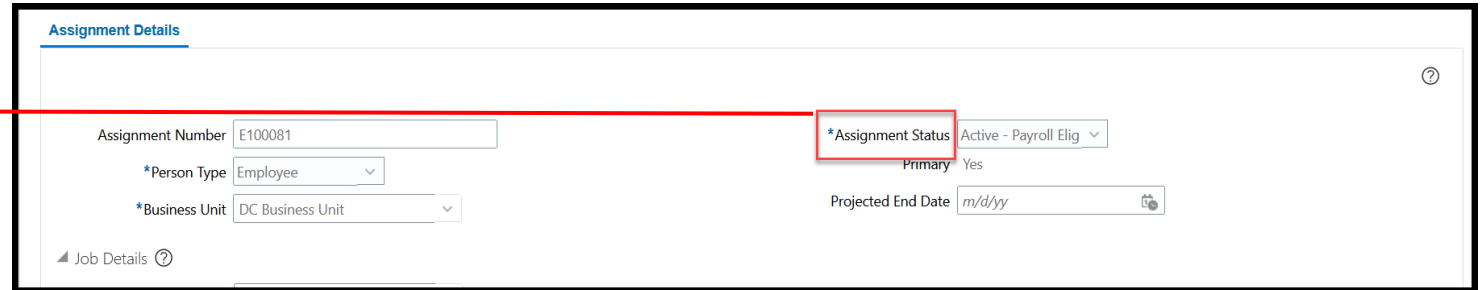
10

Select the **OK** button

Manage Employment: Update an Employee's Assignment Details

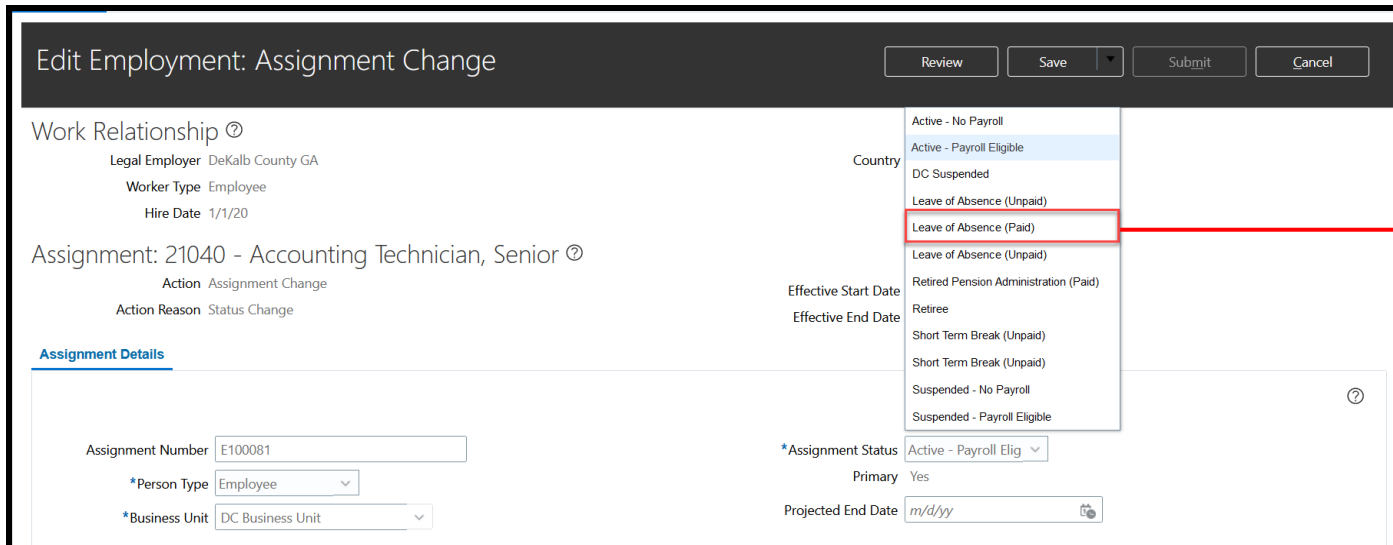
11

In the example, the Employee's **Assignment Status** is going to change from **Active- Payroll Eligible** to **Leave of Absence (Paid)**. From the Employment page, navigate to the **Assignment Status** field



The screenshot shows the 'Assignment Details' form with the following fields:

- Assignment Number: E100081
- *Person Type: Employee
- *Business Unit: DC Business Unit
- *Assignment Status: Active - Payroll Elig (highlighted with a red box)
- Primary: Yes
- Projected End Date: m/d/yy



The screenshot shows the 'Edit Employment: Assignment Change' form with the following details:

- Work Relationship: Legal Employer DeKalb County GA, Worker Type Employee, Hire Date 1/1/20
- Assignment: 21040 - Accounting Technician, Senior
- Action: Assignment Change, Action Reason: Status Change
- Assignment Details section with fields: Assignment Number (E100081), *Person Type (Employee), *Business Unit (DC Business Unit)
- *Assignment Status dropdown menu is open, showing options: Active - No Payroll, Active - Payroll Eligible, DC Suspended, Leave of Absence (Unpaid), **Leave of Absence (Paid)** (highlighted with a red box), Leave of Absence (Unpaid), Retired Pension Administration (Paid), Retiree, Short Term Break (Unpaid), Short Term Break (Unpaid), Suspended - No Payroll, Suspended - Payroll Eligible
- Effective Start Date, Effective End Date, Primary: Yes, Projected End Date: m/d/yy

12

Select **Leave of Absence (Paid)** from the drop-down list

Manage Employment: Update an Employee's Assignment Details

13 Select the **Review** button

Edit Employment: Assignment Change

Review Save Submit Cancel

Work Relationship ⓘ

Legal Employer DeKalb County GA Country United States

Worker Type Employee

Hire Date 1/1/20

14 Review the **Current** and **Proposed Values** of the **Assignment Status** change. If everything looks right, select the **Submit** button

Edit Employment: Review

Printable Page Back Review Save Submit Cancel

Work Relationship ⓘ

Legal Employer DeKalb County GA Country United States

Worker Type Employee

Hire Date 1/1/20

Action

Action Assignment Change Effective Start Date 12/7/21 (1 of 1)

Action Reason Status Change Effective End Date

Assignment: 21040 - Accounting Technician, Senior

Assignment Details

Attribute	Current Value	Proposed Value
Assignment Status	Active - Payroll Eligible	Leave of Absence (Paid)

The submission will go through an approval process. Once it has been reviewed and approved by all approvers, it will be committed to the database

Manage Employment: Update an Employee's Assignment Details



15

Once the Coordinator has completed submission, 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*