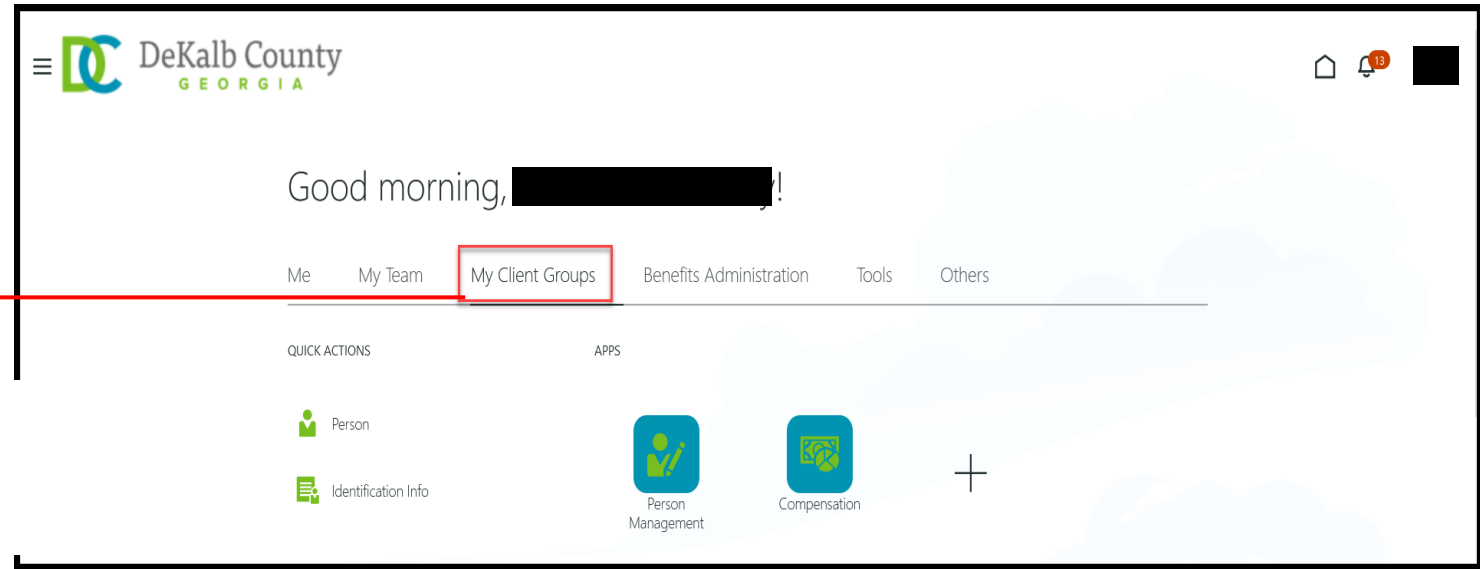


Manage Compensation: View an Employee's Total Compensation Statement Details

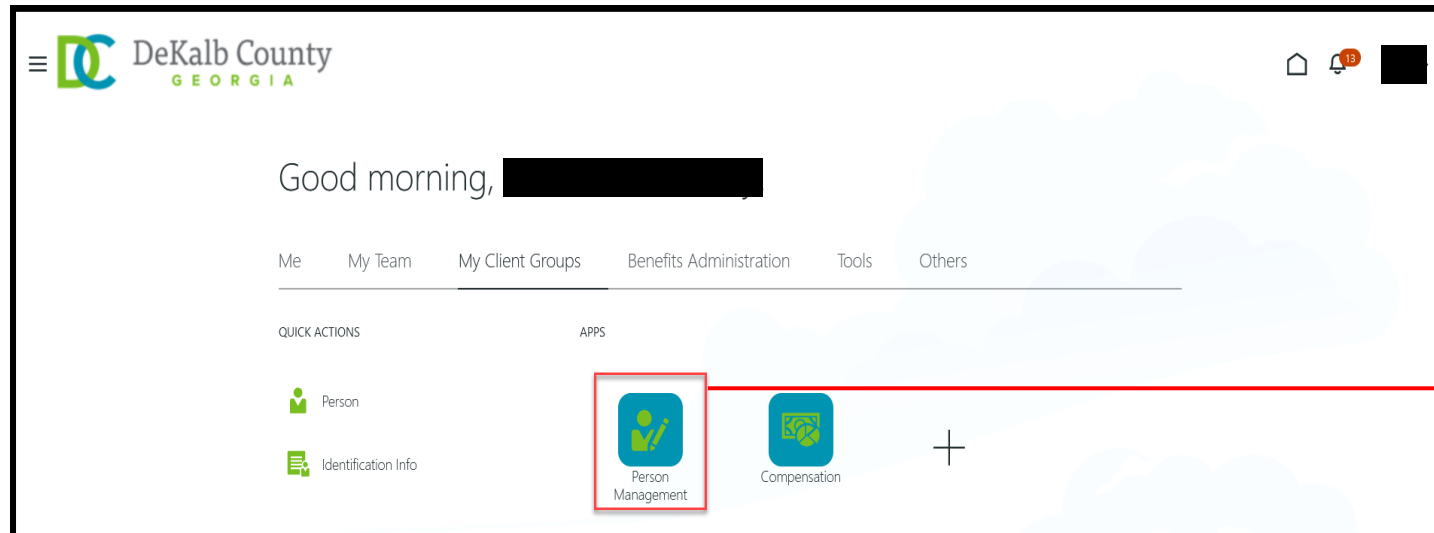
1

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



2

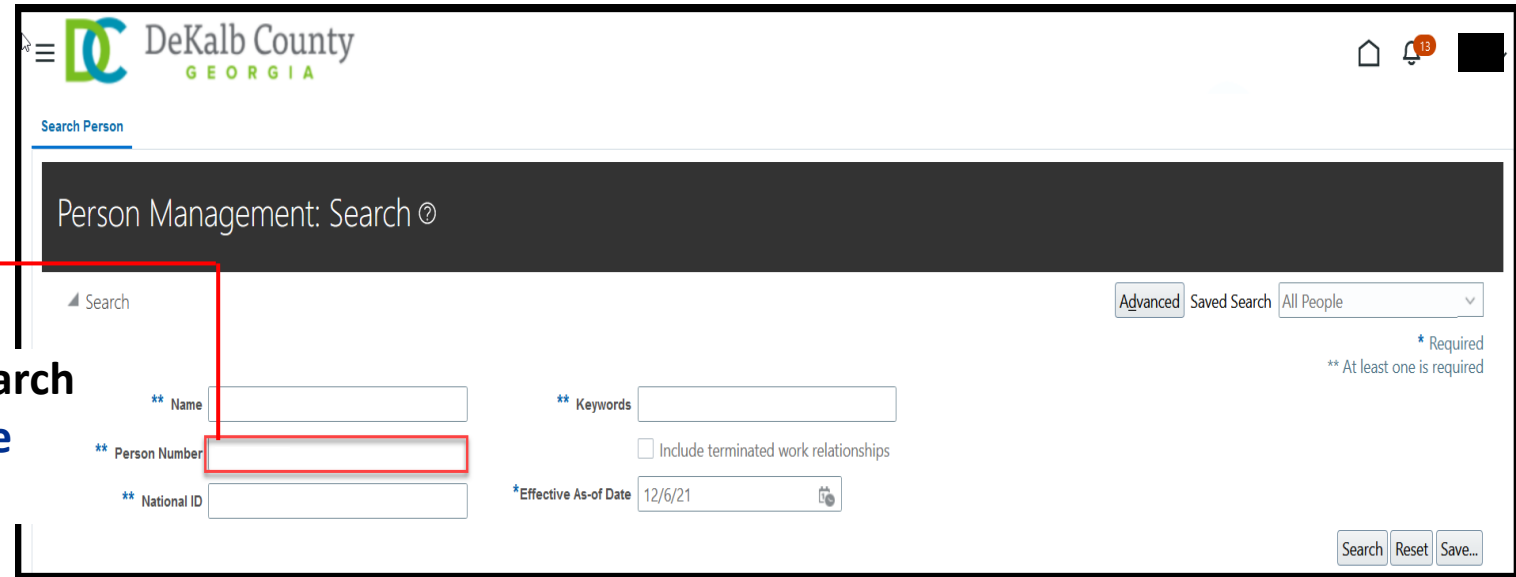
Select the **Person Management** tile within the Apps area



Manage Compensation: View an Employee's Total Compensation Statement Details

3

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



DeKalb County GEORGIA

Search Person

Person Management: Search

Search

Advanced Saved Search All People

** Name

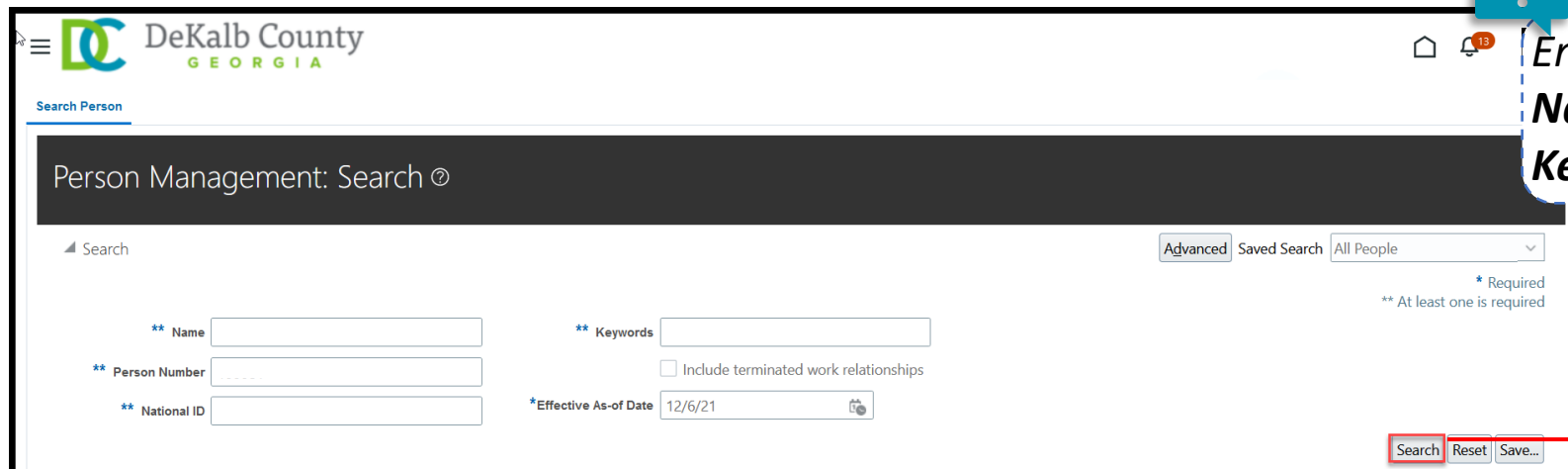
** Keywords

** Person Number

** National ID

* Effective As-of Date 12/6/21

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

Search Reset Save...

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

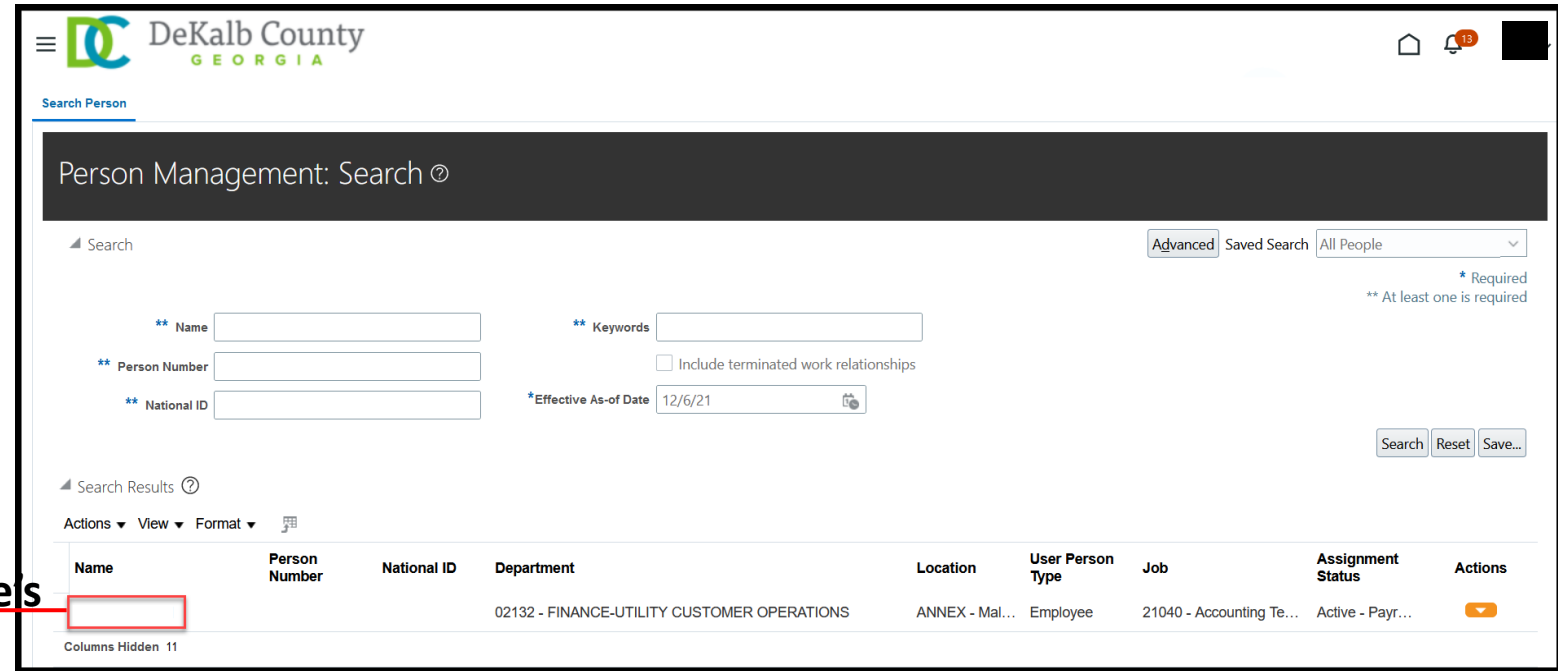
4

Select the **Search** button

Manage Compensation: View an Employee's Total Compensation Statement Details

5

From the **Search Results** section, select the **Employee's Name** link



DeKalb County GEORGIA

Person Management: Search

Search

Advanced Saved Search All People

** Name ** Keywords

** Person Number Include terminated work relationships

** National ID * Effective As-of Date 12/6/21

Search Reset Save...

Search Results

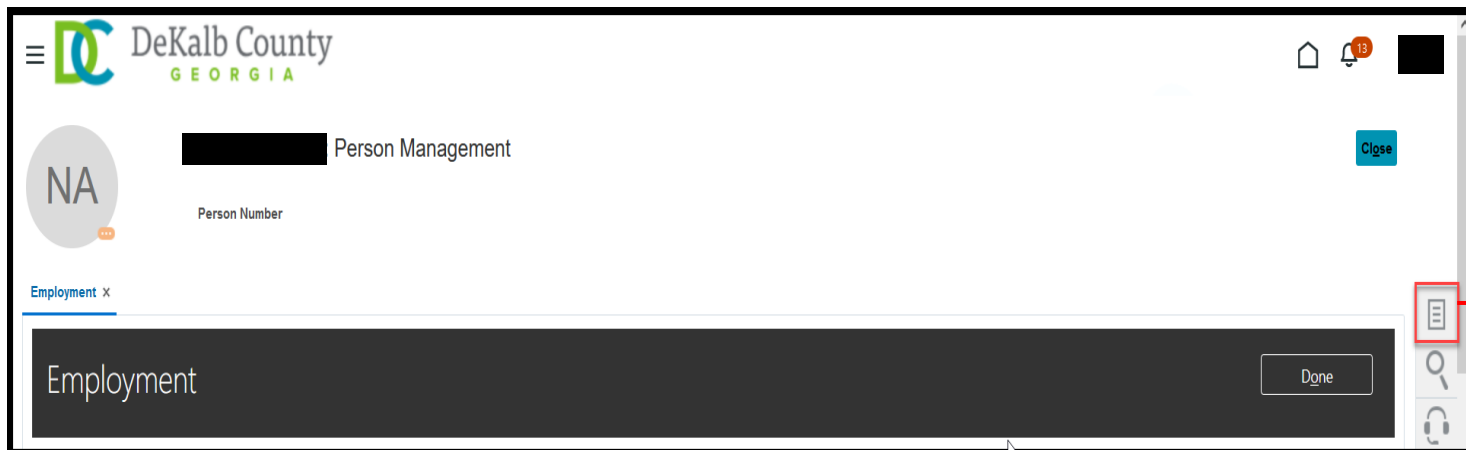
Actions View Format

Name	Person Number	National ID	Department	Location	User Person Type	Job	Assignment Status	Actions
[Redacted Name]			02132 - FINANCE-UTILITY CUSTOMER OPERATIONS	ANNEX - Mal...	Employee	21040 - Accounting Te...	Active - Payr...	

Columns Hidden 11

6

From the Employment page, select the **Panel Drawer** icon



DeKalb County GEORGIA

Person Management

Person Number

Employment x

Employment

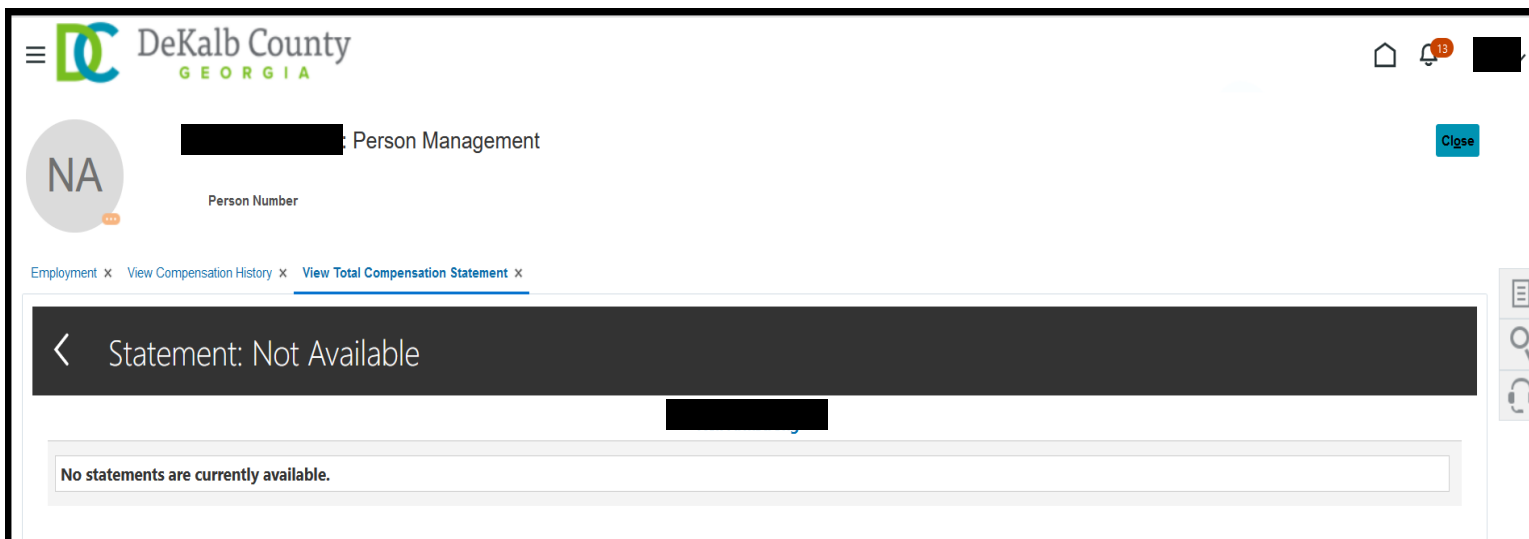
Done

Manage Compensation: View an Employee's Total Compensation Statement Details



The screenshot shows the DeKalb County Georgia HR system interface. The top navigation bar includes the DeKalb County logo and a user profile. The main content area is titled 'Person Management' and shows employee details such as 'Person Number', 'Work Relationship', 'Legal Employer', 'Worker Type', and 'Hire Date'. A 'Panel Drawer' is open on the right side, displaying a list of menu items. The 'Compensation' section is expanded, and the 'View Total Compensation Statement' link is highlighted with a red box. A large grey circle with the number '7' is positioned to the right of the screenshot, with a red line pointing to the highlighted link.

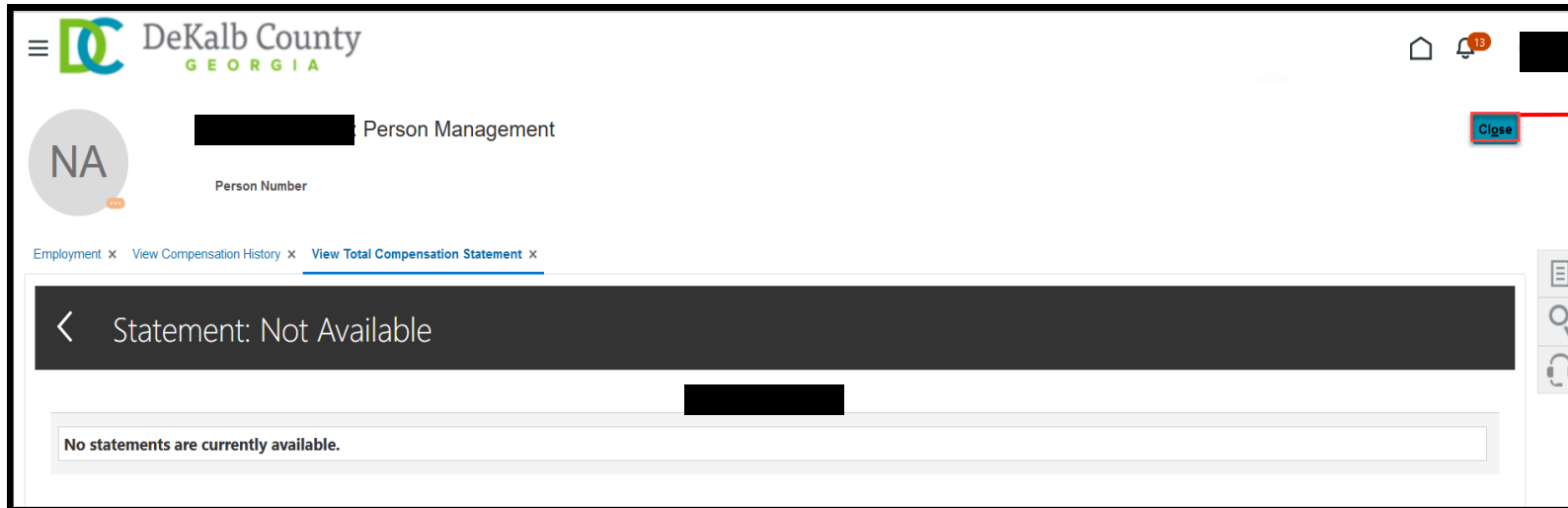
Once the Panel Drawer opens, select the **View Total Compensation Statement** link from the **Compensation** section



The screenshot shows the DeKalb County Georgia HR system interface with the 'View Total Compensation Statement' tab active. The main content area displays a message: 'Statement: Not Available' and 'No statements are currently available.' A large grey circle with the number '8' is positioned to the right of the screenshot, with a red line pointing to the message.

From the View Total Compensation Statement tab, the Coordinator can review an Employee's Total Compensation Statement. If the Statements have not been generated, the page will indicate that No Statements are currently available

Manage Compensation: View an Employee's Total Compensation Statement Details



9

Once the Coordinator has completed reviewing the Total Compensation Statement details or the Statement has not been generated, 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*