ATTACHING DOCUMENTS TO AN EMPLOYEE'S PROFILE

1- Under Employee Self-Service (in Supervisor, Manager or Admin view), select Documents.
2- In the Document window, click Add New
3- Select the Document Type, enter the Description (Title), select the file to upload and select the boxes for who should have access to the see the file.
4- Click Save. The new file will show up on the list at the top and can be opened from there moving forward.