

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.

The screenshot displays the 'Documents' page within the 'EMPLOYEE SELF SERVICE' menu. The left sidebar contains the following items: Search the menu, EMPLOYEE SELF SERVICE, Time >, My Dashboard, Workflow Pending Transactions Da..., ESS Misc Data Sets, ESS Misc Fields, Address Only Updates, Direct Deposit Updates, Documents, and Tax View/Updates. The main content area is titled 'Documents' and features a table with columns for 'Document Type' and 'Description'. Below the table is a dark blue action bar with buttons for '+ Add New', 'Edit', 'Delete', 'Refresh', 'Save', and 'Cancel'. The 'Employee Document' form includes the following fields: '* Document Type' (a dropdown menu), 'Description' (a text input field), and '* Upload File' (a file selection input field with a browse button). Below these fields are three checkboxes: 'Allow Employee Access', 'Allow Manager Access', and 'Allow Supervisor Access'.