



Document Storage

[Accessing Document Storage](#)

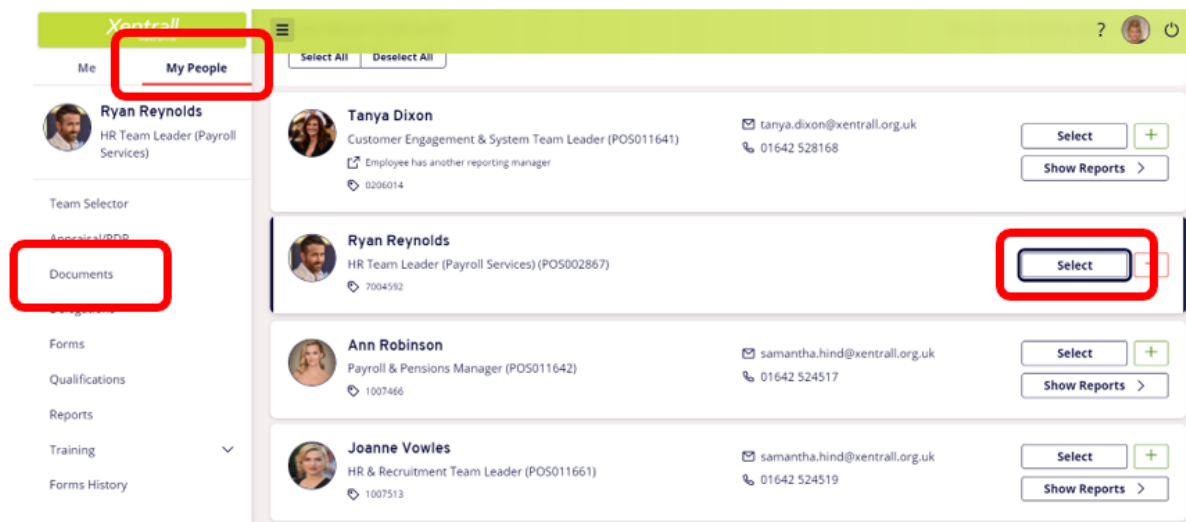
[Add a new document](#)

[Delegating Document Storage](#)

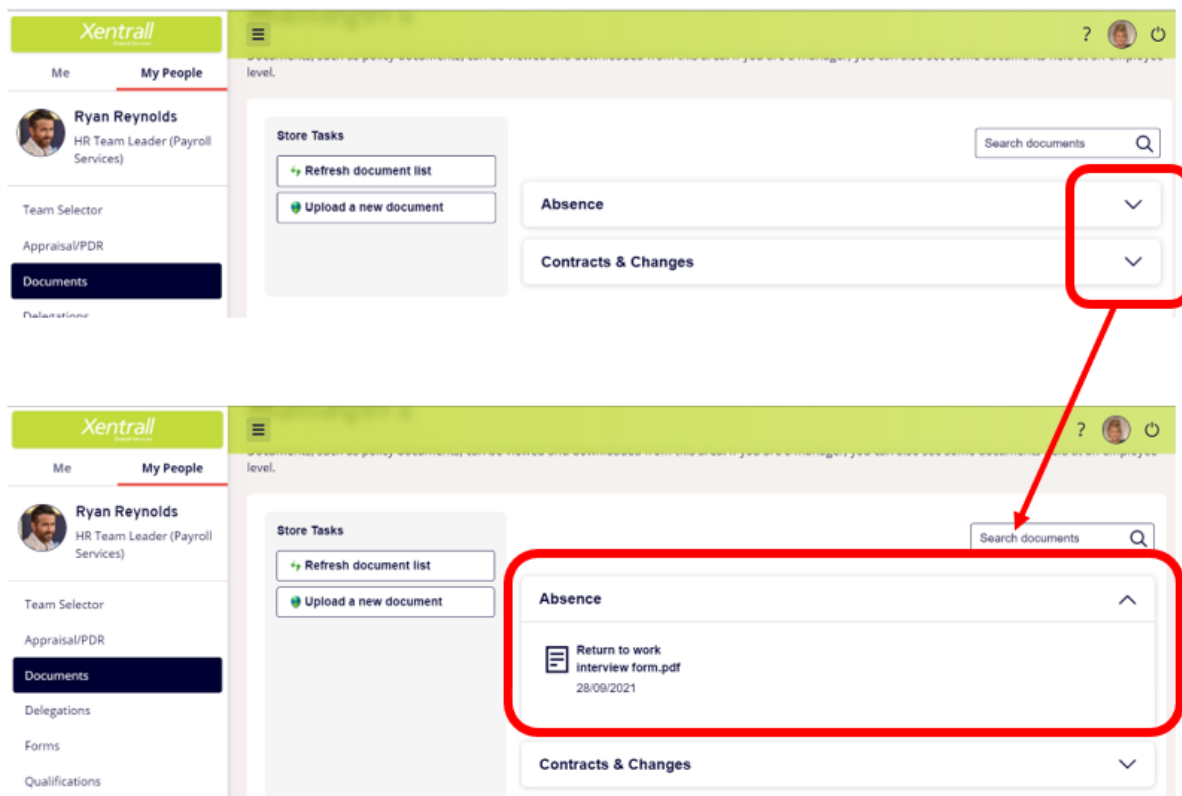
Accessing Document Storage

To access employee document storage:-

- Sign on to MyHR
- Click My People
- Locate the required Employee
- Click Select
- Documents will show on the side menu

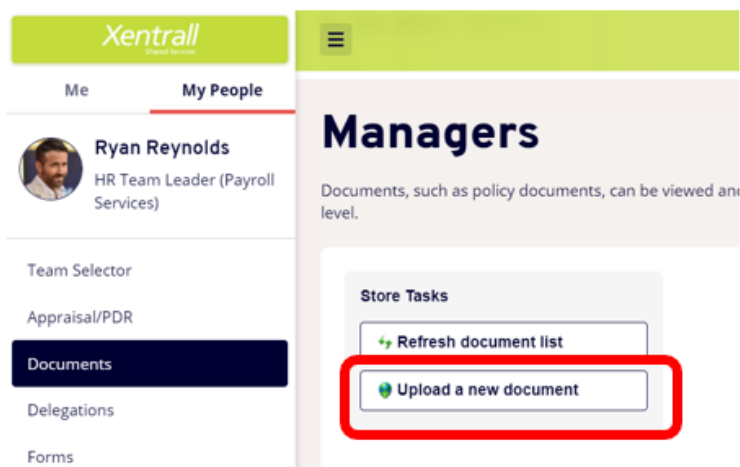


- Documents are saved by category
- Use the V on the category to expand and view the documents

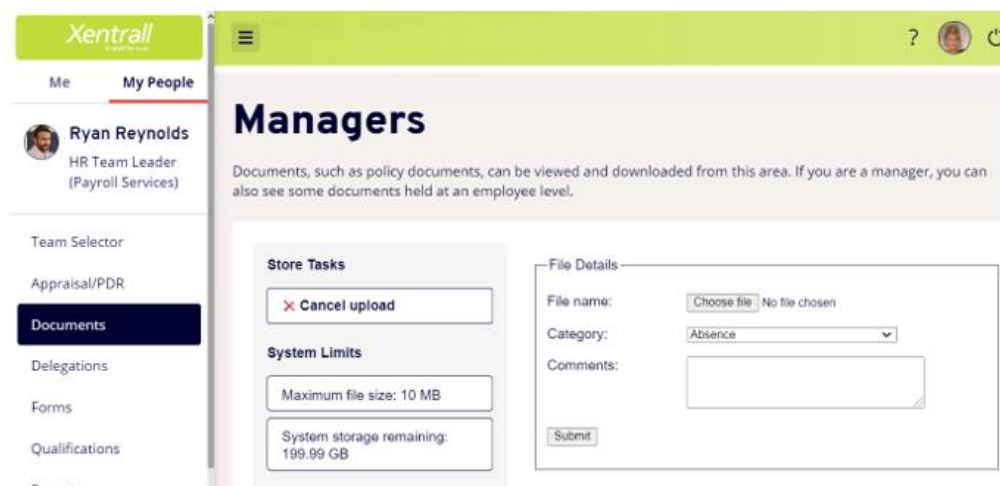


Add a new document

- Click Upload a new document



- Click **Chose file**



- Locate the document from your files
 - o *Note: File Names must not exceed 40 characters (including spaces)*
- Use the dropdown to select the appropriate **category**
 - o *See list below for categories and document types*
- **Comments** are optional
 - o *any comments saved here can be seen by the employee and HR/Payroll.*
- Click Submit to save the document

Delegating Document Storage

Document Store contains confidential and sensitive information about your employees, please take extra care when setting up a delegation and ensure the correct **Document View** is selected.

DO NOT DELEGATE DOCUMENT VIEW: MANAGER or DOCUMENT VIEW: EMPLOYEE's

Select the Modules, Process Groups and Views that you wish to delegate.

Select AllDeselect All

View Only▼Set All

<input type="checkbox"/> Appraisals/PDRs	View Only▼
<input type="checkbox"/> Document View:Appraisal & PDR Documents	Save & Submit▼
<input type="checkbox"/> Document View:Employee's	Save & Submit▼
<input type="checkbox"/> Document View:Fit Notes	Save & Submit▼
<input type="checkbox"/> Document View:Manager	Save & Submit▼
<input type="checkbox"/> Time Management	View Only▼

Each module has a supporting Document View

e.g. If you are delegating **Time & Attendance**, you should also select **Document View: Fit Notes**

Select the Modules, Process Groups and Views that you wish to delegate.

Select AllDeselect All

View Only▼Set All

<input type="checkbox"/> Appraisals/PDRs	View Only▼
<input type="checkbox"/> Document View:Appraisal & PDR Documents	Save & Submit▼
<input type="checkbox"/> Document View:Employee's	Save & Submit▼
<input checked="" type="checkbox"/> Document View:Fit Notes	Save & Submit▼
<input type="checkbox"/> Document View:Manager	Save & Submit▼
<input checked="" type="checkbox"/> Time Management	Submit▼