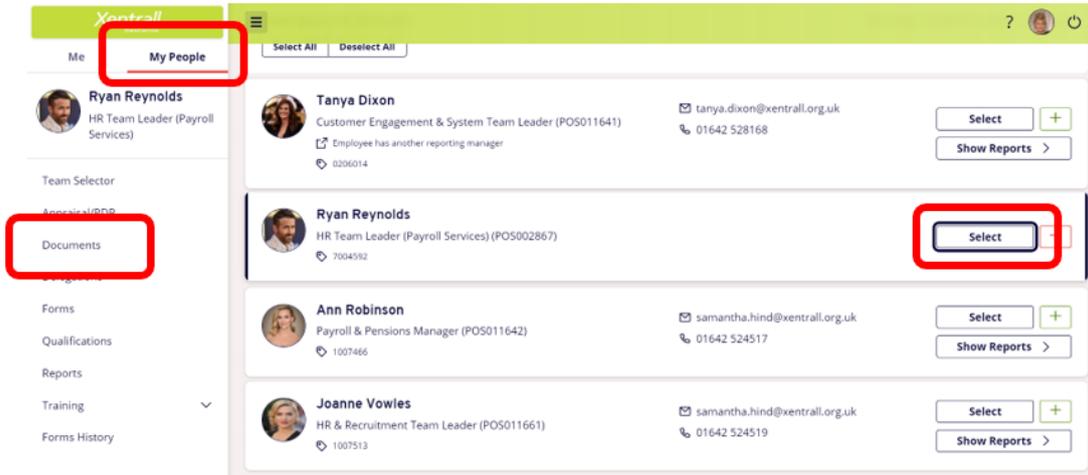


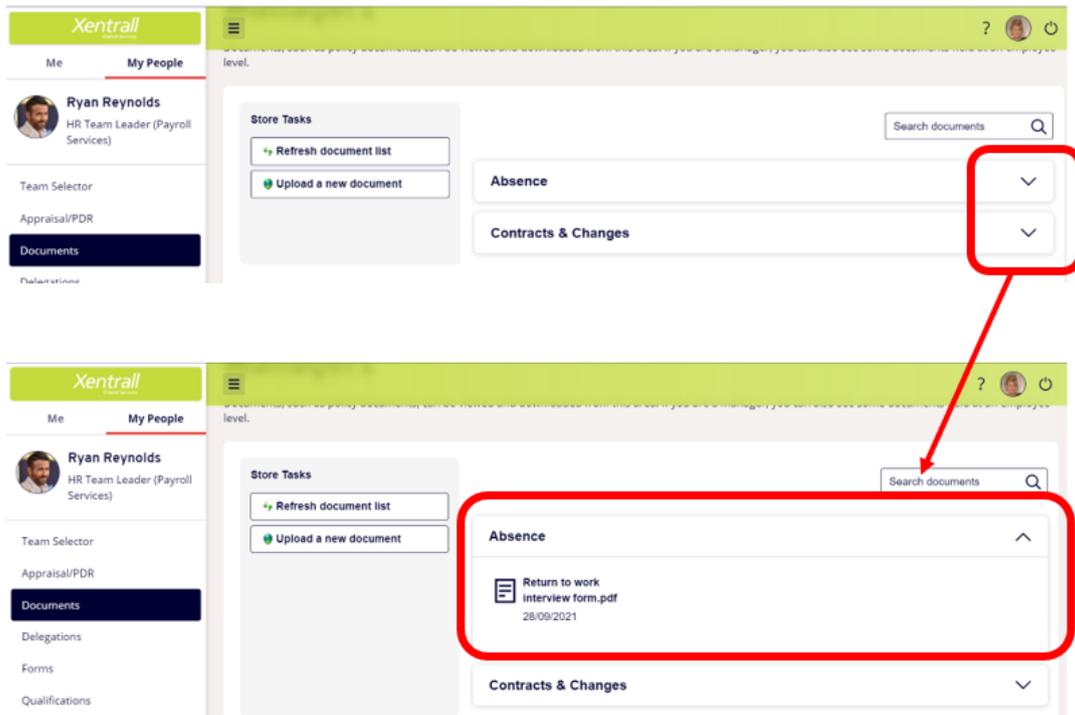
MyHR - Document Storage

To access employee document storage: -

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

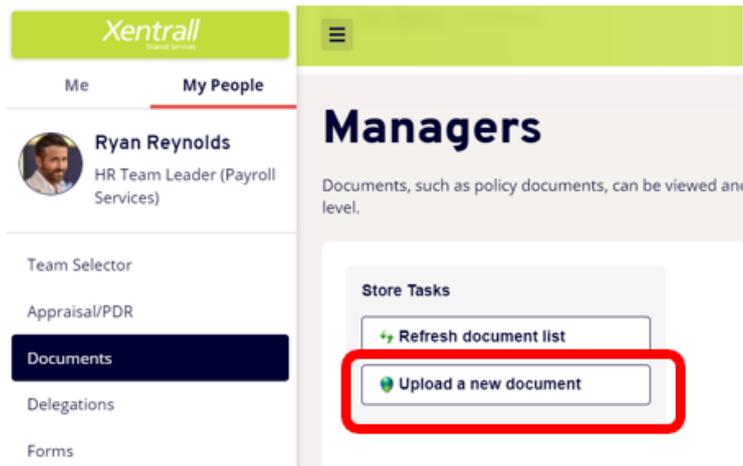


- Documents are saved by category
- Use the V on the category to expand and view the documents

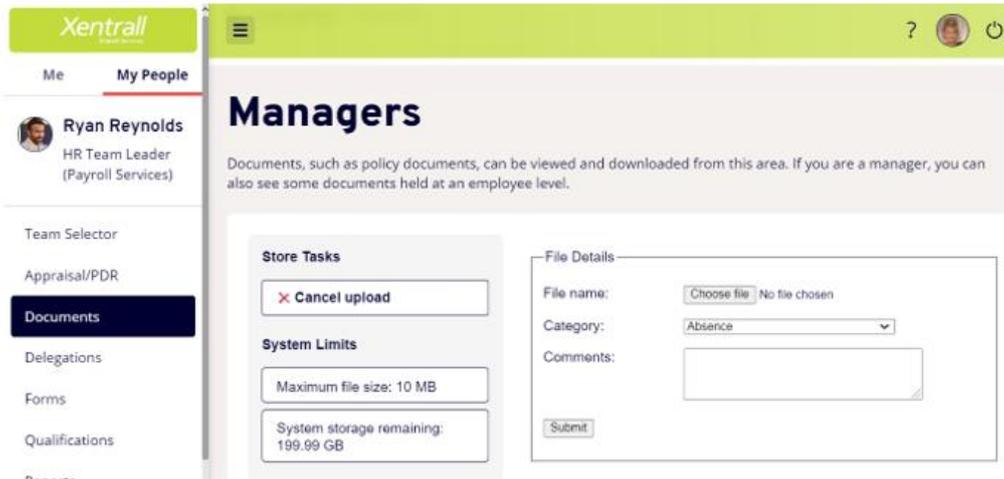


Add a new document

- 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

Delete a Document

If you need to delete a document please email the details to myhr@xentrall.org.uk