

MyHR - Document Storage

To access employee document storage: -

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

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Me My People	Select All Deselect All		
Ryan Reynolds HR Team Leader (Payroll Services)	Customer Engagement & System Team Leader (POS011641)	⊠ tanya.dixon@xentrall.org.uk � 01642 528168	Select + Show Reports >
Appraisal/RDR Documents	Ryan Reynolds HR Tearn Leader (Payroll Services) (POS002867) 7004592		Select
Forms Qualifications Reports	Ann Robinson Payroll & Pensions Manager (POS011642) © 1007466	⊠ samantha.hind@xentrall.org.uk � 01642 524517	Select + Show Reports >
Training V	Joanne Vowles HR & Recruitment Team Leader (POS011661) © 1007513	⊠ samantha.hind@xentrall.org.uk � 01642 524519	Select + Show Reports >

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

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Me My People	level.	in a second a second in a second s
Ryan Reynolds HR Team Leader (Payroll Services)	Store Tasks */ Refresh document list	Search documents Q
Team Selector	Upload a new document Absence	\sim
Appraisal/PDR Documents	Contracts & Changes	~
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Me My People	level.	
Ryan Reynolds HR Team Leader (Payroll Services)	Store Tasks	Search documents Q
Team Selector	Upload a new document Absence	^
Appraisal/PDR	Return to work	
Documents	28/09/2021	
Delegations		
Forms	Contracts & Changes	~
Qualifications		

Add a new document

- Click Upload a new document



- Click Chose file

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Me My Peop Ryan Reynold HR Team Leader (Payroll Services)	s Managers Documents, such as policy documents, c also see some documents held at an em	an be viewed and downloaded from this area. If you are a manager, you can ployee level.
Team Selector Appraisal/PDR	Store Tasks	File Details File name: Choose file No file chosen
Documents Delegations	System Limits	Category: Absence Comments:
Forms	Maximum file size: 10 MB	
Qualifications	System storage remaining: 199.99 GB	Submit

- Locate the document form your files
 - Note: File Names must not exceed 40 characters (including spaces)
 - Use the dropdown to select the appropriate category
 - See list below for categories and document types
- Comments are optional

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- 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