

Manage Documents

Overview: Document Management enables the storage of global, company, and employee documents in one centralized location within the portal.

Access:

- Gain quick access to Manage Documents by typing “Manage Documents” into the Search Bar at the top of the screen.
- Select: My Company> Change > Manage Documents

Structure: Within Manage Documents there are 3 main Categories for file storage: Company, Employee, and Global Documents

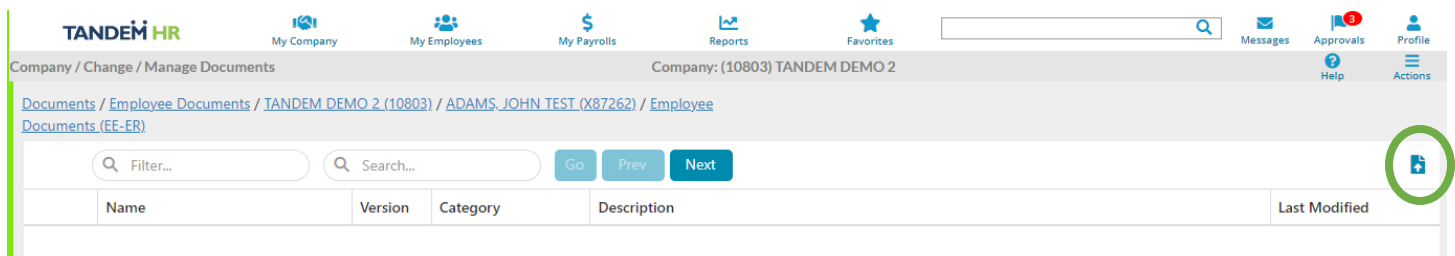
Navigation: Click on the category tile to see subfolders within the groups.

Please note: Visibility of the folders and files are marked in parenthesis within the folder naming convention.

- (ER): Documents are visible to anyone with manager access.
- (EE): Documents are visible to the employee.
- (EE/ER): Documents are visible to **both** the employee and the manager.

Categories	Folder	Description
Company Documents	Benefit Information (EE/ER)	Benefits guides
	Company Documents (EE/ER)	Handbook and internal policies
	Company Documents-Manager (ER)	Internal manager only policies
Employee Documents	Confidential (ER)	Verifications of employment, investigations, other confidential documents
	Employee Documents (EE & ER)	All employee documents: onboarding, tax forms, policy acknowledgments
	I-9 (ER)	All I-9 documentation
	Performance Documents (EE & ER)	Performance reviews, severance documents
Global Documents	Labor Law Posters by State (EE & ER)	Printable pdf's of labor law posters by state. Federal posters are included with each state.

Document upload: To upload a pdf to Manage Documents, click on the upload button on the right-hand side of the screen.



Move/Delete: Send requests to move or delete a file to your HR Business Partner.