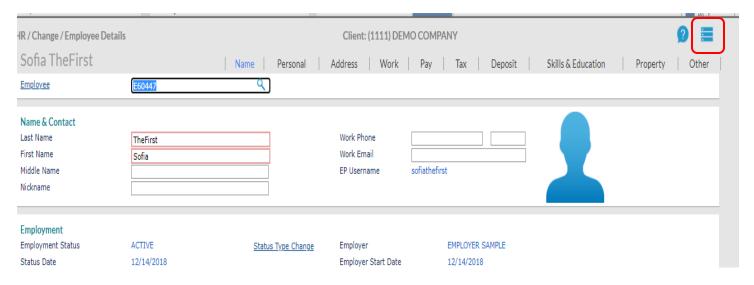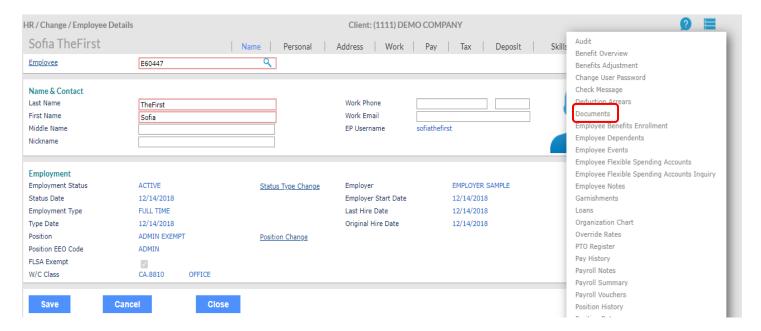# Adding Documents to Employee Records

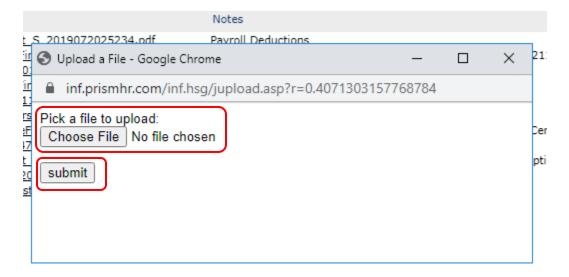1. Select the action item bar in top right corner.
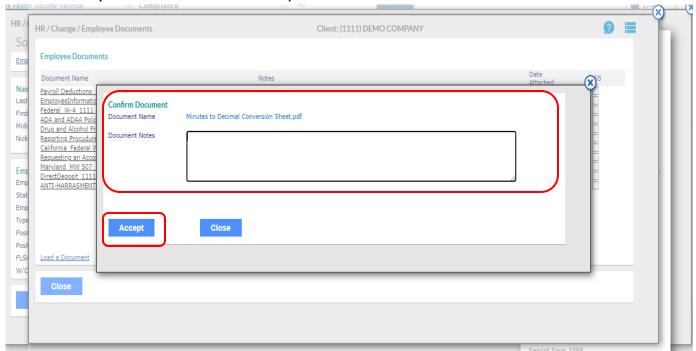

2. Select Documents

3. Select Load a Document

4. Choose the file and hit submit.

5. Add any comments and hit Accept

6. For the employee to be able to view on their ESS, select the ESS box. Hit Close to exit.