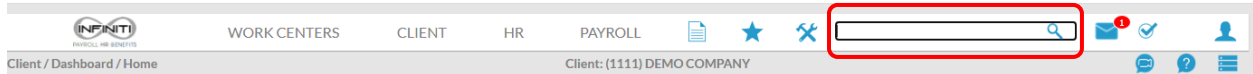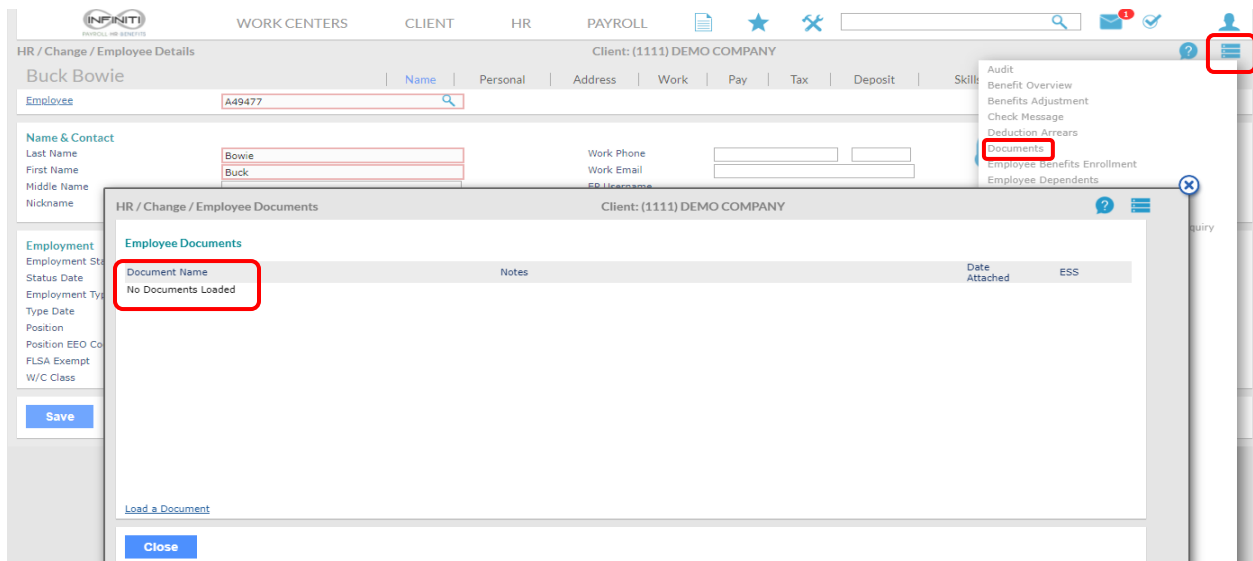# Client View Employee Documents and Garnishments (if applicable)

1. Search for Employee by name or SSN in **search bar.**

2. While in **Employee Details**, Click on the three **blue bars, choose Documents**
   a. In this example the Employee does not have any documents

   b. In this example, the employee was electronically onboarded so all documents electronically filled out are available and garnishment paperwork received will be uploaded.