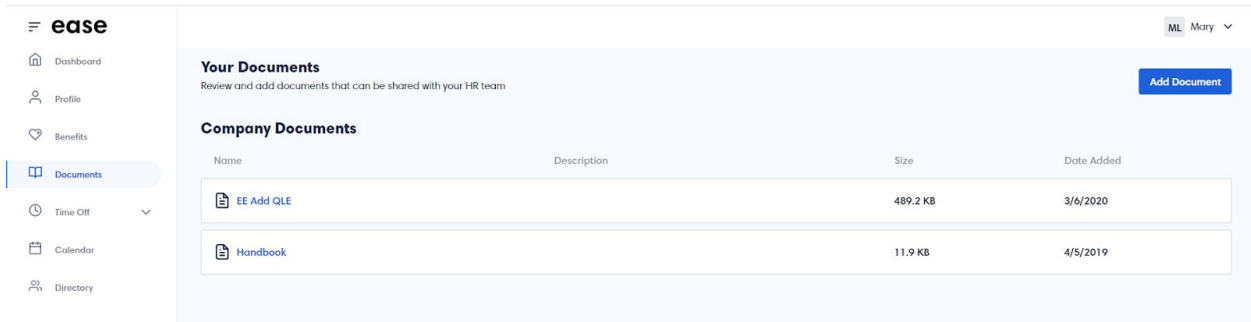
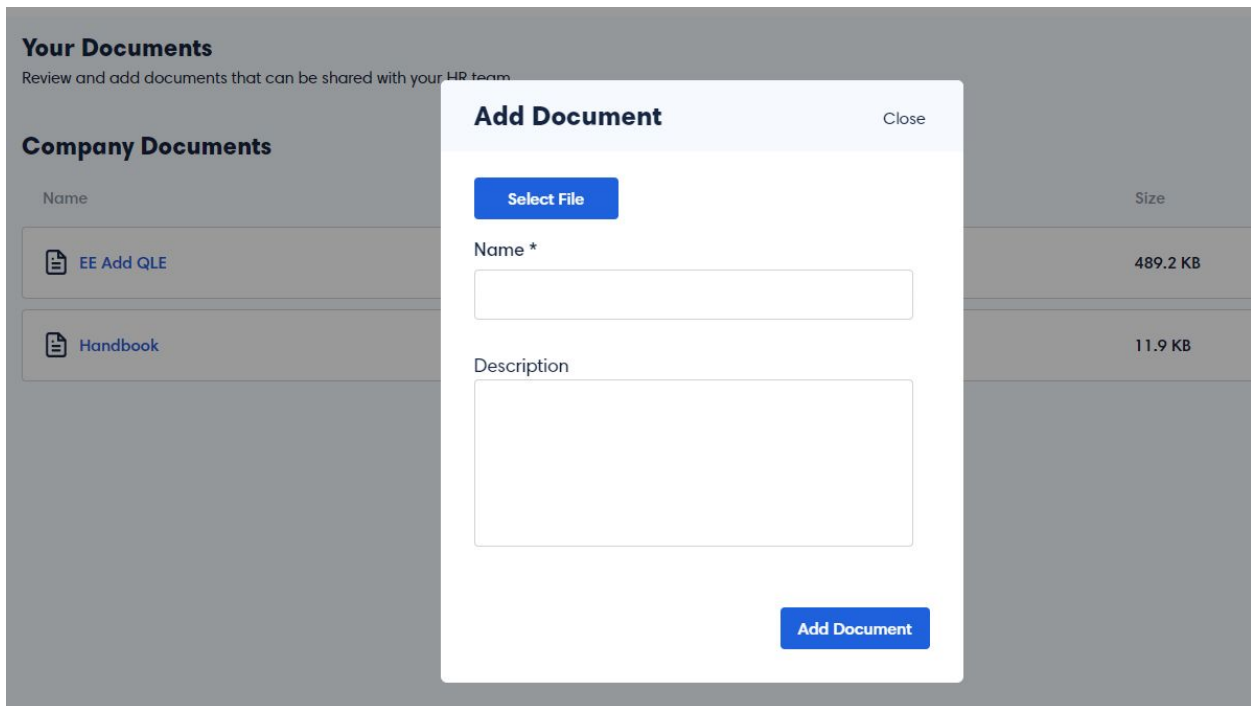


Employee Add Document

From Employee Dashboard > Documents



1. Click **Add Document**.




2. Click **Select File**.
3. Select file from local drive and click **Open**.
4. Enter file **Name**.
5. Optionally, enter **Description**.
6. Click **Add Document**.
 - Document appears in **Your Documents**.

Your Documents

Review and add documents that can be shared with your HR team

Add Document

Name	Description	Size	Date Added
 Test Add	test	489.2 KB	3/16/2020 Edit

Company Documents

Name	Description	Size	Date Added
 EE Add QLE		489.2 KB	3/6/2020
 Handbook		11.9 KB	4/5/2019