

## Documents Screen in Advanced HR 2.0

From the **HR Admin - Employee Maintenance** menu, there are two **Document** screen options:

- Document (employee)
- Document (company)



### Documents (Employee)

You can view, print, save, and add documents to the employee's "electronic personnel folder."

Documents (employee)

+ Add Documents Download

Actions	Name	Employee ID	Download	Filename	Category	Title	Upload Date <small>Custom</small>	Size (KB)	Upload By	Private
	Allagash, Cranston	32		formbackgroundcheckauth.pdf e-signed by: Cranston Allagash on 01/30/2018 03:48 PM	Onboarding-Background Check Auth	FormBackgroundCheckAuth	01/30/2018 03:49 PM	505	Onboarding	No Yes
	Portabello, Ignacio	33		formbackgroundcheckauth.pdf e-signed by: Wilbaforce Portabello on 02/02/2018 03:57 PM	Onboarding-Background Check Auth	FormBackgroundCheckAuth	02/02/2018 03:58 PM	505	Onboarding	No Yes
	Clickstop, Wilbaforce	34		formbackgroundcheckauth.pdf e-signed by: Wilbaforce Clickstop on 02/05/2018 12:20 PM	Onboarding-Background Check Auth	FormBackgroundCheckAuth	02/05/2018 12:23 PM	506	Onboarding	No Yes
	Clickstop, Wilbaforce	34		formdirectdeposit.pdf e-signed by: Wilbaforce Clickstop on 02/05/2018 12:19 PM	Onboarding-Direct Deposit	FormDirectDeposit	02/05/2018 12:23 PM	116	Onboarding	No Yes
	Allagash, Cranston	32		formw4.pdf e-signed by: Cranston Allagash on 01/30/2018 03:47 PM	Onboarding-W4	FormW4	01/30/2018 03:49 PM	695	Onboarding	No Yes
	Portabello, Ignacio	33		formw4.pdf e-signed by: Ignacio Portabello on 02/02/2018 03:56 PM	Onboarding-W4	FormW4	02/02/2018 03:58 PM	694	Onboarding	No Yes
	Clickstop, Wilbaforce	34		formw4.pdf e-signed by: Wilbaforce Clickstop on 02/05/2018 12:19 PM	Onboarding-W4	FormW4	02/05/2018 12:23 PM	696	Onboarding	No Yes
	Allagash, Cranston	32		i9_sec1.pdf e-signed by: Cranston Allagash on 01/30/2018 03:48 PM	Onboarding-I9	FormI9	01/30/2018 03:49 PM	759	Onboarding	No Yes
	Portabello, Ignacio	33		i9_sec1.pdf e-signed by: Ignacio Portabello on 02/02/2018 03:56 PM	Onboarding-I9	FormI9	02/02/2018 03:58 PM	758	Onboarding	No Yes
	Clickstop, Wilbaforce	34		i9_sec1.pdf e-signed by: Wilbaforce Clickstop on 02/05/2018 12:20 PM	Onboarding-I9	FormI9	02/05/2018 12:23 PM	760	Onboarding	No Yes

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Click on a row to display the Details screen for a document.

Document: **Key to the city.pdf**

<p><b>Employee</b></p> <p>Company Shelburne Farms 05 (SF05)</p> <p>Employee Braverman, John (B)</p>	<p><b>Category</b></p> <p>Category</p> <p>Title</p> <p>Description</p>
<p><b>Info</b></p> <p>Filename Key to the city.pdf</p> <p>Size (KB) 54</p> <p>Upload Date <small>Custom</small> 08/17/2017 07:54 AM</p> <p>Uploaded By wroberts@evolutionhcm.com</p>	<p><b>Attributes</b></p> <p>Private Document No Yes</p>

## Documents (Company)

View and print any documents that the employer has uploaded to a central company documents database. You can view, download, print, and save existing documents, but note that you cannot add new documents.

Documents (company)

Download

Download	Filename	Category	Title	Upload Date <small>Custom</small>	Size (KB)	Upload By	Published To Manager
	Benefit packages.pdf	Benefits	Benefit Packages Summary	10/03/2017 10:26 AM	90	Will R... software Com	No Yes
	Employee Handbook.pdf			09/11/2017 12:43 PM	1	wro... cm.com	No Yes
	Letter from the CEO.pdf			08/24/2017 02:22 PM	1	wr... cm.com	No Yes

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