



Adding Documents to Employee Records

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

HR / Change / Employee Details Client: (1111) DEMO COMPANY

Sofia TheFirst

Employee

Name & Contact

| | | | |
|-------------|---------------------------------------|-------------|----------------------|
| Last Name | <input type="text" value="TheFirst"/> | Work Phone | <input type="text"/> |
| First Name | <input type="text" value="Sofia"/> | Work Email | <input type="text"/> |
| Middle Name | <input type="text"/> | EP Username | sofiathefirst |
| Nickname | <input type="text"/> | | |

Employment

| | | | | |
|-------------------|------------|------------------------------------|---------------------|-----------------|
| Employment Status | ACTIVE | Status Type Change | Employer | EMPLOYER SAMPLE |
| Status Date | 12/14/2018 | | Employer Start Date | 12/14/2018 |

2. Select Documents

HR / Change / Employee Details Client: (1111) DEMO COMPANY

Sofia TheFirst

Employee

Name & Contact

| | | | |
|-------------|---------------------------------------|-------------|----------------------|
| Last Name | <input type="text" value="TheFirst"/> | Work Phone | <input type="text"/> |
| First Name | <input type="text" value="Sofia"/> | Work Email | <input type="text"/> |
| Middle Name | <input type="text"/> | EP Username | sofiathefirst |
| Nickname | <input type="text"/> | | |

Employment

| | | | | |
|-------------------|-------------------------------------|------------------------------------|---------------------|-----------------|
| Employment Status | ACTIVE | Status Type Change | Employer | EMPLOYER SAMPLE |
| Status Date | 12/14/2018 | | Employer Start Date | 12/14/2018 |
| Employment Type | FULL TIME | | Last Hire Date | 12/14/2018 |
| Type Date | 12/14/2018 | | Original Hire Date | 12/14/2018 |
| Position | ADMIN EXEMPT | Position Change | | |
| Position EEO Code | ADMIN | | | |
| FLSA Exempt | <input checked="" type="checkbox"/> | | | |
| W/C Class | CA.8810 | OFFICE | | |

- Audit
- Benefit Overview
- Benefits Adjustment
- Change User Password
- Check Message
- Deduction Areas
- Documents**
- Employee Benefits Enrollment
- Employee Dependents
- Employee Events
- Employee Flexible Spending Accounts
- Employee Flexible Spending Accounts Inquiry
- Employee Notes
- Garnishments
- Loans
- Organization Chart
- Override Rates
- PTO Register
- Pay History
- Payroll Notes
- Payroll Summary
- Payroll Vouchers
- Position History

3. Select Load a Document

HR / Change / Employee Documents Client: (1111) DEMO COMPANY

Employee Documents

| Document Name | Notes | Date Attached | ESS |
|---|---|---------------|--------------------------|
| Payroll Deductions_1111_E60447_TheFirst_S_2019072025234.pdf | Payroll Deductions | 07/20/2019 | <input type="checkbox"/> |
| EmployeeInformation_1111_E60447_TheFirst_S_20181214211722.pdf | EmployeeInformation_1111_E60447_TheFirst_S_20181214211722 | 12/14/2018 | <input type="checkbox"/> |
| Federal W-4_1111_E60447_TheFirst_S_20181214111152.pdf | Federal - W-4 Employee's Withholding Allowance Certificate | 12/14/2018 | <input type="checkbox"/> |
| ADA and ADAA Policy_1111_E60447_TheFirst_S_2019072025266.pdf | ADA and ADAA Policy | 07/20/2019 | <input type="checkbox"/> |
| Drug and Alcohol Free Workplace Policy_1111_E60447_TheFirst_S_2019072025250.pdf | Drug and Alcohol Free Workplace Policy | 07/20/2019 | <input type="checkbox"/> |
| Reporting Procedure_1111_E60447_TheFirst_S_2019072025250.pdf | Reporting Procedure | 07/20/2019 | <input type="checkbox"/> |
| California Federal W-4_1111_E60447_TheFirst_S_20181214111428.pdf | California - Federal W-4 Employee's Withholding Allowance Certificate | 12/14/2018 | <input type="checkbox"/> |
| Requesting an Accomodation_1111_E60447_TheFirst_S_2019072025242.pdf | Requesting an Accomodation | 07/20/2019 | <input type="checkbox"/> |
| Maryland MW 507_1111_E60447_TheFirst_S_20181214111341.pdf | Maryland - MW 507 Employee's Maryland Withholding Exemption Certificate | 12/14/2018 | <input type="checkbox"/> |
| DirectDeposit_1111_E60447_TheFirst_S_20181214210603.pdf | DirectDeposit_1111_E60447_TheFirst_S_20181214210603 | 12/14/2018 | <input type="checkbox"/> |
| ANTI-HARRASMENT_1111_E60447_TheFirst_S_2019072025275.pdf | ANTI-HARRASMENT | 07/20/2019 | <input type="checkbox"/> |

[Load a Document](#)

[Close](#)

4. Choose the file and hit submit.

Notes

S_2019072025234.pdf Payroll Deductions

Upload a File - Google Chrome

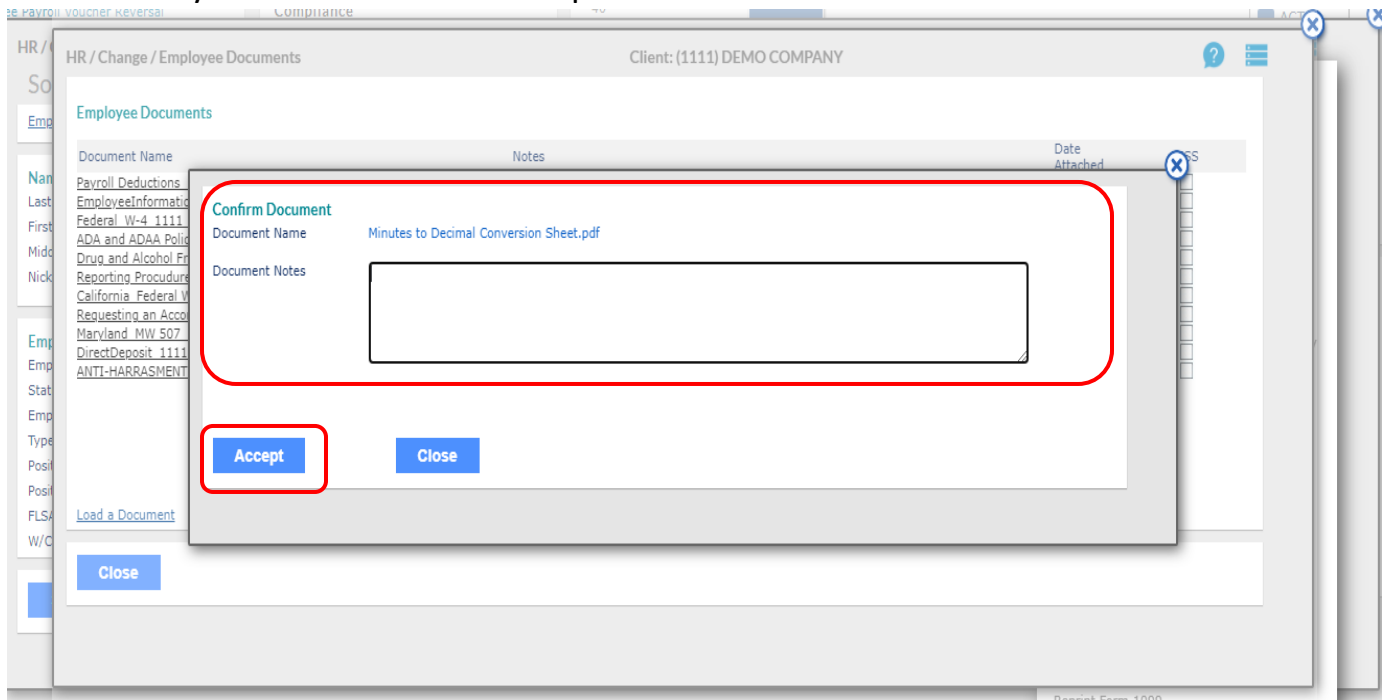
inf.prismhr.com/inf.hsg/jupload.asp?r=0.4071303157768784

Pick a file to upload:

[Choose File](#) No file chosen

[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.

