

## Manage Document Records for Your Employees

The process enables you to add and submit various important documents in Oracle for or on behalf of your employees

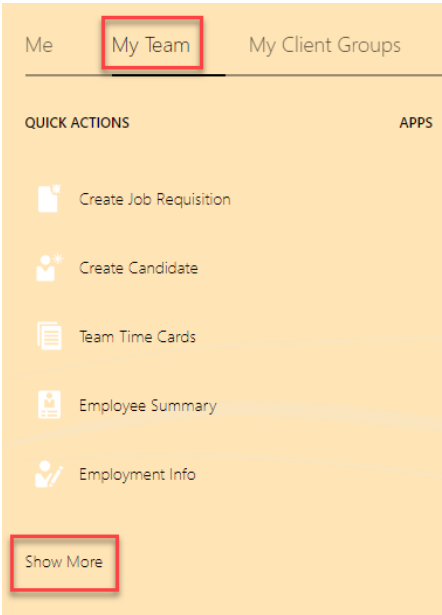
Audience: Managers

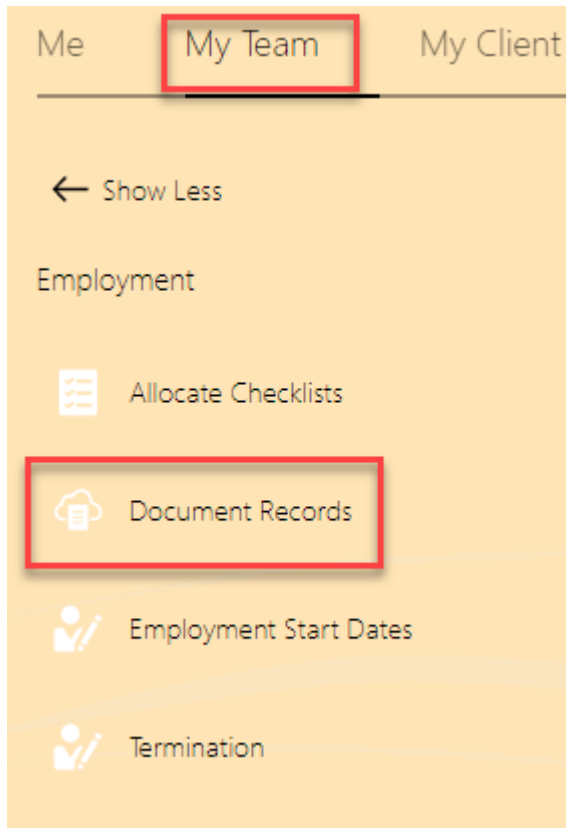
Walkthroughs:

- 1.0 Navigation Path
- 2.0 Overview of Document Records
- 3.0 Upload a New Document on Behalf of Your Employee

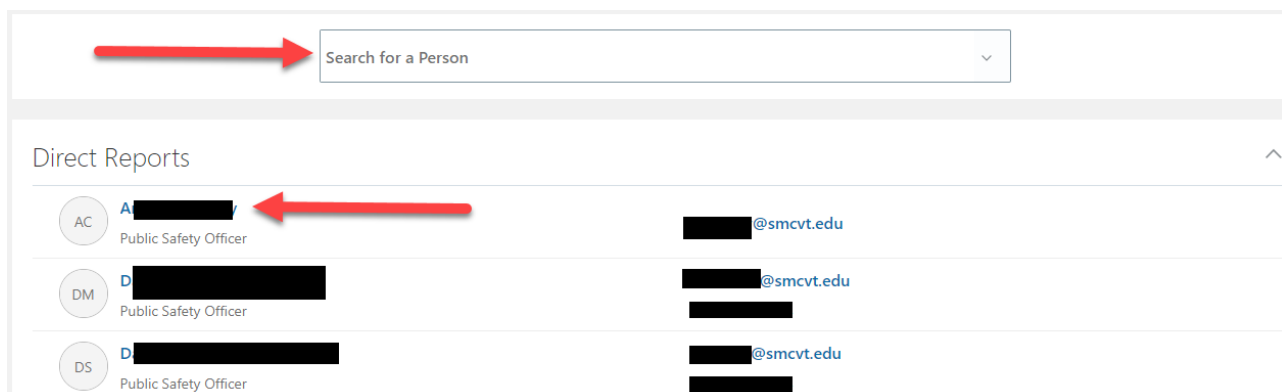
Additional Resources:

- [GMHEC Knowledgebase](#)

Process Step & Description	Action
<p><b>1.0 Navigation Path</b></p>	<p><b>Getting Started</b></p> <p>➤ <b>Navigation Path</b> My Team &gt; My Team &gt; Show More &gt; Document Records</p> <p>From the Home Screen, be on the “My Team” Tab.</p> <ul style="list-style-type: none"> <li>• Click on the “Show More” icon and then select “Document Records.”</li> </ul> 



- Locate the employee you would like to add a document for. You can either search for an employee via the search bar or find the name of the employee under Direct Reports.



## 2.0 Overview of Document Records

### Overview of Document Records

The “Document Records” screen, you can:

- **Search** for documents previously uploaded.
- **Filter** to narrow down your searches.
- **Sort** by date to narrow down your searches.
- **Add** a new document.



## 3.0 Upload New Document

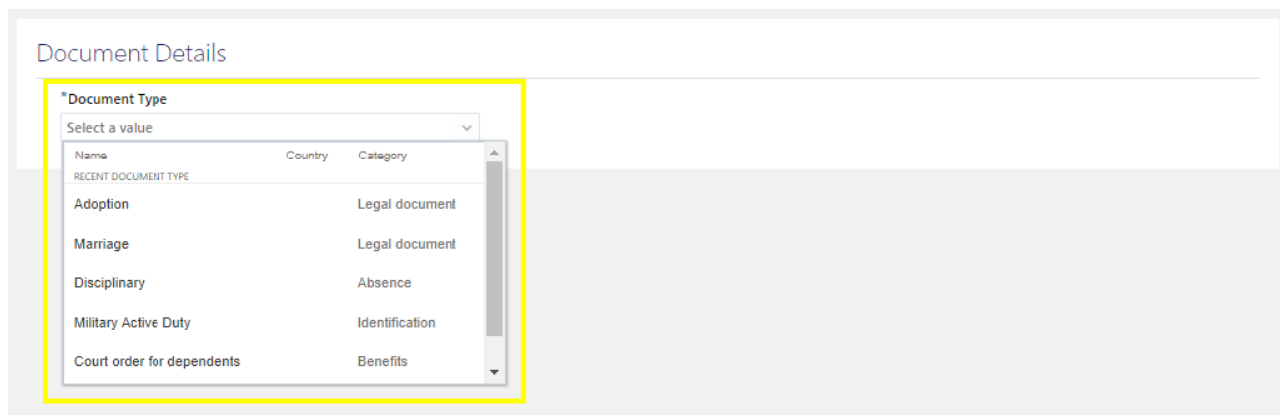
### Upload a New Document on Behalf of Your Employee

From the “Document Records” screen, to add upload a new document:

- Click on “Add.”




- Select the document type from the drop-down menu.



- Fill out the applicable fields.  
*Note: The fields that appear are determined by the type of document.*
- Attach a document by dragging the file into the attachment field or by clicking on the link to “Add File.”

Attachments

 Drag files here or click to add attachment ▾

- Once the document has been selected and uploaded, it will appear in the area shown below.
  - a. ***What if I added the wrong document?*** To delete an added document, click on the “X” button. Then re-attach the correct document.
- Use the “Submit” located at the top to submit the document for approval.
- Done.  
*Note: A Human Resources Specialist will approve your change.*