A more human resource.®

ADP Document Cloud®

User Guide

Spring 2018 Release

Rev1

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Chapter 1

Using Document Cloud - *Employee*

Overview of My Documents

Your employer is required to keep and maintain many documents related to areas such as HR, Benefits, Recruiting, and Time. Employee document management allows you to view, print, download, export, and update your personal documents. These are the file types that you can upload.

PDF	RTF
DOC	MSG
XLS	CSV
VSD	HTM
JPG	MOV
BMP	TXT
PNG	GIF
TIF	ZIP
TIFF	JPEG
HTML	*MP4
DOCX	*MP3
PPTX	*AVI
XLSX	*WMV
PPT	

*Video file types that are supported.

Searching for an Employee Document

1. Select **Myself** > **Personal** > **My Documents**.

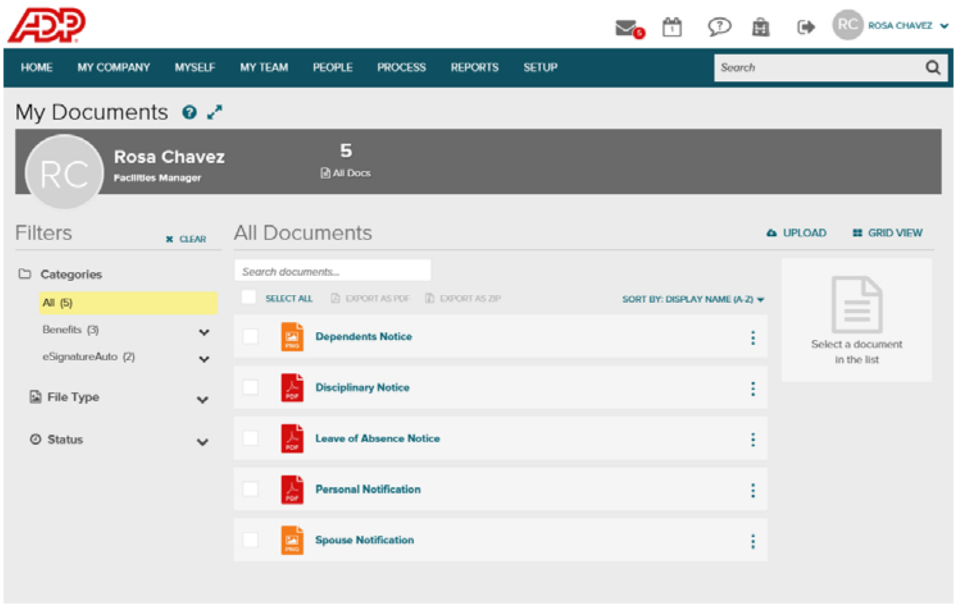


Figure 1-1. My Documents

2. Select the **Filters** you want to use to search for your documents. You can select from **Categories**, **File Type**, and **Status**. You can select one or more fields and the found documents are listed as you select a filter.

3. Click the result you want to access.

   Select a document's check box to display the properties to the right of the document. If there is only one result, the document is selected and the properties of the document display.

Uploading Your Document

Upload your employee documents and store them by specific category. There is no maximum number of documents that can be uploaded, however the maximum size of an individual file is15MB.

1. Select **Myself** > **Personal** > **My Documents**.

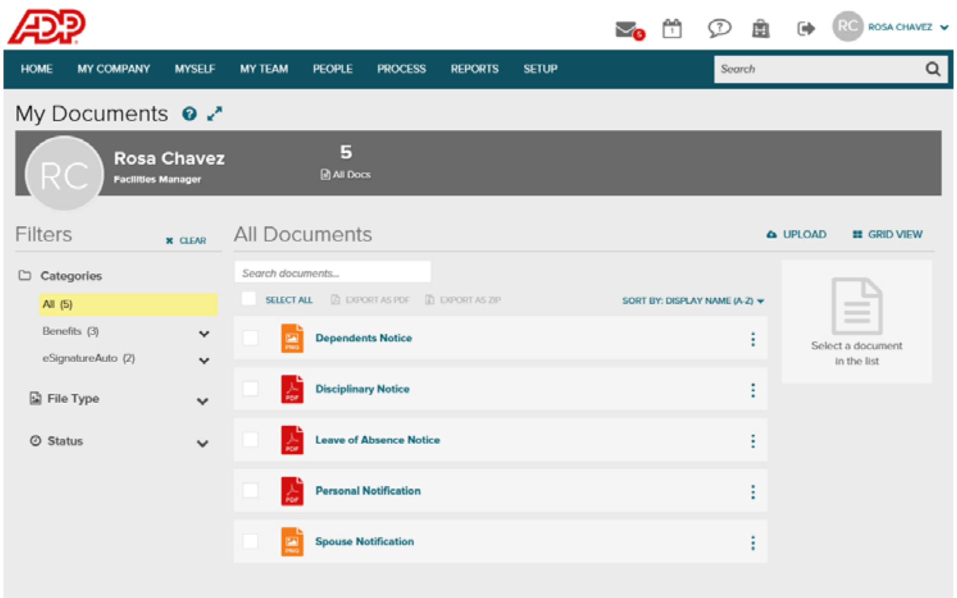


Figure 1-2. My Documents

2. Click (upload)

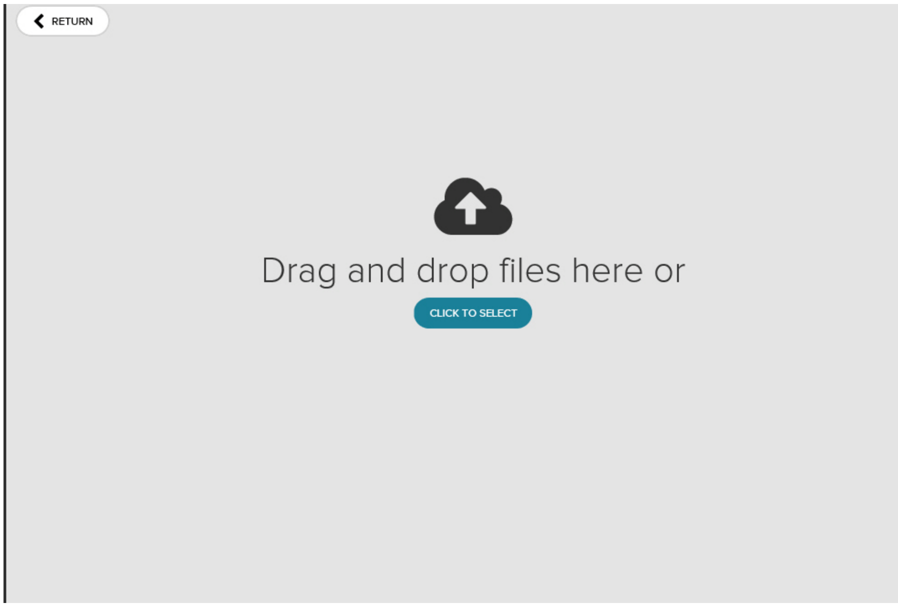


Figure 1-3. Upload

- Select **Click to Select**. Browse to and select the document you want to upload and click **Open**.

  Depending on the browser you are using, you can select multiple documents to upload.

- Drag and drop one or more files into the **Drag and drop files** area. Press Cntrl and click on individual files or press Shift and click on continuous files. Continue to press the key and drag the files and drop them into the **Upload Documents** area.

If you select a category and subcategory before you drag and drop the files into the upload area, the files are automatically assigned to the selected category and subcategory.

3. Regardless of how you upload the document, the Properties window opens.

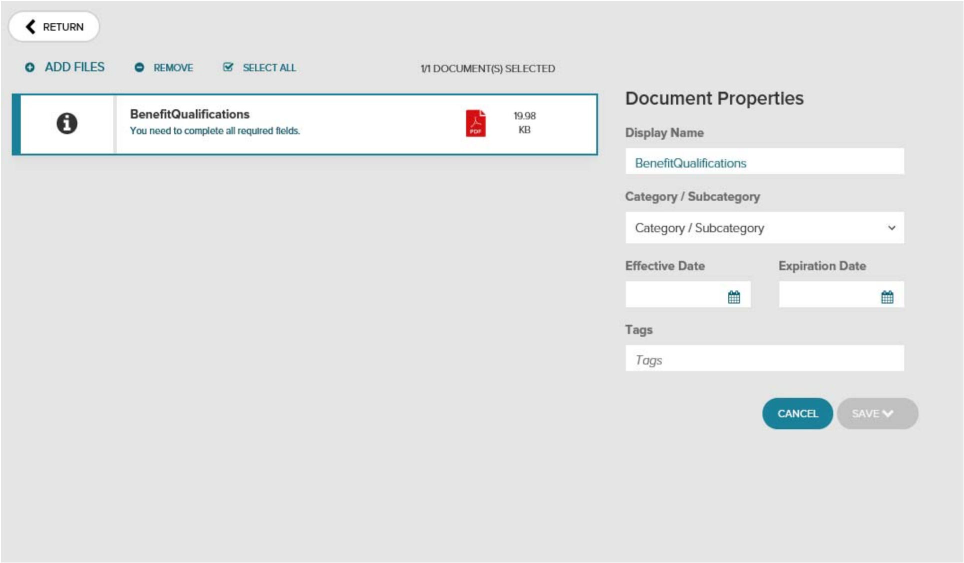


Figure 1-4. Document Properties

4. Complete the document properties. The properties can be used to identify and search for a specific document.

- Enter a **Display Name**. The maximum length for the display name is 50 characters.
- Select a **Category/Subcategory** for the document. Documents are organized based on the category and subcategory.

A category or subcategory is not available in your **Categories** section until it has a document assigned to it; so you may see the category or subcategory in this selection list but not in the **Categories** section.

- Select an **Effective Date** to designate the date the document becomes effective. This is an optional field.
- Select an **Expiration Date**. to designate the date the document is no longer valid. This is an optional field.

You can access the document and change the expiration date for the document if you want to keep viable for a longer period.

5. Enter **Tags** to help you identify the document during a search. This is an optional field with a limit of 256 characters.

6. Click **Save** and do one of the following:

- Select **Save and Return**. The document is uploaded and you are returned to the **Employee Document** page.
- Select **Save**. The document is uploaded and you remain on the Upload Documents window. You can then upload additional documents.

Viewing an Employee Document

1. Select **Myself** > **Personal** > **My Documents**.

2. Search for the document you want to view. Only your personal document are available to the search.

   You can limit the display of documents by clicking on a specific category from the **Categories** section.

3. Click the name of a document. The document opens on a page.

   Your document may take some time to be available. If you do not want to wait, you can download the document and view it locally.

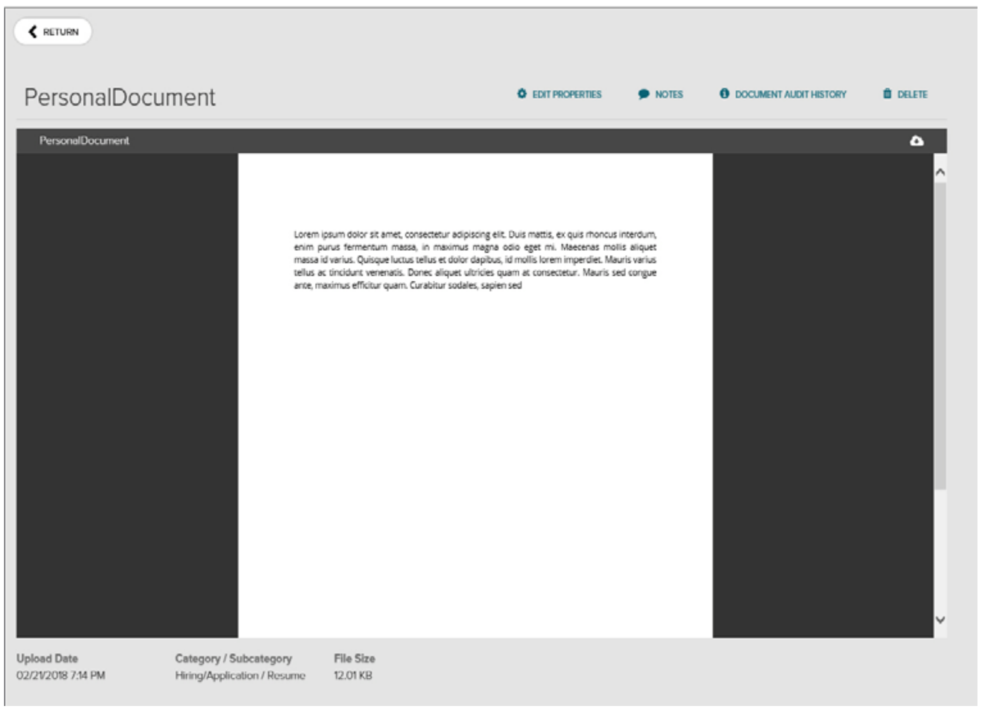


Figure 1-5. Document Viewing

4. Once available, you can view the document and do one of the following:

   - Use can use the document's icon to expand, shrink, zoom in, zoom out, print, or save the documents.
   - Edit the documents properties.
   - Add notes to the document.

5. Click **Return** you are finished.

Adding a Note to Your Employee Document

Once a document is uploaded, you can add your comments and descriptions in the form of a note as a permanent part of the document. Once you add a note, it cannot be edited or deleted.

1. Select **Myself** > **Personal** > **My Documents**.

2. Search for the document you want to view. Only your personal document are available to the search. If the document has a note or multiple documents, a single (Notes) icon is displayed on the same line as the document's name.

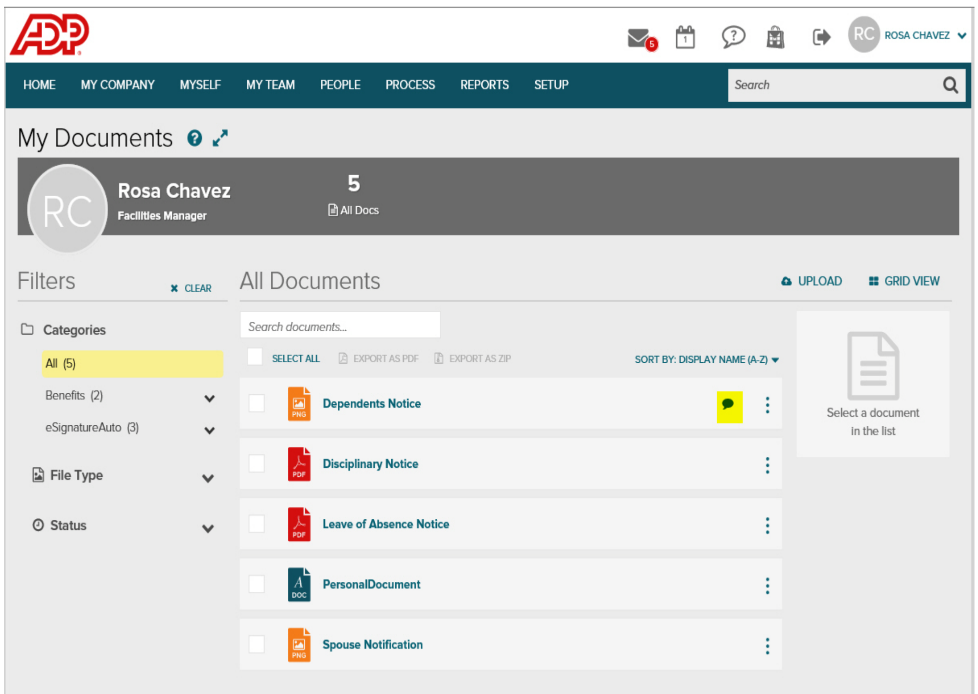


Figure 1-6. Document Listed with Notes

3. Do one of the following:

   - Click to display the notes associated with the document and enter a new note.

- Click ⋮ **(action)** and select **Notes** to display the notes associated with the document and enter a new note.

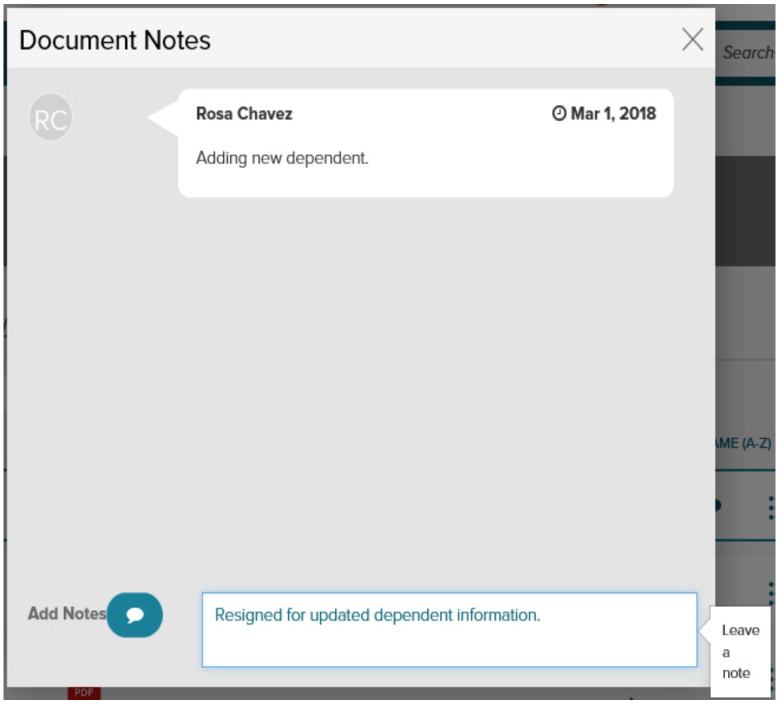


Figure 1-7. Document Notes

4. Click (Notes) to save the new note.

   Once a note is associated with a document, it cannot be deleted.

5. When you have finished reviewing the notes or adding new notes, click .

Updating Properties for Your Employee Document

1. Select **Myself** > **Personal** > **My Documents**.

2. Search for the document you want to view. Only your personal documents are available to the search.

   You can limit the display of documents by clicking on a specific category from the **Categories** section.

3. Click ⋮ **(action)** and select **Edit Properties**.

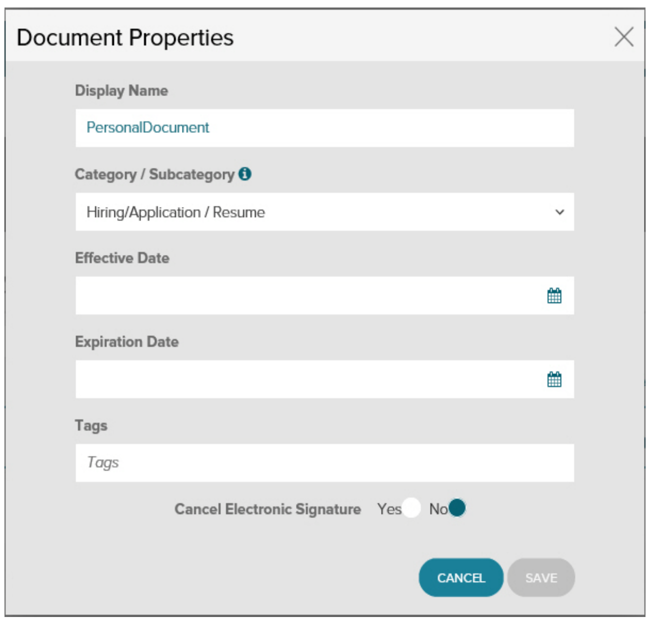


Figure 1-8. Document Properties

4. Update the properties of the selected document as needed.

   For information on diacritical characters that can be used and how to use them, see Entering Diacritical Marks for the Latin-based Alphabet and Supported Keyboard Entries for Diacritical Marks in the online help.

5. Click **Save**.

   Changing the category/subcategory of a document will not change the electronic signature requirement.

Downloading Your Employee Document

You can download documents, retaining the original format, and then save the document to local or network drive and directory.

To view or print documents in formats that are not supported by the document viewer, you must download and save the document to your local drive. The file types that must be downloaded in order to access them are .mp3, .wav, .avi, .fla, .mov, .mp4, .swf, .mpa, and .wav.

1. Select **Myself** > **Personal** > **My Documents**.

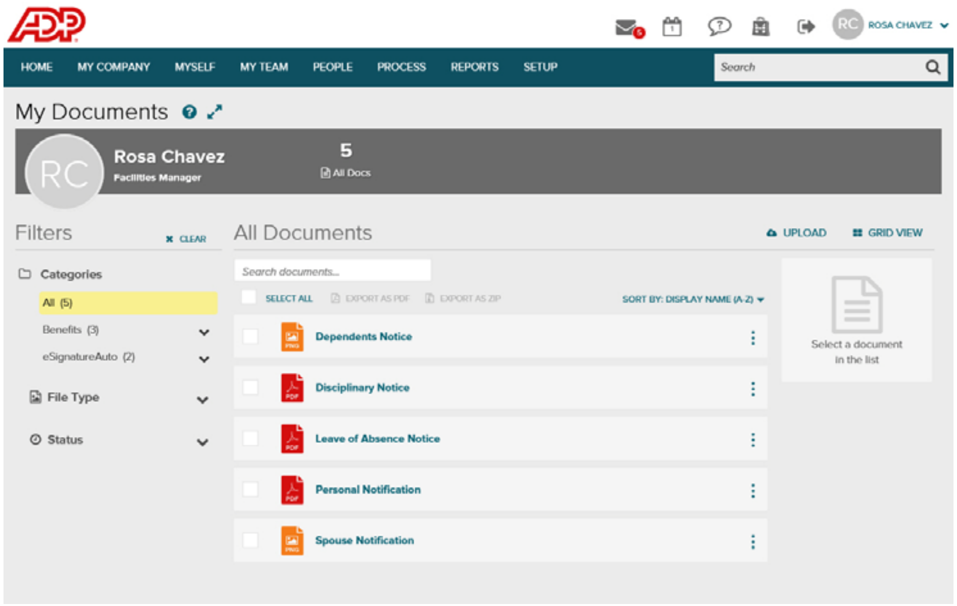


Figure 1-9. My Documents

2. Enter at least three characters of the document's name you want to search for in Search documents. The results of the search are returned as you type. Only your personal documents are available to the search.

   You can limit the display of documents by clicking on a specific category from the Categories section.

3. Select the check box for the document you want to download. The properties of the document are listed in the preview pane on the right.

4. Click ⋮ (**action**).

5. Select **Download** and do one of the following:

   - Select **Save** to browse to the drive and directory where you want to download the document and save the document locally.
   - Select **Open** to display the document.

Deleting an Employee Document

1. Select **Myself** > **Personal** > **My Documents**.

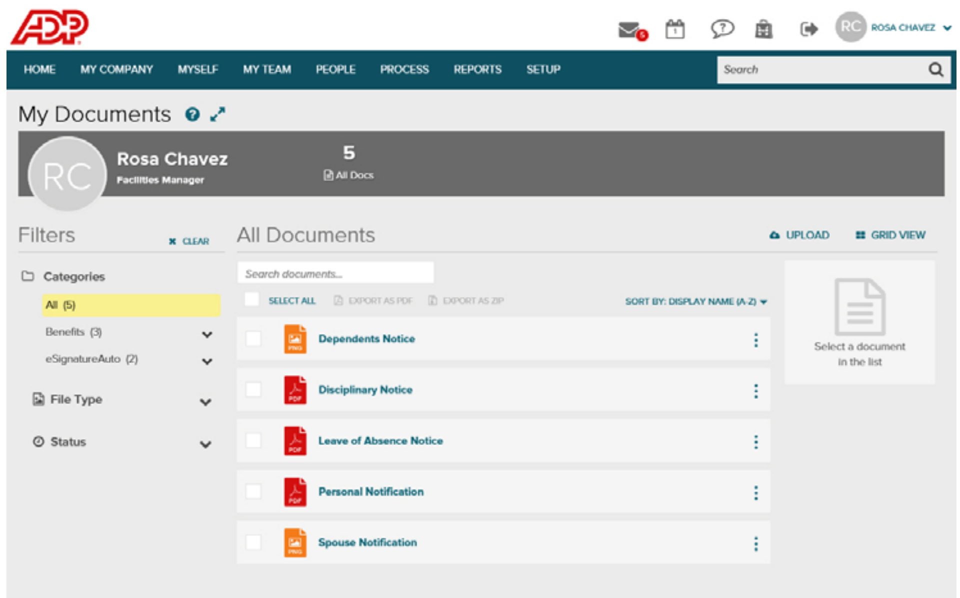


Figure 1-10. My Documents

2. Select the check box for the document you want to delete. The properties of the document are listed in the preview pane on the right.

3. Click ⋮ **(action)**.

4. Click **Delete**.

   You cannot delete a document that requires an electronic signature.

5. Click **Confirm**.

Electronically Signing a Document

You may get a notification in your message center that a document has been uploaded and assigned to you that requires your electronic signature. The message center notification will have a pending status in the Message Center until you have completed the electronic signature.

If not done promptly, you may get a reminder that you have a pending document.

1. Select **Myself** > **Personal** > **My Documents**.

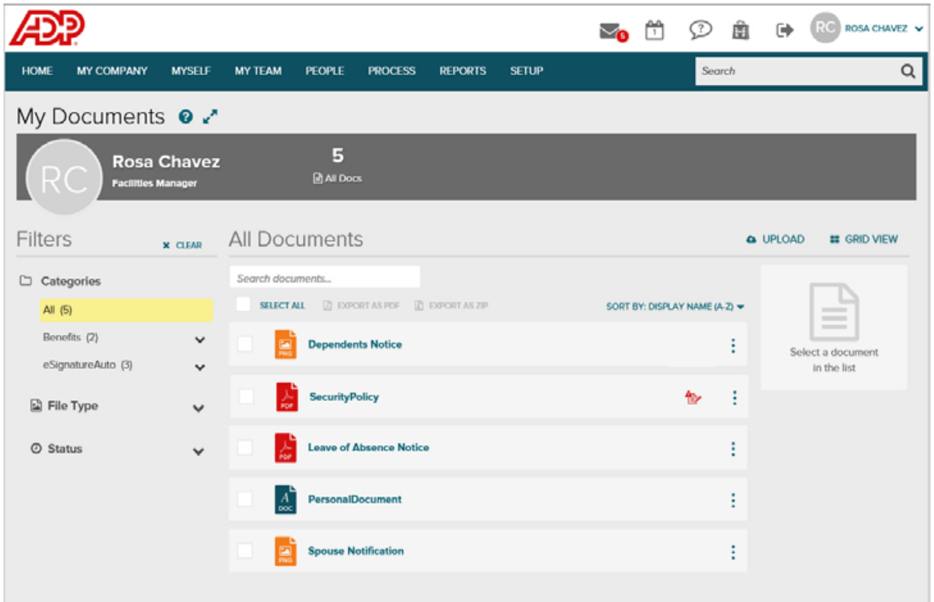


Figure 1-11. My Documents

2. Click (**electronic signature required**) for the document requiring an electronic signature.

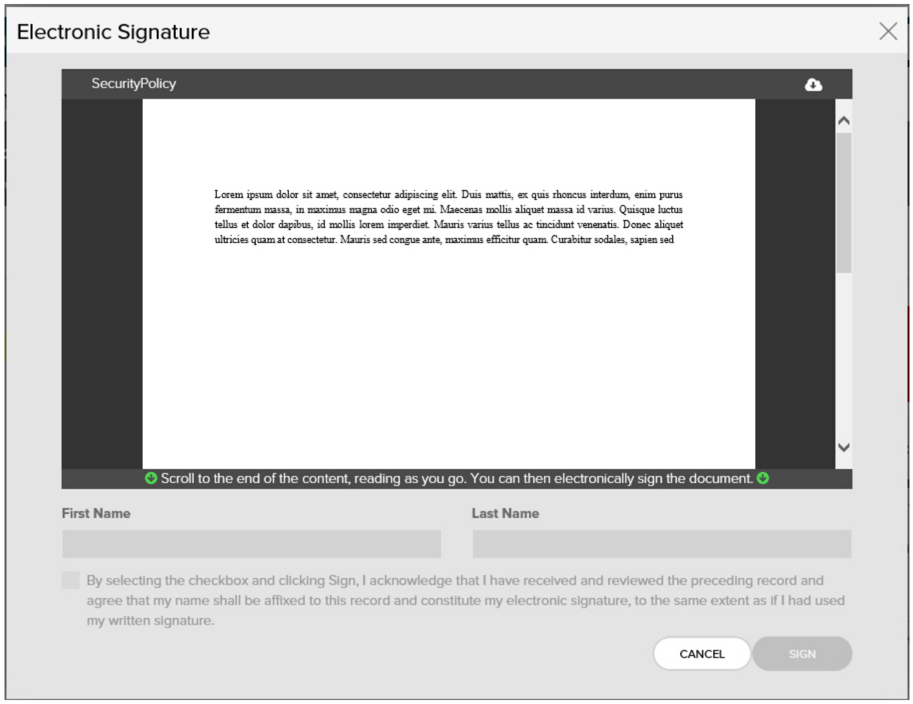


Figure 1-12. My Documents

3. To sign the document electronically, scroll to the end of the document. Once you have done that, **First Name** and **Last Name** are available.

4. Enter your **First Name** and **Last Name**.

5. Accept the disclaimer and click **Sign**. Sign is not available until you accept the disclaimer.

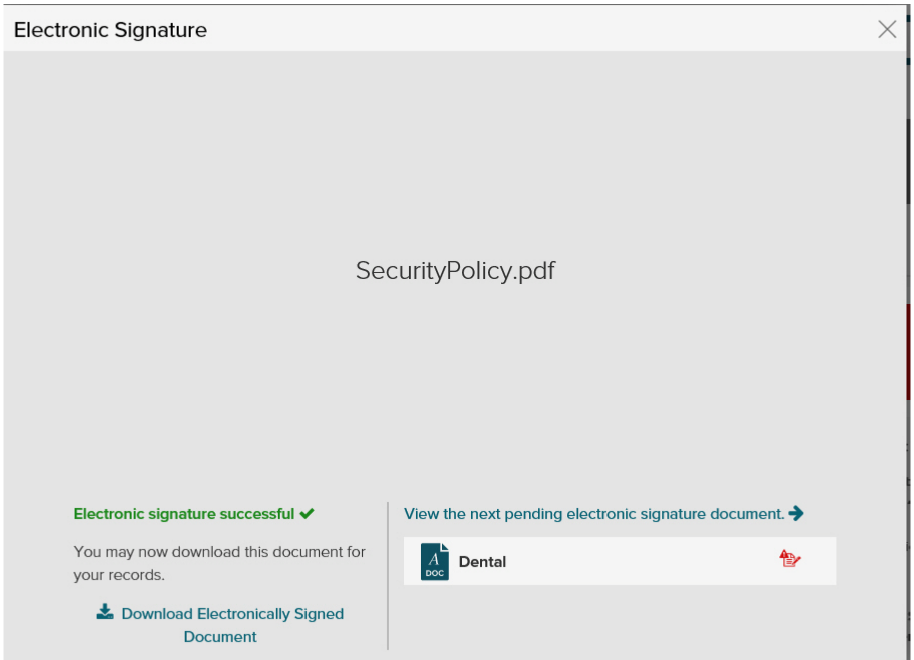


Figure 1-13. My Documents

6. Do one of the following:

- Click **Download Electronically Signed Document** and down load your signed copy.
- Click **View the next pending electronic signature document** to go to the next document requiring a signature.
- Click to close the Electronic Signature window.

A document that has been electronically signed is indicated by .

Chapter 2

Using Document Cloud - *Manager*

Overview

You are required to keep and maintain many documents pertaining to specific employees related to areas such as HR, Benefits, Recruiting, and Time. Employee document management allows you to upload, organize (by category), store, update, retrieve, download, and export these employee documents for your direct reports quickly and safely.

These are the file types that you can upload:

PDF	PPTX
DOC	XLSX
XLS	PPT
VSD	RTF
JPG	MSG
BMP	CSV
PNG	HTM
TIF	MOV
TIFF	TXT
HTML	GIF
DOCX	ZIP
PPTX	JPEG • *MP4 • *MP3 • *AVI • *WMV *Video file types that are supported.

About Workflow Approval for Employee Documents

If an employee document is uploaded or a previously uploaded employee document's properties are changed or notes are added and the document's category and subcategory has an approval workflow defined, the approval process is started and the document remains on the Employee Document page while it is in a pending status. A message displays that a request has been submitted for approval. A lock icon displays under the file name to indicate that the document's approval is pending. Once the status of the document is pending, the document can be viewed but cannot be updated.

Searching for an Employee

You can search for and select employees from the search fields. The search fields display across the top of the page.

1. Select **My Team** > **Employment** > **Employee Documents**.

2. Enter one or more characters in at least one search field. For drop-down list fields, click the down arrow to see the complete list or enter a minimum of one character to filter results; the field automatically suggests values that match the characters as you enter them.

   To narrow your search results, enter values in more of the search fields. For a more expanded search, enter values in fewer search fields. You can also use the wildcard character (%) in some data entry fields.

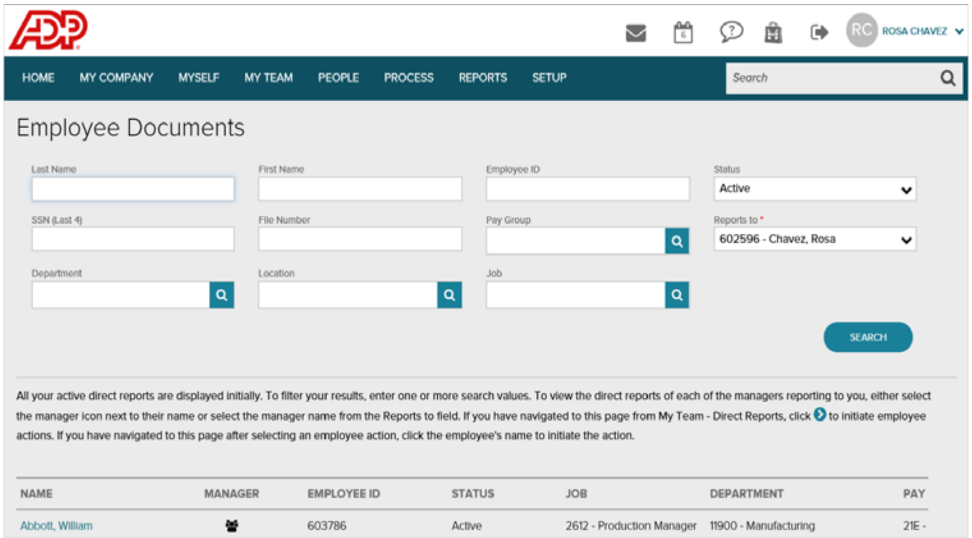


Figure 2-1. Employee Document Search

3. Click **Search**.

4. Click on the result you want to view.

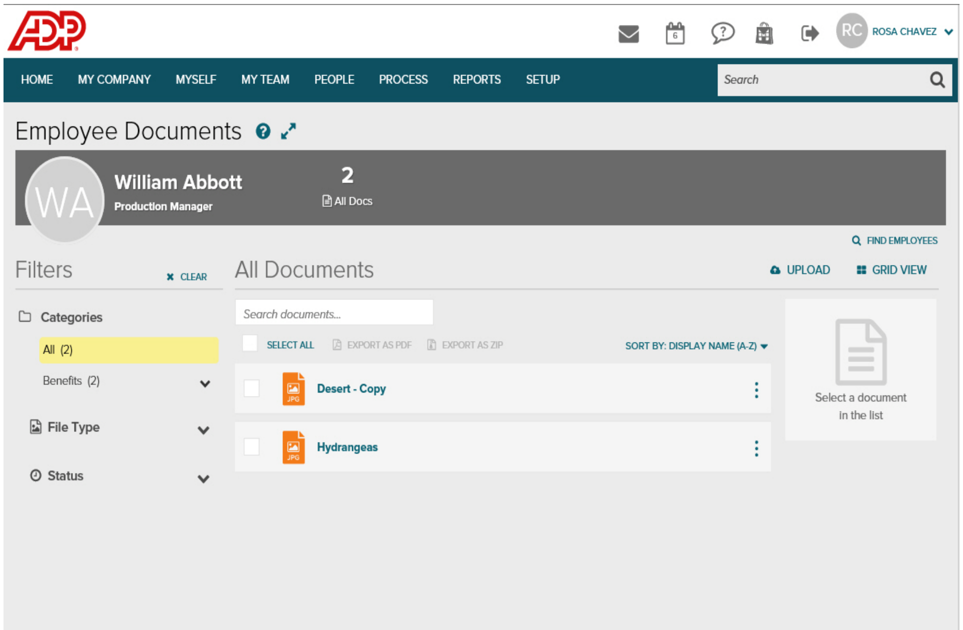


Figure 2-2. Employee Document Page

5. To search for another employee, click **Find Employee.**

Searching for an Employee Document

Once you have selected an employee (your direct report), you can search the documents for that employee to find a specific one.

1. Select **My Team > Employment > Employee Documents**.

2. Search for and select an employee.

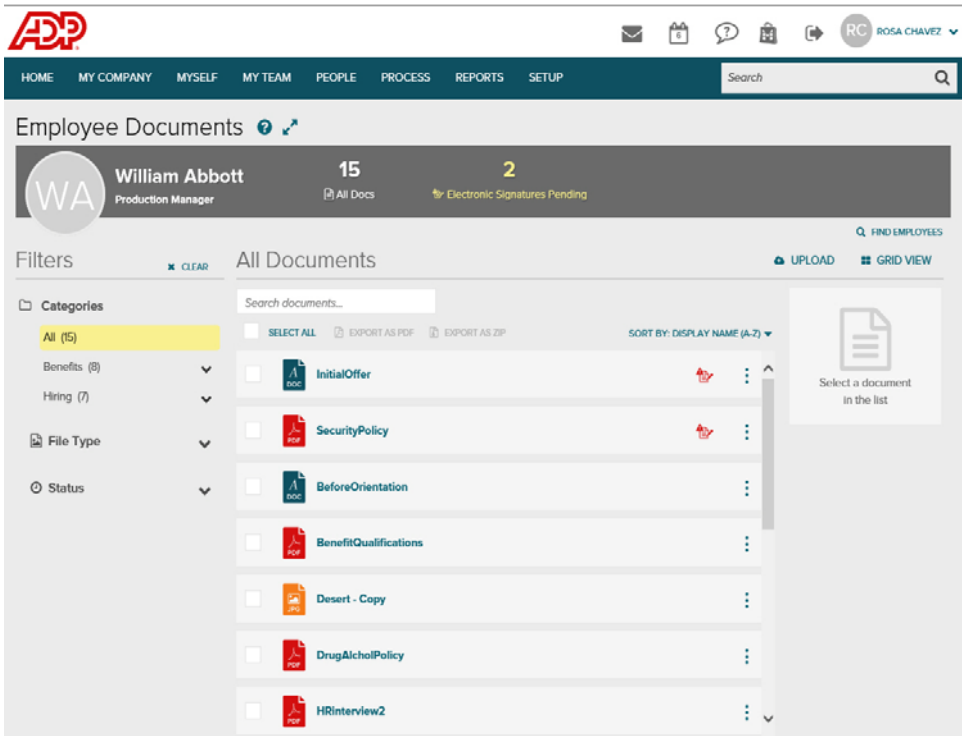


Figure 2-3. Employee Document Page

3. Do one or more of the following:

   - Select the **Filters** you want to use to search for your documents. You can select from **Categories**, **File Type**, and **Status**.

   - Enter a document's display name to **Search Documents** and press Enter.

   You can only search on for the documents that you have been given access to view. You can limit the display of documents by clicking on a specific category from the Categories section. Some document formats are not supported by the viewer. You need to download those files to a local network drive.

4. Click on the result you want to view. If there is only one result, that document is selected.

Uploading an Employee Document

Upload a direct report's personal documents and store them by specific category. There is no maximum number of documents that can be uploaded, however the maximum size of an individual file is 10MB.

1. Select **My Team > Employment > Employee Documents**.
2. Search for and select an employee.
3. Click (upload) and do one of the following:

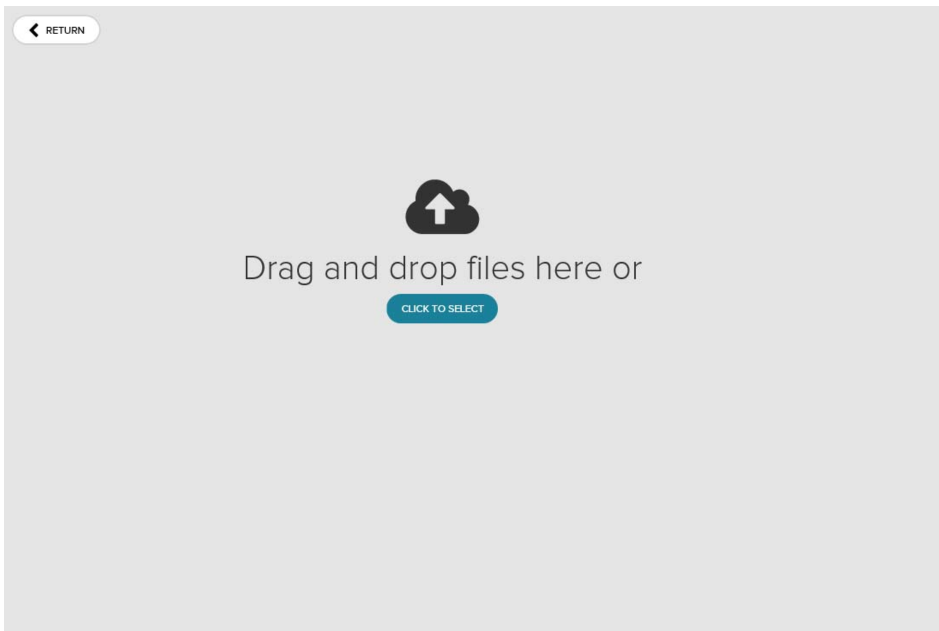


Figure 2-4. Employee Document Page

- Select **Click to Select**. Browse to and select the document you want to upload and click **Open**.

  Depending on the browser you are using, you can select multiple documents to upload.

- Drag and drop one or more files into the **Drag and drop files** area. Press Cntrl and click on individual files or press Shift and click on continuous files. Continue to press the key and drag the files and drop them into the **Upload Documents** area.

If you select a category and subcategory before you drag and drop the files into the upload area, the files are automatically assigned to the selected category and subcategory.

4. Regardless of how you upload the document, the Properties window opens.

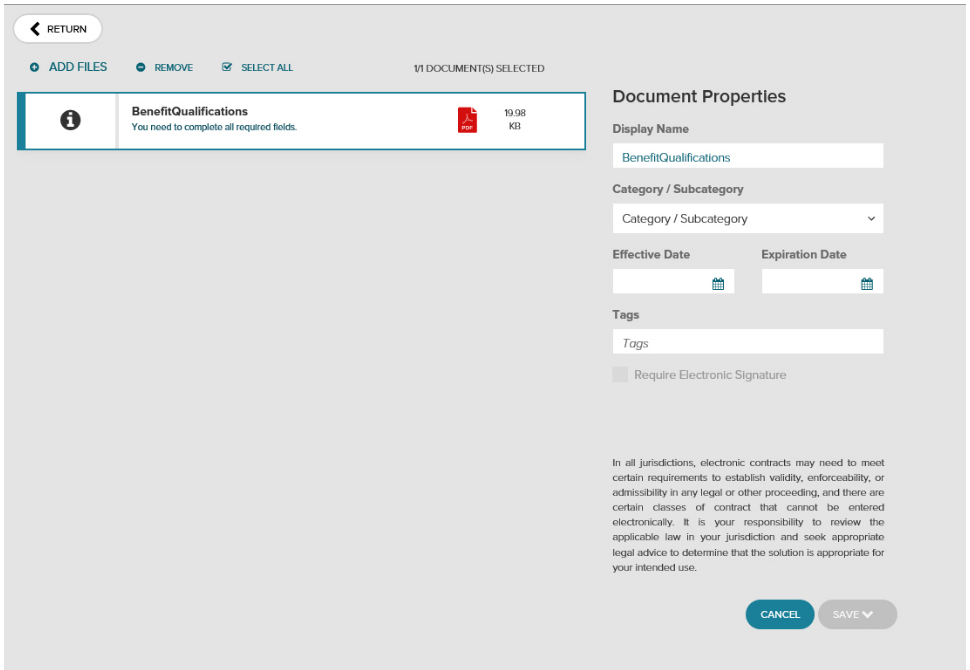


Figure 2-5. Employee Document Properties Page

5. Complete the document properties. The properties can be used to identify and search for a specific document.

- Enter a **Display Name**. The maximum length for the display name is 50 characters.
- Select a **Category** and **Subcategory** for the document. Documents are organized based on the category and subcategory.

  A category or subcategory is not available in your **Categories** section until it has a document assigned to it, so you may see the category or subcategory in this selection list but not in the **Categories** section.

- Once a category and subcategory is selected, you can select **Require Electronic Signature** if you want the document to require an electronic signature by the employee. The employee gets a message notification through the Message Center that there is a document needing an electronic signature.

  Only those documents that can be views as PDFs can require an electronic signature. If an employee document has a pending workflow approval, it can not be assigned an electronic signature requirement.

- Enter **Tags** to help you identify the document during a search. This is an optional field with a limit of 256 characters.
- Select an **Effective Date** to designate the date the document becomes effective. This is an optional field.

- Select an **Expiration Date**. to designate the date the document is no longer valid. This is an optional field.

  You can access the document and change the expiration date for the document if you want to keep viable for a longer period.

6. Click **Save** and do one of the following:

   - Select **Save and Return**. The document is uploaded and you are returned to the Employee Document page.
   - Select **Save**. The document is uploaded and you remain on the **Upload Documents** window. You can then upload additional documents.

Viewing an Employee Document

1. Select **My Team** > **Employment** > **Employee Documents**.
2. Search for and select an employee.
3. Select the **Filters** you want to use to search for the documents. You can select from **Categories**, **File Type**, and **Status**. You can
   - Select one or more filters and the found documents are listed as you select a filter.

     You can search on for the documents of your direct and indirect employees and those employees that you have been given access to view.
   - You can limit the display of documents by clicking on a specific category from the **Categories** section.
4. Click the name of the document you want to display. The document opens on a page.

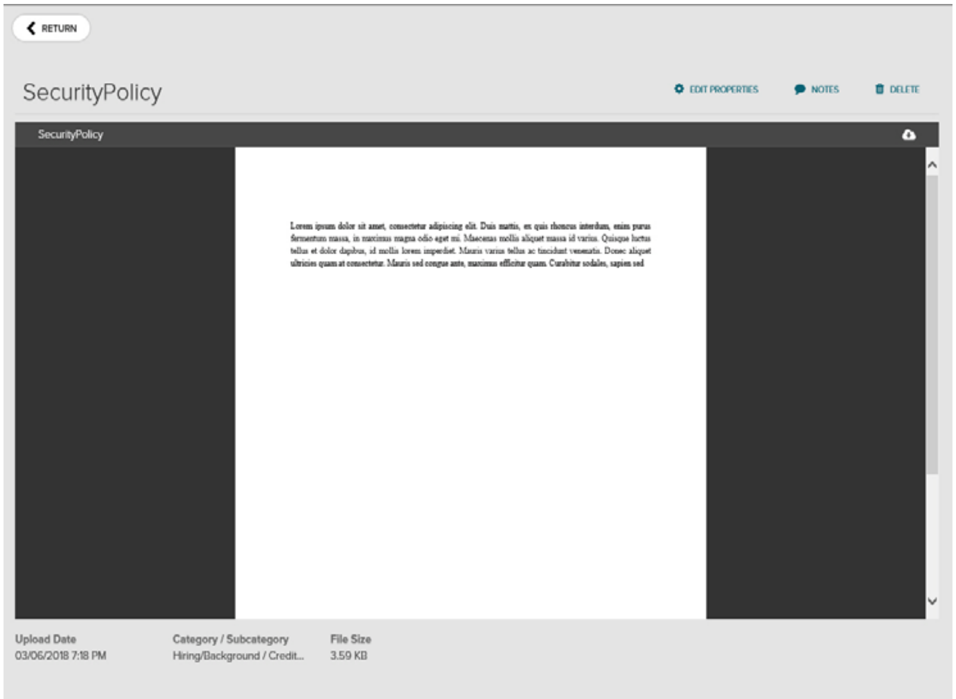


Figure 2-6. Employee Document Viewing Page

5. In addition to viewing the document, you can do one or more of the following:

   - **Edit Properties -** Update the properties of the document. For more information, see "Updating Properties of an Employee Document " on page 2-11.
   - **Notes -** Add or View the document's notes. For more information, see "Adding a Note to an Employee Document " on page 2-13 or "Viewing Notes for an Employee Document " on page 2-15.
   - **Delete -** Delete the document. For more information, see "Deleting an Employee Document " on page 2-20.

6. Click **Return**.

Updating Properties of an Employee Document

1. Select **My Team > Employment > Employee Documents**.
2. Search for and select an employee.
3. Select the **Filters** you want to use to search for your documents. You can select from **Categories**, **File Type**, and **Status**. You can select one or more filters and the found documents are listed as you select a filter.
4. Select the document. The properties display to the right of the document.

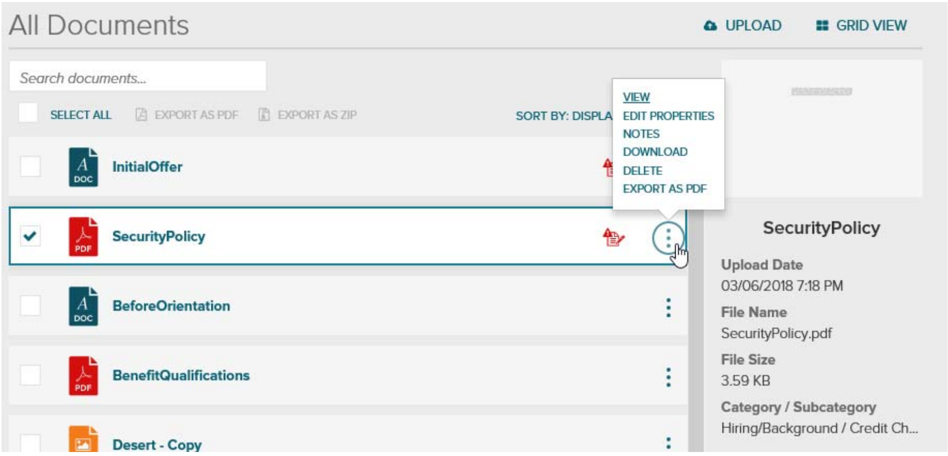


Figure 2-7. Employee Document Viewing Page

5. Review the properties and, if you need to edit them, click ⋮ (**action**) and click Edit Properties.

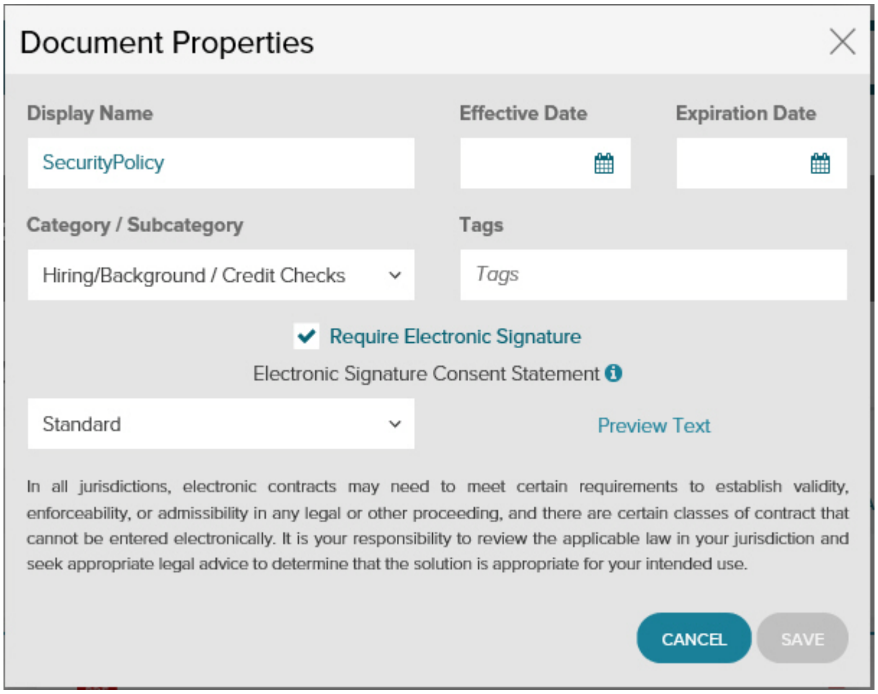


Figure 2-8. Employee Document Properties Page

6. Update the properties of the select document as needed and click **Save**.

Changing the category/subcategory of a document will not change the Electronic Signature requirement.

Adding a Note to an Employee Document

Once a document is uploaded, you can add your comments and descriptions to the properties of a document as a permanent part of the document.

You cannot delete or edit a note once it has been added to the properties of a document.

1. Select **My Team** > **Employment** > **Employee Documents**.
2. Search for and select an employee.
3. Select the **Filters** you want to use to search for your documents. You can select from **Categories**, **File Type**, and **Status**. You can select one or more filters and the found documents are listed as you select a filter.

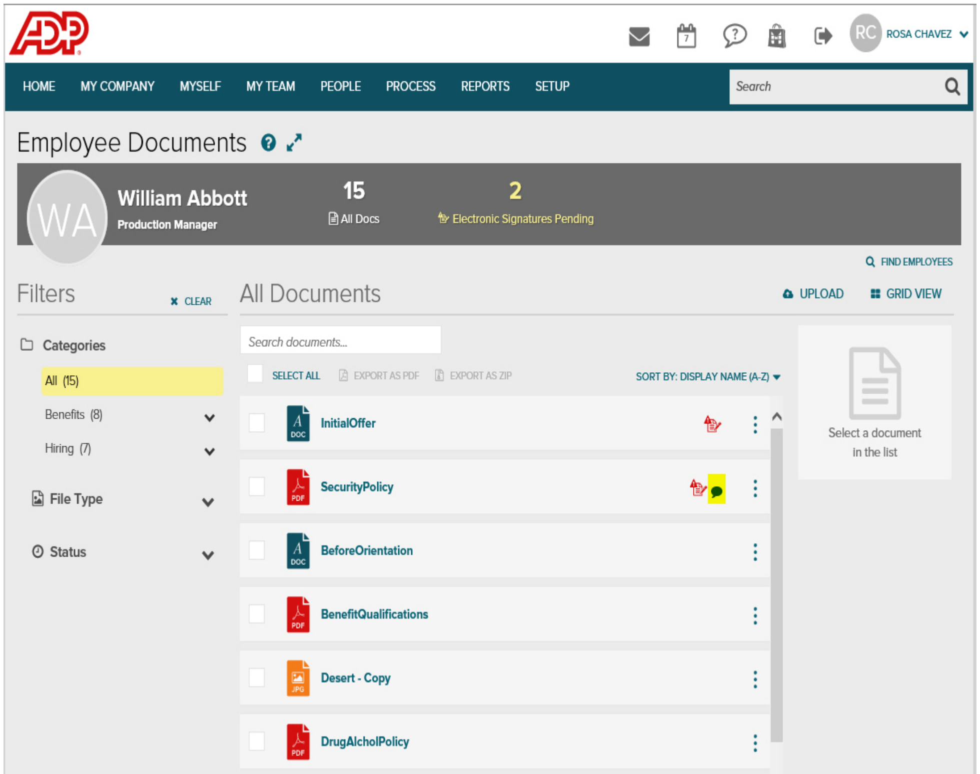


Figure 2-9. Document Listed with Notes

4. Do one of the following:

   - Click to display the notes associated with the document and enter a new note.
   - Click **(action)** and select **Notes** to display the notes associated with the document and enter a new note.

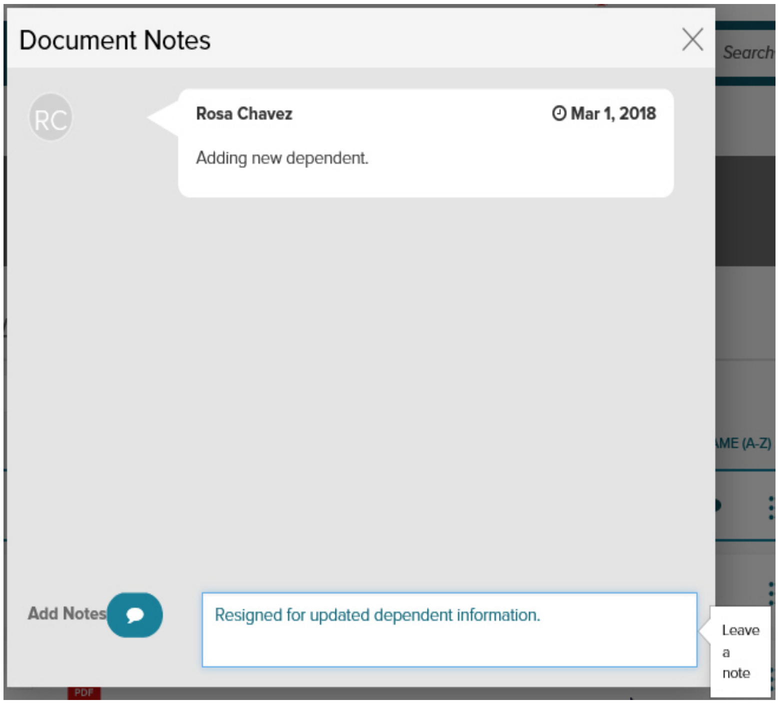


Figure 2-10. Document Notes

5. Click (Notes) to save the new note.

   Once a note is associated with a document, it cannot be deleted.

6. When you have finished reviewing the notes or adding new notes, click .

Once the first note for a document is saved, the document has the note indicator on the right side of the document on the **Employee Documents** page. There is a limit of 256 characters for notes.

Viewing Notes for an Employee Document

A document can have multiple notes added which you can view.

Once a note is added, it cannot be deleted or edited.

1. Select **My Team** > **Employment** > **Employee Documents**.
2. Search for and select an employee.
3. Select the **Filters** you want to use to search for your documents. You can select from **Categories**, **File Type**, and **Status**. You can select one or more filters and the found documents are listed as you select a filter.

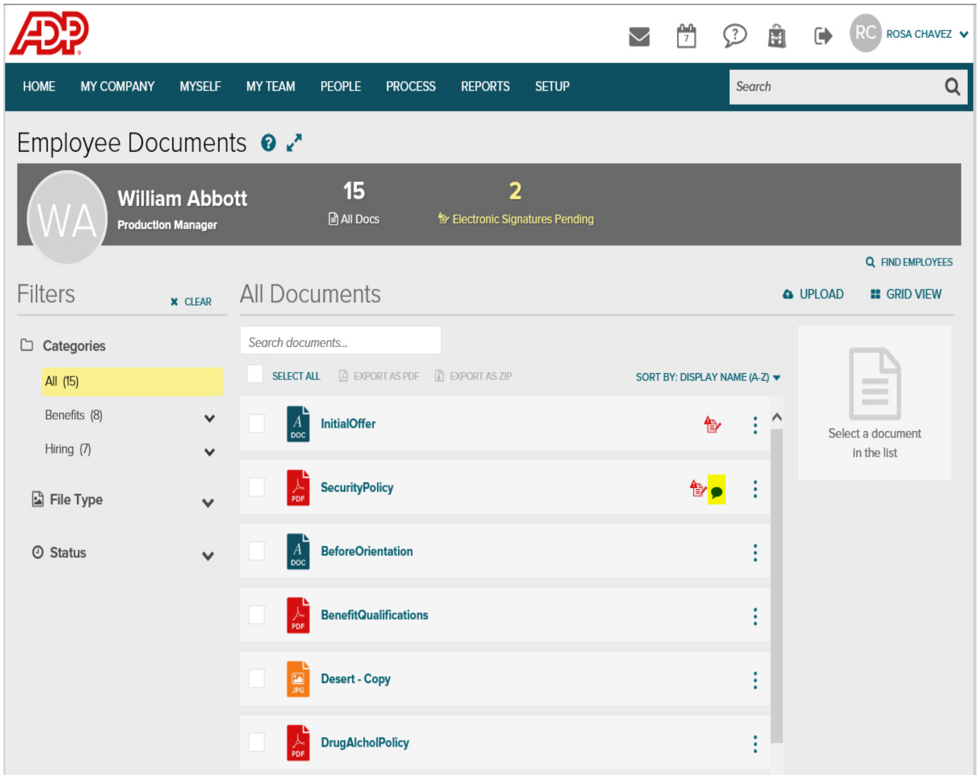


Figure 2-11. Document Listed with Notes

4. Click to display the notes associated with the document and enter a new note.
5. Click (notes). All the notes associated with the document display.
6. When you have finished reviewing the note or notes, click (close).

Downloading a Document

You can download a direct report's employee document, retaining the original format, and then save the document to a local or network drive and directory.

1. Select **My Team > Employment > Employee Documents**.

2. Search for and select an employee.

3. Select the **Filters** you want to use to search for your documents. You can select from **Categories**, **File Type**, and **Status**. You can select one or more filters and the found documents are listed as you select a filter.

Figure 2-12. Document Listed with Notes

4. Click the name of the document you want to access.

5. Click ⋮ **(action)** and select **Download**.

6. Browse to the drive and directory where you want to download the document and click **Save**.

Exporting a Document as a PDF

1. Select **My Team** > **Employment** > **Employee Documents**.
2. Search for and select an employee.
3. Select the **Filters** you want to use to search for your documents. You can select from **Categories**, **File Type**, and **Status**. You can select one or more filters and the found documents are listed as you select a filter.

   You can search on for the documents of your direct and indirect employees and those employees that you have been given access to view. You can limit the display of documents by clicking on a specific category from the Categories section.

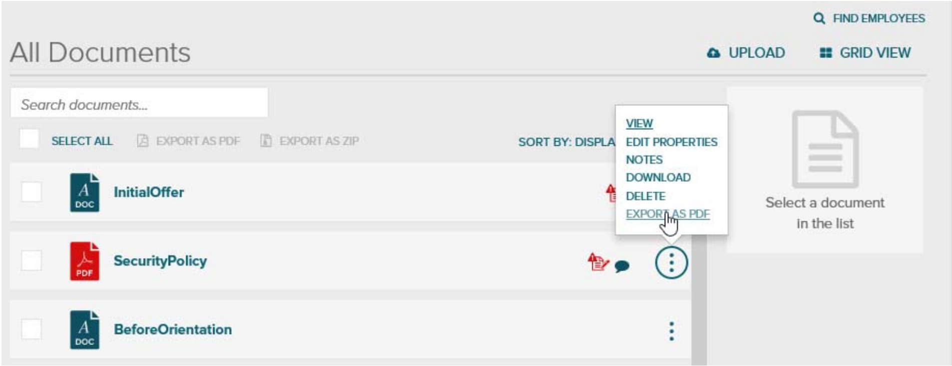


Figure 2-13. Document Listed with Notes

4. Do one of the following:

   - Click ⋮ **(action)** beside a single document and select **Download**. Browse to the drive and directory where you want to download the document and click **Save**.
   - Select the check box for each document you want to download and click **Export as PDF**. Browse to the drive and directory where you want to download the documents and click **Save**. An indicator displays indicating a download in progress.

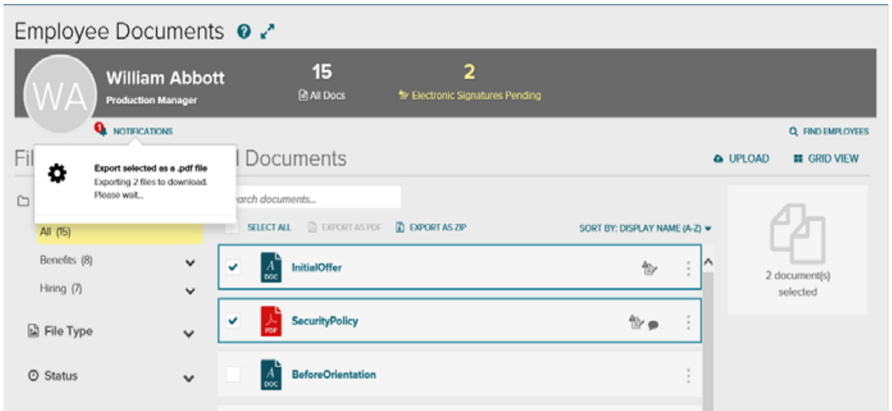


Figure 2-14. Downloading Indicator

Exporting Documents as a ZIP File

1. Select **My Team** > **Employment** > **Employee Documents**.
2. Search for and select an employee.
3. Select the **Filters** you want to use to search for your documents. You can select from **Categories**, **File Type**, and **Status**. You can select one or more filters and the found documents are listed as you select a filter.

   You can search on for the documents of your direct and indirect employees and those employees that you have been given access to view. You can limit the display of documents by clicking on a specific category from the Categories section.

4. Select the check box for each document you want to include in the zip file and click **Export as ZIP**. Browse to the drive and directory where you want to download the documents and click **Save**. An indicator displays indicating a download in progress.

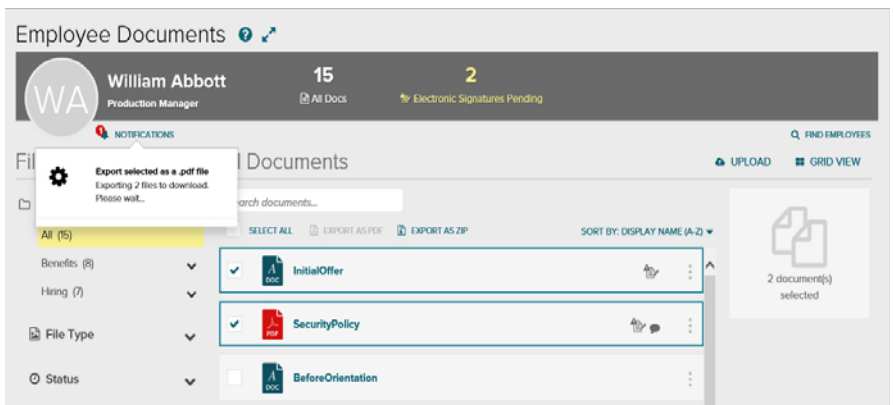


Figure 2-15. Downloading Indicator

You must select multiple documents which are combined into a single ZIP file. Once the export is complete you can save it to a local drive to download it.

Printing an Employee Document

1. Select **My Team > Employment > Employee Documents**.
2. Search for and select the document you want to print.

   You can limit the display of documents by clicking on a specific category from the **Categories** section.

3. Click the name of the document you want to print.
4. Click **Download**. Once the document is downloaded, you can print it from your local directory.

Deleting an Employee Document

1. Select **My Team** > **Employment** > **Employee Documents**.
2. Search for and select an employee.
3. Select the **Filters** you want to use to search for your documents. You can select from **Categories**, **File Type**, and **Status**. You can select one or more filters and the found documents are listed as you select a filter.

   You can search on for the documents of your direct and indirect employees and those employees that you have been given access to view. You can limit the display of documents by clicking on a specific category from the **Categories** section.

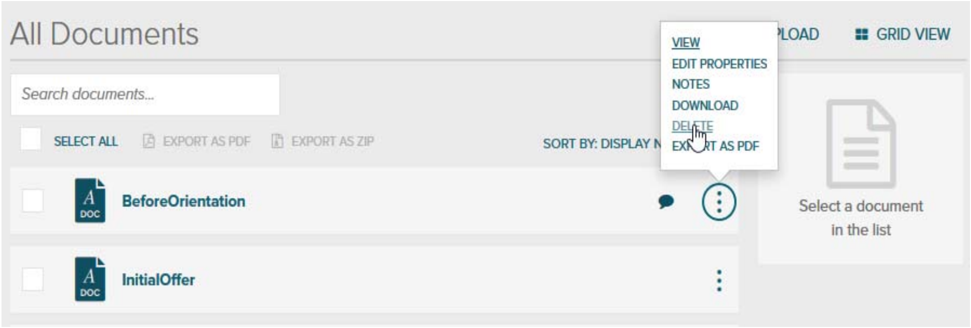


Figure 2-16. Action Menu - Delete

4. Click ⋮ **(action)** beside a single document and select **Delete**.

   If the document has a pending Electronic Signature or pending approval, you cannot delete it.

5. Click **Confirm**.

Canceling a Required Electronic Signature

Employee documents can be designated as requiring an employee's electronic signature. The requirement is set through a category/subcategory that is assigned during upload although the requirement can be turned off for individual documents if needed.

Once a document is uploaded and has a category/subcategory requiring an Electronic Signature assigned and saved, the employee gets a notification through the Message Center that there is a pending document waiting to be signed.

1. Select **My Team** > **Employment** > **Employee Documents**.
2. Search for and select the employee whose document you want to view.

   By default all of the documents previously loaded for the employee are listed in the center section of the Employee Documents page. You can search only for the documents of your direct and indirect employees and those employees you have been given access to view.

   You can limit the display of documents by clicking on a specific category from the Categories section.

3. Select the document. The properties display to the right of the document.

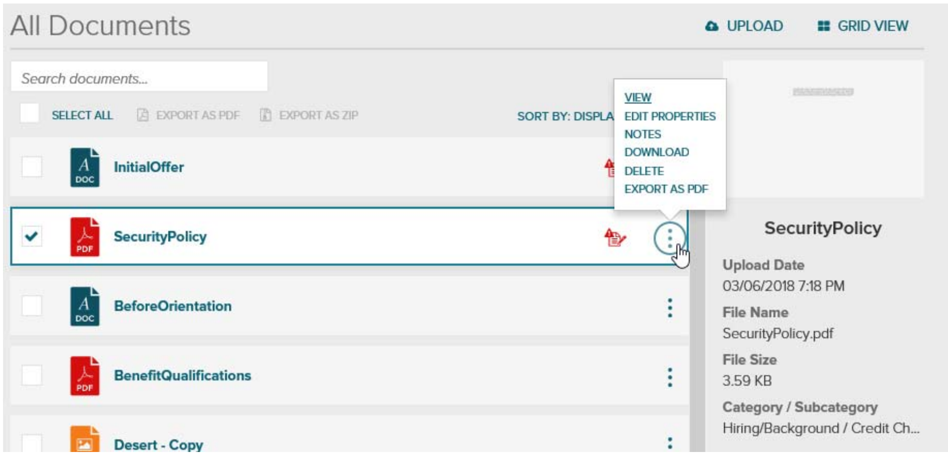


Figure 2-17. Employee Document Viewing

4. Click **(action)** and click **Edit Properties**.

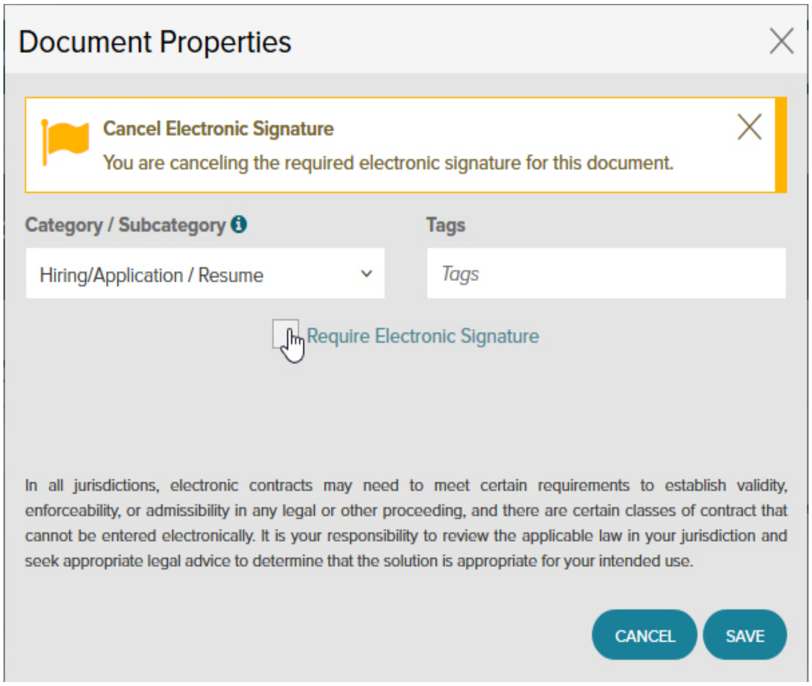


Figure 2-18. Employee Document Properties

5. Clear the **Require Electronic Signature** check box and click **Save**.

Chapter 3

Using Document Cloud - *Practitioner*

Overview

Most business owners and managers eventually need to refer to documentation about employee performance and work history. Accurate record keeping, including proper maintenance of personnel records, is necessary for consistent application of policies. It makes good business sense to have accurate information organized and readily available.

ADP Document Cloud provides employee and company document management that allows you to upload, organize (by category and subcategory), store, update, export, and retrieve documents quickly and safely.

About Workflow Approval for Employee Documents

You can create a workflow approval process for uploaded employee document based on the comparison business rule you create for the documents category and subcategory.

When developing workflow approval processes for uploaded employee documents, the following applies:

Standard activities - There are standard activities available for you to set up approval paths for uploaded employee documents:

- Employee - My Documents
- Manager - Employee Documents
- Practitioner - Employee Documents

Business rules - A business rule for an employee document, either uploading or already uploaded, is based on the category or subcategory for that document. The business rule is written for the category or subcategory so that when an employee document with that category or subcategory is uploaded or changed in some way (properties change, notes added, document deleted), the workflow approval process begins. A tool tip displays indicating that a request to upload a document has been submitted for approval. Global business rules can also be used for employee documents.

While the workflow approval is in process the document has a status of pending and is not available from the Employee Documents page. Once the final approval is complete, the status changes from pending to complete and is then available. When an employee document has a status of pending, a lock icon displays and no changes can be made to the document.

Available operators for employee documents business rules do not include like, not like, starts with, does not start with, ends with, does not end with, is null, is not null. The recall options is not available for employee documents.

Message Center - Approvers receive notification from the Message Center when an employee document requires approval. The approver can review, reject, and view history. The submitter can review and view history.

Setting Notification Alerts for Documents

You can have a notification sent to the Message Center when an electronic signature for a document is complete or a document is reaching an expiration date. A notification is sent to the Message Center for the requester of the electronic signature as soon as the document is electronically signed. Only the requester receives notification.

Notify Requester That an Electronic Signature is Complete

1. Select **Setup** > **Manage Documents** > **Manage Categories and Alerts** > **Document Alerts**.

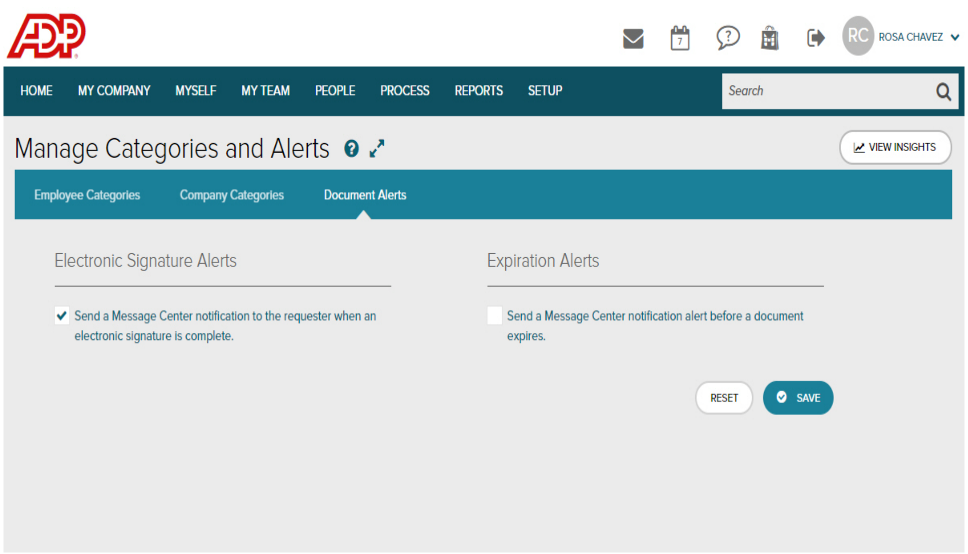


Figure 3-1. Document Alerts Page - Electronic Signature Alerts

2. Do one of the following:
   - To send notifications to the Message Center when an electronic signature has been completed by an employee, select **Send a Message Center notification to the requester when an electronic signature is complete** check box.
   - To stop notifications of completed electronic signatures being sent to the Message Center, clear the **Send a Message Center notification to the requester when an electronic signature is complete** check box
3. Click **Save**.

Notify Employee That a Document is Expiring

Notifications are sent 30, 15, and 5 days before the expiration date. The notification is sent to only to the employee and only if the employee has access to My Documents and to the category/subcategory the document is assigned to. Otherwise, no notification is sent. Once a document expires, no additional notifications are sent.

1. Select **Setup** > **Manage Documents** >**Manage Categories and Alerts** > **Document Alerts.**

t

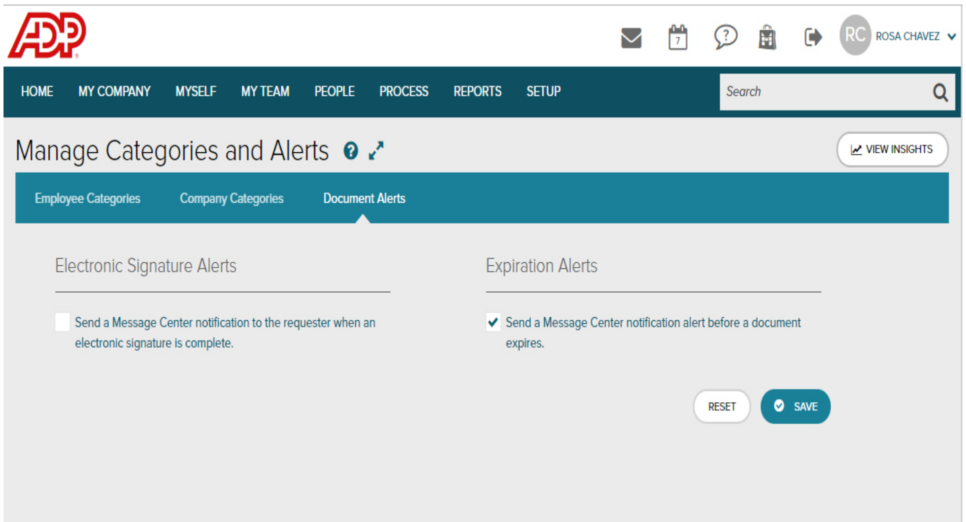


Figure 3-2. Document Alerts Page - Expiration

2. Do one of the following:

   - To send notifications to the Message Center before a document expires, select **Send a Message Center notification before a document expires** check box.
   - To stop notifications of expiring documents, clear the **Send a Message Center notification before a document expires** check box.

3. Click **Save**.

Working with Categories and Subcategories

Company documents cannot have subcategories, you cannot create them nor are they supplied by Document Cloud.

Categories and subcategories are used to organize and manage documents to provide easy access to those documents.

- Standard categories and subcategories have been provided for you to assign to the employee and company documents. These cannot be deleted but you can change the status to Inactive to prevent them from displaying on the Employee Documents or Company Documents page.
- Access for organizing documents is controlled by individual or group access permissions. Categories and subcategories that you create are listed with the standard categories and are available for select to those having access permission. These types of categories can be deleted. Standard categories and subcategories cannot be deleted but they *can* be made inactive.
- Categories and subcategories are available in the Categories area for an employee once a document has been assigned to it. You can also create custom categories based on your company's need and in the language your company requires.

Adding a Custom Category

You can add custom categories and subcategories for both employee documents and company documents.

1. Select **Setup** > **Manage Documents** > **Manage Categories & Alerts**.
2. Click **Employee** or **Company**, depending the type of category you are creating.

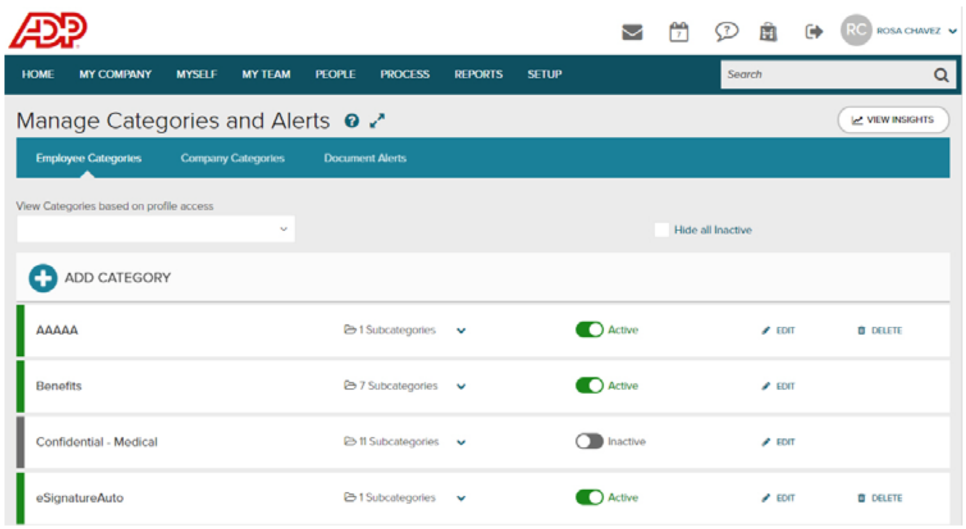


Figure 3-3. Employtee Categories

3. Click ⊕ (**add**).

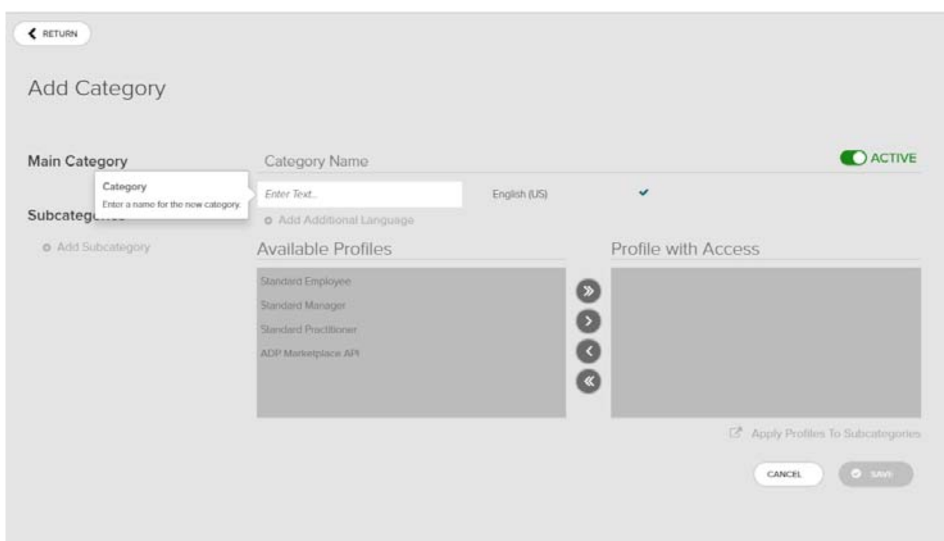


Figure 3-4. Add Category

4. Enter the **Category Name.**

   Click **Add Additional Language** to add a **Category Name** in any language your company is set up for. You will have to supply the translation but when an employee selects the language in ***Preferences***, the **Category** displays what you have entered as an alternate.

5. Assign **Profiles** for the groups you want to have access to the category (if the status of the category is active).

   Once you have selected Profiles for the Category and have added at least one subcategory, you can optionally click **Apply Profiles to Subcategories**.

6. By default the status of the **Category** is **Active**. You can optionally change that to **Inactive** However, at least one **Category** and **Subcategory** must be **Active**.

7. Click **Add Subcategory** and enter the **Subcategory Name**. Continue adding subcategory names until you have all that you need. that you want to create.

   Click **Add Additional Language** to add a **Category Name** in any language your company is set up for. You will have to supply the translation but when an employee selects the language in **Preferences**, the **Category** displays what you have entered as an alternate.

8. Select **Require Electronic Signature** if the documents in the category will require the employee to provide an electronic signature.

9. Click **Save**.

Re-categorizing Documents

1. Select **Setup** > **Manage Documents** > **Re-categorize Documents**.

2. Select a **Category** and a **Subcategory**. Documents that have pending approvals cannot be re-categorized until the approvals are completed. These are indicated by a Lock icon.

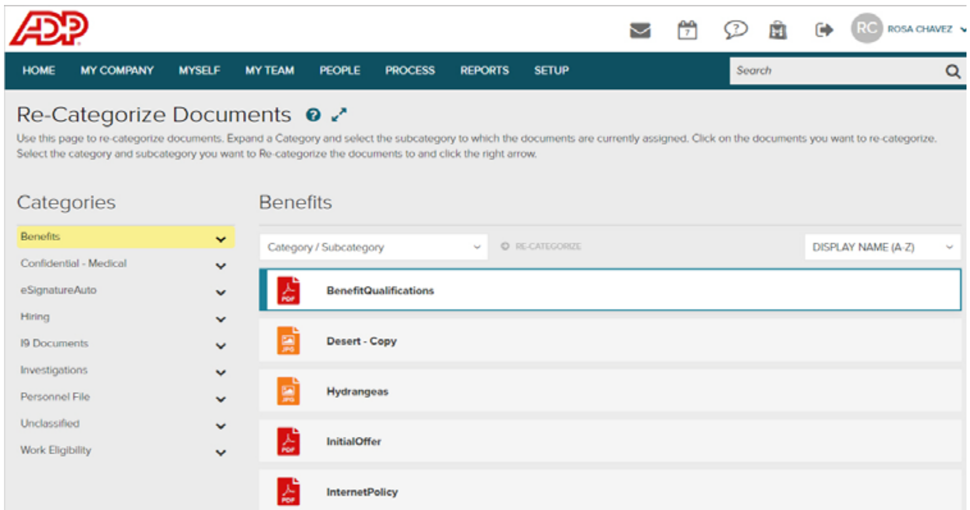


Figure 3-5. Re-Categorize Documents

3. Select one or multiple documents you want to re-categorize.

4. Select the category and subcategory you want to re-categorize the document or documents to.

5. Select (right arrow). The documents are moved to the new category and subcategory.

6. Click Confirm.

If a document has a workflow approval set up, it is bypassed and the document re-categorized. Locked files are not re-categorized.

Importing Employee Documents

Using **Import Documents**, you can:

- Add many employee documents from a single page.
- Assign a list of documents to one or more employees.
- Assign a list of documents to one or more categories/subcategories.
- Review a log of all uploaded files in the last 30 days.

1. Select **Setup** > **Manage Documents** > **Import Documents**.

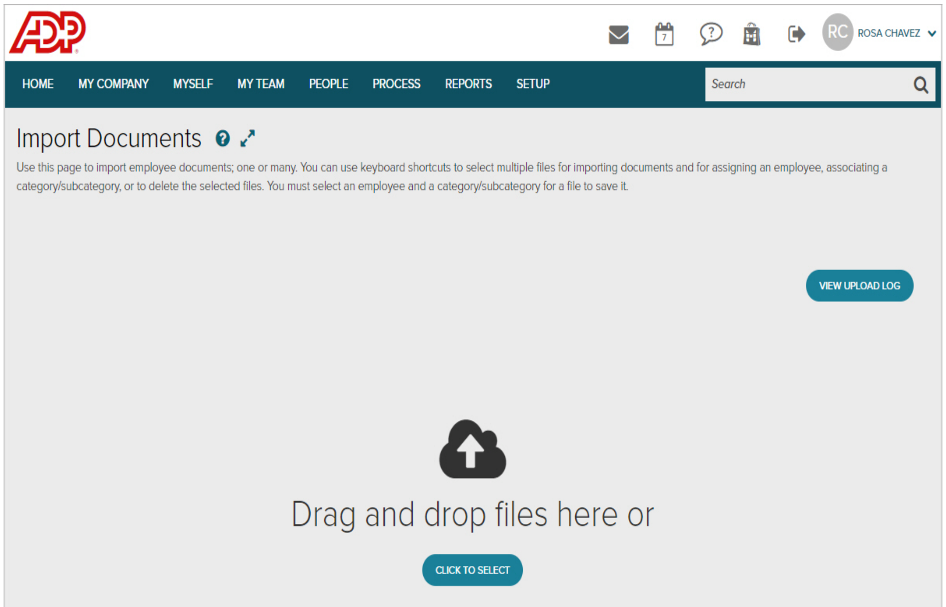


Figure 3-6. Import Documents Page

- Select **Click to Select**. Browse to and select the document you want to upload and click **Open**.

  Depending on the browser you are using, you can select multiple documents to upload.

- Drag and drop one or more files into the **Drag and drop files** area. Press Cntrl and click on individual files or press Shift and click on continuous files. Continue to press the key and drag the files and drop them into the **Upload Documents** area. Depending on the browser you are using, you can use keyboard shortcuts to select multiple documents to upload.

2. Select an **Employee** and **Category/Subcategory** for each file imported.

   You must select an employee and assign a category and subcategory before you can save the document.

You can use keyboard shortcuts to select *multiple* files for importing documents and for assigning an employee, associating a category/subcategory, or to delete the selected files.

- To select a consecutive group of files or folders, click the first item, press and hold down the Shift key, and then click the last item.
- To select non-consecutive files or folders, press and hold down the Ctrl key, and then click each item that you want to select.

When you select multiple files and assign an employee or category/subcategory, the option applies to all selected files.

3. Click **Save**.

   Once you click **Save**, each updated document is moved from the Import Documents page to the category/subcategory you selected. You can then assign the other properties.

Searching Employee Documents

Search and return a result of all employees matching a people specific criteria, such as pay group that match document specific criteria), such as expiration date. For example, you want to find all employees in pay group ABC that have documents expiring on January 1, 2025.To do so, you would select a **Pay Group** value of ABC from the P**eople Related Criteria** area and the expiration date of January 1, 2025 from the **Document Related Criteria**.

Searching Across All Employee Documents

1. Select **Reports** > **Additional Reporting Tools** > **Search Employee Documents**.

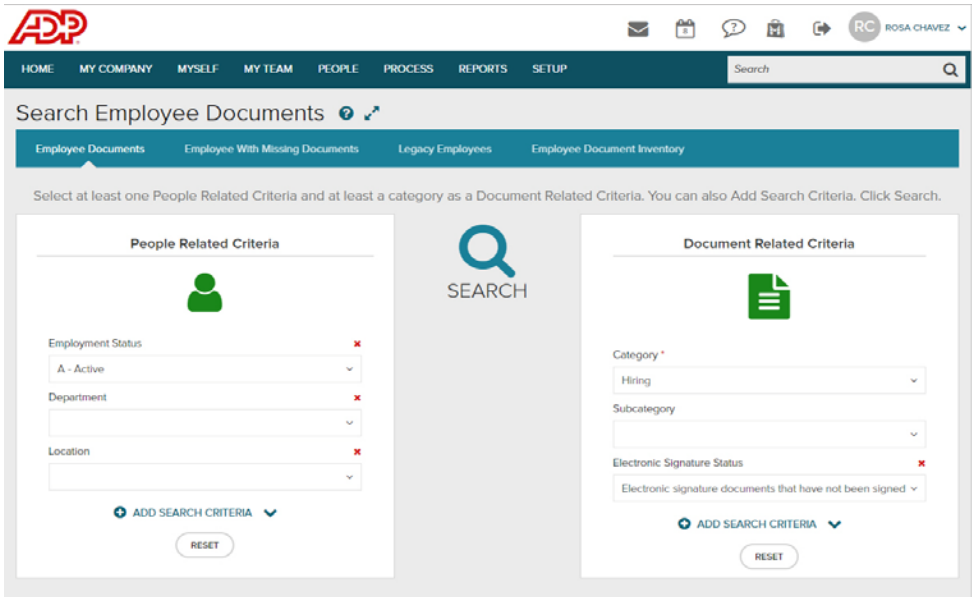


Figure 3-7. Employee Documents Search Page

2. Select at least one value for a **People Related Criteria**.

3. Click **Add Search Criteria** if you want to select additional people related search values.

4. Select a **Category** and **Subcategory**.

5. Click **Add Search Criteria** if you want to select additional document related search values.

6. Click **Search**. Results are returned based on your criteria.

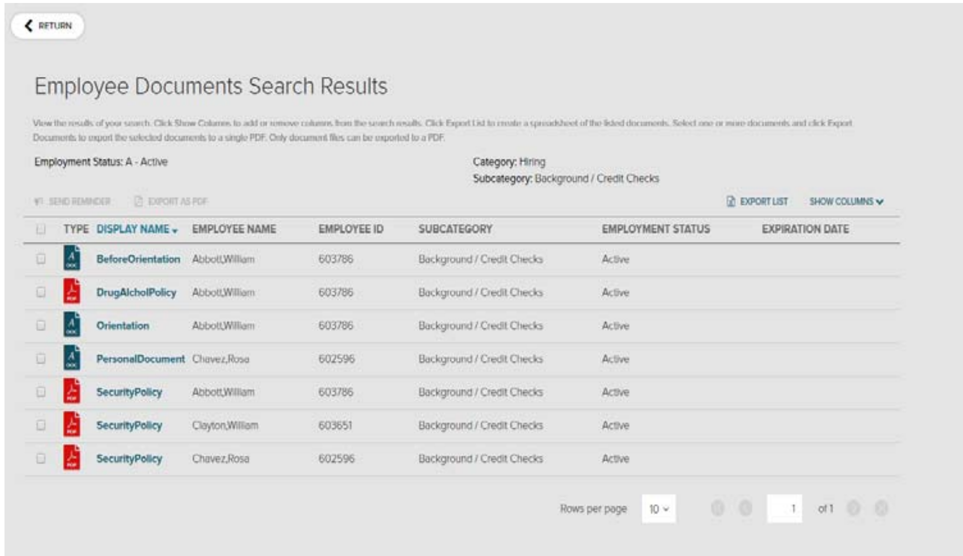


Figure 3-8. Employee Documents Search Results

7. Do one or all of the following:

   - Click **Show Columns** to see all columns available for display. Columns currently displayed are selected. Select a column to add it to the results display, clear a selection to remove the column.
   - Click on the document's name to view the document.
   - For documents with an electronic signature requirement, you can click **Send Reminder** to send a reminder to the employee's Message Center.

8. To export the results, do one of the following:

   - Click **Export List** to export the results into CSV file which can then be saved as a XLS file.
   - To export multiple documents into a single PDF file, select up to 20 documents to export and select Export as PDF. You can either open the combined files in a single .pdf or save the combined .pdf file.

   There are instances where a file cannot be converted to a PDF, a file with security turned on, a corrupt file or a file that just cannot be converted. If the file can't be converted, a page is inserted for the missing file. The inserted page has the filename of the unconverted file. File types that cannot be exported to the PDF format are: .vsd, .mp3, .mp4, .avi, .wmv, .mov, .zip, .ai.

9. Click **Return**.

Searching Across All Legacy Employee Documents

Use this page to search for documents belonging to legacy employees that are terminated, deceased, or made inactive outside of ADP.

1. Select **Reports** > **Additional Reporting> Search Employee Documents**.

2. Click the **Legacy Employees** tab.

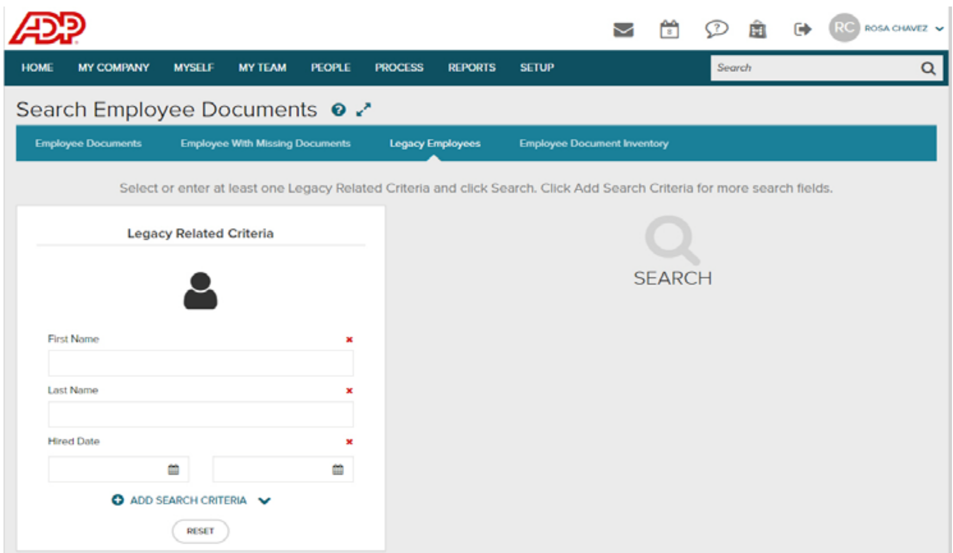


Figure 3-9. Legacy Employees Page

3. Enter a **First Name**, **Last Name**, or **Hire Date**. You must enter at least one of these.

   You must enter at least three characters for the search. Returned results will contain the characters entered. If you select a **Hire Date**, you do not need to enter a **First Name** or a **Last Name**.

4. Click **Add Search Criteria** if you wan to select additional legacy related criteria.

5. You can select the **From** and **To Termination Date**. If you select a **Termination Date**, you do not have to enter a **First Name** or **Last Name**.

6. You can select the **Employee ID**.

7. Click **Search**. Results are returned based on your criteria with the following columns to view, **Type**, **File Name**, **Associate ID**,**Last Name**, **First Name**, **Hire Date**, **Termination Date**.

8. Select the files you want to export and click **Export Documents**. The files export to a PDF format. If there is more than one document, the files are exported into a single PDF format with a blank page between each file. You can export up to 20 documents at a time.

   File types that cannot be exported to the PDF format are: .vsd, .mp3, .mp4, .avi, .wmv, .mov, .zip, .ai.

Creating an Employees with Missing Documents Report

Search for all employees that have specific employee documents missing.

For example, you want to find employees in Dept XXX who do not have the required documents for the hiring background check.

To do so, select a **Department within a Company Code** value of XXX from the **People Related Criteria** area and expand the **Hiring** category and select a subcategory of **Background/Credit Checks** from the **Document Related Criteria** area.

1. Select **Reports > Additional Reporting Tools > Search Employee Documents**.
2. Click **Employees With Missing Documents**.

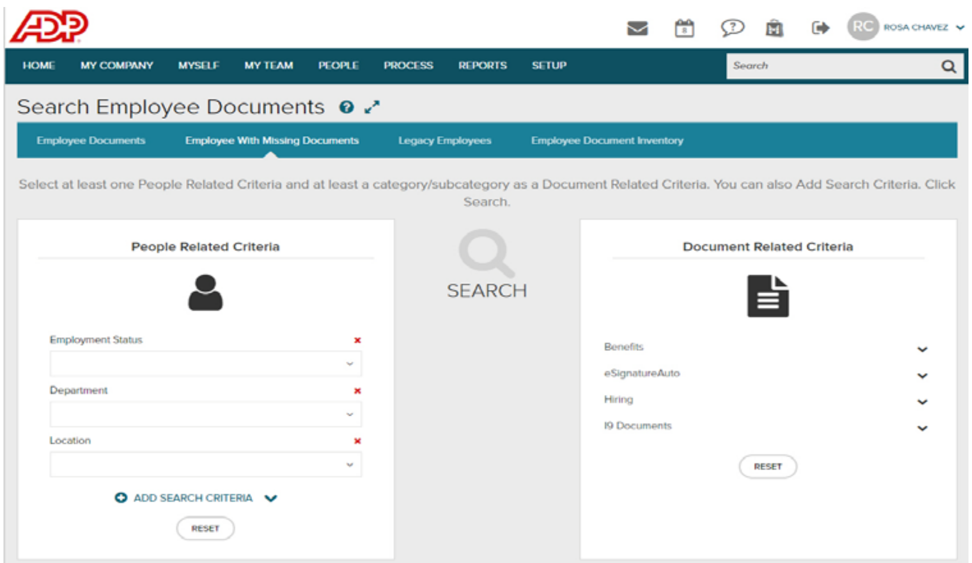


Figure 3-10. Employees with Missing Documents

3. Select at least one value for a **People Related Criteria**.
4. Click **Add Search Criteria** if you want to select additional people related search values.
5. From **Document Related Criteria** area, expand the appropriate **Category** and select the **Subcategory** you want to search on.
6. Click **Search**. Results are downloaded into a .xlsx file which you can save to the drive and directory you chose.

Creating an Employees Document Inventory Report

Generate a report of all the employees in your organization and all of the employee documents associated with each employee. The time it takes to generate the report depends on the number of employees you have and the number of documents associated with each employee.

1. Select **Reports > Additional Reporting Tools > Search Employee Documents**.
2. Click **Employees Document Inventory**.

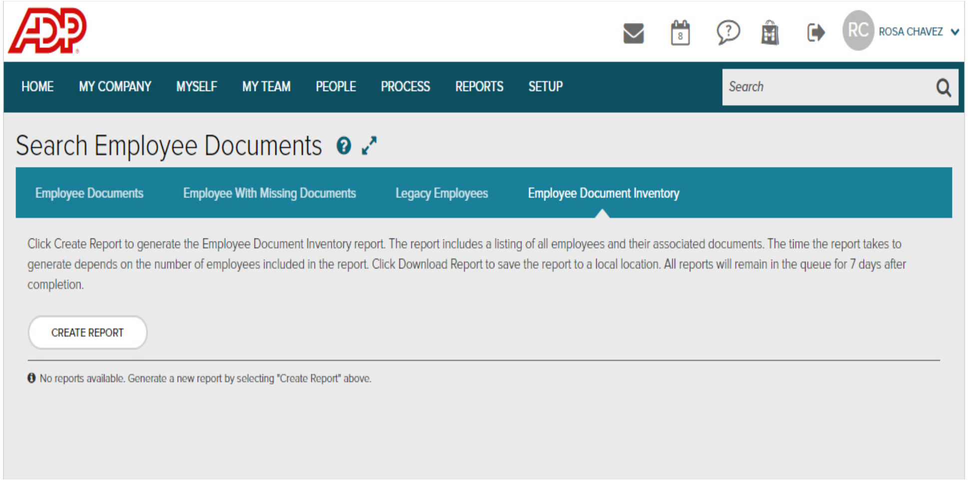


Figure 3-11. Employees Document Inventory

3. Click **Create Report**.

   The generating of the report begins. The status **Report Generating** displays. Once the report is finished, the status **Download Report** displays.

4. Click **Download Report**.

   The generated Employee Inventory Report downloads and is saved to the default location of your browser. Generated reports are available for seven days from the day it was generated. It is removed on the seventh day.

Working with Employee Documents

You can upload, download, print, add and view document notes, view audit history for an employee document and for all documents associated with a specific employee, and delete employee documents that you have access to.

Uploading an Employee Document

Upload a direct report's personal documents and store them by specific category. There is no maximum number of documents that can be uploaded, however the maximum size of an individual file is 10MB.

1. Select **People** > **Employment** > **Employee Documents**.
2. Search for and select an employee.
3. Click (upload) and do one of the following:

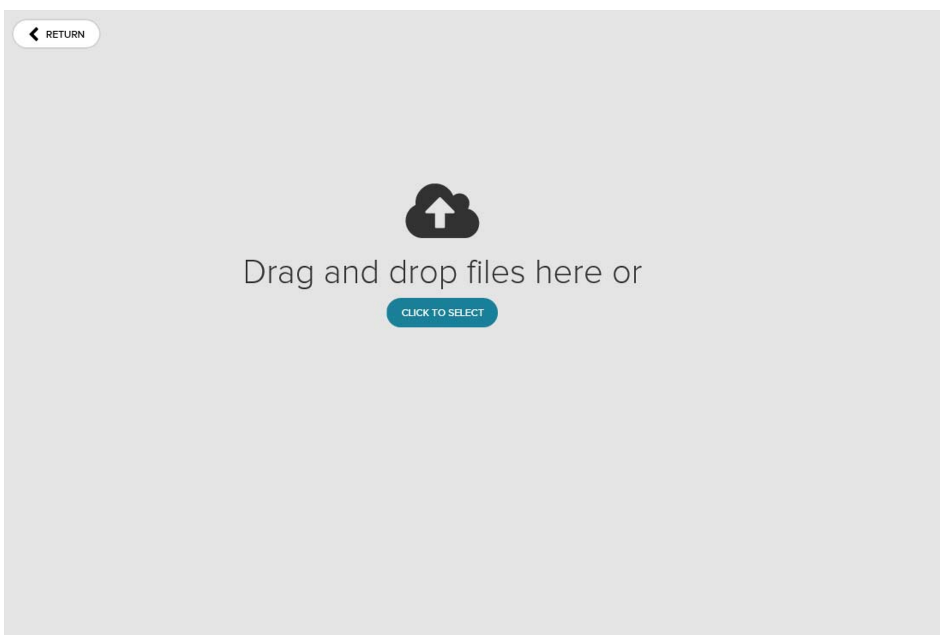


Figure 3-12. Upload

- Select **Click to Select**. Browse to and select the document you want to upload and click **Open**.

  Depending on the browser you are using, you can select multiple documents to upload.

- Drag and drop one or more files into the **Drag and drop files** area. Press Cntrl and click on individual files or press shift and click on continuous files. Continue to press the key and drag the files and drop them into the **Upload Documents** area.

  If you select a category and subcategory before you drag and drop the files into the upload area, the files are automatically assigned to the selected category and subcategory.

4. Regardless of how you upload the document, the Properties window opens.

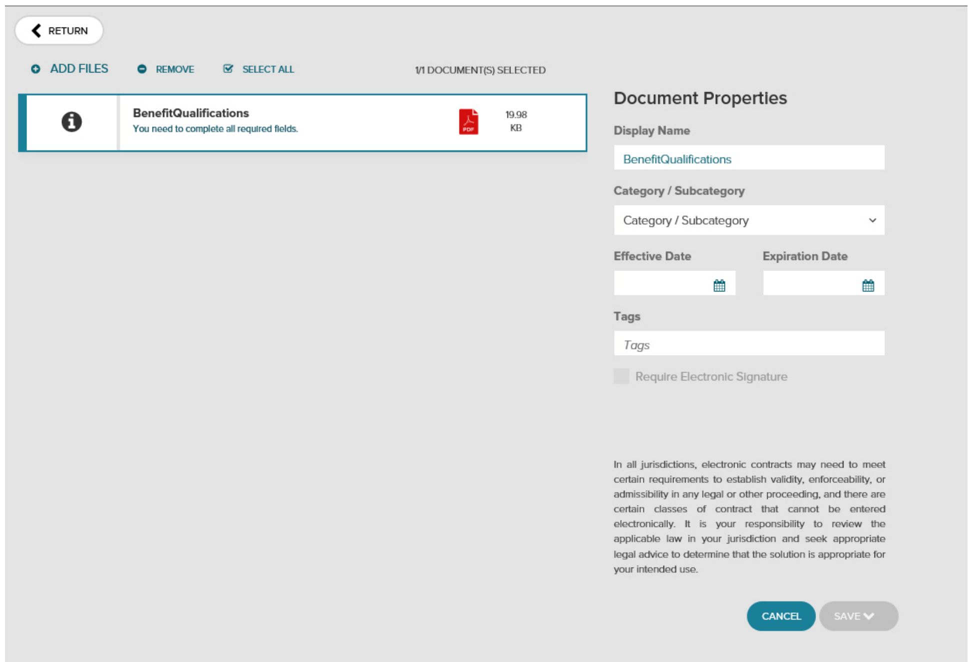


Figure 3-13. Employee Document Properties

5. Complete the document properties. The properties can be used to identify and search for a specific document.

- Enter a **Display Name**. The maximum length for the display name is 50 characters.
- Select a **Category** and **Subcategory** for the document. Documents are organized based on the category and subcategory.

  A category or subcategory is not available in your **Categories** section until it has a document assigned to it, so you may see the category or subcategory in this selection list but not in the **Categories** section.

- Once a category and subcategory is selected, you can select **Require Electronic Signature** if you want the document to require an electronic signature by the employee. The employee gets a message notification through the Message Center that there is a document needing an electronic signature.

  Only those documents that can be views as PDFs can require an electronic signature. If an employee document has a pending workflow approval, it can not be assigned an electronic signature requirement.

- Enter **Tags** to help you identify the document during a search. This is an optional field with a limit of 256 characters.
- Select an **Effective Date** to designate the date the document becomes effective. This is an optional field.
- Select an **Expiration Date**. to designate the date the document is no longer valid. This is an optional field.

  You can access the document and change the expiration date for the document if you want to keep viable for a longer period.

6. Click **Save** and do one of the following:

   - Select **Save and Return**. The document is uploaded and you are returned to the Employee Document page.
   - Select **Save**. The document is uploaded and you remain on the **Upload Documents** window. You can then upload additional documents.

Downloading an Employee Document

You can download an employee document, retaining the original format, and then save the employee document to local or network drive and directory.

To view or print documents in formats that are not supported by the document viewer, you must download and save the document to your local drive. The file types that must be downloaded in order to access them are .mp3, .wav, .avi, .fla, .mov, .mp4, .swf, .mpa, and .wav.

1. Select **People** > **Employment** > **Employee Document**.
2. Search for and select an employee.
3. Select the **Filters** you want to use to search for your documents. You can select from **Categories**, **File Type**, and **Status**. You can select one or more filters and the found documents are listed as you select a filter.

Figure 3-14. Document Listed with Notes

4. Click the name of the document you want to access.

5. Click ⋮ **(action)** and select **Download**.

6. Browse to the drive and directory where you want to download the document and click **Save**.

Printing an Employee Document

1. Select **People** > **Employment** > **Employee Documents**.

2. Search for and select the document you want to print.

   You can limit the display of documents by clicking on a specific category from the **Categories** section.

3. Click the name of the document you want to print.

4. Click **Download**. Once the document is downloaded, you can print it from your local directory.

Adding a Note to an Employee Document

You can add comments or descriptions to the properties of a document that you are uploading or viewing. Once you add a note, it cannot be edited or deleted.

Select **People** > **Employment** > **Employee Documents**

1. Search for and select an employee.

2. Select the **Filters** you want to use to search for your documents. You can select from **Categories**, **File Type**, and **Status**. You can select one or more filters and the found documents are listed as you select a filter.

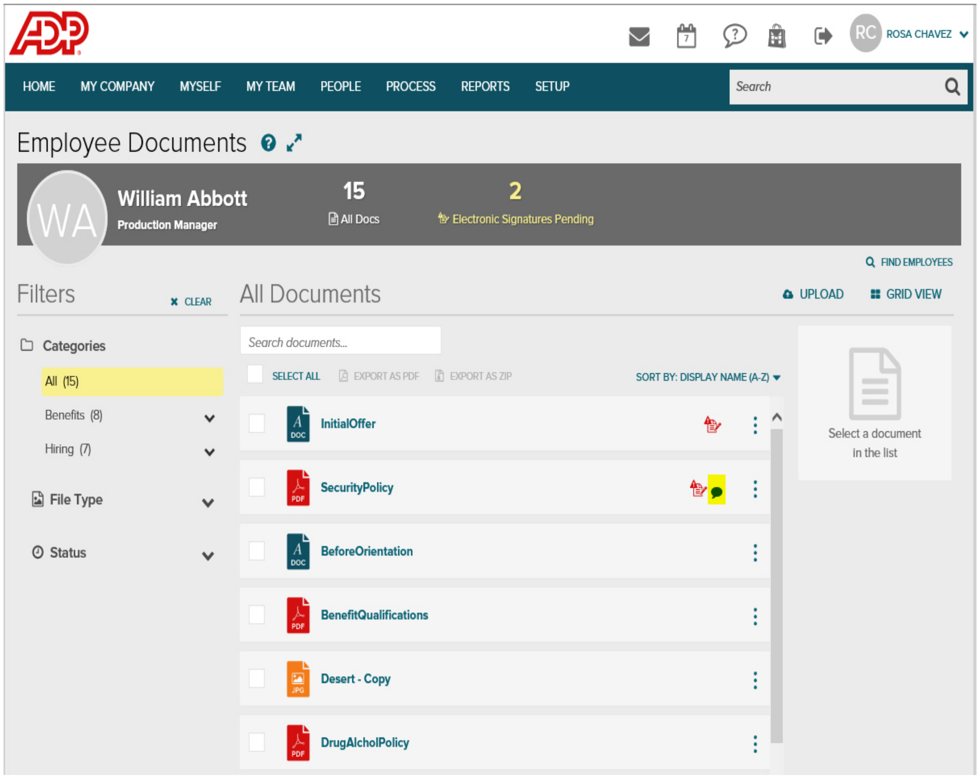


Figure 3-15. Document Listed with Notes

3. Do one of the following:

- Click to display the notes associated with the document and enter a new note.

- Click ⋮ **(action)** and select **Notes** to display the notes associated with the document and enter a new note.

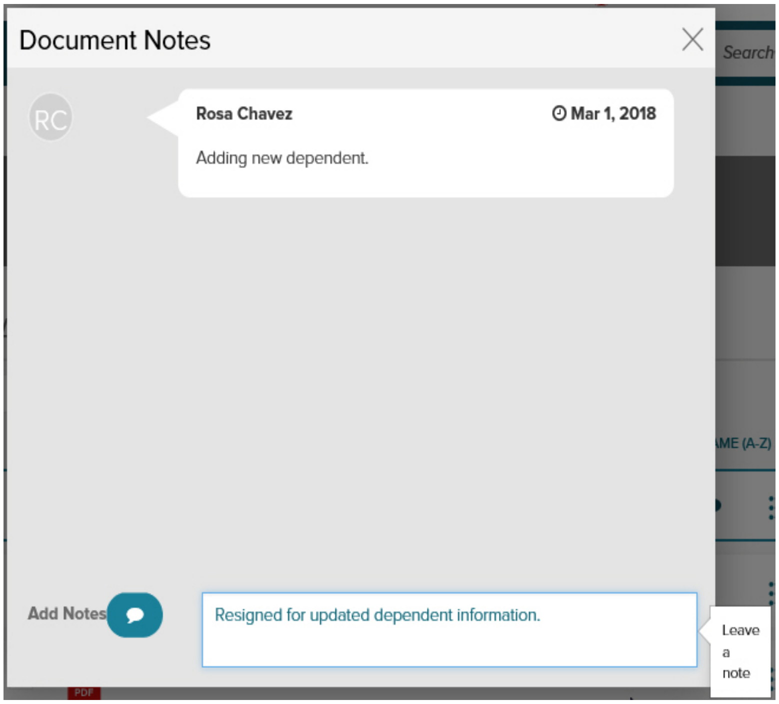


Figure 3-16. Document Notes

4. Click (Notes) to save the new note.

   Once a note is associated with a document, it cannot be deleted.

5. When you have finished reviewing the notes or adding new notes, click .

Once the first note for a document is saved, the document has the note indicator on the right side of the document on the **Employee Documents** page. There is a limit of 256 characters for notes.

Viewing an Employee Document

Select **People** > **Employment** > **Employee Documents**

1. Search for and select an employee.
2. Select the **Filters** you want to use to search for your documents. You can select from **Categories**, **File Type**, and **Status**. You can select one or more filters and the found documents are listed as you select a filter.

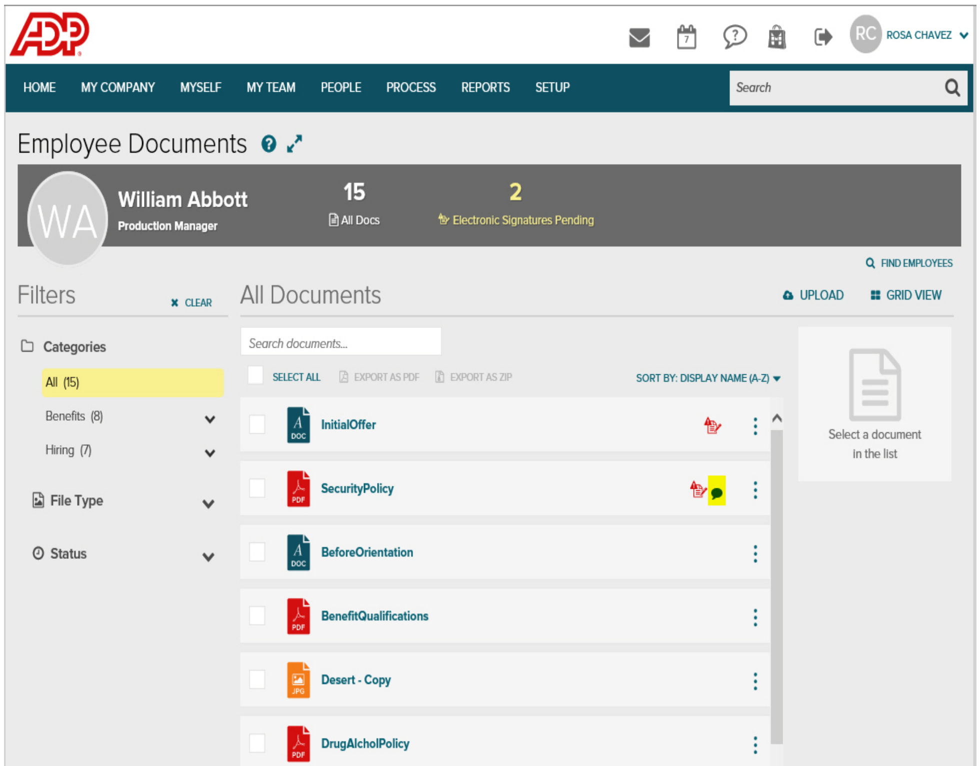


Figure 3-17. Document Listed with Notes

3. Click to display the notes associated with the document and enter a new note.
4. Click (notes). All the notes associated with the document display.
5. When you have finished reviewing the note or notes, click (close).

Some document formats are not supported by the viewer. You need to download those files to a local or network drive.

Viewing the Audit History for an Employee Document

You can view the audit history of documents loaded for a selected employee. The audit history lists each category, subcategory, document name, who the document has been accessed by, the access method (what was done to the document, when it was accessed), and the date and time it was accessed, electronic signature completed.

1. Select **People** > **Employment** > **Employee Documents**.

2. Search for and select an employee.

3. Select the **Filters** you want to use to search for the documents. You can select from **Categories**, **File Type**, and **Status**. You can

   - Select one or more filters and the found documents are listed as you select a filter.

     You can search on for the documents of your direct and indirect employees and those employees that you have been given access to view.

   - You can limit the display of documents by clicking on a specific category from the **Categories** section.

4. Click the name of the document you want to display. The document opens on a page.

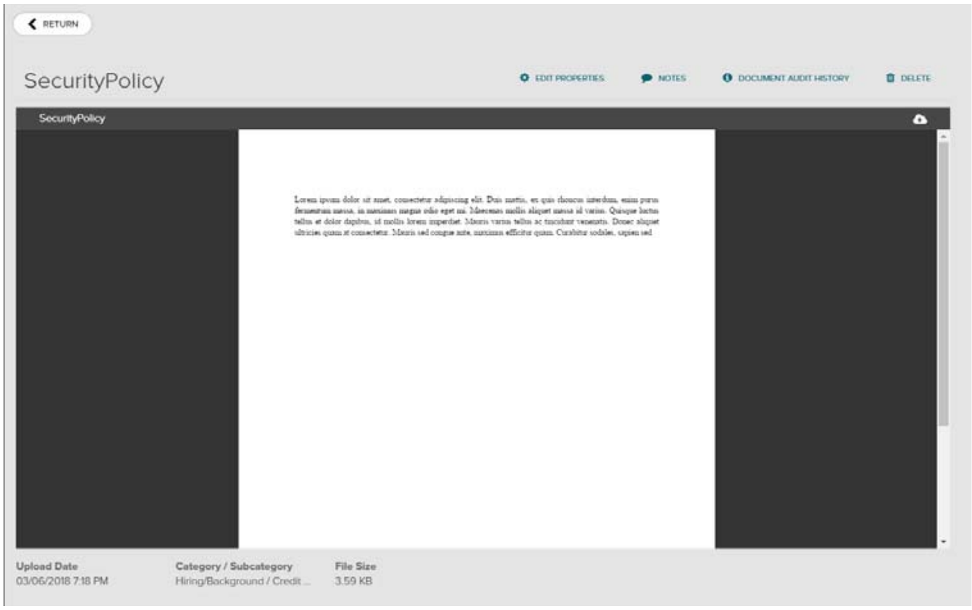
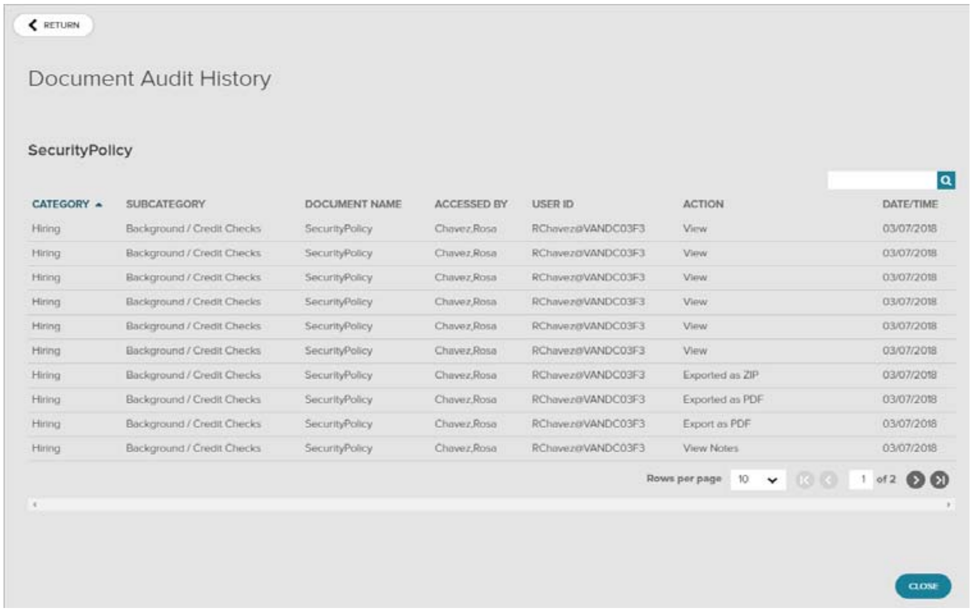


Figure 3-18. Employee Document Viewing

5. Click **Document Audit History**.



CATEGORY	SUBCATEGORY	DOCUMENT NAME	ACCESSED BY	USER ID	ACTION	DATE/TIME
Hiring	Background / Credit Checks	SecurityPolicy	Chavez,Rosa	RChavez@VANDC03F3	View	03/07/2018
Hiring	Background / Credit Checks	SecurityPolicy	Chavez,Rosa	RChavez@VANDC03F3	View	03/07/2018
Hiring	Background / Credit Checks	SecurityPolicy	Chavez,Rosa	RChavez@VANDC03F3	View	03/07/2018
Hiring	Background / Credit Checks	SecurityPolicy	Chavez,Rosa	RChavez@VANDC03F3	View	03/07/2018
Hiring	Background / Credit Checks	SecurityPolicy	Chavez,Rosa	RChavez@VANDC03F3	View	03/07/2018
Hiring	Background / Credit Checks	SecurityPolicy	Chavez,Rosa	RChavez@VANDC03F3	View	03/07/2018
Hiring	Background / Credit Checks	SecurityPolicy	Chavez,Rosa	RChavez@VANDC03F3	Exported as ZIP	03/07/2018
Hiring	Background / Credit Checks	SecurityPolicy	Chavez,Rosa	RChavez@VANDC03F3	Exported as PDF	03/07/2018
Hiring	Background / Credit Checks	SecurityPolicy	Chavez,Rosa	RChavez@VANDC03F3	Export as PDF	03/07/2018
Hiring	Background / Credit Checks	SecurityPolicy	Chavez,Rosa	RChavez@VANDC03F3	View Notes	03/07/2018

Figure 3-19. Document Audit History

6. Click **Close** or **Return**.

Viewing the Audit History for All Documents for an Employee

You can view the audit history of for all of an employee's documents that have been uploaded. The audit history lists each category, subcategory, document name, who a document has been accessed by, the user ID, the action, and the date and time a document was accessed.

1. Select **People** > **Employment** > **Employee Documents**.

2. Search for and select an employee.

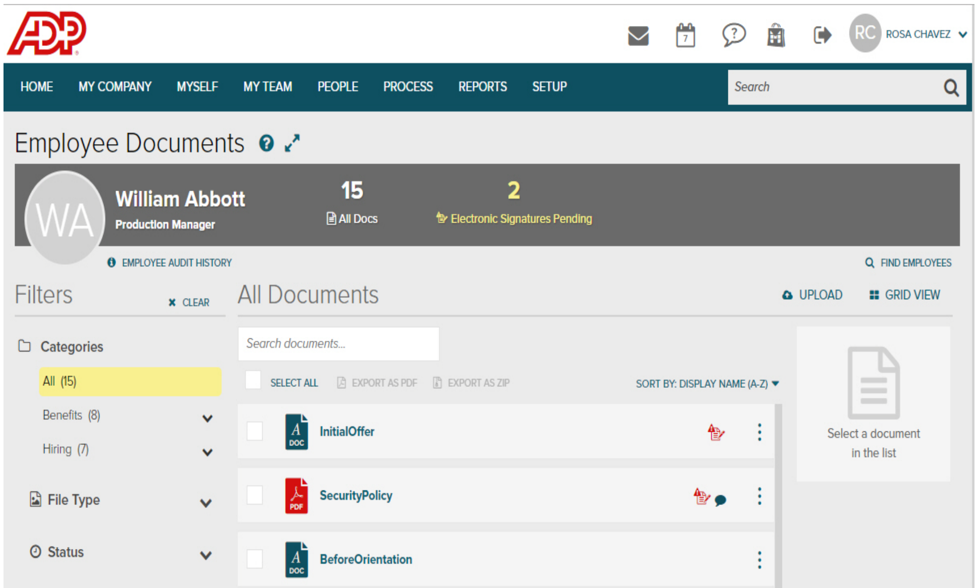


Figure 3-20. Employee Document Viewing

3. Click **Employee Audit History** under the employee name.

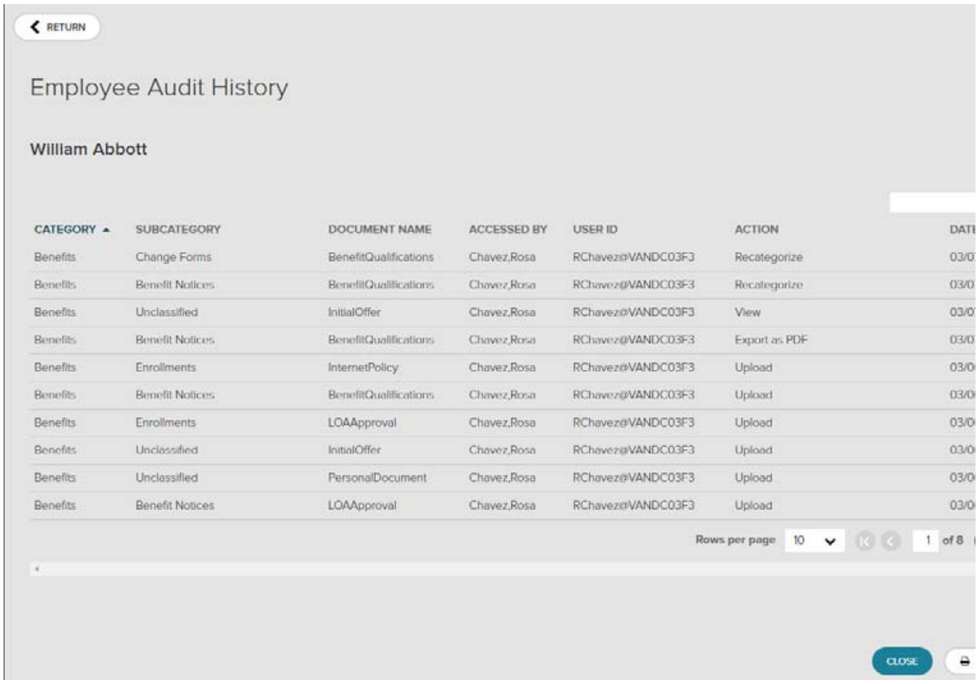


Figure 3-21. Employee Audit History

4. Do one of the following:

- Click to **Print**.
- Click **Close** or **Return** to exit the audit history view.

Deleting an Employee Document

1. Select **People** > **Employment** > **Employee Documents**.

2. Search for and select an employee.

3. Select the **Filters** you want to use to search for your documents. You can select from **Categories**, **File Type**, and **Status**. You can select one or more filters and the found documents are listed as you select a filter.

   You can search on for the documents of your direct and indirect employees and those employees that you have been given access to view. You can limit the display of documents by clicking on a specific category from the **Categories** section.

Figure 3-22. Action Menu - Delete

4. Click ⋮ (**action**) beside a single document and select **Delete**.

   If the document has a pending Electronic Signature or pending approval, you cannot delete it.

5. Click **Confirm**.

Searching for Required Electronic Signatures

Employee documents can be designated as requiring an employee's electronic signature. The requirement is set through a category/subcategory that is assigned during upload although the requirement can be turned off for individual documents if needed.

Once a document is uploaded and has a category/subcategory requiring an electronic signature assigned and saved, the employee gets a notification through the Message Center that there is a pending document waiting to be signed.

Designating an Electronic Signature Requirement

1. Select **People** > **Employment** > **Employee Document**.
2. Upload an employee document. For more information, see “Uploading an Employee Document ” on page 3-16.
   - If the category/subcategory you assign to the document has a **Require Electronic Signature** as a property, the employee document is designated as electronic signature required.
   - You can turn the requirement on or off for individual documents when you upload the document. This doesn’t change the property for the category/subcategory.

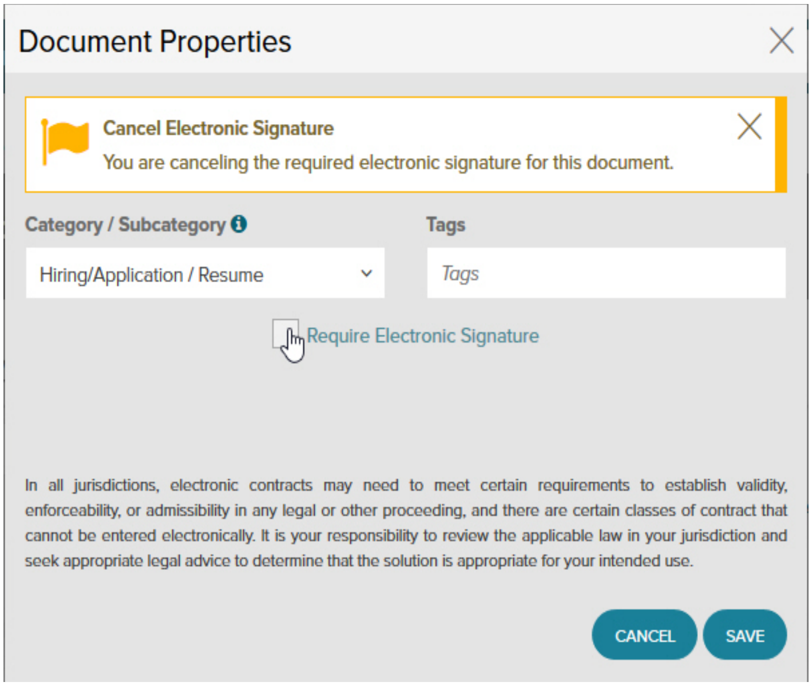


Figure 3-23. Document Properties

The employee gets a message notification through the Message Center that there is a document needing an electronic signature.

On the Employee Documents page for the employee, the documents requiring an electronic signature display with an icon.

- electronic signature required
- electronic signature complete

Sending a Reminder for an Electronic Signature

1. Select **Reports > Additional Reporting> Search Employee Documents**.

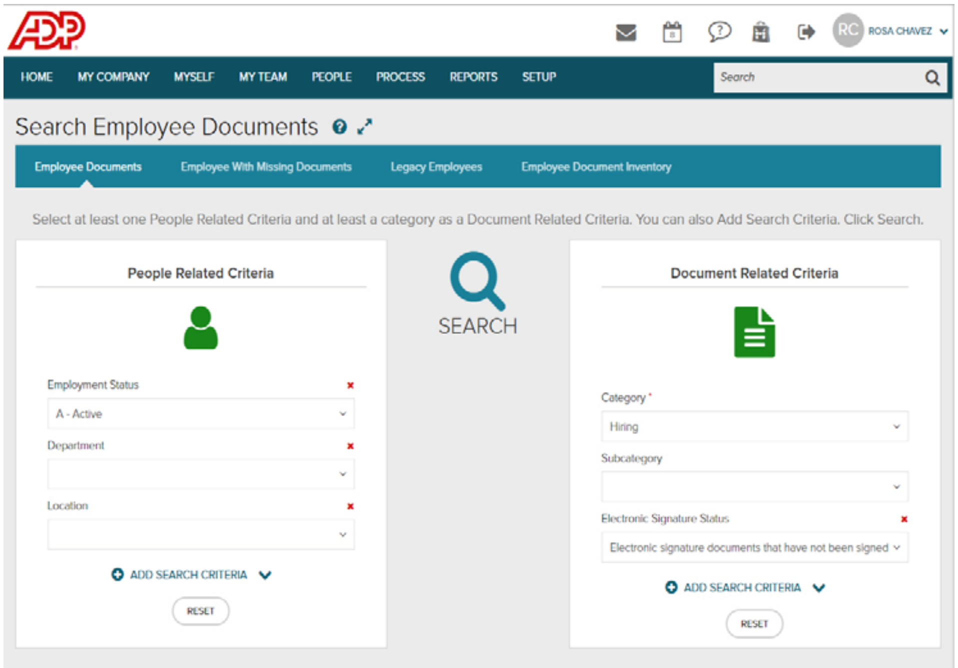


Figure 3-24. Employee Audit History

2. Select at least one value for a **People Related Criteria**.
3. Click **Add Search Criteria** if you want to select additional people related search values.
4. Select a **Category**, **Subcategory** and any other **Document Related Criteria** you need. You must select a category for your search.
5. Click **Add Search Criteria**.
6. Select **Electronic Signature Status** and then **Electronic signature documents that have not been signed**.

7. Click **Search**.

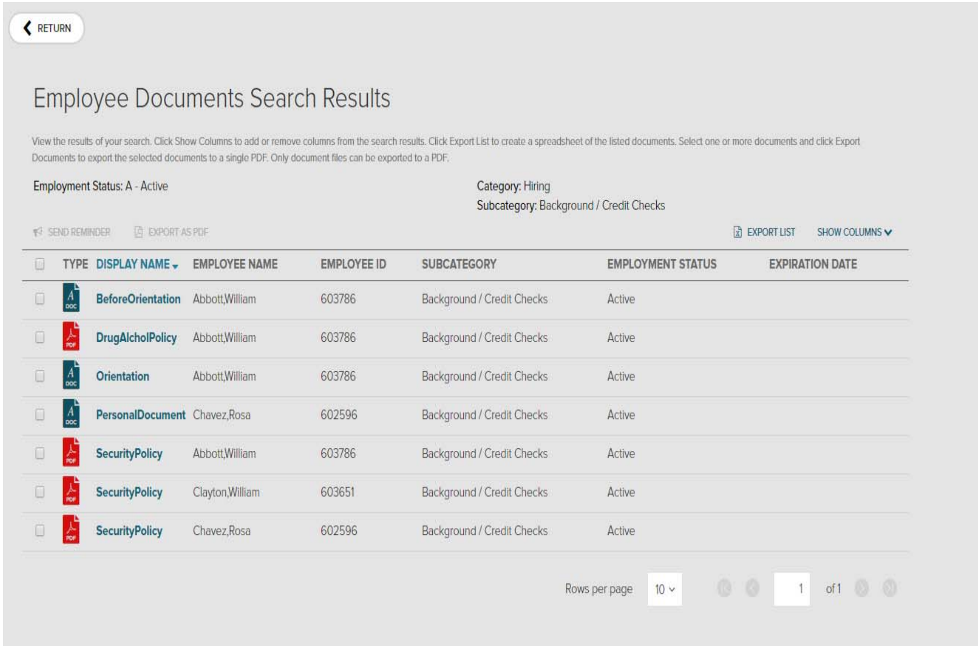


Figure 3-25. Employee Document Search

8. Select each of the documents for which you want to send a reminder of a pending electronic signature.

9. Click **Send Reminder**.

10. Click **OK** on the confirmation. A reminder notification is sent o the Message Center.

Canceling an Electronic Signature Requirement

1. Select **People** > **Employment** > **Employee Documents**.

2. Search for and select the employee whose document you want to view.

   By default all of the documents previously uploaded for the employee are listed in the center section of the **Employee Documents** page. You can search only for the documents of your direct and indirect employees and those employees that you have been given access to view. You can limit the display of documents by clicking on a specific category from the **Categories** section.

3. Click the name of the document you want to access. The properties of the document are listed in the preview pane.

4. Click **Edit Properties**.

5. Click **Yes** to cancel the electronic signature.

6. Click **Save**.

Working with Company Documents

When working with company documents, you first select **Setup** > **Manage Documents** > **Company Documents**.

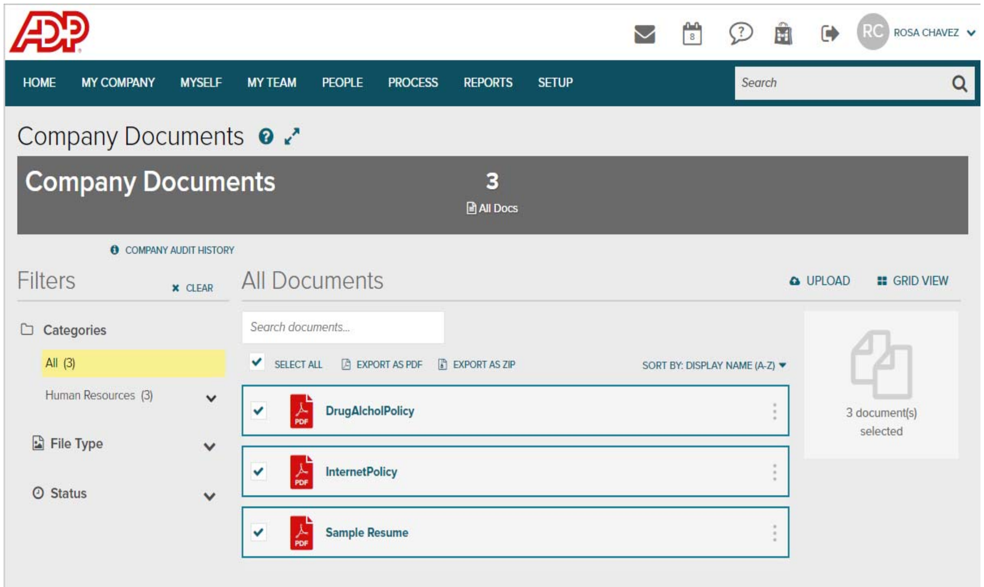


Figure 3-26. Company Documents

From this page, you can do the following:

Uploading a Company Document

Upload company documents and store them by specific category.

1. Select **Setup** > **Manage Documents** > **Company Documents**.
2. Click (**upload**).
3. Select **Click to Select**.

   You can also drag and drop files into Upload Documents. Window IE 9 does not support this function.

4. Browse to and select the file you want to upload.
5. Click **Open**.
6. Once the document is available, complete the document properties. The properties can be used to identify and search for specific document.
7. Enter a **Display Name**.

8. Select a **Category** for the document. Documents are organized based on the category and subcategory.

9. Enter **Tags** to help you identify the document during a search.

10. You can select an **Effective Date** to designate the date the document becomes effective.

11. Select an **Expiration Date** to designate the date the document is no longer valid.

12. Click **Save** and do one of the following:

    - Select **Save and Return**. The document is uploaded and you are returned to the Company Documents page.

    - Select **Save**. The document is uploaded and you remain on the Upload Documents dialog. You can then upload additional documents.

Adding a Note to a Company Document

You can add comments or descriptions to the properties of a document that you are uploading or viewing. Once you add a note, it cannot be edited or deleted.

1. Select **Setup** > **Manage Documents** > **Company Documents**.

2. Select the name of the document to which you want to add the note. The document opens on a page.

3. Click **Notes**. All the notes associated with the document display.

4. Enter the text for your note and click (**save note**).

5. You new note is listed at the top.

6. When you have finished reviewing the note or notes, click (**close**).

Viewing a Company Document

1. Select **Setup** > **Manage Documents** > **Company Documents**.

2. Select the name of the document you want to view. The document opens on a page.

3. Use can use the document's icon to expand, shrink, zoom in, zoom out, print, or save the documents.

4. Click (**close**) when you are done.

   Some document formats are not supported by the viewer. You need to download those files to a local or network drive.

Downloading a Company Document

You can download a company document, retaining the original format, and then save the company document to local or network drive and directory.

To view or print documents in formats that are not supported by the document viewer, you must download and save the document to your local drive. The file types that must be downloaded in order to access them are .mp4, .wav, .avi, .fla, .mov, .mp4, .swf, .mpa, and .wav.

1. Select **Setup** > **Manage Documents** > **Company Documents**.
2. Click ⋮ (**action**).
3. Select **Download** and browse to the drive and directory where you want to download the document.
4. Click **Save**.

Printing a Company Document

1. Select **Setup** > **Manage Documents** > **Company Documents**.
2. Click ⋮ (**action**).
3. Select **Download** and browse to the drive and directory where you want to download the document.
4. Once the document is downloaded, you can print it as you would any other document.

Viewing the Audit History for a Company Document

You can view the audit history of a company document. The audit history lists each category, subcategory, document name, who the document has been accessed by, the user ID, the action, and the date and time the document was accessed.

1. Select **Setup** > **Manage Documents** > **Company Documents**.
2. Select the document's name.
3. Select **Document Audit History.**
4. Click **Close** to exit the audit history view.

Viewing the Audit History for All Company Documents

You can view the audit history of for all of a company's documents that have been uploaded. The audit history lists each category, subcategory, document name, who a document has been accessed by, the user ID, the action, and the date and time a document was accessed.

1. Select **Setup > Manage Documents > Company Documents**.
2. Click **Company Audit History**. The Document Audit History for all company documents displays.
3. Click **Close** to exit the audit history view.

Deleting a Company Document

1. Select **Setup > Manage Documents > Company Documents**.
2. Select the name of the document you want to delete. The properties of the document are listed in the preview pane.
3. Click **Delete**.
4. Click **Confirm**.

Searching for Company Documents

1. Select **Setup > Manage Documents > Company Documents**.

1. Select the **Filters** you want to use to search for your documents. You can select from **Categories**, **File Type**, and **Status**. You can select one or more filters and the found. Documents are listed as you select a filter.

   You can search all categories or limit the search to a single category. From the **Categories** section, click **All** or click on a specific category.

2. Click on the result you want to view.

   If there is only one result, the document is selected and the properties of the document display.

   If needed, you must activate the documents. If the documents do fall into a category but have no specific subcategory, the subcategory for those documents are assigned as unclassified.