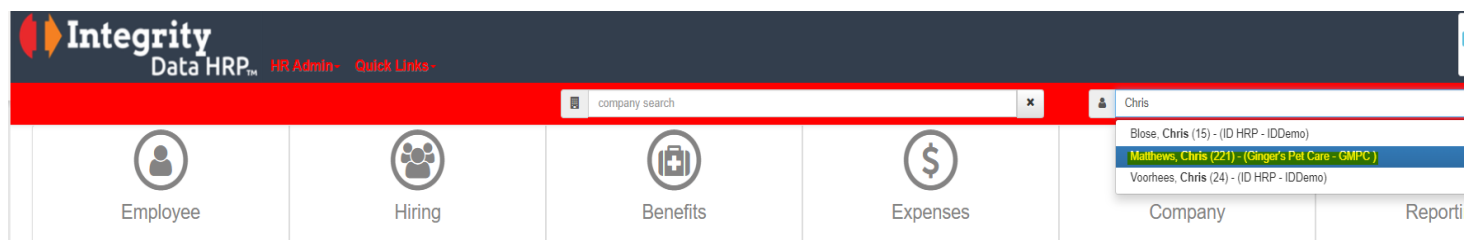


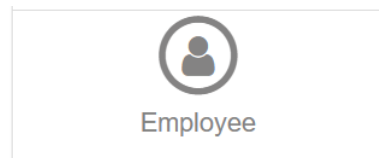


Review Employee Documents

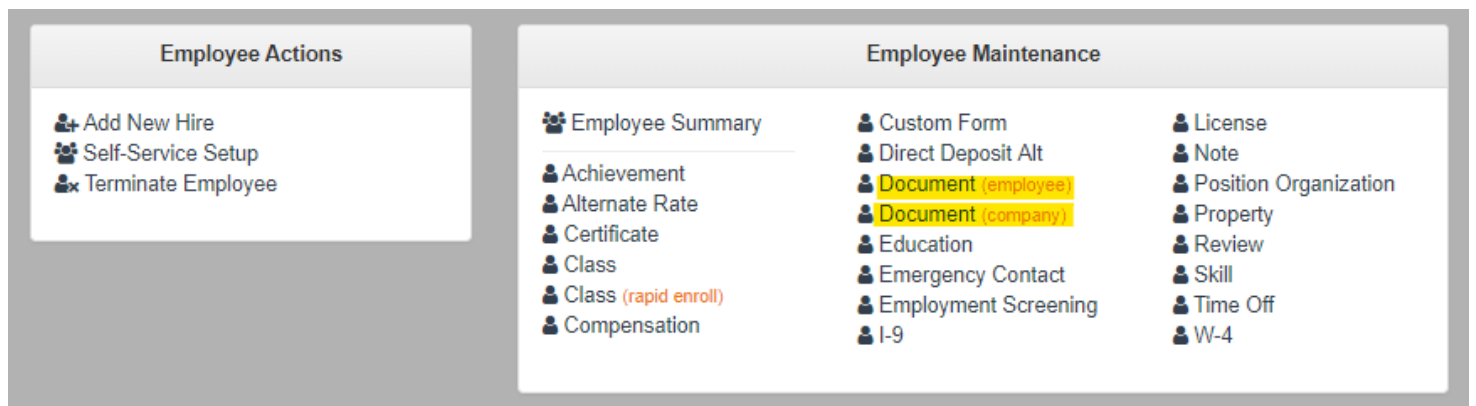
To review an employees completed/signed document, lock in on the employee in the search box



Click on Employee



Under Employee Maintenance, click on Document (employee) or Document (company) to view the document type you want to review



Documents (company)  

Download	Filename	Category	Title	Upload Date	Size (KB)	Upload By	Manager	Employee	Private
	review summary _26_.pdf	Demo	Sample for PDF signature	03/18/2022 11:37 AM	145	chris@hrnext.com	No Yes	No Yes	No Yes
	Dental 1.docx	Benefit Plan	Dental 1	02/09/2022 02:55 PM	42	gmoore@integrity-data.com	No Yes	No Yes	No Yes
	Vision 1.docx	Benefit Plan	Vision 1	02/09/2022 03:03 PM	50	gmoore@integrity-data.com	No Yes	No Yes	No Yes



If Manager or Employee is marked yes or no, or marked Private, will determine if the manager or employee can see the document. If the document is marked Private, only an HR Admin will be able to see the document

Documents (employee)

+ Add Documents

 Download

filter grid... 

Actions	Download	Filename	Category	Title	Upload Date	Size (KB)	Upload By	Manager	Private
		Driver's License Test Document.docx e-signed by: Chris Matthews on 03/01/2022 02:07 PM from: 104.56.01.155	Onboarding-User Document	Driver's License Test Document.docx	03/01/2022 02:07 PM	12	Onboarding	No Yes	No Yes
		formbackgroundcheckauth.pdf e-signed by: Chris Matthews on 03/01/2022 02:03 PM from: 104.56.01.155	Onboarding-Background Check Auth	FormBackgroundCheckAuth	03/01/2022 02:08 PM	508	Onboarding	No Yes	No Yes
		formdirectdeposit.pdf e-signed by: Chris Matthews on 03/01/2022 02:02 PM from: 104.56.01.155	Onboarding-Direct Deposit	FormDirectDeposit	03/01/2022 02:08 PM	176	Onboarding	No Yes	No Yes
		form-flpanthersmutualarbitrationpolicy.pdf e-signed by: Chris Matthews on 03/01/2022 02:02 PM from: 104.56.01.155	Onboarding-Custom Form	Form-FLPanthersMutualArbitrationPolicy	03/01/2022 02:08 PM	186	Onboarding	No Yes	No Yes
		form-flpanthersmutualarbitrationpolicy.pdf e-signed by: Chris Matthews on 03/29/2022 06:48 AM from: 104.56.01.155	On-Demand-Custom Form	Form-FLPanthersMutualArbitrationPolicy	03/29/2022 06:48 AM	186	Custom Form	No Yes	No Yes



If Manager is marked yes or no, will determine if the manager can see the document. If the document is marked No for the Manager and marked Yes for Private, (the employee can't see it), only an HR Admin will be able to see the document