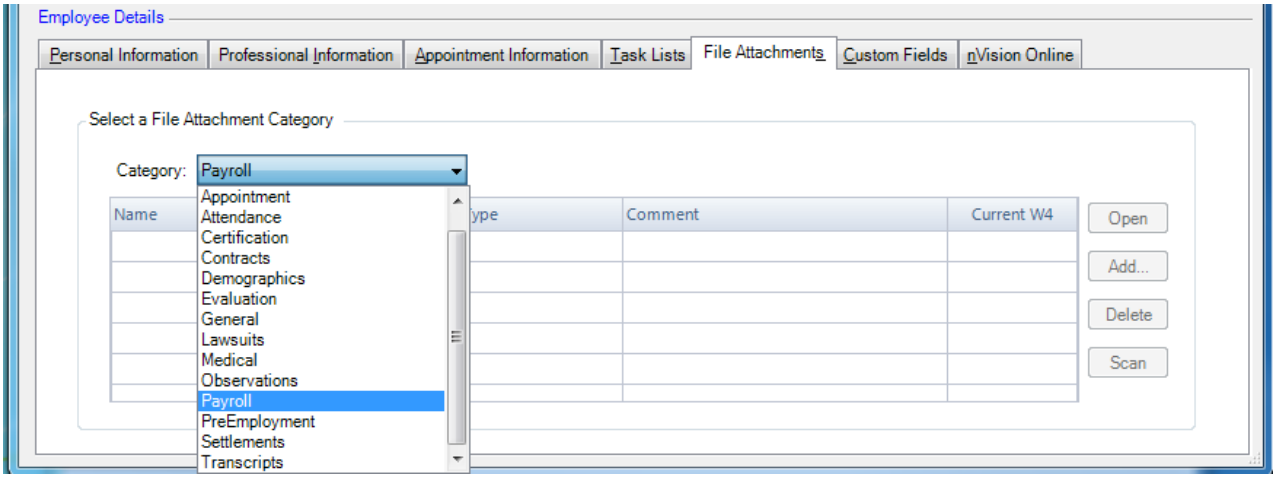
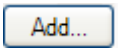
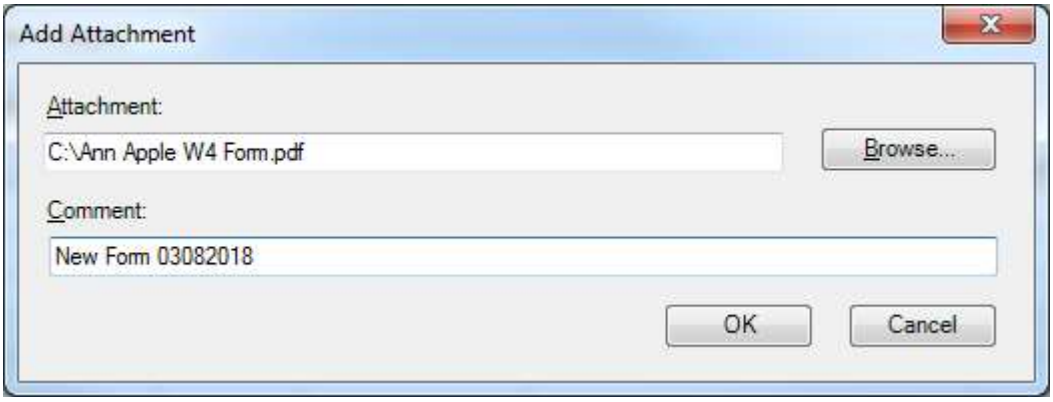
Adding File Attachments

1. Click the **File Attachments** folder to attach documents or spreadsheets that contain information pertaining to this employee. File attachments can be stored by category. Example, if you had a scanned copy of an employee's resume, you could attach it to the category labeled "PreEmployment".

2. Use the drop-down to choose the **category** under which the attachments falls (i.e., General, Evaluation, Medical, Transcripts, etc.).



3. Click **Add**  to specify the location of the attachment to be linked to this employee. Use the Browse button to find the location and name of the file.



Enter any Comments as needed. Click **OK**.

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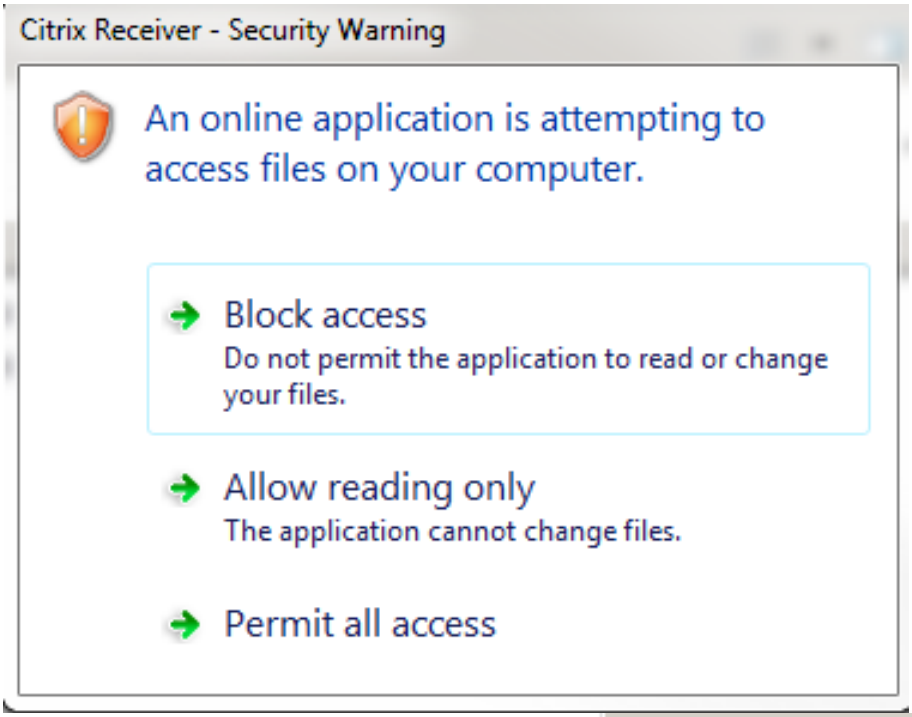
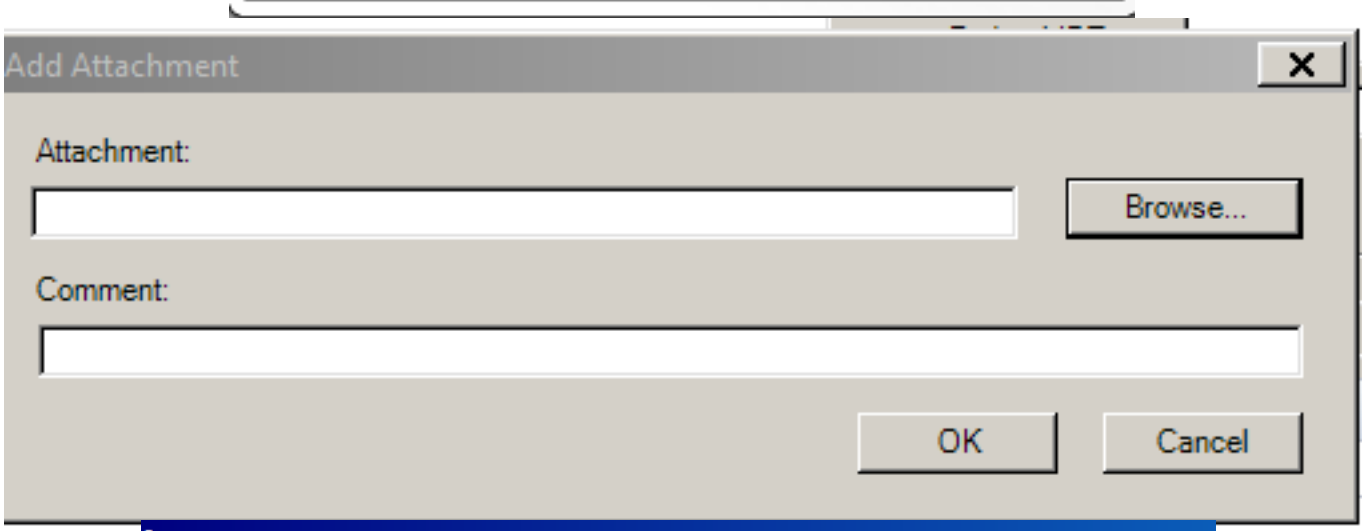
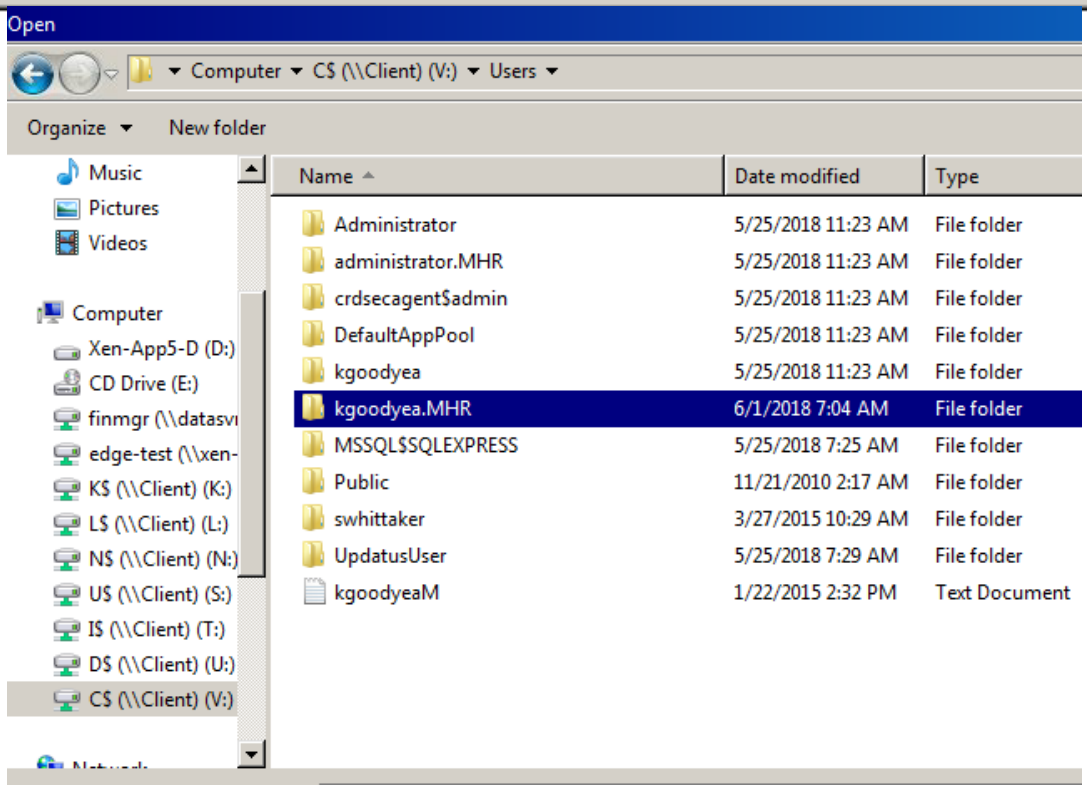


Choose Permit all Access

Click on Browse

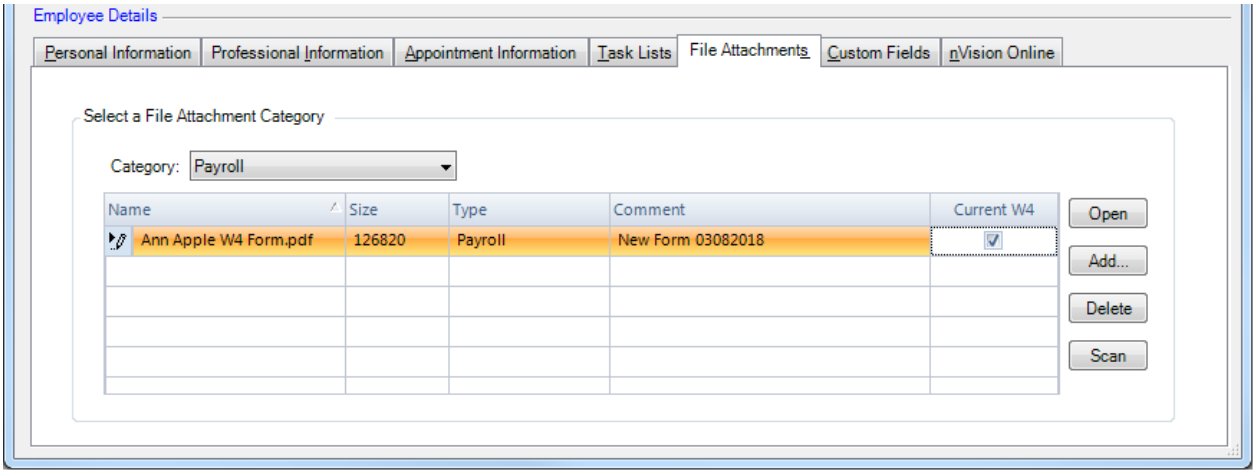




Choose C$ on V

If attaching a W4 form, check the box that indicates that this is the most current W4 form for the employee.

The selected file is attached to the employee record.



Highlight the file name and click Open to view the contents of the file. Highlight the file name and click Delete if you no longer want this file to be linked to the employee.

4. Save the record or continue to add more employee information.

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