

Manager Role: View Documents

Introduction

In the Manager role, you can view documents associated with your employee. Documents attached to your employee's Dayforce profile can include, but are not limited, to status change letters, job change letters, work from home agreements, and reward letters.

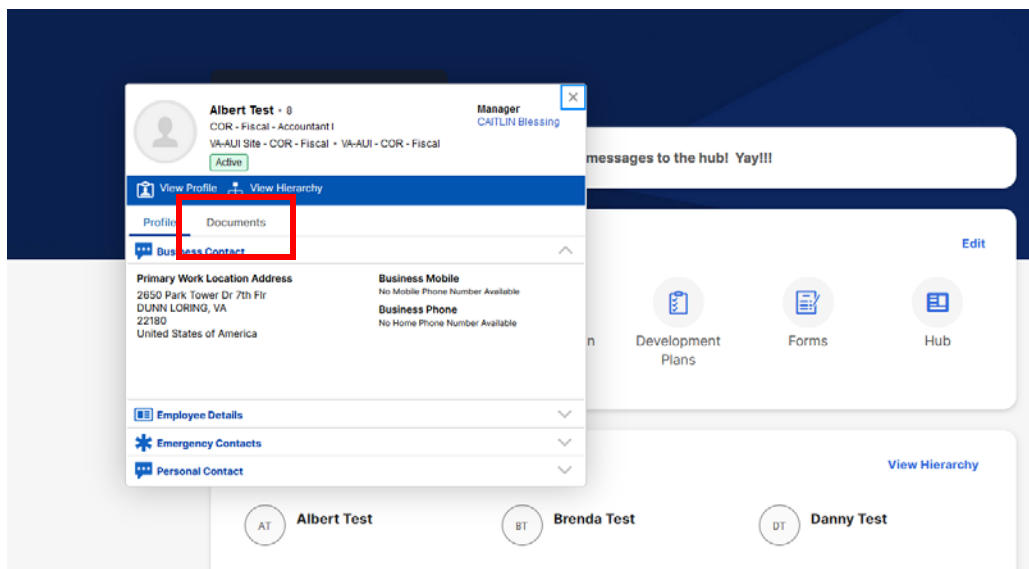
Accessing your Team's Documents

Dayforce offers two ways to access documents: 1) on the employee's tile under **My Team** in your Manager Hub and 2) on the employee's profile found using the **People** icon in the top right-hand corner of your screen.

My Team on the Manager Hub

To view details of your team members, click on the name of the employee you wish to view under the My Team tile of your Manager Hub. The Manager Hub is the home page associated with your Manager role.

1. From the Manager Hub, scroll down the page to the section titled "My Employees"
2. Click on the name of the employee to open their tile.
3. Click on the Documents tab



Employee Profile under People

Use the People icon in the top right-hand corner of your screen to access your **People List** and an **Organizational Chart**.

Filters are available at the top of the People List to narrow your search as needed.

Check the "Include Indirect Reports" to expand your search.

Click on the name of the employee you wish to view the profile of.

<input type="checkbox"/>	Name	Employee Number
<input type="checkbox"/>	Albert Test	8
<input type="checkbox"/>	Brenda Test	7
<input type="checkbox"/>	Danny Test	10
<input type="checkbox"/>	Emily Test	3
<input type="checkbox"/>	Fred Test	4
<input type="checkbox"/>	Nancy Test	9

1. Click the employee's name to open the Employee's full profile.
2. From the employee's profile, select **Overview**.
3. Click on Notes. A list of available documents will open on the right side of the screen.

Taylor Test

HRD - Human Resources - HR Administrator I

Active Unpaid Appointment

Refresh **Notes 1**

Overview Employment