HR Front End Transaction – Attach a Document

Documents you would have sent with an HR Transaction Checklist should be attached to the HR Front End transaction.

Each document should be a separate file unless otherwise noted. If the document is multi-page, it should be scanned as a multi-page document, not each page as a different file. For assistance with scanning activities please contact your technical support or your college.

When scanning a document here are some suggestions:

1. Use a file name of no more than 40 characters, LAST NAME_Init_UIN_*doctype*.pdf

   Example: SMITH_Z_3334445555_i9.pdf

or Example: SMITH_Z_i9.pdf

2. How to scan – each document as its own file – see list of document descriptions/types
3. What to attach – see transaction spreadsheet/transaction tips
4. Format of the file – pdf is best, can do Word or Excel, but never an executable file
5. Location of the file – it should be a secure drive – your hard drive or a secured shared location

How to attach:

On the Attachments tab –

a. Click Add Attachment
b. Click Browse, select document to attach (either on your hard drive or network drive)
c. Click Open
d. Click Add, select document type
e. Repeat as necessary for additional documents
f. Once all are listed, click Upload. Check the message at the top of the screen to ensure that no error occurred.
g. Click Done
h. You may change the doc type from ERV by clicking the drop down box, select appropriate document type and click Save.

If required documents are not attached or not correct the transaction will be RETURNED, you must reattach necessary documents, remove unnecessary documents and REROUTE and you may cause a delay in someone's pay or cause an overpayment.

After the documents are successfully attached, you should delete the electronic files. They are no longer necessary.

What to do with the documents?

Retain in the unit file