



## Memorandum

**Date:** May 28, 2021  
**To:** Faculty and Staff  
**From:** Office of Human Resources  
**Subject:** **NEW Employee Document Feature in UKG/UltiPro**

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The Employee Document Management feature will allow you (employee and administrators) to manage employee documents.

This feature supports Microsoft Word documents, Excel files, PDF files, JPEG files, and other file types supported by Windows Internet Explorer. There is no limit to the number of files you can attach.

***What is the file size limit per file?***

- 10MB per file

***Document Categories***

The document categories are system delivered but also have the functionality to add new categories.

1. **Career and education**, which can include awards, licenses, certificates, or training documents
2. **Employee relations**, which includes corrective action plans, performance warnings, or probation documents
3. **Other**, which include document types that are not available in the other document categories
4. **Performance**, which includes performance review, 90-day review, self-assessments, and career development plans

This feature is **not available on the mobile application**. You must log in on a computer/laptop and follow this path:

- Myself > Documents > Employee Documents>
- Select Add at the top right corner of the screen>
  - Upload file (preferred type is PDF). Fill in the following information
  - Document Title
  - Category



- Expiration Date: Is Not necessary
- Notes: Optional
- Save
  
- The next page prompted will be a **Summary** page:
  - **Select Approver Level 1** (to add HR Staff) **Alejandro Rodriguez**
  - Review all information (make sure your file is uploaded)
  - Submit

Similar to the *Employee File Management* module, employees can anytime, anywhere from a centralized file solution; providing a single source of information for HR and employees, saves time, and facilitates processes.

We are very excited to share this new employee document management feature!

Please continue to direct your inquiries and questions to the Office of Human Resources via email [hr@fmuniv.edu](mailto:hr@fmuniv.edu) and/or call (305) 626-3622. You can also use Microsoft Teams for live chats, virtual sessions, and/or virtual meeting appointments to accommodate our Walk-In Wednesdays.