

How to Add an Attachment After the Request Has Been Approved:

Employee Access

Click on Request Time Off Tile

You are now in your Time Off Transactions

> Find the absence and click on the paperclip under the heading "Attachments"

> +Add Attachment

> click on Select File > search for your attachment > double click on it

> under *Attachment Type – drop down where it says "Default" Select DOC RCVD

> Save

> Close