

Objective: Enable the uploading of documents in HR Actions



HR & Payroll Specialist Ellen Haynes

Ellen is an HR Specialist and relies on Paylocity to complete most of her responsibilities. She's part of an HR team, and spends the majority of her time in the module that's most relevant to her job.

RESPONSIBILITIES

- Responsible for the development, implementation, and administration of specialized programs providing compensation.

GOALS

- Support core business functions (recruiting, benefit administration, payroll) as well as possible
- Reduce administrative costs
- Perform the least amount of work

INFLUENCERS

- HR Team/peers for answers to questions outside of their specialties.
- Handoff reports to executive/leader roles.

Enable Document Upload

View

Uploading Document

While Submitting HR Action

While Approving

Finished HR Action w/ Doc

View

Required Document Error

View