



Sunshine

eAccess User Guide

If you require additional assistance, please contact hrmsupport@hk.tricorglobal.com


Tricor | Sunshine (User Guide)

My Documents (My Docs) allow you to manage your own documents such as:




- a. Pay slips
- b. Tax Document
- c. Compensation Docs
- d. HR letters
- e. HR Corner (*Applicable to HR only*)
- These features are accessible via My Docs > Sub Menu options

What Can You Do at My Docs page?

- Each documents page behaves the same except for HR Corner where you can:
 - a. Filter the table

- To filter the table, click on “  ” Icon to filter the list.







Payslip

Document Name	Pay Cycle Year	Pay Cycle Name	Release Date	↓	Action
Search by Document Name	Search by Pay Cycle Year	Search by Pay Cycle Name	Search by Release Date		
Demo Company					
PAYSLIP 4-2021	2021	4/2021	28/04/2021		
PAYSLIP 3-2021	2021	3/2021	28/03/2021		
PAYSLIP 2-2021	2021	2/2021	28/02/2021		

b. Download document

- Click on “  ” To download document

Payslip

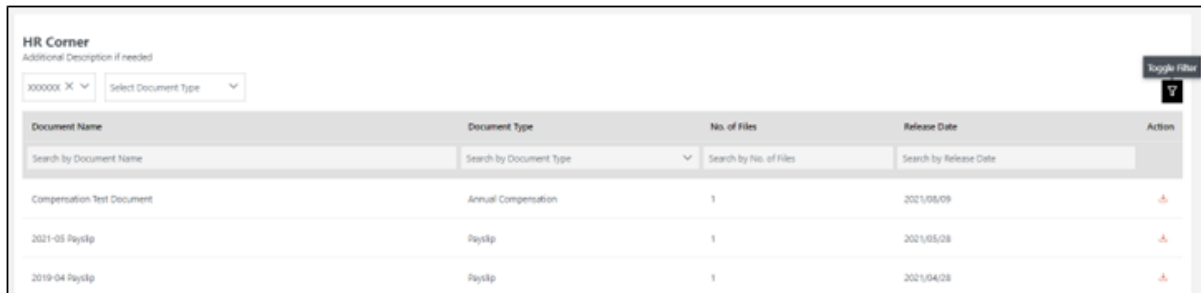
Document Name	Pay Cycle Year	Pay Cycle Name	Release Date	↓	Action
Demo Company					
PAYSLIP 5-2021	2021	5/2021	28/05/2021		
PAYSLIP 4-2021	2021	4/2021	28/04/2021		
PAYSLIP 3-2021	2021	3/2021	28/03/2021		
PAYSLIP 2-2021	2021	2/2021	28/02/2021		
PAYSLIP 1-2021	2021	1/2021	28/01/2021		
PAYSLIP 12-2020	2020	12/2020	28/12/2020		

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HR Corner

- HR Corner page only accessible by HR users where they download file document for any employee/company document(s) by clicking on the download icon in the 'Action' column
- This feature is enhanced with filters dropdowns for Document Type and Company/Employee Folder on top of the table content
- Users can also apply filter on the table by clicking on the 'Toggle Filter' icon



The screenshot displays the 'HR Corner' interface. At the top left, there is a header 'HR Corner' and a sub-header 'Additional Description if needed'. Below this, there are two dropdown menus: one with the value 'XXXXXXXX JK' and another labeled 'Select Document Type'. On the top right, there is a 'Toggle Filter' button with a filter icon. The main content is a table with the following columns: Document Name, Document Type, No. of Files, Release Date, and Action. Below the column headers, there are search filters: 'Search by Document Name', 'Search by Document Type' (with a dropdown arrow), 'Search by No. of Files', and 'Search by Release Date'. The table contains three rows of data:

Document Name	Document Type	No. of Files	Release Date	Action
Compensation Test Document	Annual Compensation	1	2021/05/09	
2021-05 Payslip	Payslip	1	2021/05/08	
2019-04 Payslip	Payslip	1	2021/04/08	