Sunshine

eAccess 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.

b. Download document

    – Click on " ⬇ " To download document
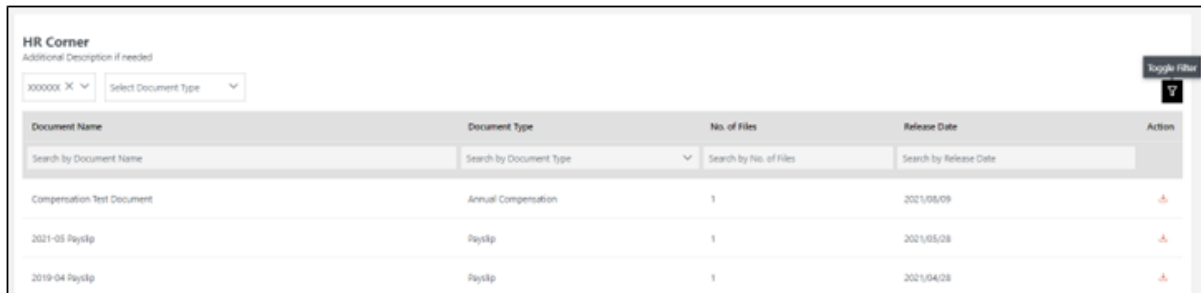
HR Corner

- 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