



Manager and HR Job Aid
UPLOADING DOCUMENTS

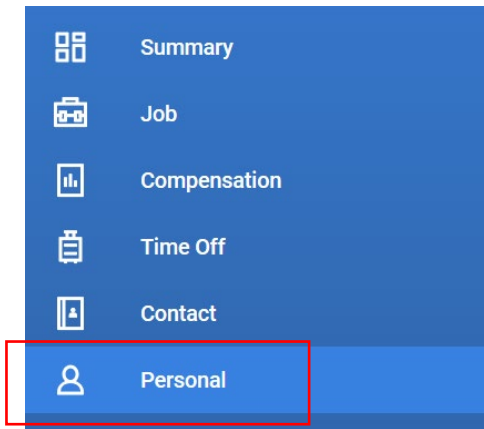
**NOTE: WORKDAY IS CONSTANTLY UPDATING THEIR TOOLS, SO THIS JOB AID
MAY NOT REFLECT EXACTLY WHAT YOU SEE IN WORKDAY.**

Uploading Documents

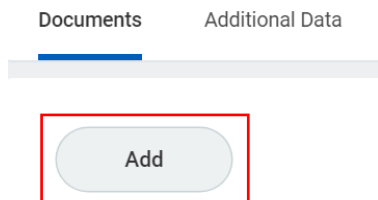
You can attach documents, such as performance appraisals or disciplinary warnings, to an associate's profile. See next page for information about document categories and who can view them.

1. Go to the associate's profile.

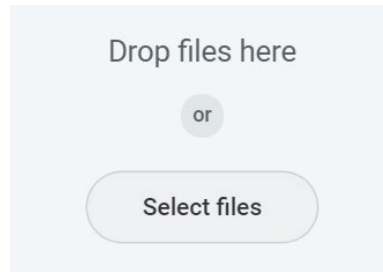
2. Click **Personal**.



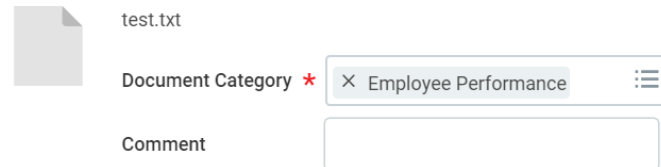
3. Click the **Add** button under **Documents**.



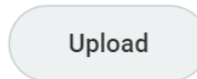
4. Drop files onto the gray area or click **Select Files** to upload them.



5. Select a **Document Category**. Supporting comments are optional.



6. Click **Upload**.



7. Click **OK**.

8. Review, then click **Done**.

Uploading Documents

The following summarizes the various documents that should be stored in Workday HCM and who has access to upload and view those documents.

| DOCUMENT | EXAMPLES/COMMENTS | ASSOCIATES CAN... | MANAGERS CAN... | HRBP CAN... |
|---|---|-------------------|-----------------|-----------------|
| CMP (Final Version) | | View only | Upload and View | Upload and View |
| Contractual Agreements | Non-Compete, Repayment Agreements, Severance Agreements | View only | | Upload and View |
| Departure from Company | Resignation Letters, Termination Notices, Severance Agreements, Exit Interviews | View only | | Upload and View |
| Personal Information – Legal Name Change | Marriage Certificates, Divorce Decrees | Upload and View | | View only |
| Policy Acknowledgments | Disclosure Policy, Nepotism Policy, Code of Conduct Policy, Travel and Expense Policy, Sysco Social Media Policy, Mobile Device Policy, Weapons Free Workplace Policy, Associate Handbook, Vacation Repayment, etc. | View Only | | Upload and View |
| Warning / Disciplinary Action | Written Warnings, Suspension Notifications | | Upload and View | Upload and View |
| Employee Performance | Commendations, Awards, Customer Complaints, Attendance/Tardiness Documents | | Upload and View | Upload and View |

Uploading Documents

| DOCUMENT | EXAMPLES/COMMENTS | ASSOCIATES CAN... | MANAGERS CAN... | HRBP CAN... |
|---|--|-------------------|-----------------|-----------------|
| Performance Documents/Evaluation | Performance Improvement Plans, IDPs, 360 Feedback Forms, recaps of performance discussions | | Upload and View | Upload and View |
| Training/Development | New Hire Checklists, Training documentation tied to an associate's job performance (such as MA or Selector training) | | Upload and View | Upload and View |
| Job Movement Documents | Documents not tied to the recruiting process such as Promotion, Transfer and Demotion letters | | Upload and View | Upload and View |
| Personnel File Documents | Jury Duty Summons, Bereavement documents (obituary, funeral program, prayer card, death certificate) | Upload and View | View Only | View Only |
| Talent Acquisition | | | | |
| <ul style="list-style-type: none"> Recruiting Documents | Offer Addendum, Relocation Payback Agreement | | View Only | View Only |
| <ul style="list-style-type: none"> General Documents | Offer Letter, Application | | | |
| <ul style="list-style-type: none"> Candidate Records | Resume, Cover Letter | Upload and View | View Only | Upload and View |