Tab Documents

In this area, the employee's documents are maintained.

The folder structure is predefined for each client and is created automatically when the employee is created.

Documents can be uploaded for the following topics:

- Terminations
- Disabilities
- Permits
- Employment contracts
- Disciplinary proceedings
- Payroll and salary accounting
- Employee reviews
- Qualifications
- Other
- Training and seminars
- Certificates

NOTIZ

The list of possible folders for uploading documents may differ or be extended depending on the configuration.