

Documents of Record - Employee

The Documents of Record function allows you to view documents that are attached to a specific person based on specific Documents Types.

In order to manage Documents of Record, follow the steps below:

- ❖ Select the 'Documents of Record' function from the 'SUN Employee Self-Service' responsibility in sun-e-HR.
- ❖ The 'Documents of Record: People in Hierarchy' form will open (Fig. 97).

Focus	Name	Assignment Number	Job	Department	Action	Details
▼	Wessel Nolte					
	Barend van der Merwe	A25737	10055[System Administrator Stelseladministrateur Skilled, Academic, Jr Mgmt, Supervisors, Foremen and Supts Technicians and Associate Professionals AB 0 3 2 PN1	SUN-E-HR		
	Judith Wyngaard	14786044-2	2241[Administrative Officer B2 Administratiewe Beampte B2 Skilled, Academic, Jr Mgmt, Supervisors, Foremen and Supts Clerks AB 0 5 2 PN2	SUN-E-HR		
	Mandy Oliver	A28565	10054[Functional Specialist Funksionele Spesialis Skilled, Academic, Jr Mgmt, Supervisors, Foremen and Supts Technicians and Associate Professionals AB 0 3 2 PN2	SUN-E-HR		

Fig. 97

- ❖ Select the document for specific module you want to view and click on the 'Action' icon.
- ❖ The 'Documents of Record for specific module' form will open (Fig. 98).

Type	Category	Subcategory	Document Number	Valid From	Valid To	Verified By	Verified Date	View
2006 Feedback on Lecturer	Student Feedback	Feedback on Lecturer		01-Jan-2006	31-Dec-2006	JUDY	13-Nov-2006	
2006 Feedback on Modules	Student Feedback	Feedback on Modules		01-Jan-2006	31-Dec-2006	JUDY	13-Nov-2006	

Fig. 98

- ❖ Click on the 'Show Search Options' link to view the options with which you can conduct searches on the different Document Types that are linked to you. Searches would normally be required where a person have many different Document Types attached to his record that spans across many different periods.
- ❖ The search options will appear (Fig. 99).

Documents of Record for Person

Name: Judith Wyngaard
Worker Number: 14786044
Email: judy@sun.ac.za

Type: Employee
Applicant Number:
Business Group: Stellenbosch University

Hide Search Options

Type:
Subcategory:
Expires After: (example: 19-Jun-2007)
Verification Status:

Category:
Document Number:
Expires Before:

Type	Category	Subcategory	Document Number	Valid From	Valid To	Verified By	Verified Date	View
2006 Feedback on Lecturer	Student Feedback	Feedback on Lecturer		01-Jan-2006	31-Dec-2006	JUDY	13-Nov-2006	
2006 Feedback on Modules	Student Feedback	Feedback on Modules		01-Jan-2006	31-Dec-2006	JUDY	13-Nov-2006	

Fig. 99

- ❖ Enter specific search criteria to view only specific Document Types and click on the button.
- ❖ Click on the 'View' button (Fig. 99) next to the Document Type to view the attached documents.
- ❖ The 'View Document of Record' form will open (Fig. 100)

[Documents of Record for Person >](#)
View Document of Record

Name: Judith Wyngaard
Worker Number: 14786044
Email: judy@sun.ac.za

Type: Employee
Applicant Number:
Business Group: Stellenbosch University

Document Information

Type: 2006 Feedback on Lecturer
Category: Student Feedback
Subcategory: Feedback on Lecturer
Document Number:
Issued By:
Issued At:

Issued Date:
Issuing Authority:
Valid From: 01-Jan-2006
Valid To: 31-Dec-2006
Verified By: JUDY
Verified Date: 13-Nov-2006

Extra Information

Documents

File Name	Type	Description	Category	Last Updated By	Last Updated	Update	Delete
404934 - Foreign Drafts.doc	File	Production test	Documents of Record	NOLTE	18-Jun-2007		

[Return to Documents of Record for Person](#)

Fig. 100

- ❖ To open a document, click on the 'File Name' of the document that you want to open.
- ❖ The document will open.

The following Documents Types are available under the Document of Record function:

Document Type	Description
2016 Feedback on Lecturer	Used for student feedback only
2016 Feedback on Modules	Used for student feedback only
2016 Feedback on Programs	Used for student feedback only
2015 Feedback on Lecturer	Used for student feedback only
2016 Feedback on Modules	Used for student feedback only
2016 Feedback on Programs	Used for student feedback only
Job Description	Generic Document Type for employees with regard to Performance Management
Performance Contract	Generic Document Type for employees with

	regard to Performance Management
Training Needs	Generic Document Type for employees with regard to Performance Management

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