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).



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).

Name Judith Wyngaard Worker Number 14786044 Email judy@sun.ac.za				Type Employee Applicant Number Business Group Stellenbosch University					
Show Search Options									
Туре	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	æ	
2006 Feedback on Modules	Student Feedback	Feedback on Modules		01-Jan-2006	31-Dec-2006	JUDY	13-Nov-2006	.90.	

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).

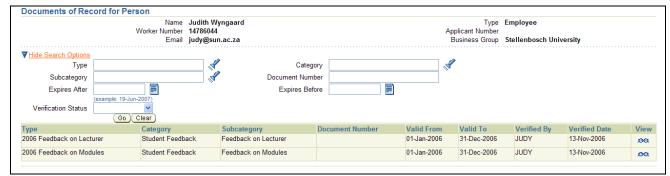


Fig. 99

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

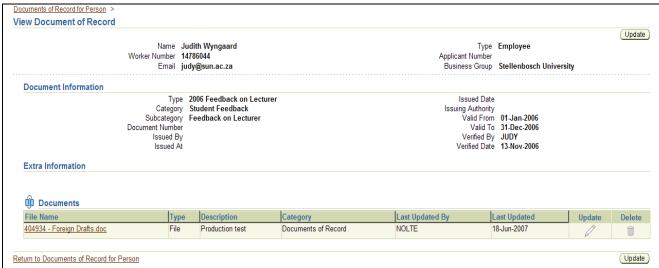


Fig. 100

- 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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