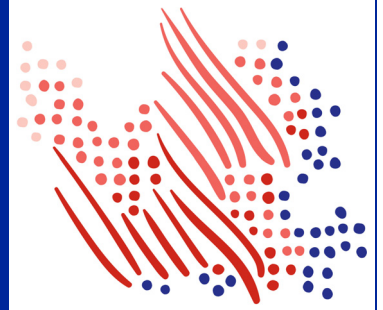




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# ADP Document Cloud® Quick Reference For Employees



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## Overview of My Documents

You can use My Documents, a feature of ADP Document Cloud, to upload, view, update, print, download, export, and delete your HR documents, depending on your security access permissions. You can upload the most common types of files, except for executable (\*.exe) files. The supported file types, as of March 2021, are as follows.

AI	PDF
*AVI	PNG
BMP	PPT, PPTX
CSV	RTF
DOC, DOCX	TIF, TIFF
EML, EMLX	TXT
GIF	VSD
HTM, HTML	*WMV
JPEG, JPG	XLS, XLSX
*MOV	XML
*MP3, *MP4	ZIP
MSG	

\*Media file types. You can store media files, but to access them, you must first download and save them to your local or network drive.


## About Your Access Permissions

Your security access permissions control the tasks you can and can't do in ADP Document Cloud. If you can't perform a task such as editing document properties or deleting documents, ask your company's HR or payroll practitioner to check and set up your access permissions by selecting **Setup > Security > Access Permissions > Menu Access**.

## Searching for an Employee Document

**Starting Point: Myself > Employment > My Documents**

1. Enter the first few letters of the document name in the search documents field. You can also select one or more filters for your search: **Categories**, **File Type**, and **Status**.

 Only your personal documents are available to search.

**Tip:** To focus your search on a specific category, click a category in the **Categories** area.


2. Click a document name in the list of documents found in the search. If only one document is found, the document is selected for you.

**Tip:** To see the properties of the document, select the check box next to the document name.

## Uploading a Document

You can upload your HR documents and store them by a specific category. For example, a copy of your latest performance appraisal or a copy of a signed company policy. Documents are stored in a separate folder for each employee. There is a 15 MB size limit on each document you upload.

If you are unable to upload file, see [“Reasons Why Supported Files are Rejected During Upload”](#) on page 3.


 While there is, technically, no limit to the number of documents you can store in Document Cloud, storing large numbers of documents in a single employee folder will have an effect on overall performance and, specifically, the Search feature. We strongly recommend you store no more than 1,000 documents in your individual employee folder.

**Starting Point: Myself > Employment > My Documents**

1. Click  (upload).

2. Do one of the following:

- **Click to Select** and browse to and select the file you want to upload.


 Depending on your browser, you can select multiple documents to upload.

- Drag and drop one or more files into the **Drag and drop files** area.

3. Complete the following document properties, which will help you find the document in the future:


- **Display Name**, which can be a maximum of 50 characters.

- **Category** and **Subcategory**, under which documents are organized.

 A category or subcategory isn't available in your **Categories** area until it has a document assigned to it, so you may see the category or subcategory in this selection list, but not in the **Categories** area.

- (Optional) **Effective Date**, to indicate when the document becomes effective.

- (Optional) **Expiration Date**, to indicate when the document is no longer valid.

 You can change the expiration date later to keep the document valid longer.

- (Optional) **Tags**, to help you identify the document during a search, which can be a maximum of 256 characters.

4. Do one of the following:

- To go back to the **My Documents** page, click **Save and Return**.

- To continue uploading documents, click **Save**.



## Reasons Why Supported Files are Rejected During Upload

Even a file with a supported file type can be rejected during upload into Document Cloud for the following reasons:

- **The file failed the virus scan:** When you upload a file, it's scanned for viruses. Any file containing javascript or any other security risk will fail the virus scan. You can't upload any file failing the virus scan until you address why it failed. The file might contain a hidden component containing javascript. Ask your company's IT department for help.
- **A PDF is attached to a message file:** If you try to upload a message file (.msg, .eml, or .emlx) with an attached PDF, it will fail the virus scan due to the attached PDF. Try uploading the message file and PDF, separately.

## Viewing an Employee Document

**Starting Point: Myself > Employment > My Documents**

1. Search for the document you want to view. See [“Searching for an Employee Document”](#) on page 2.
2. To open and view the document in the document viewer, click the document name.
  -  Your document may take some time to open. If you can't wait, download the document to your local or network drive before opening.
3. Click **Return**.
  -  If you can't open a document in the document viewer (for example, a media file such as an AVI, MOV, MP3, or MP4 file), download it to a local or network drive before opening.





## Adding a Note to a Document

After you upload a document, you can add notes as a permanent part of the document.

After you add a note, it can't be edited or deleted.



**Starting Point: Myself > Employment > My Documents**

1. Search for the document. See [“Searching for an Employee Document”](#) on page 2.

2. Click the document name.
3. Click  **Notes** and enter your notes, which can be a maximum of 256 characters.
4. To save your notes, click  (add notes).
5. Click  (close). The notes icon  is displayed next to the document name on the **My Documents** page.

## Updating the Properties of a Document

**Starting Point: Myself > Employment > My Documents**


1. Search for the document. See [“Searching for an Employee Document”](#) on page 2.
2. Click the document name.
3. Click **Edit Properties**.
4. Update the document properties as needed.
  -  For information about the diacritical characters you can use, such as accents or tildes, see “Entering Diacritical Marks for the Latin-based Alphabet” and “Supported Keyboard Entries for Diacritical Marks” in the online Help.
5. Click **Save**.
  -  Changing the category/subcategory of a document won't change the Electronic Signature requirement.

## Downloading an Employee Document

You can download a document, retaining its original format, and save the document to a local or network drive and directory.


**Starting Point: Myself > Employment > My Documents**

1. Search for the document you want to download. See [“Searching for an Employee Document”](#) on page 2.
2. Select the check box next to the document name.

3. Click  (action) and select **Download**.
4. Open or save the document.

## Printing an Employee Document

**Starting Point: Myself > Employment > My Documents**


1. Search for the document you want to download. See “Searching for an Employee Document” on page 2.
2. Click the document name.
3. Do one of the following:
  - Click  (print) if available in the browser you’re using.
  - Right-click on the document and then click **Print**.


You can also download the document first and then print it from your local or network drive.


## Signing a Document Electronically

You may receive a Message Center notification to let you know a document was uploaded, assigned to you, and now requires your electronic signature. This notification will have a pending status in the Message Center until you provide your electronic signature.

**Starting Point: Myself > Employment > My Documents**

1. Next to the document requiring your electronic signature, click  (electronic signature required).
2. Scroll to the end of the document. After you scroll to the end, **First Name** and **Last Name** are available.
3. Enter your first and last name.
4. Accept the disclaimer and click **Sign** (**Sign** isn’t available until you accept the disclaimer).



 The **Sign** button is not available until you accept the disclaimer.

5. Do one of the following:
  - To download your signed copy, click **Download Electronically Signed Document**.
  - To go to the next document requiring your signature, click **View the next pending electronic signature document**.
  - Click  (close).

 This icon  identifies electronically signed documents.

## Deleting Employee Documents

**Starting Point: Myself > Employment > My Documents**

1. Search for the document you want to delete. See “Searching for an Employee Document” on page 2.
  2. Do one of the following:
    - To delete a single document, select the check box next to the document name. Click  (action) and select **Delete**.
    - To delete multiple documents, select the check box next to each document you want to delete or click **Select All**. Then click **Delete**, located above the document list.
-  You can’t delete documents in a pending workflow, documents with a pending signature, or electronically signed documents.
3. Click **Confirm**.