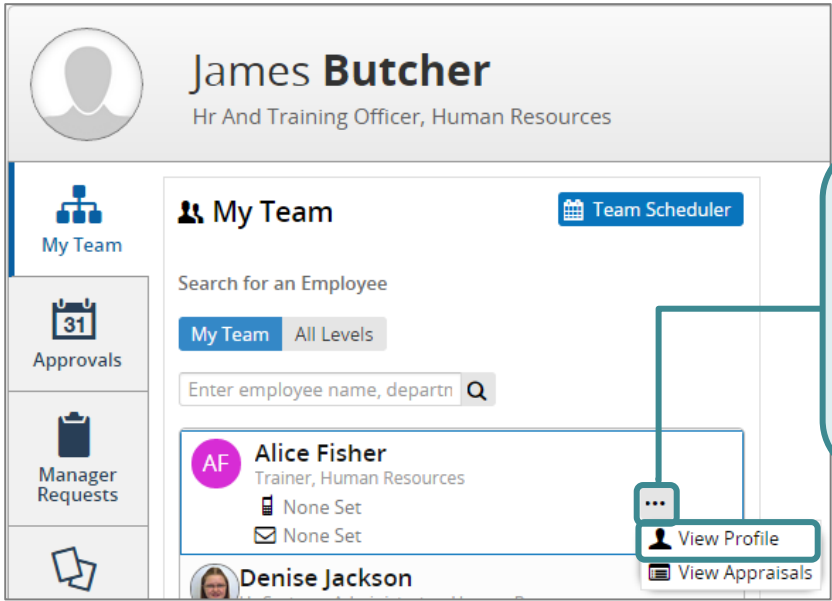
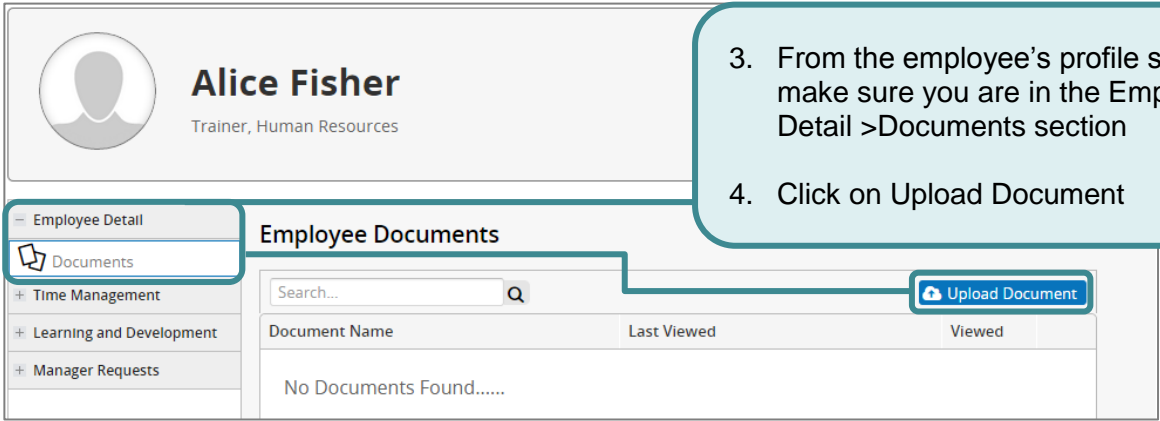


How to upload Documents to Aston Staff Portal – Manager Guide

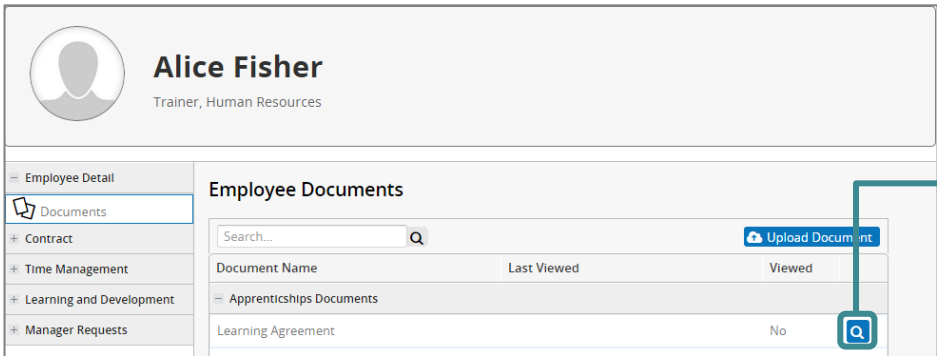
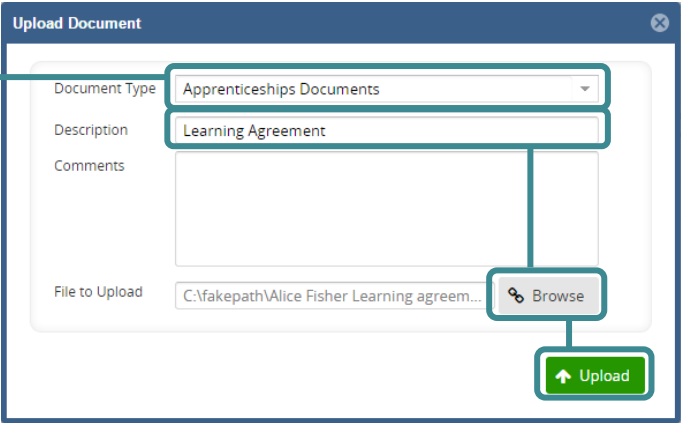


1. Log in to Aston Staff Portal.
2. On the Manager Dashboard, select the ... symbol by the side of your employee and click View Profile.



3. From the employee's profile screen, make sure you are in the Employee Detail > Documents section
4. Click on Upload Document

5. Select the **correct document type**.
 6. Enter a document description and any relevant comments.
 7. Select your file and Upload
- NB:** Once a document is uploaded you will not be able to change or delete it. If a document needs to be deleted, contact hrrsystems@aston.ac.uk.

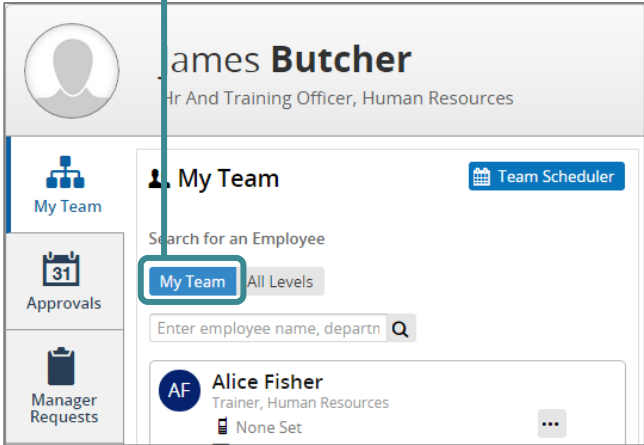


Once your document is uploaded to Portal, click on the magnifier to view it.

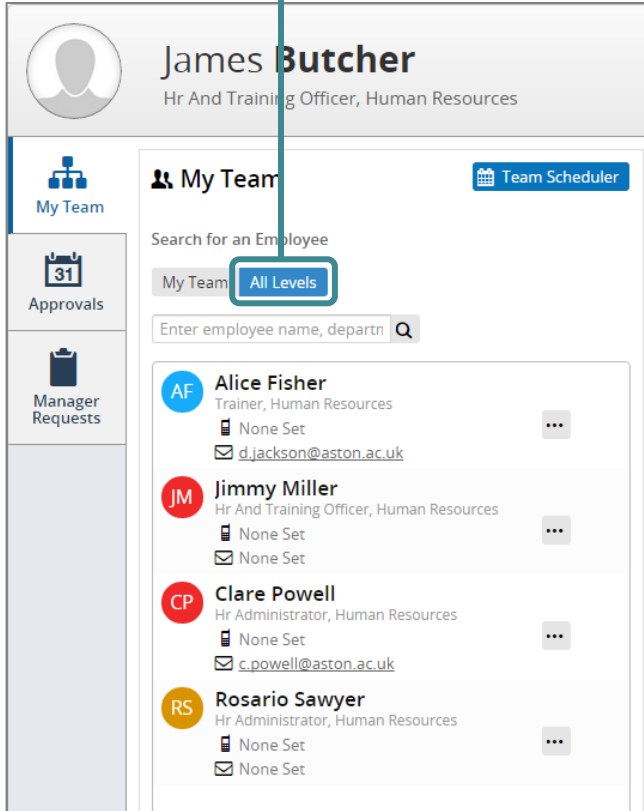
Viewing Documents

As a manager you can view uploaded documents for your team anytime through Portal. You can also view documents that Managers you manage have uploaded against employees, all the way down to the bottom of the structure.

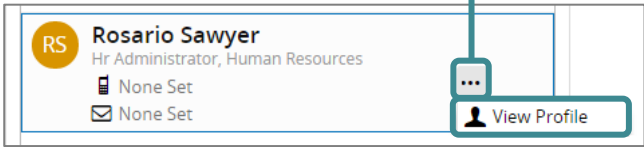
To view your direct team



To view all employees at all levels down the structure.



To view documents against any employee,
 1. Select the ... symbol by the side of your employee and click View Profile.



2. From the employee's profile screen, make sure you are in the Employee Detail >Documents section
 3. Click on the magnifier to view a document.

