

Adding Attachments

ONLINE TRANSACTION USER GUIDE

Adding Attachments

On the review page of the transaction, attachments may be added to submit the required documentation.

Click the *Add* button in the Additional Information section:



Attachments

A letter of resignation or a letter of termination must be submitted to your HRM along with a completed termination checklist. These documents can be submitted by adding them as attachments here on this transaction prior its submission or by sending them directly to your HRM.

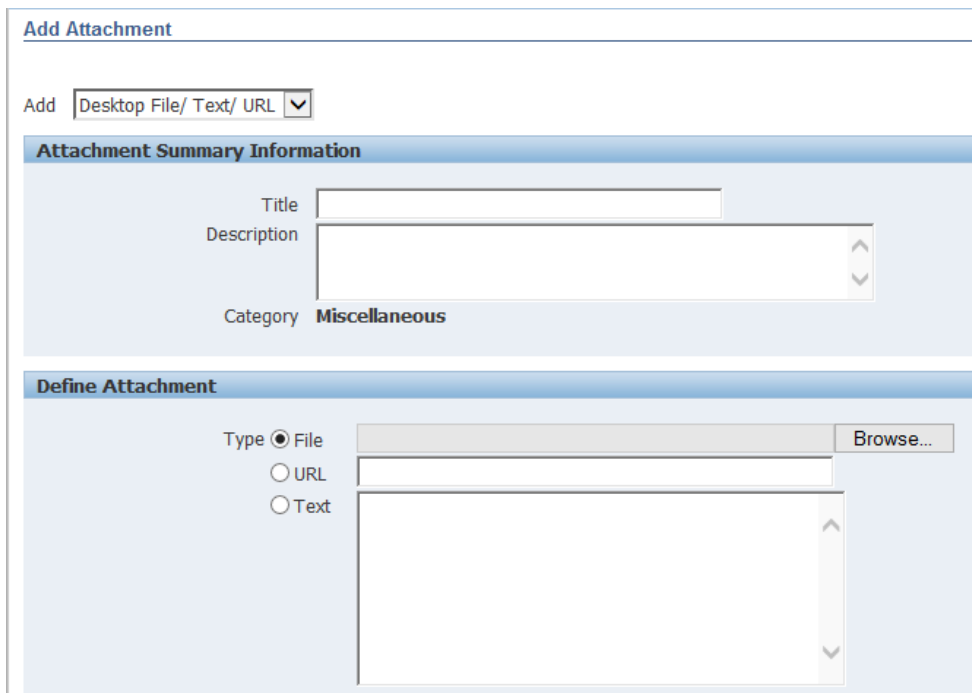
[Termination Checklist](#)

None **Add**

Approvers

Details	Line No	Approver	Approver Type	Order No	Category	Status	Delete
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On the Add Attachment Screen click the *Browse...* button under Define Attachment:



Add Attachment

Add

Attachment Summary Information

Title

Description

Category **Miscellaneous**

Define Attachment

Type File

URL

Text

1. Select file to be attached.
2. Either click the button Add Another to add additional files or Apply to be returned to the Review page.
3. Once returned to the Review page, the word None will be replaced with *View* hyperlinked