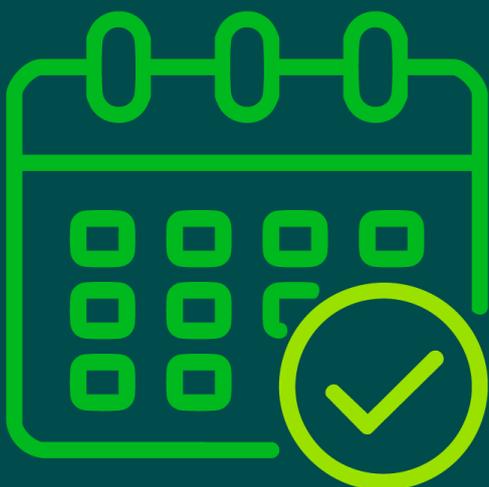


How to Guide

Adding a Document to Your Time Away From Work Request in



Follow the flow chart below:

Step 1

Select "Request New Time Off" or an existing record from your "Your Time Away List "

Select the appropriate Reason and fill in the dates as usual.

Or, if updating an existing record scroll down to the "Document Privacy and Retention" statement.

Time Requested: 7.75 Hours Status: Pending

Reason: Sick - Gastrointestinal problems Start Date: 19/02/2025 End Date: 19/02/2025

Type	Remaining	Unit
Annual Leave	232.75	Hours
Annual Leave - Prior	0.00	Hours
Volunteer Day	2.00	Days

Type of Request: All Day Half Day

Employee Comments

Document Privacy and Retention

Supporting Documents that you attach may contain personal and private information and may be retained in your records for at least **7 years**.
All attached documents are available to be viewed by those employees who can currently manage your TAFW.
If you do not want this to occur, please provide the document directly to your appropriate manager.

I Agree

Balances

Submit Close



Step Two

Agree to the "Document Privacy and Retention" statement

You can do this by ticking the 'I Agree' box

Document Privacy and Retention

Supporting Documents that you attach may contain personal and private information and may be retained in your records for at least **7 years**.
All attached documents are available to be viewed by those employees who can currently manage your TAFW.
If you do not want this to occur, please provide the document directly to your appropriate manager.

I Agree

Step 3

Upload a File

By ticking the "I Agree" box this opens a new field called 'Supporting Documents'.

Click on "+ Upload Files" to browse for your document

Document Privacy and Retention

Supporting Documents that you attach may contain personal and private information and may be retained in your records for at least **7 years**.
All attached documents are available to be viewed by those employees who can currently manage your TAPW.
If you do not want this to occur, please provide the document directly to your appropriate manager.

I Agree

Supporting Documents

Upload Files



Step 4

Browse for File

Select the "Browse for file(s)" button and find the document you require and select "Open"

You will see the file in the table once it is ready to upload.

Then select "Upload"

Upload Files

Drag and Drop File

We allow only: .jpg, .png, .doc, .docx, .pdf, .gif

Or

Browse for file(s)

File Name	File Size	Document Type	Action
Graham Employee - Fit ...	12.8 KB	TAPW Attachments	X

Upload Clear List

Step 5

Submit Your Document

You will now see your document in the **'Supporting Documents'** field. You can add another document by clicking on the **'+ Add'** field, or simply click **'Submit'** to finish

Supporting Documents

Refresh | + Add | Delete

	File Name	Document Type	Last Updated	Last Modified By
+	Graham Employee - Fit Note.docx		18/02/2025, 19:45:16	Graham.Employee

Balances

Submit Close

You have now successfully added a document to your Time Away From Work Request in Dayforce

If you have any questions please contact your HR team