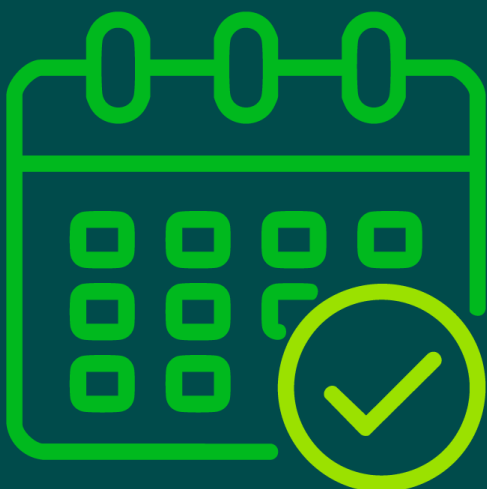


How to Guide

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.

The screenshot shows a 'Time Off Request' form. At the top, it says 'Time Requested: 7.75 Hours' and 'Status: Pending'. Below this, there are fields for 'Reason' (set to 'Sick - Gastrointestinal problems'), 'Start Date' (19/02/2025), and 'End Date' (19/02/2025). There are also buttons for 'Type of Request' (All Day, Half Day). To the right, a table shows 'Type', 'Remaining', and 'Unit' for 'Annual Leave' (232.75 Hours), 'Annual Leave - Prior' (0.00 Hours), and 'Volunteer Day' (2.00 Days). Below the form fields is a section for 'Employee Comments' with a text area. Further down is the 'Document Privacy and Retention' section, which contains a statement about supporting documents and a checkbox labeled 'I Agree'. At the bottom, there is a 'Balances' section with a dropdown arrow, and 'Submit' and 'Close' buttons.

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



Step Two

Agree to the "Document Privacy and Retention" statement

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

This is a close-up of the 'Document Privacy and Retention' section from the form. It contains the same text as in Step 1: '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.' Below this text is a checkbox labeled 'I Agree', which is highlighted with a green box.

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	<div><div><div></div></div><div><div></div></div><div><div></div></div></div>

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