



# How publish a document shared with the Employee through the Staff Connect mobile application

FAQEN161

Prerequisites : Administrator + Staff Connect knowledge

V1.0

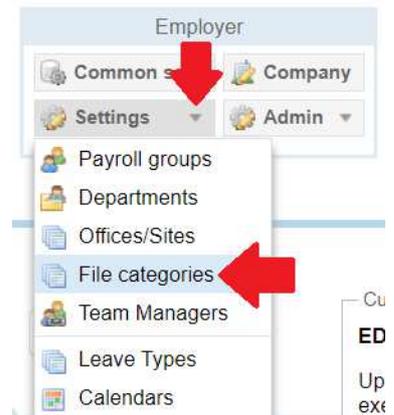
## Objective

**Staff Connect** is the application that allows you to give employees access to their payroll data. The main functions are timesheets, leave, payslips and the ability to make various requests. But there may be times when you need to share a document with an employee.

**Payroll Mauritius** is able to offer you this functionality, allowing you to publish a **Payroll Mauritius** document in **Staff Connect**.

## How to do this ?

To do this, you first need to create a File Category by setting its parameters in the 'Employer' section, the 'Settings' menu, 'File Category' option.



Click on the **[Add category]** button (1), then name the category (2) and give a fuller description (3), then select (4) the type of Publication Group by choosing Shared employee (5), then indicate whether the employee will be able to download the document by ticking the box (6).

The screenshot shows the 'File categories' management interface. At the top, there are several tabs: Employees, Period, Salary calculation, Declarations, Reports, and Employer. The 'File categories' tab is active. Below the tabs, there is a table with columns: Category, Description, Group, and Employee can upload. The 'SOE' row is selected, and a modal dialog box is open for editing. The dialog has fields for 'Category' (containing 'SOE'), 'Description' (containing 'SOE'), 'Group' (a dropdown menu set to 'Shared employee'), and a checkbox for 'Employee can upload' which is checked. Red arrows point to the 'Add Category' button (1), the 'Category' field (2), the 'Description' field (3), the 'Group' dropdown (5), the 'Employee can upload' checkbox (6), and the 'OK' button (7).

Category	Description	Group	Employee can upload
Bill of Costs	Bill of Costs	private	No
Contrat	Contrat de travail, avenants	Shared employee	No
Divers	Divers autres documents	private	No
Doc Partagés	Documents Partagés avec Salarié	Shared employee	Yes
EDF	EDF Forms par an	Shared employee	Yes
Embauche	Documents ayant servis à l'embauche	Shared manager only	No
Identité salarié	Documents justifiant l'identité du salarié	Shared manager and employee	No
SOE	SOE	Shared employee	<input checked="" type="checkbox"/>

complete your entry by clicking on the **[OK]** button (7).



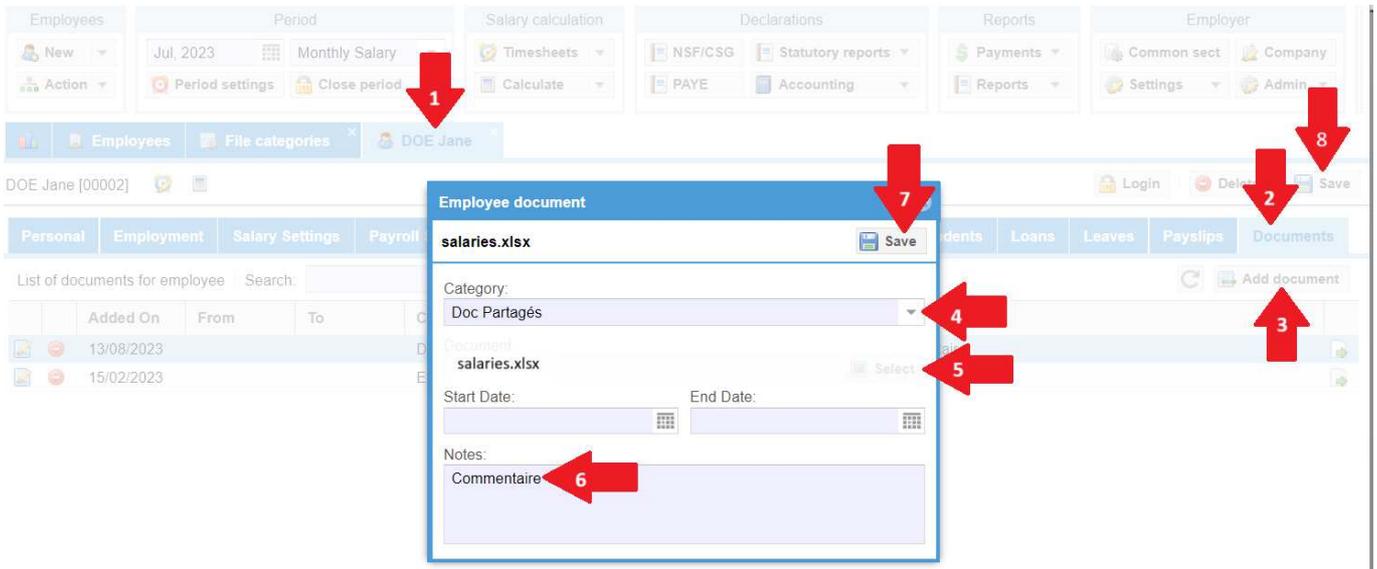
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All you then have to do is go to the Employee profile (1), the "Documents" tab (2), and add the file to be shared with the Employee by clicking on the **[Add document]** button (3) :



Select the category created earlier (in our example 'Docs Paratgés') from the drop-down list in the 'Category' box (4), then click on the **[Select]** button (5) to browse your computer and select the file to share with the Employee (salaries.xlsx); include any comments that will be sent to the Employee(6) and then finalise the creation of your document in **Payroll Mauritius** by clicking on the **[Save]** button (7). The file is then uploaded to the Cloud.

Validate the Employee profile record by clicking **[Save]** (8).

The document is now available in the Employee's personal **Staff Connect** access:

