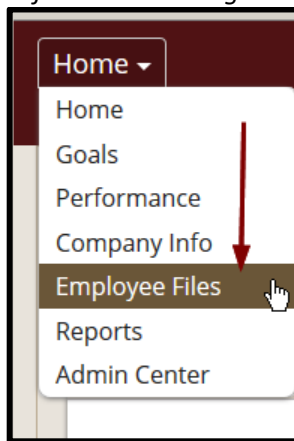


This job guide focuses on **attaching documents to an employee profile.**
 This can be done by both employee and manger.

Access Performance Management by using your Texas State Net ID and password to logon to this site: www.hr.txstate.edu/performance-management/login.html

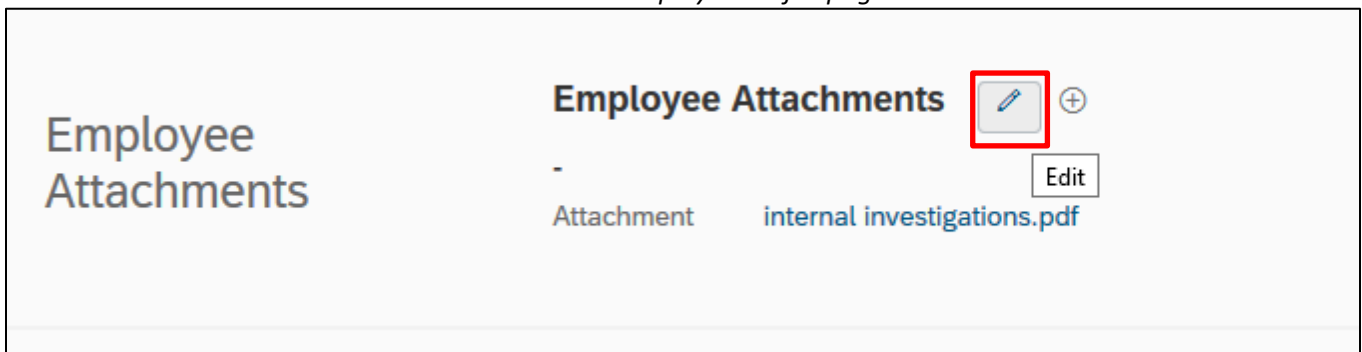
1. From the home page, select “Employee Files” from the pull down list.

Below is the Performance Management home page.

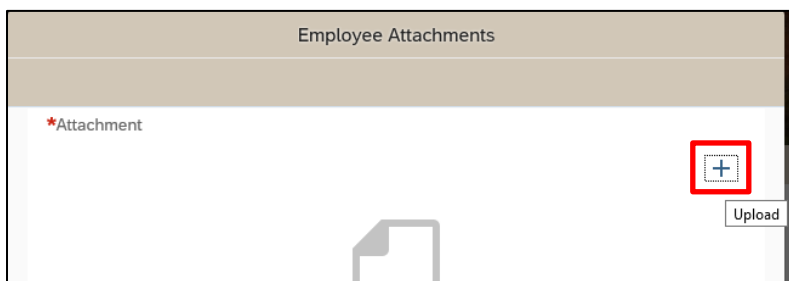


2. Click on “Edit” in the “Employee Attachments” portlet.

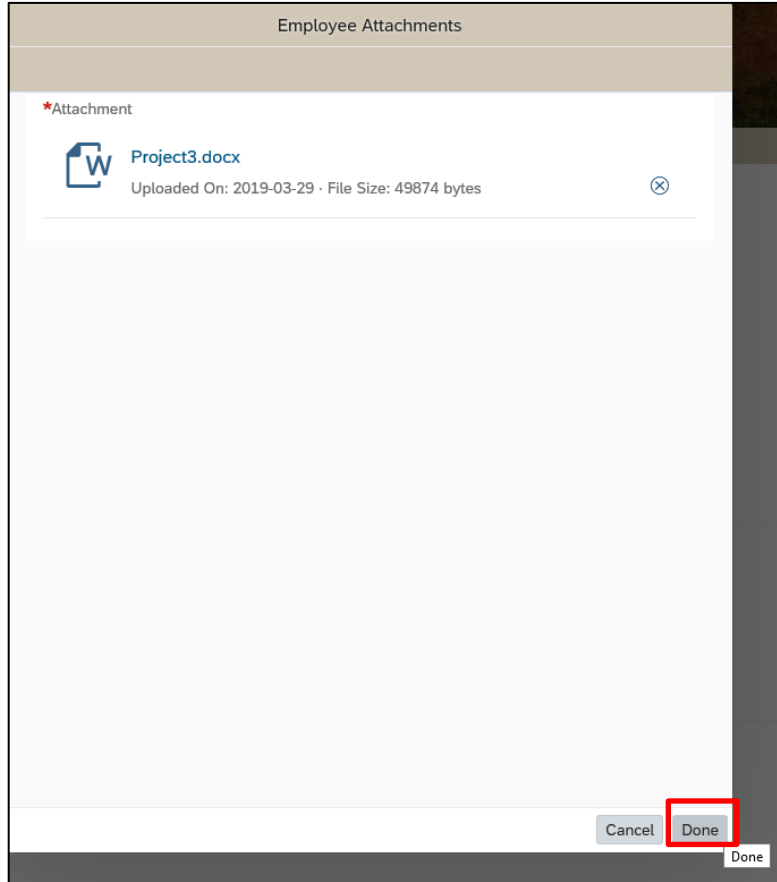
Below is the Employee Profile page.



3. Click on the + icon to upload an Attachment.



4. Once you have identified the document for attachment, click the “Done” button.



5. Click the “Save” button.

The screenshot shows a window titled "Employee Attachments". It contains a table with two columns: "Document Name" and "Attachment". The table has two rows, each with an empty text input field, a paperclip icon followed by the number "1", and two arrows (up and down) and a trash can icon. Below the table is a "+ Add" button. At the bottom of the window are three buttons: "Add", "Cancel", and "Save". The "Save" button is highlighted with a red border.

Document Name	Attachment
<input type="text"/>	1 ↑ ↓
<input type="text"/>	1 ↑ ↓

+ Add

Add Cancel Save

6. Repeat as necessary to attach desired documentation.