Manage File Attachments (HR)

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Human Resources will no longer be available after June 30th, 2025. For more information, visit the Human Resources and Staff Evaluation Deprecation FAQ .

Documents can be uploaded from multiple Campus tools depending on where the administrator has enabled the document attachment feature.

To view documents, click the **Attach Files** button or the file upload button .

Users with the appropriate tool rights may also complete the following tasks.

- Attach Files
- Delete Files
- Replace Files
- Edit a File Description