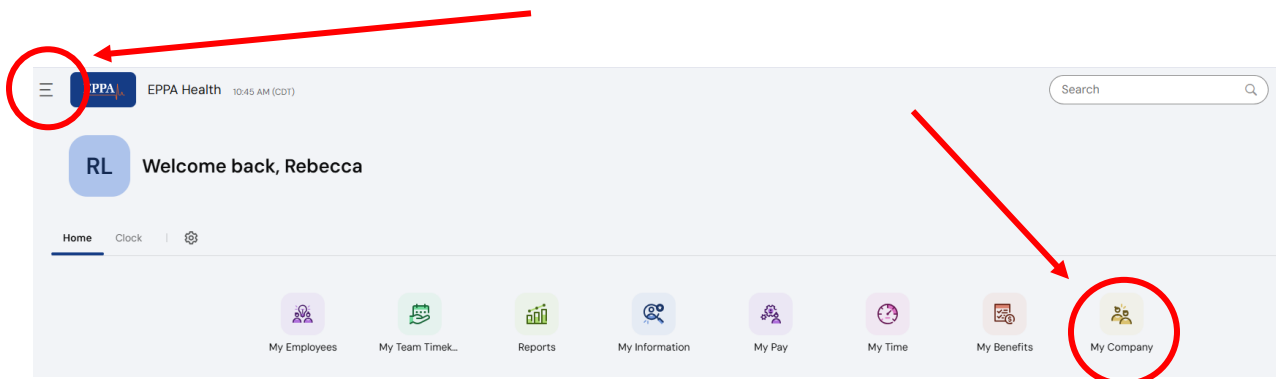


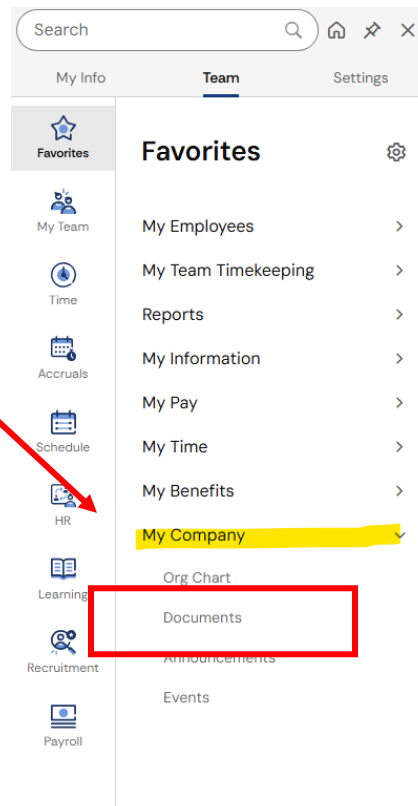
Searching for Company Documents in UKG

Many important company documents and policies are stored within UKG. This document is intended to help you become familiar with the documents section in UKG and assist in find important company information.

1. To locate company documents you can click the **hamburger menu** on the left hand side and select **My Company** or depending on your dashboard set up, you can click the **My Company** widget on your homepage:



2. After you click **My Company**, click **Documents**.



- Documents will be grouped by category.
- You can change your view
- You can download individual documents

My Company > Documents

Download Documents

View: [System] [Filter]

Grouped By	Document Name	Document Type	Name	File Date	Description	File Size (Bytes)	Last Modified	Directory	
Category									
Category	Appointment Scheduling at HealthPartners Occupational Medicine	Open Visibility	Appointment Scheduling at HealthPartners Occupational Medicine	06/18/2025		174,498	07/24/2025 11:50a	/	...
	Location Flyer Update w/Hudson	Open Visibility	Location Flyer Update w/Hudson	06/18/2025	Last Updated on 4/29/2024	53,586	07/24/2025 11:50a	/	...
	ESST FAQs	Open Visibility	ESST FAQs	06/18/2025		660,786	07/24/2025 11:50a	/	...
Category Benefits									
	Schwab Enrollment Guide	Open Visibility	Schwab Enrollment Guide	09/26/2025		930,402	10/02/2025 01:12a	/	...
Category Handbook									
	EPPA Employee Handbook	Open Visibility	EPPA Employee Handbook	07/10/2025	07092025 update	1,480,530	08/15/2025 9:07a	/	...
Category Human Resources									
	Medical Accommodation Mandatory Vaccine Request	Open Visibility	Medical Accommodation Mandatory Vaccine Request	09/26/2025		231,218	10/02/2025 01:17a	/	...

- You can click the [...] in the upper right of your page to find additional viewing, saving and export functions.

