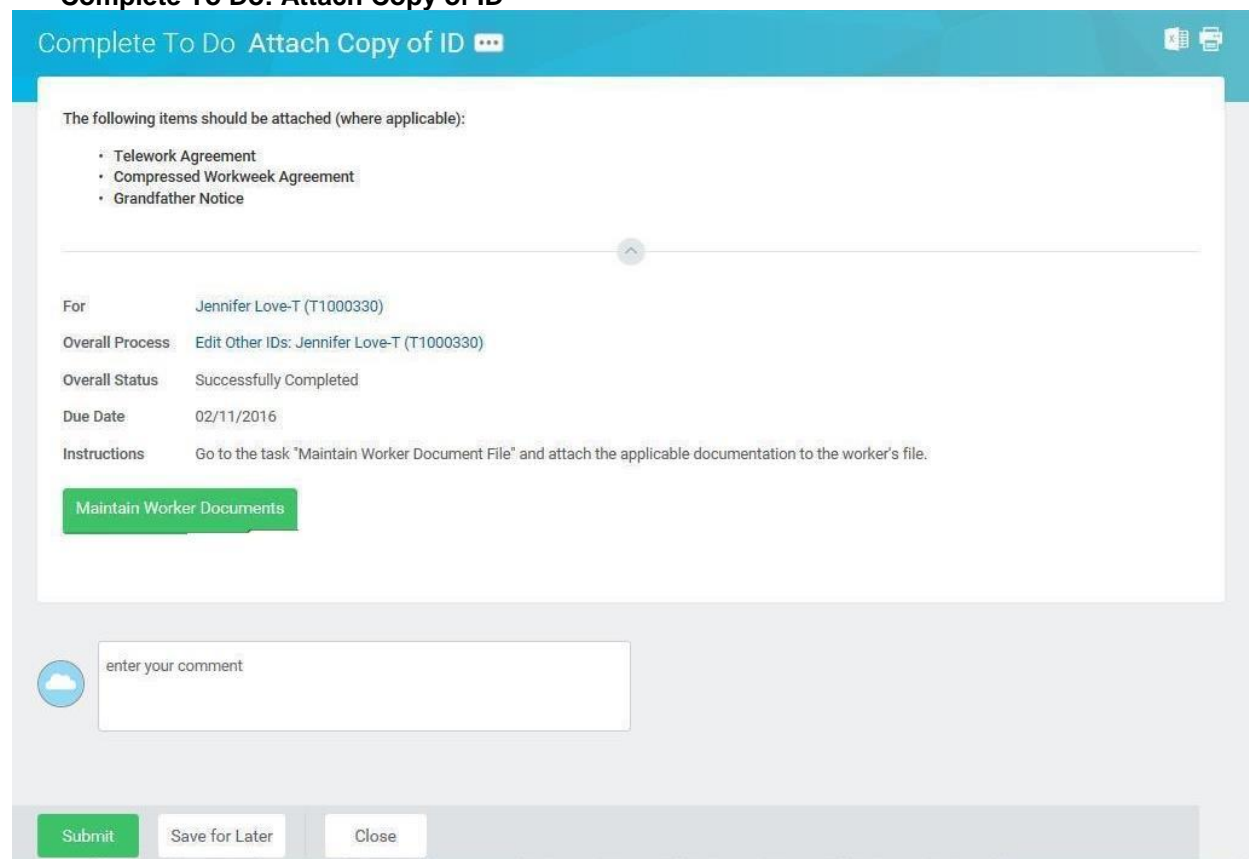# Add Compressed Workweek Agreement

After adding the Compressed Workweek Schedule ID for the employee, the next step in the process is to upload the employee's Compressed Workweek Agreement. This task can be started immediately after entering the employee's "Compressed Workweek" ID.

Procedure:

Tip: You may have to start from your Inbox. Find and **c**lick the "Attach Copy of ID: Edit Other IDs" action to start.

Complete To Do: Attach Copy of ID

1. On the Compete To Do: Attach Copy of ID page, click the Maintain Worker Documents
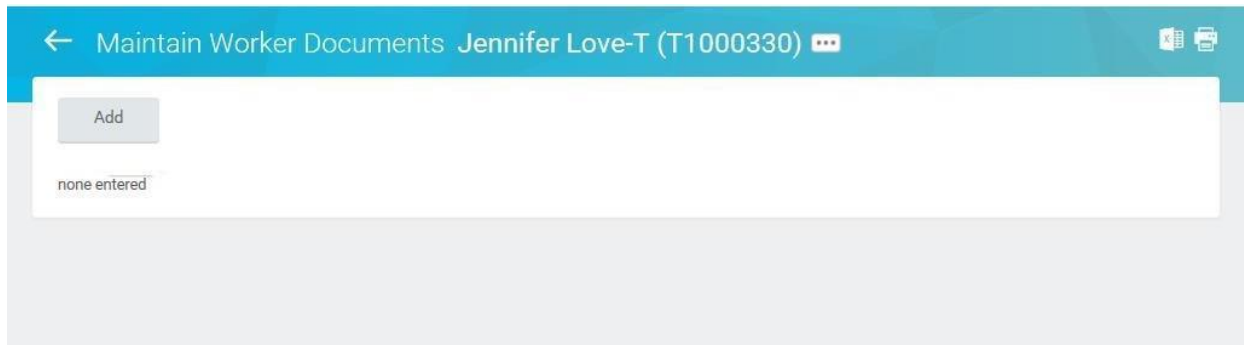
 button.

Maintain Worker Documents – Select Employee

Maintain Worker Documents

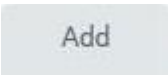Worker * [   ] ☰

OK   Cancel

2. In the Worker field, enter/select the employee's name

3. Click the **OK** [OK] button.

Maintain Worker Documents – Add a Document

← Maintain Worker Documents Jennifer Love-T (T1000330) •••

Add

none entered

4. On the Maintain Worker Documents page, click the Add [Add] button to add a document.
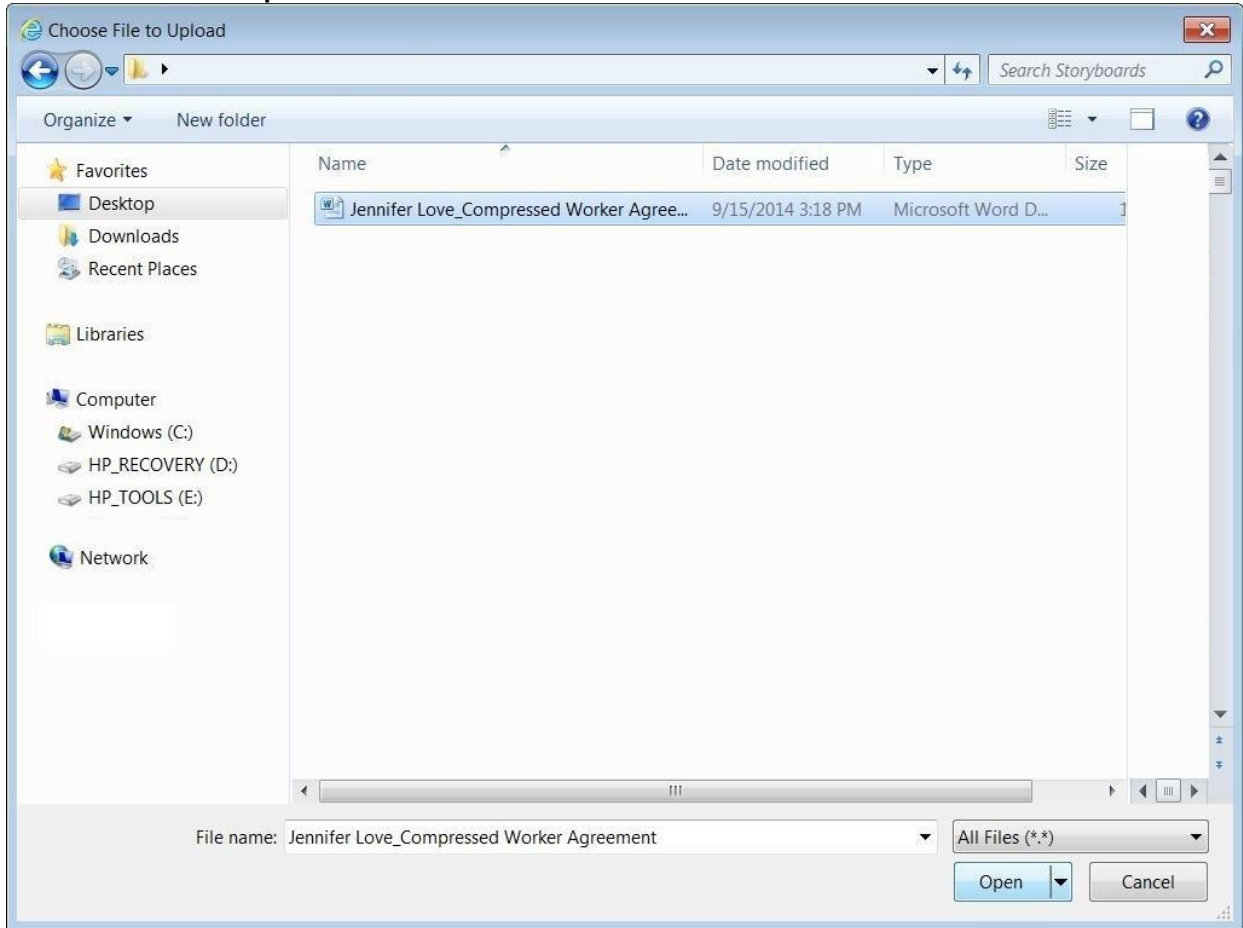
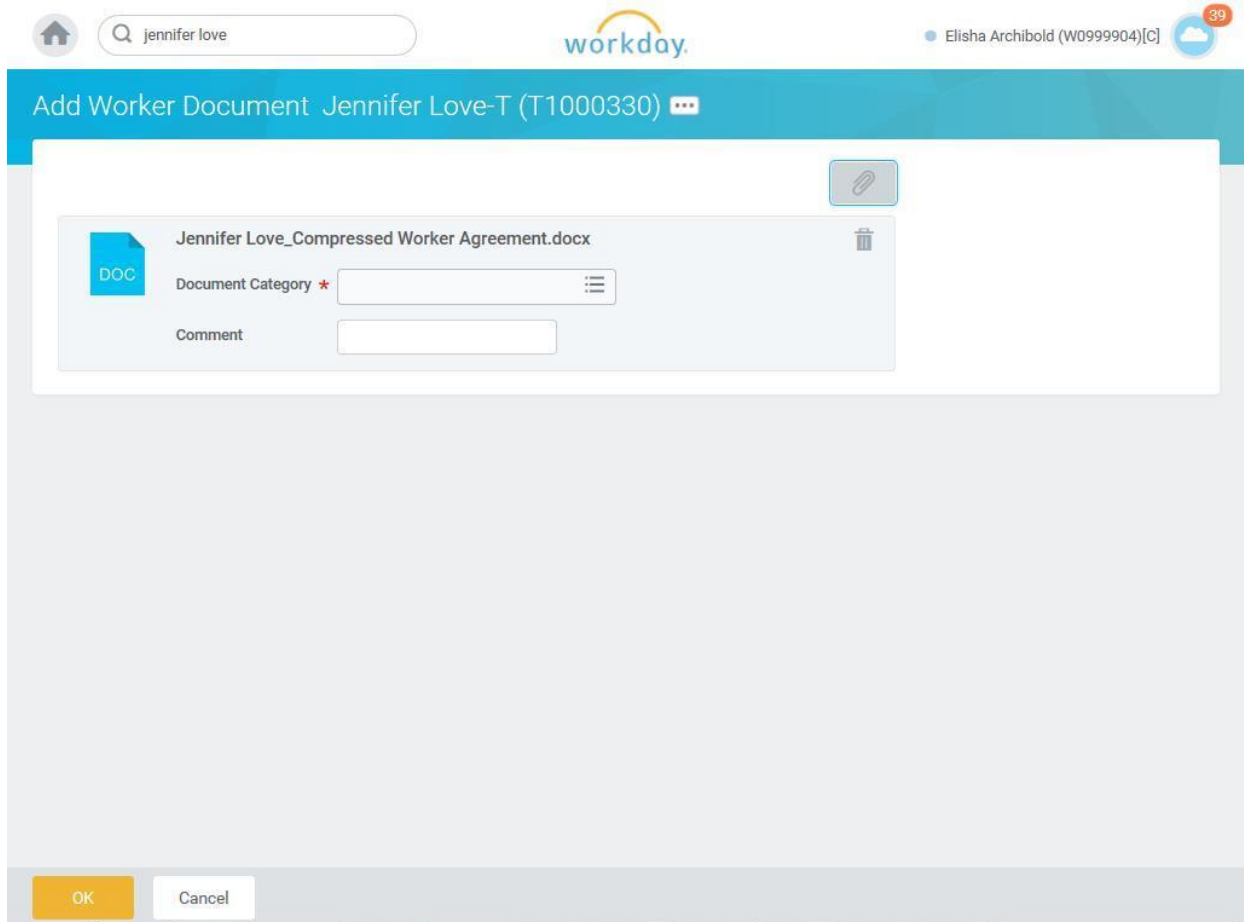**Maintain Worker Documents – Add Attachments Page**

5. Click the **Attach File** button.

Choose File to Upload

6. Locate the file on your hard drive or server and attach it.

Maintain Worker Documents – Add File Details

7. On the Add Worker Document page, select the appropriate Document Category.

8. Enter a description or comment in the Comment field, if desired.

9. Click the **OK** button.

Maintain Worker Documents

10. The document has been added. Click the Done [Done] button.

11. Navigate back to your Inbox to submit the "Attach Copy of ID: Edit Other IDs" task.

Inbox – Identify the Attach Copy of ID: Edit Other IDs" Task
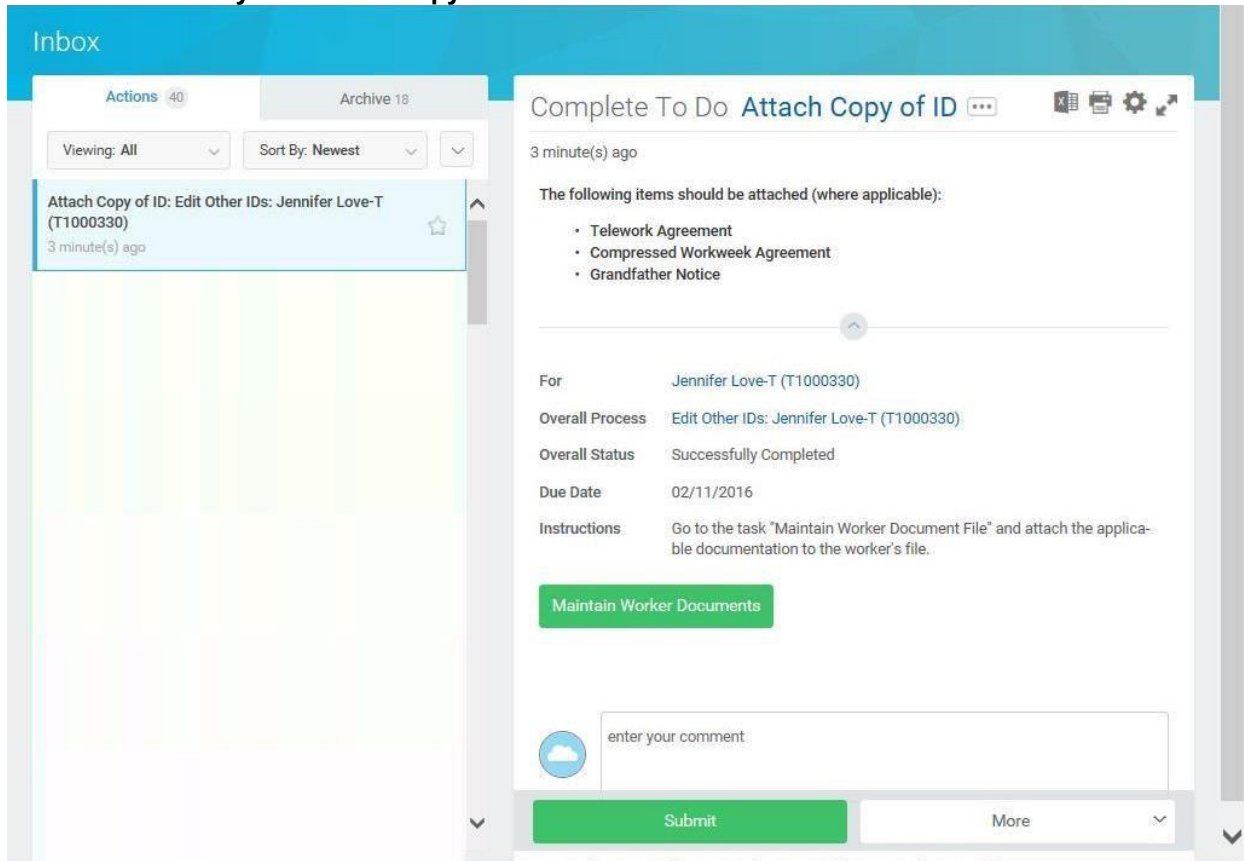
12. On the Actions tab of the Inbox, identify the "Attach Copy of ID: Edit Other IDs" task and then click it.

13. Click the **Submit** [Submit] button.

14. Click the **Done** [Done] button.

15. The System Task is complete.