

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 My Tasks box. Find and click the "Attach Copy of ID: Edit Other IDs" task to start.

Complete To Do [Attach Copy of ID](#) ⋮

Created: 02/06/2024

For [T9988 Building Security](#)

Overall Process [Hire: Hey Girl \(W2194481\)](#)

Overall Status Successfully Completed

Due Date 02/20/2024

Instructions Go to the task "Maintain Worker Document File" and attach the applicable documentation to the worker's file.

[Maintain Worker Documents](#)



enter your comment

Submit

Save for Later

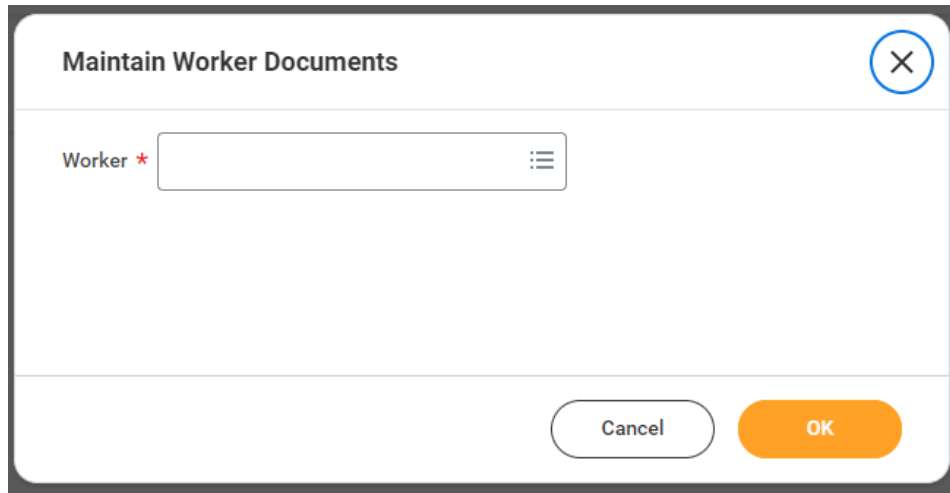
Close

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

[Maintain Worker Documents](#)

button.

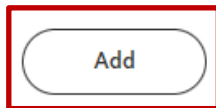
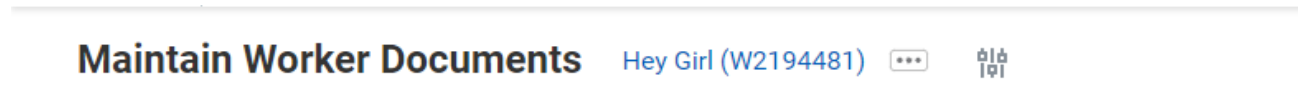
Maintain Worker Documents – Select Employee



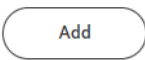
2. In the Worker field, enter/select the employee's name or W#.


3. Click the **OK**  button.

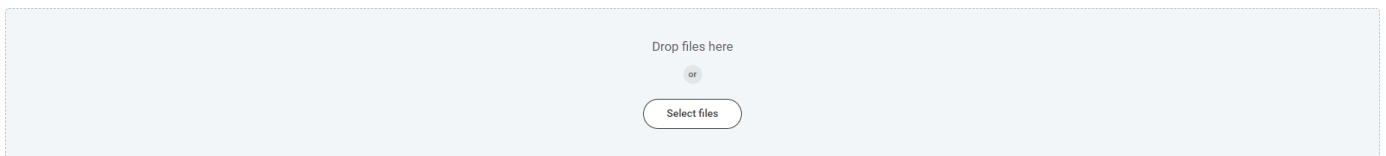
Maintain Worker Documents – Add a Document



none entered

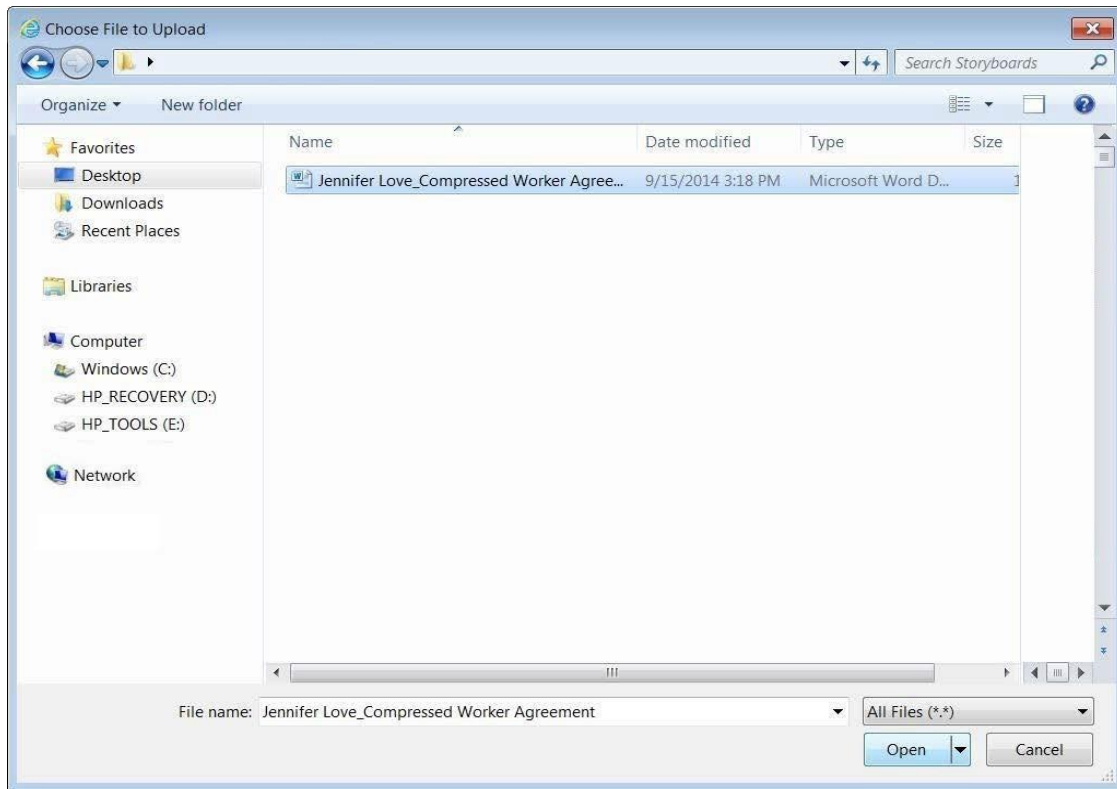
4. On the Maintain Worker Documents page, click the **Add**  button to add a document.

Add Worker Document Hey Girl (W2194481) 



Select files

5. Click the **Select Files** button.



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

Maintain Worker Documents – Add File Details

Add Worker Document Hey Girl (W2194481) ⋮

PDF

Complete Onboarding Tasks SPS-ESS-217a.pdf

✓ Successfully Uploaded!

Document Category * ✕ Other ⋮

Comment

Upload

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** OK button.

Add Worker Document Hey Girl (W2194481) ⋮ ⋮

You have successfully completed this task.

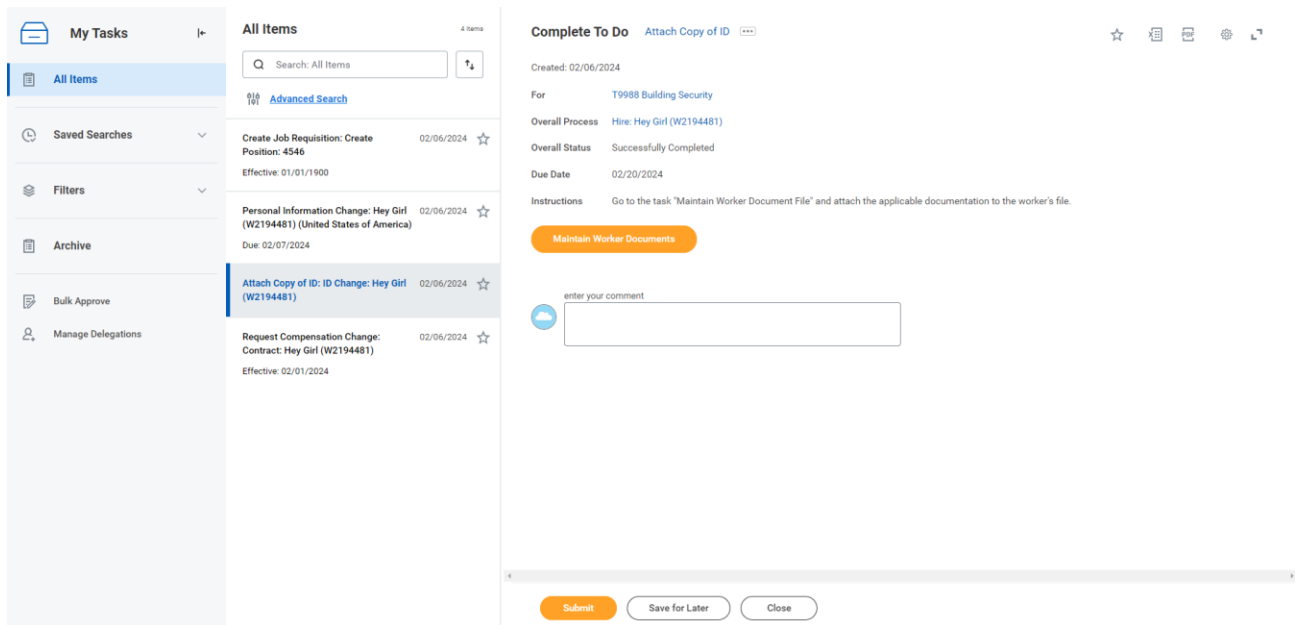
Add

1 Item ⋮

Worker Document	Document Category	Alternative Text	File Name	Upload Date	
Complete Onboarding Tasks SPS-ESS-217a.pdf	Other		Complete Onboarding Tasks SPS-ESS-217a.pdf	02/06/2024 09:38:06 PM	<div style="display: flex; justify-content: space-around; margin: 0;"> <div style="border: 1px solid #ccc; border-radius: 15px; padding: 2px 5px; display: inline-block;">Edit</div> <div style="border: 1px solid #ccc; border-radius: 15px; padding: 2px 5px; display: inline-block;">Delete</div> </div>

10. The document has been added. Click the **Done** Done button.
11. Navigate back to your My Tasks box to submit the "Attach Copy of ID: Edit Other IDs" task.

My Tasks – Identify the Attach Copy of ID: Edit Other IDs” Task



The screenshot shows the 'My Tasks' interface. On the left is a sidebar with navigation options: My Tasks, All Items, Saved Searches, Filters, Archive, Bulk Approve, and Manage Delegations. The main area is divided into two columns. The left column, titled 'All Items', contains a search bar and a list of tasks. The task 'Attach Copy of ID: ID Change: Hey Girl (W2194481)' is highlighted. The right column, titled 'Complete To Do', shows details for the selected task, including its creation date, associated position, overall process, status, due date, and instructions. A 'Maintain Worker Documents' button is visible. At the bottom of the task details, there is a comment box and three buttons: 'Submit', 'Save for Later', and 'Close'.

12. On the Actions tab of the My Tasks box, identify the "Attach Copy of ID: Edit Other IDs" task and then click it.

13. Click the **Submit**  button.

14. The System Task is complete.