

Add Compressed Workweek Agreement

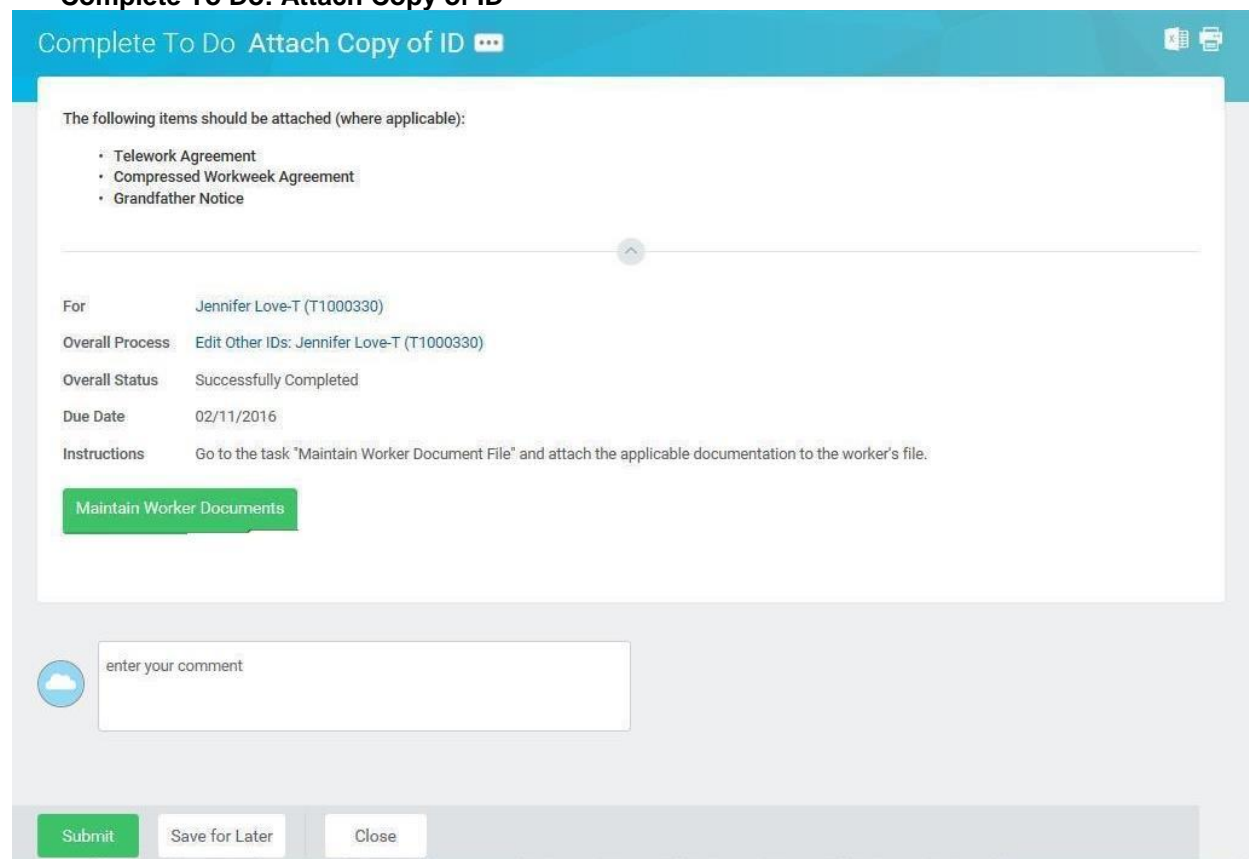
After adding the Compressed Workweek Schedule ID for the employee, the next step in the process is to upload the employee's Compressed Workweek Agreement. This task can be started immediately after entering the employee's "Compressed Workweek" ID.

Procedure:



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

Complete To Do: Attach Copy of ID



The screenshot shows a task page titled "Complete To Do Attach Copy of ID". The page content includes:

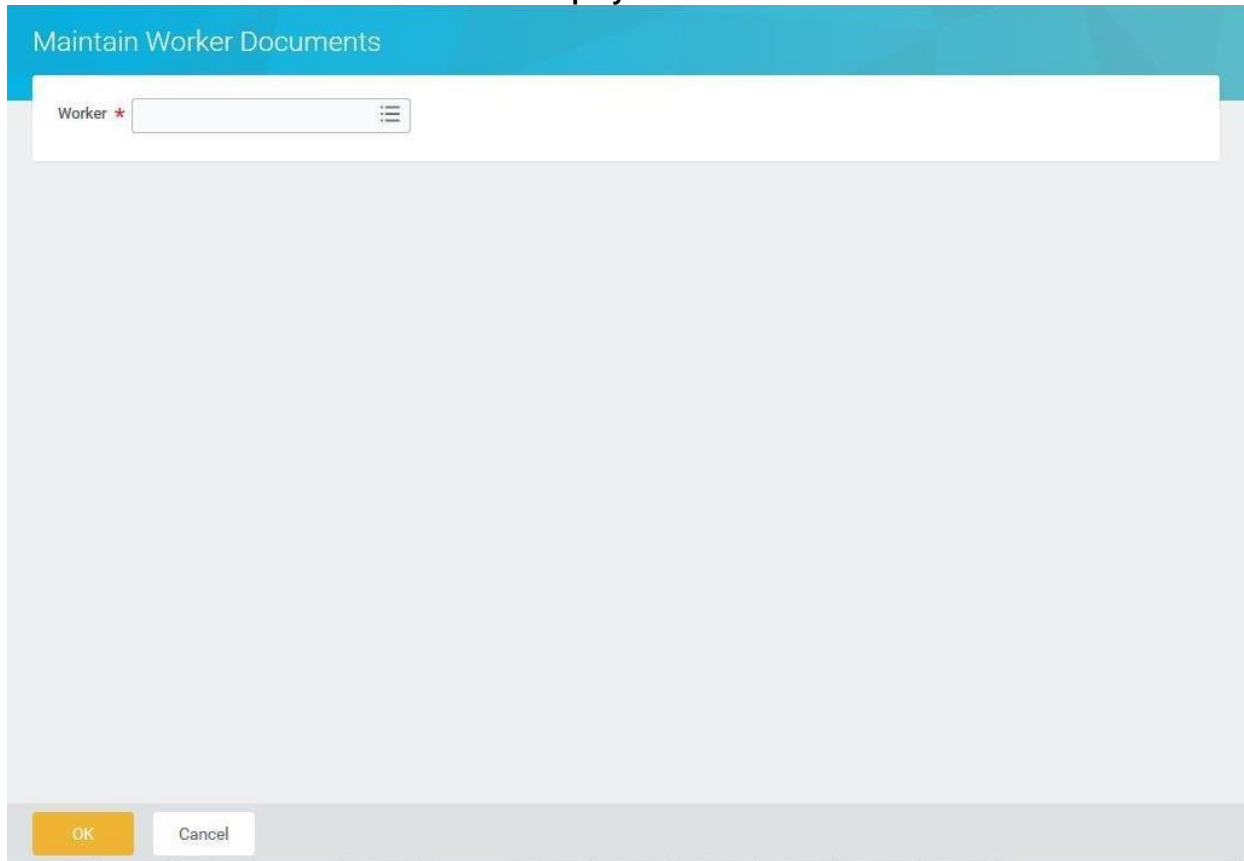
- A header bar with the title and a close button.
- A section titled "The following items should be attached (where applicable):" with a bulleted list:
 - Telework Agreement
 - Compressed Workweek Agreement
 - Grandfather Notice
- A scroll bar below the list.
- Task details:
 - For: Jennifer Love-T (T1000330)
 - Overall Process: Edit Other IDs: Jennifer Love-T (T1000330)
 - Overall Status: Successfully Completed
 - Due Date: 02/11/2016
 - Instructions: Go to the task "Maintain Worker Document File" and attach the applicable documentation to the worker's file.
- A green button labeled "Maintain Worker Documents".
- A comment box with the placeholder text "enter your comment".
- A footer bar with three buttons: "Submit", "Save for Later", and "Close".

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



button.

Maintain Worker Documents – Select Employee

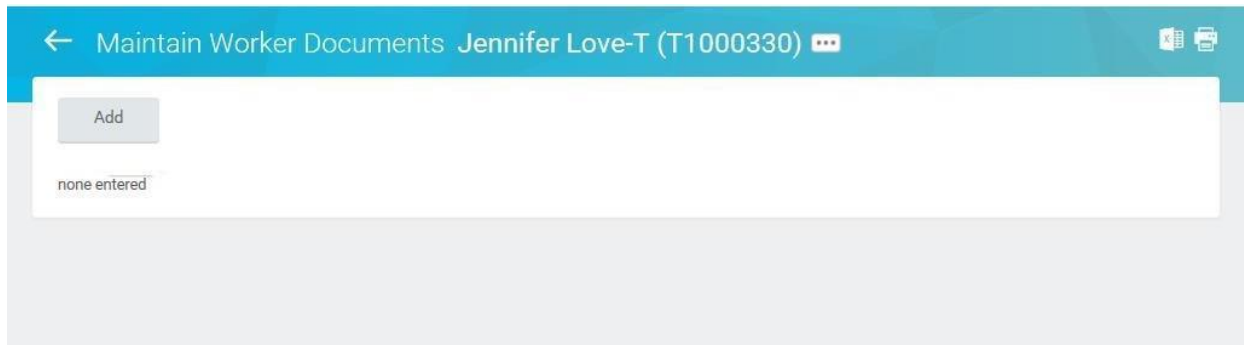


The screenshot shows a web interface with a teal header bar containing the text "Maintain Worker Documents". Below the header is a white form area with a label "Worker *" followed by a dropdown menu. At the bottom of the form area, there are two buttons: a yellow "OK" button and a white "Cancel" button.

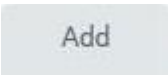
2. In the Worker field, enter/select the employee's name

3. Click the **OK**  button.


Maintain Worker Documents – Add a Document





The screenshot shows a web interface with a teal header bar containing a back arrow, the text "Maintain Worker Documents Jennifer Love-T (T1000330)", and a menu icon. Below the header is a white form area with a grey "Add" button and a text input field containing "none entered".

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

Maintain Worker Documents – Add Attachments Page

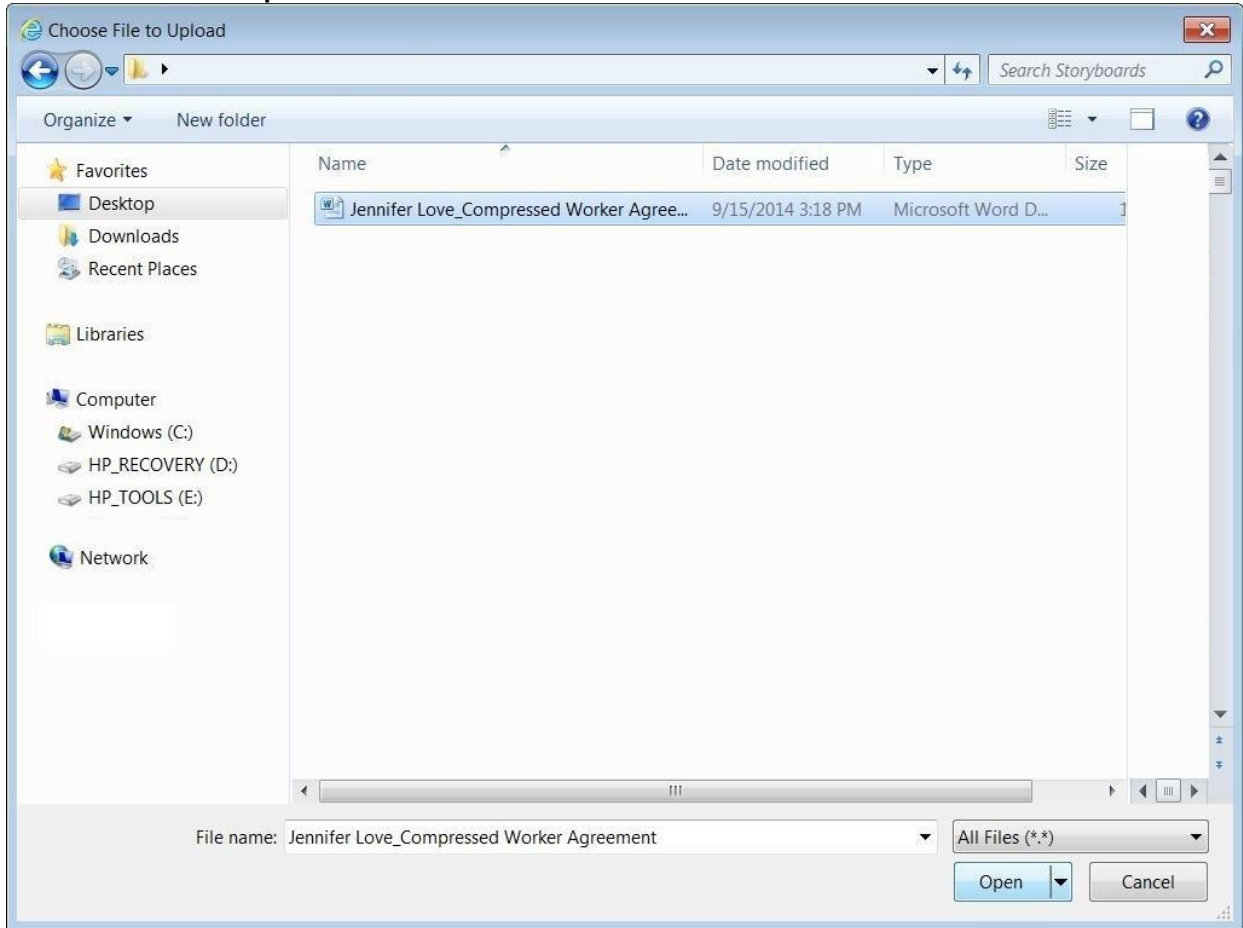
Add Worker Document Jennifer Love-T (T1000330) 

Drop files here

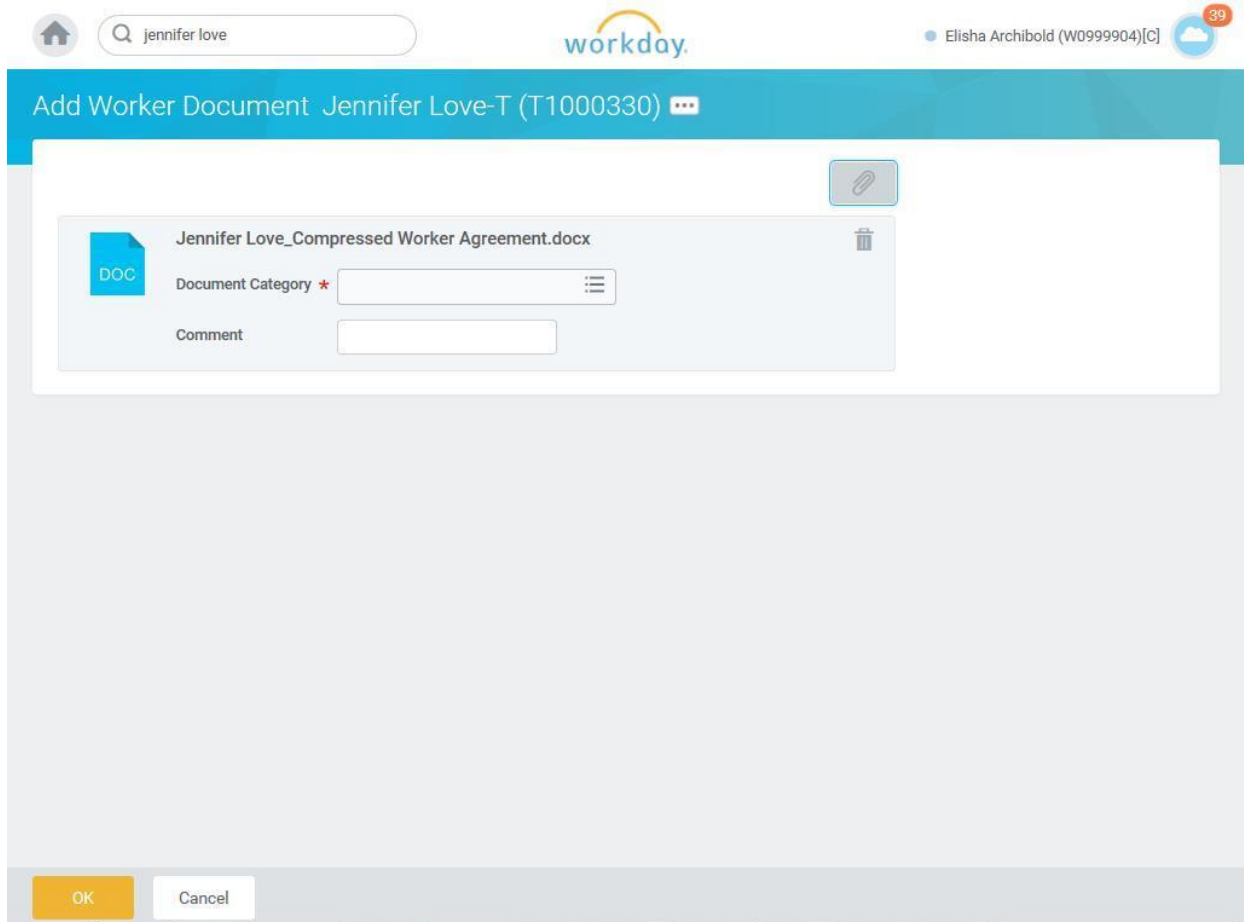
5. Click the **Attach File**  button.

Choose File to Upload



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

Maintain Worker Documents – Add File Details



Home Search jennifer love workday Elisha Archibold (W0999904)[C] 39

Add Worker Document Jennifer Love-T (T1000330)

Jennifer Love_Compressed Worker Agreement.docx

Document Category *

Comment



OK Cancel

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

Add Worker Document Jennifer Love-T (T1000330)  

You have successfully completed this task.

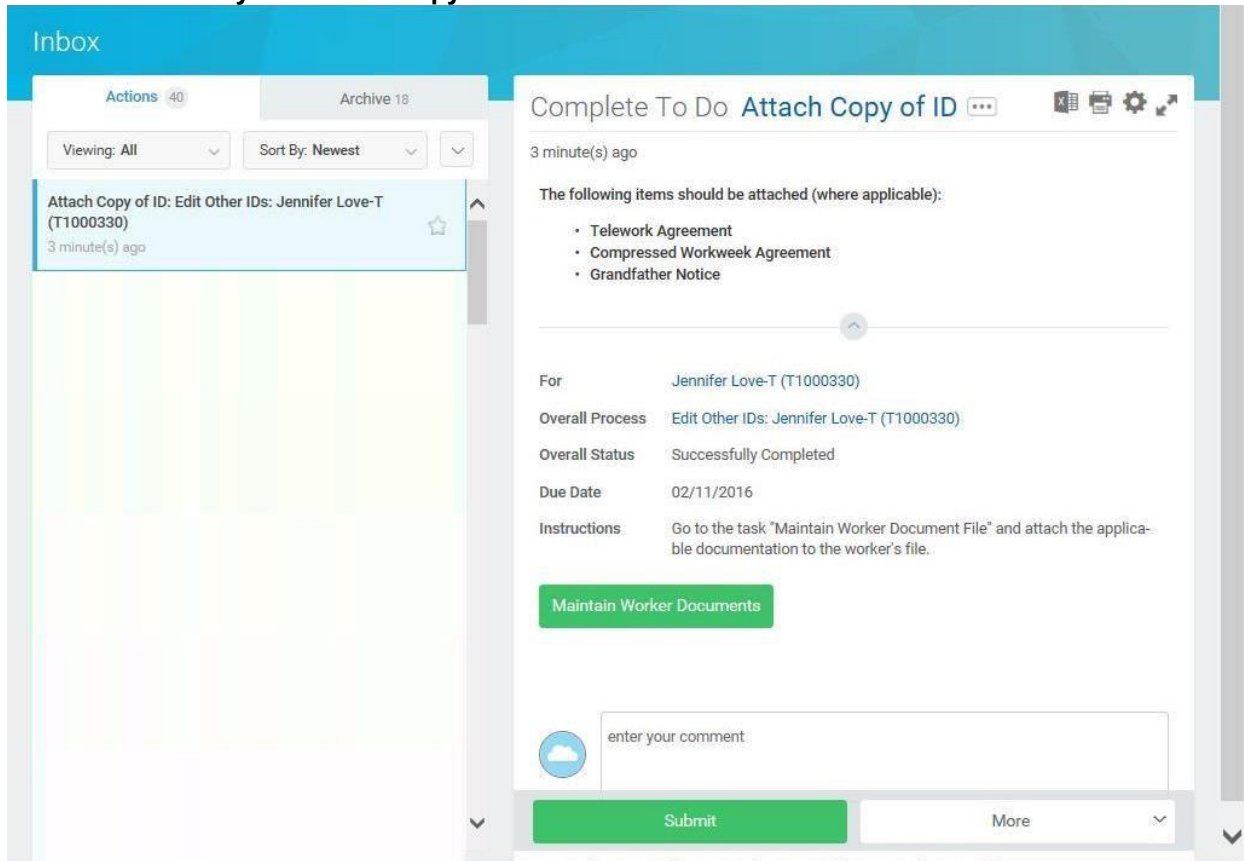
1 Items  

Worker Document	Document Category	Comment	Attachments				
			File Name	File Length	Upload Date		
 Jennifer Love_Compressed Worker Agreement.docx	Other	Compressed worker agreement for Jennifer Love T	Jennifer Love_Compressed Worker Agreement.docx	52	02/09/2016 06:29:51 PM	0	0

10. The document has been added. Click the  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**  button.

14. Click the **Done**  button.

15. The System Task is complete.