

Add Compressed Workweek Agreement

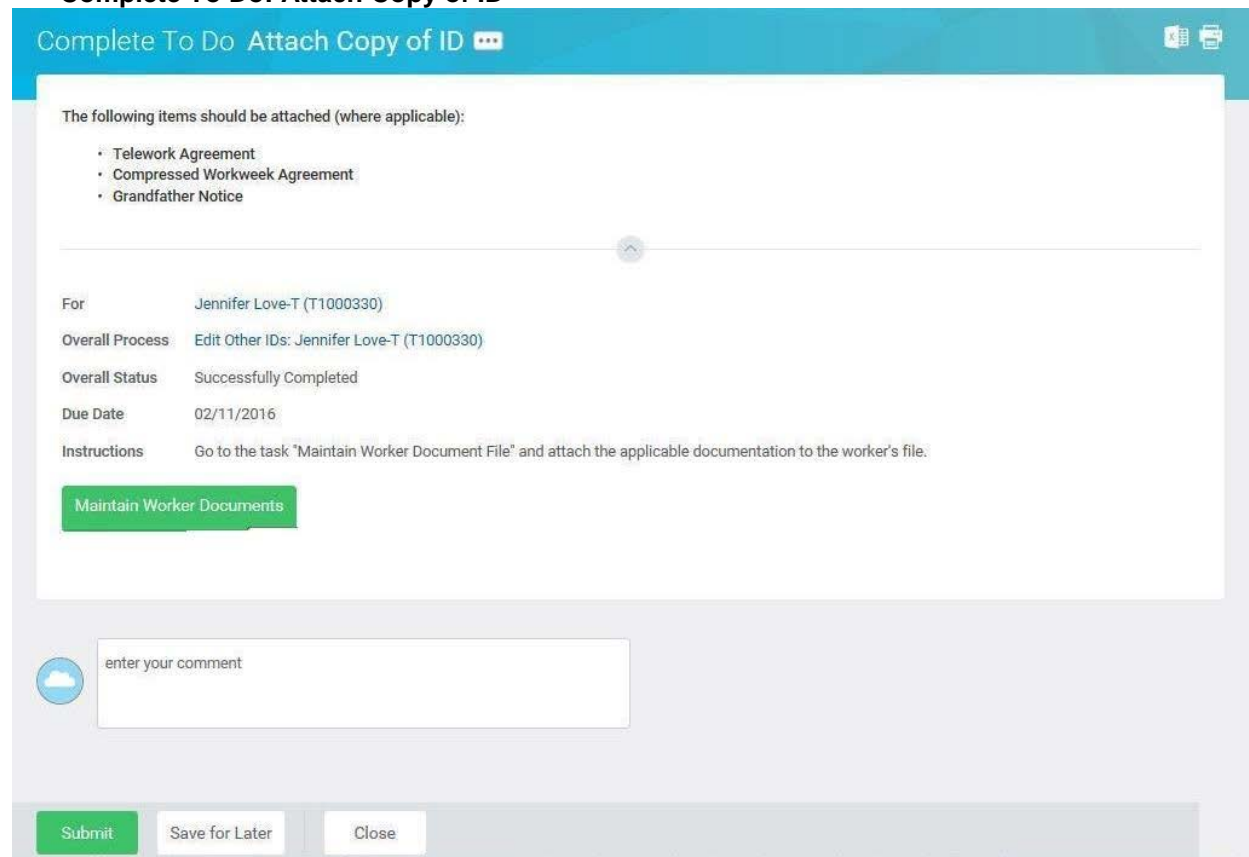
After adding the Compressed Workweek Schedule ID for the employee, the next step in the process is to upload the employee's Compressed Workweek Agreement. This task can be started immediately after entering the employee's "Compressed Workweek" ID.

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



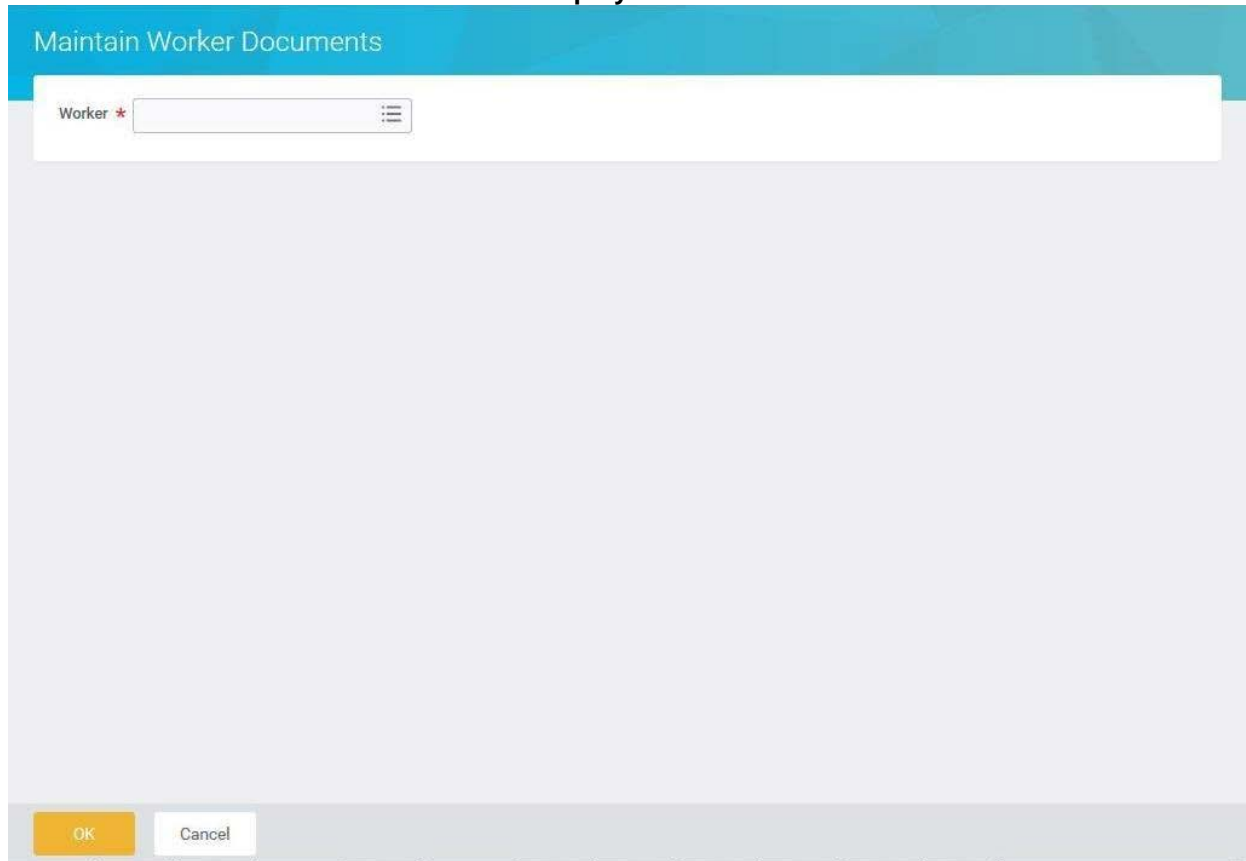
The screenshot shows a task interface with a teal header bar containing the text "Complete To Do Attach Copy of ID" and a three-dot menu icon. Below the header, a white box contains the text "The following items should be attached (where applicable):" followed by a bulleted list: "Telework Agreement", "Compressed Workweek Agreement", and "Grandfather Notice". A scroll bar is visible below the list. Below the list, the task details are displayed: "For: Jennifer Love-T (T1000330)", "Overall Process: Edit Other IDs: Jennifer Love-T (T1000330)", "Overall Status: Successfully Completed", "Due Date: 02/11/2016", and "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" is positioned below the instructions. At the bottom of the white box, there is a comment input field with a blue cloud icon on the left and the placeholder text "enter your comment". Below the white box, a grey bar contains three buttons: "Submit" (green), "Save for Later" (white), and "Close" (white).

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 mobile application interface for 'Maintain Worker Documents'. At the top, there is a teal header with the text 'Maintain Worker Documents'. Below the header is a white input field labeled 'Worker *' with a dropdown arrow on the right. At the bottom of the screen, there are two buttons: a yellow 'OK' button and a white 'Cancel' button with a grey border.

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

3. Click the **OK**  button.

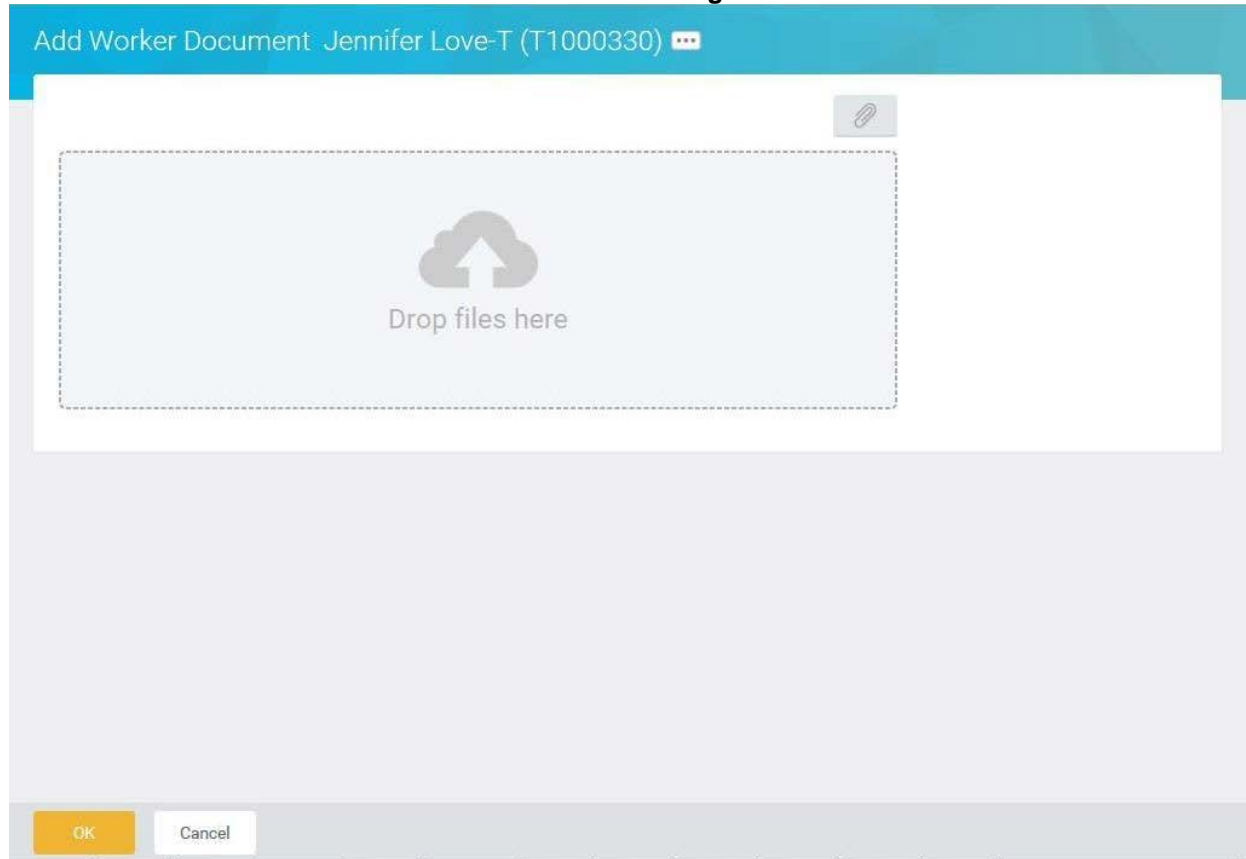
Maintain Worker Documents – Add a Document



The screenshot shows a mobile application interface for 'Maintain Worker Documents'. At the top, there is a teal header with a back arrow, the text 'Maintain Worker Documents Jennifer Love-T (T1000330)', and two icons (a list and a print icon). Below the header is a white input field with a grey 'Add' button on the left. The text 'none entered' is visible in the input field.

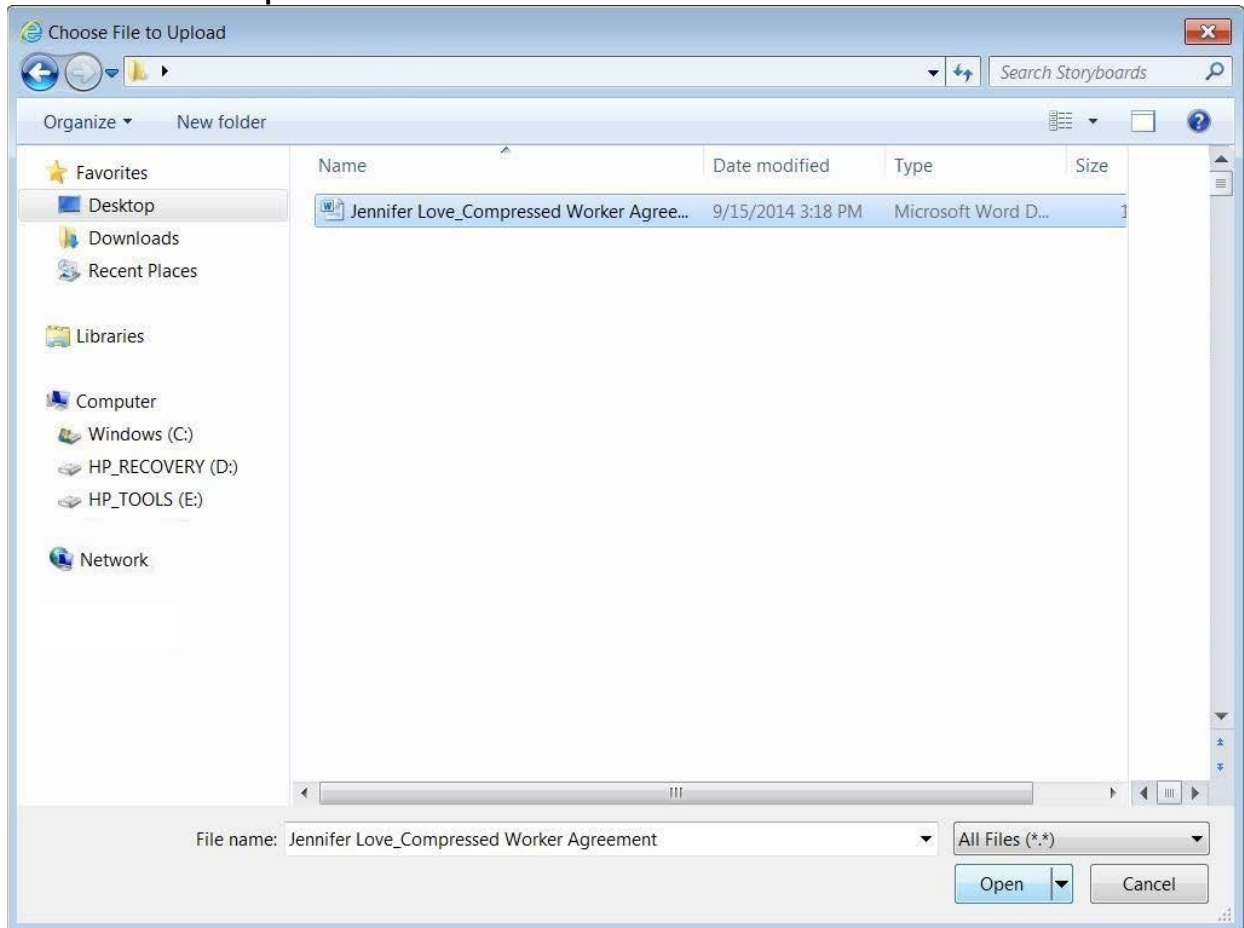
4. On the Maintain Worker Documents page, click the **Add**  button to add a document.

Maintain Worker Documents – Add Attachments Page



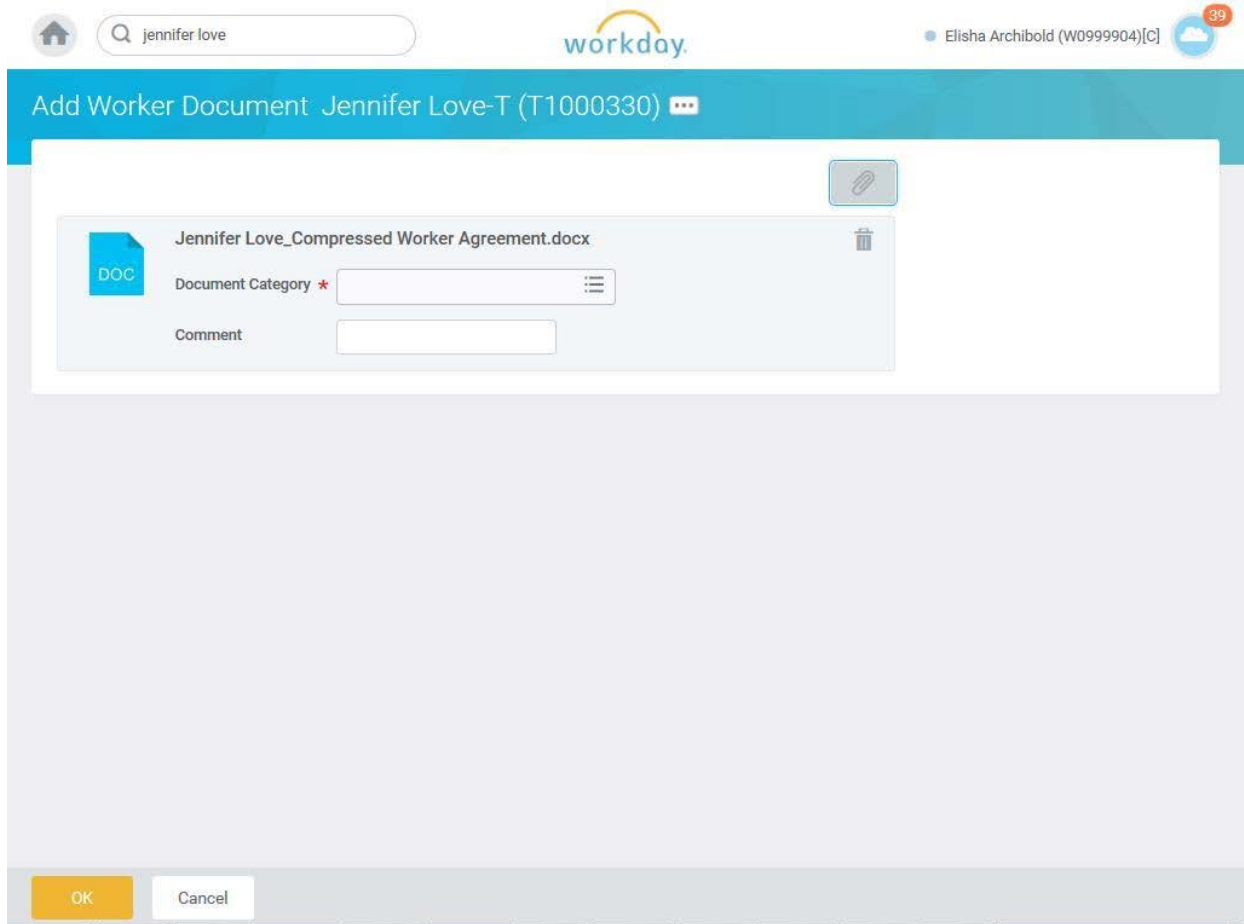
5. Click the **Attach File**  button.

Choose File to Upload



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

Maintain Worker Documents – Add File Details





The screenshot shows the 'Add Worker Document' page for Jennifer Love-T (T1000330). The document title is 'Jennifer Love_Compressed Worker Agreement.docx'. There is a 'Document Category' dropdown menu and a 'Comment' text field. At the bottom, there are 'OK' and 'Cancel' buttons.

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.

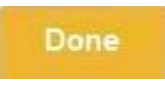
Maintain Worker Documents

Add Worker Document Jennifer Love-T (T1000330)  

You have successfully completed this task.

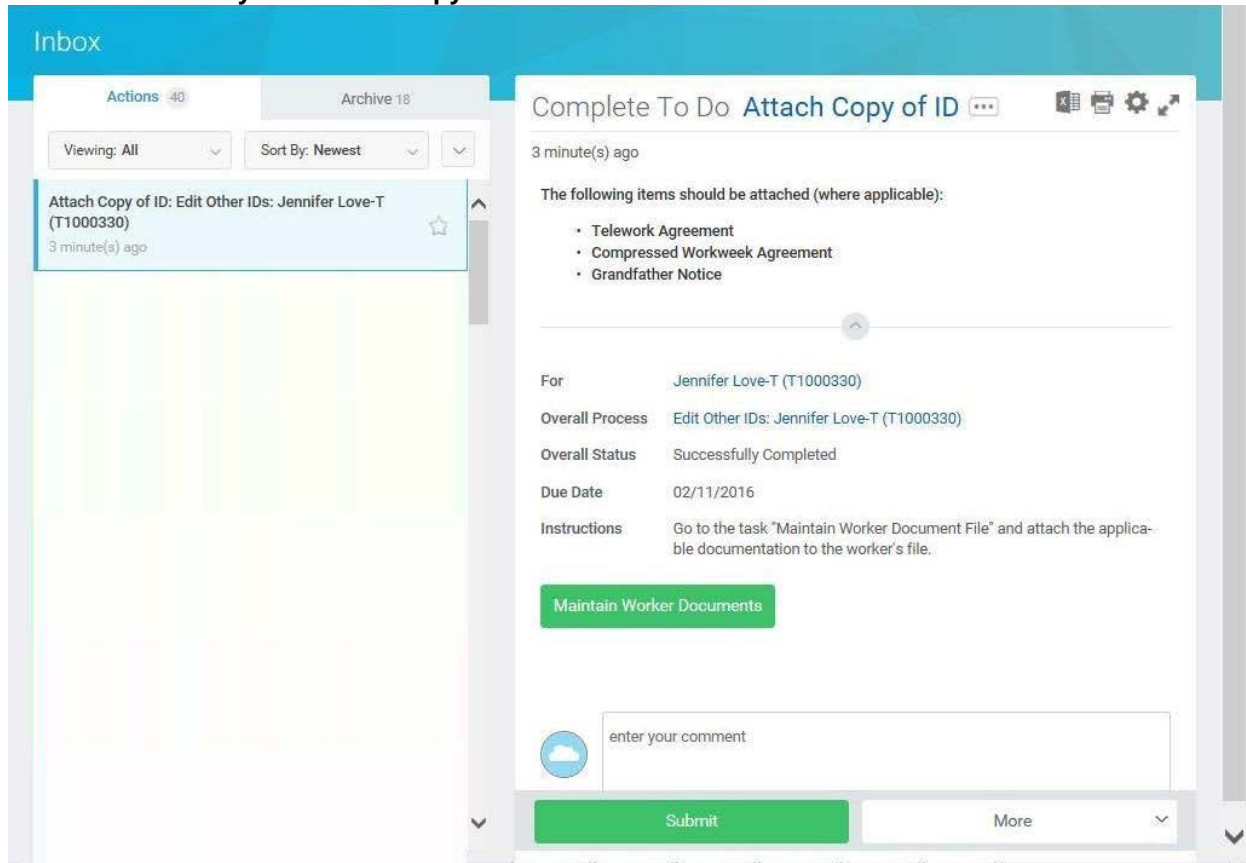
1 Items  

| 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.