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 **c**lick 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
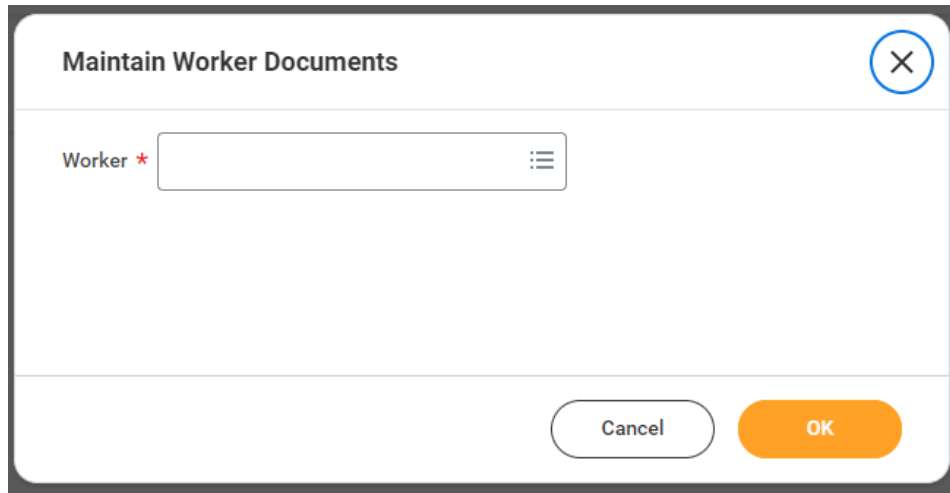
Submit   Save for Later   Close

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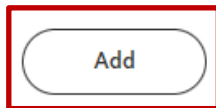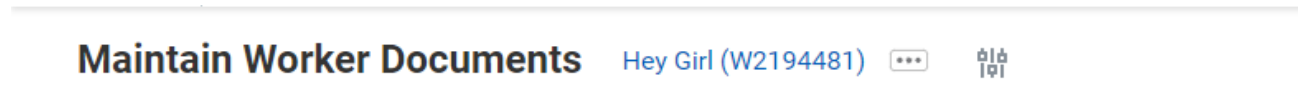
    Maintain Worker Documents   button.

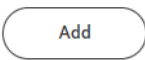**Maintain Worker Documents – Select Employee**

2. In the Worker field, enter/select the employee's name or W#.
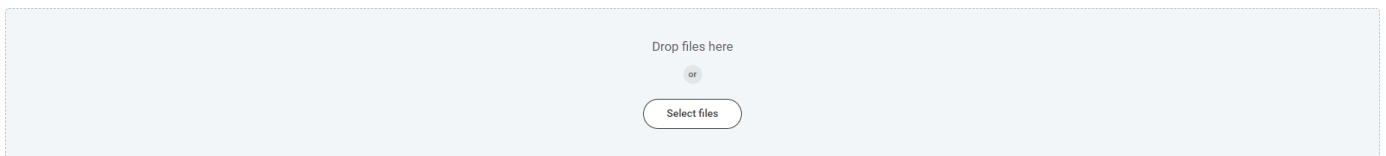
3. Click the **OK** button.

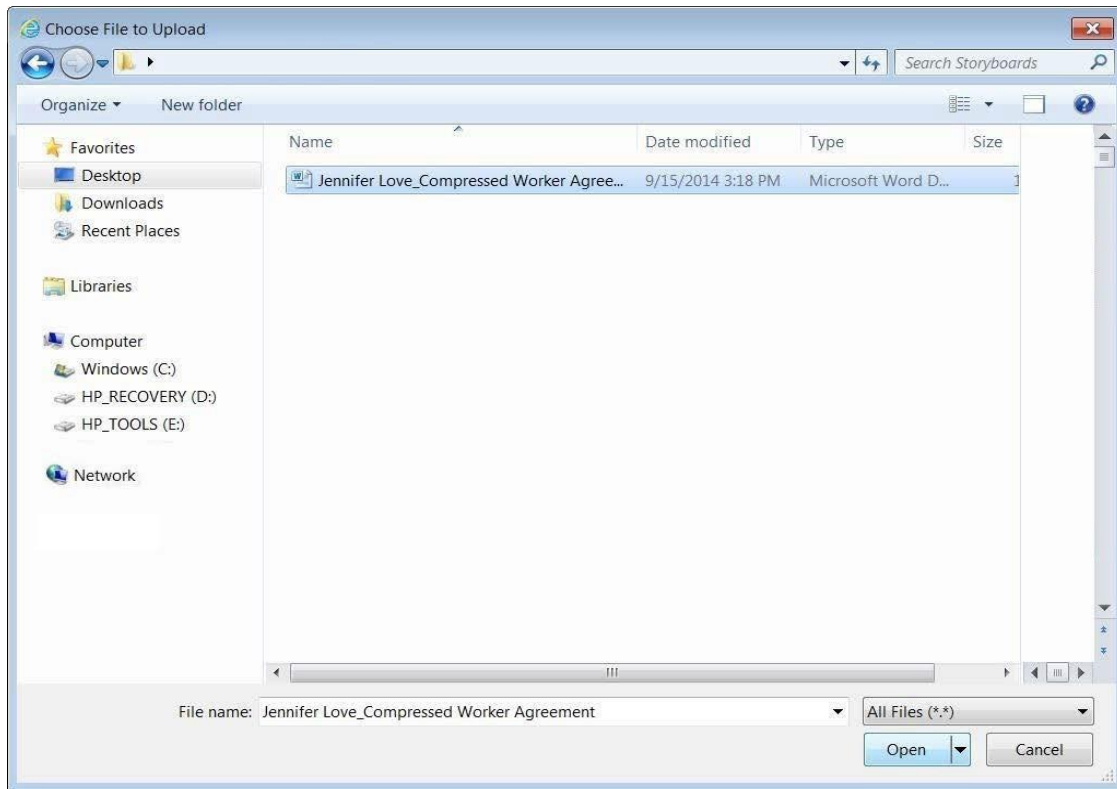**Maintain Worker Documents – Add a Document**

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

5. Click the **Select Files** [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) [•••]

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**   button.

Add Worker Document Hey Girl (W2194481) [•••]
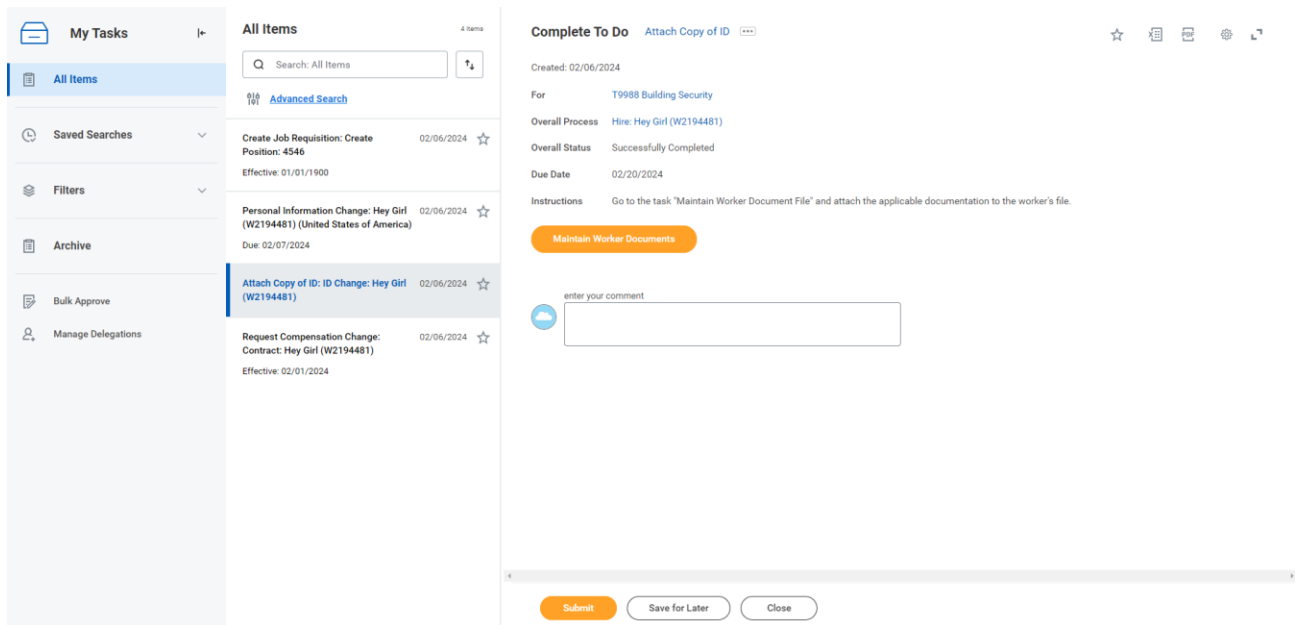
You have successfully completed this task.

Add

1 item

Worker Document	Document Category	Alternative Text	Attachments				
			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	Edit	Delete	

10. The document has been added. Click the 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

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.