Upload Documents to Human Resources

You can upload documents to the human resources team directly through UKG.

Menu > Team > HR > HR Actions > Uploading Documents to Human Resources

Complete the Form Online

1. Click Start in the right-hand corner
2. Select the employee
3. Enter an Effective Date
    a. The Effective date is the date you want the change to occur
4. Click 'Upload Document' on the far right

5. Click CHOOSE
6. Select your file(s) (Max of 5) and click OPEN
7. Select a Document Type for each file.
8. Click UPLOAD
9. Click SUBMIT
10. You can review additional documents by navigating here:

    My Info > My Company > Documents