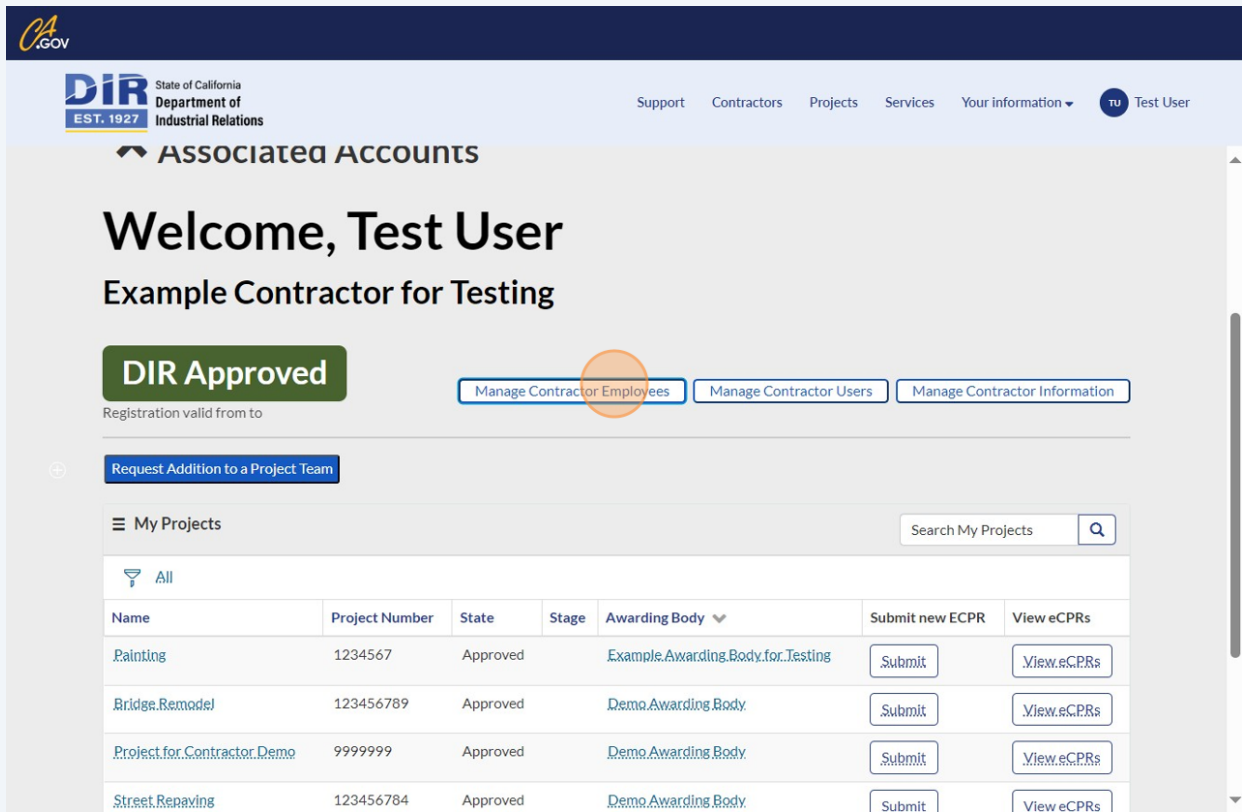


# How to Add an Employee

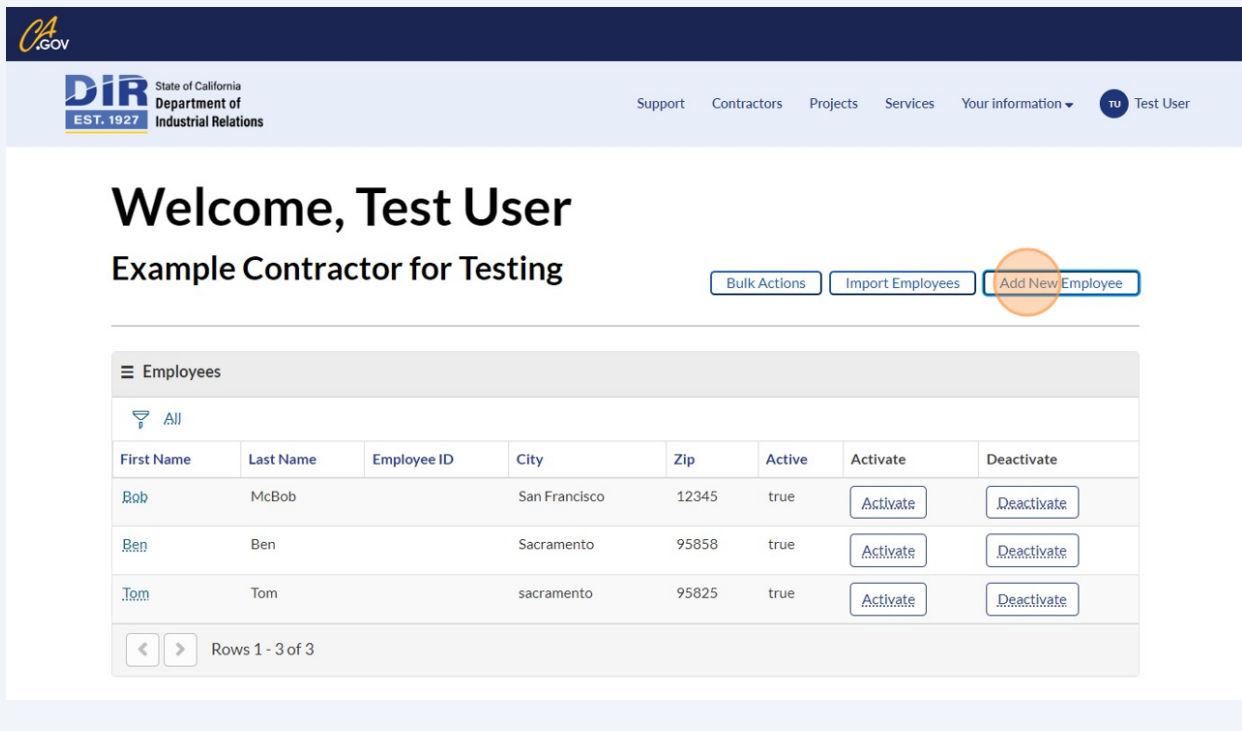
- 1 Log in to your contractor landing page. Click "Manage Contractor Employees"



The screenshot shows the contractor landing page for a test user. The page includes the CA.GOV logo, the State of California Department of Industrial Relations (DIR) logo, and a navigation menu with links for Support, Contractors, Projects, Services, and Your information. The user is logged in as 'Test User'. The main heading reads 'Welcome, Test User' and 'Example Contractor for Testing'. A green badge indicates 'DIR Approved' with a registration validity period. Three buttons are visible: 'Manage Contractor Employees' (highlighted with an orange circle), 'Manage Contractor Users', and 'Manage Contractor Information'. Below these is a 'Request Addition to a Project Team' button. The 'My Projects' section features a search bar and a table of projects.

Name	Project Number	State	Stage	Awarding Body	Submit new ECPR	View eCPRs
Painting	1234567	Approved		Example.Awarding.Body.for.Testing	Submit	View.eCPRs
Bridge.Remodel	123456789	Approved		Demo.Awarding.Body	Submit	View.eCPRs
Project.for.Contractor.Demo	9999999	Approved		Demo.Awarding.Body	Submit	View.eCPRs
Street.Repaving	123456784	Approved		Demo.Awarding.Body	Submit	View.eCPRs

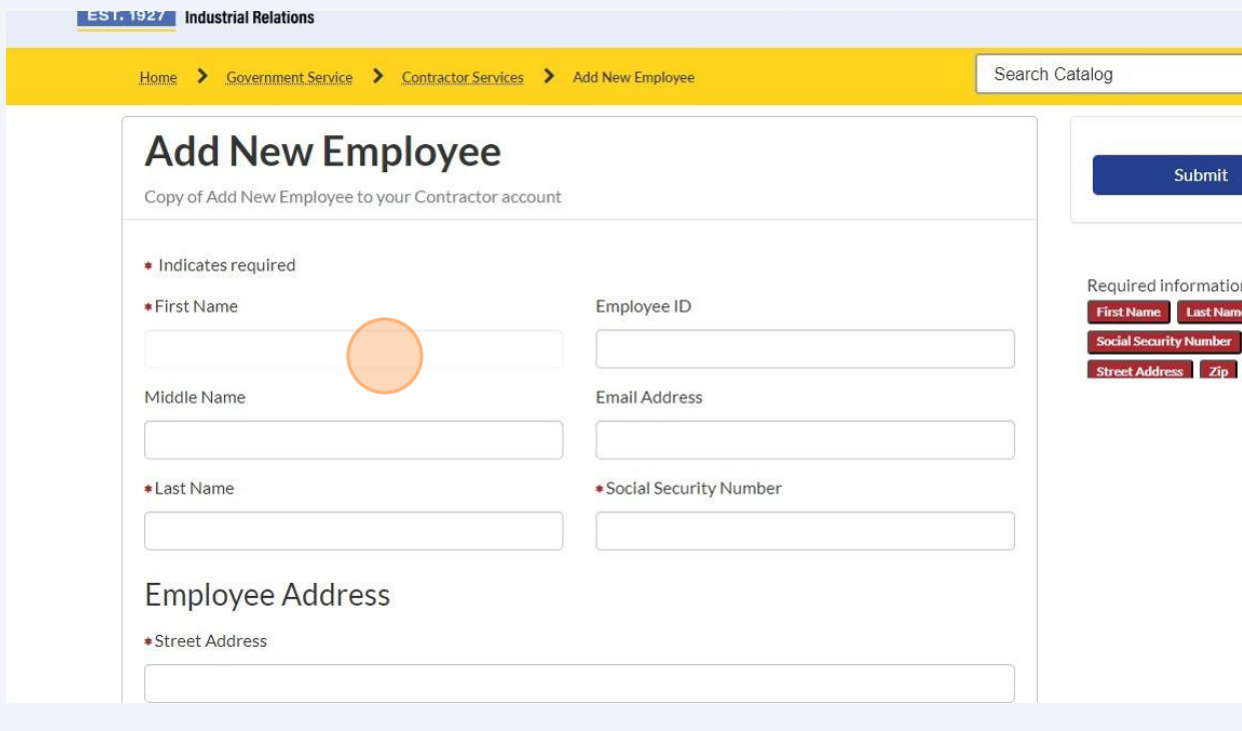
## 2 Click "Add New Employee"



The screenshot shows the top navigation bar of the DIR website with the logo and the text "State of California Department of Industrial Relations". The main header area displays "Welcome, Test User" and "Example Contractor for Testing". Below this, there are three buttons: "Bulk Actions", "Import Employees", and "Add New Employee", with the latter being highlighted by an orange circle. A table titled "Employees" is visible below the buttons, containing three rows of employee data.

First Name	Last Name	Employee ID	City	Zip	Active	Activate	Deactivate
Bob	McBob		San Francisco	12345	true	Activate	Deactivate
Ben	Ben		Sacramento	95858	true	Activate	Deactivate
Tom	Tom		sacramento	95825	true	Activate	Deactivate

## 3 Enter the new employee's legal information (first name, last name, social security number, address) and any other relevant information.



The screenshot shows the "Add New Employee" form. The form is titled "Add New Employee" and includes a subtitle "Copy of Add New Employee to your Contractor account". The form contains several input fields for employee information, with a red asterisk indicating required fields. The fields are: First Name, Middle Name, Last Name, Employee ID, Email Address, Social Security Number, and Employee Address (Street Address). A "Submit" button is located on the right side of the form. A legend on the right side of the form lists the required information: First Name, Last Name, Social Security Number, Street Address, and Zip.

Required information:

- First Name
- Last Name
- Social Security Number
- Street Address
- Zip

#### 4 To enter employee classifications, click "Add"

The screenshot shows the 'Add New Employee' page on the DIR website. The page includes a navigation bar with 'Home', 'Government Service', 'Contractor Services', and 'Add New Employee'. A search bar is located in the top right. The main form contains fields for 'City' and 'State', both set to 'California'. Below these is the 'Employee Classifications' section, which has an 'Add' button circled in orange and a 'Remove All' button. A table with columns 'Actions', 'Select Craft', 'Select Classification', and 'Select the employee's current level for this Classification:' is shown, with 'No data to display' in the table body. An 'Add attachments' link is at the bottom right of the form.

#### 5 Select the classification, craft, and whether the employee is an apprentice or journeyman.

The screenshot shows the 'Add Row' dialog box overlaid on the 'Add New Employee' page. The dialog box has a title bar with 'Add Row' and a close button. It contains three main sections: 'Select Craft' with a dropdown menu, 'Select Classification' with a dropdown menu, and 'Select the employee's current level for this Classification:' with radio buttons for 'Apprentice' (selected) and 'Journeyman'. At the bottom right of the dialog are 'Cancel' and 'Add' buttons.

6 Select whether the employee's current level is "Apprentice" or "Journeyman"

\*Select the employee's current level for this Classification:

Apprentice  Journeyman

Cancel Add

7 If the employee is a journeyman, validate how the employee obtained the journeyman certification

\*Select the employee's current level for this Classification:

Apprentice  Journeyman

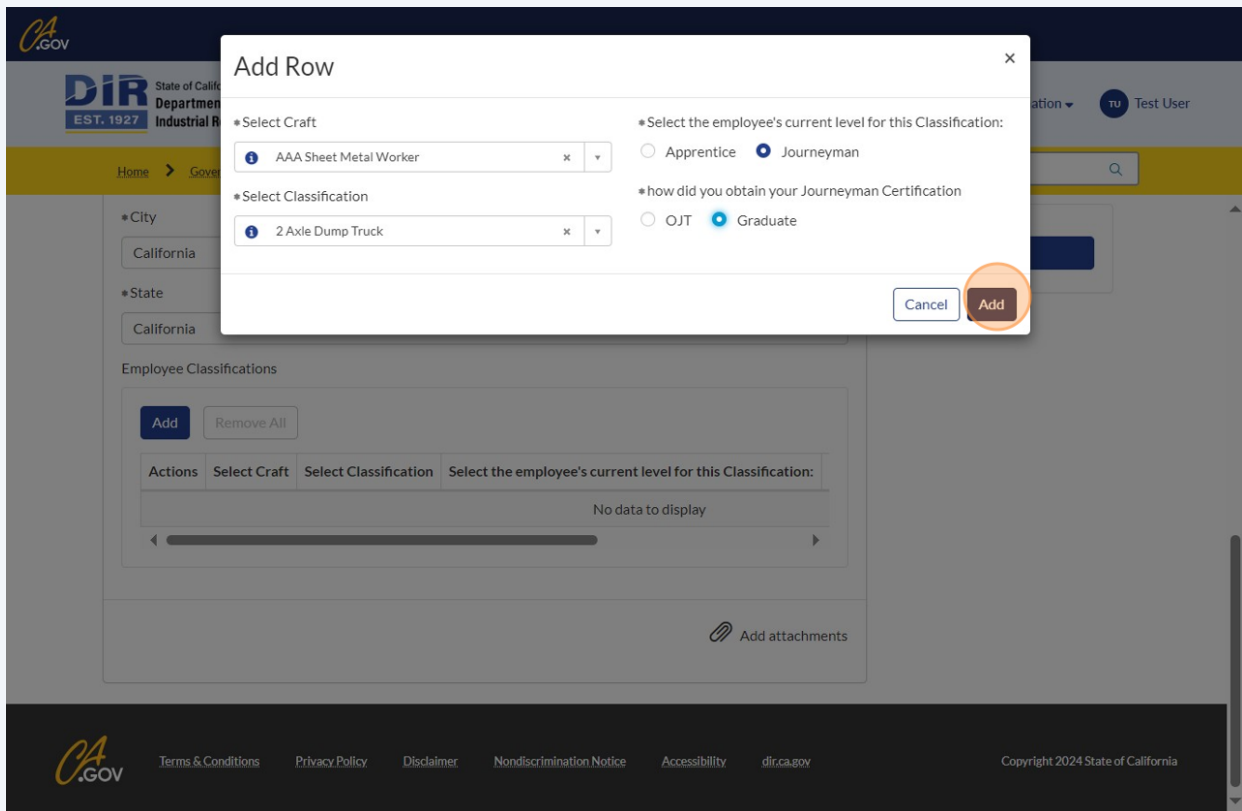
\*how did you obtain your Journeyman Certification

OJT  Graduate

Cancel Add

8

Click "Add"



9 Verify that all information is accurate.

Click "Submit"

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Support Contractors Projects Services Your information Test User

Home > Government Service > Contractor Services > Add New Employee

Search Catalog

### Add New Employee

Copy of Add New Employee to your Contractor account

\*First Name  Employee ID

Middle Name  Email Address

\*Last Name  \*Social Security Number  [SHOW](#)

#### Employee Address

\*Street Address

Unit/ Suite

Building Name

[Submit](#)

10 Click "(Ctrl + s)"

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Support Contractors Projects Services Your Information Test User

Display Name  
Name, Employee

Active

Related Lists  
Employee Classifications 1

Save Save (Ctrl + s)

Employee Classification 1

Employee Classifications

Employee	Classification	Level
Name, Employee	2 Axle Dump Truck	Journeyman

< > Rows 1 - 1 of 1

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