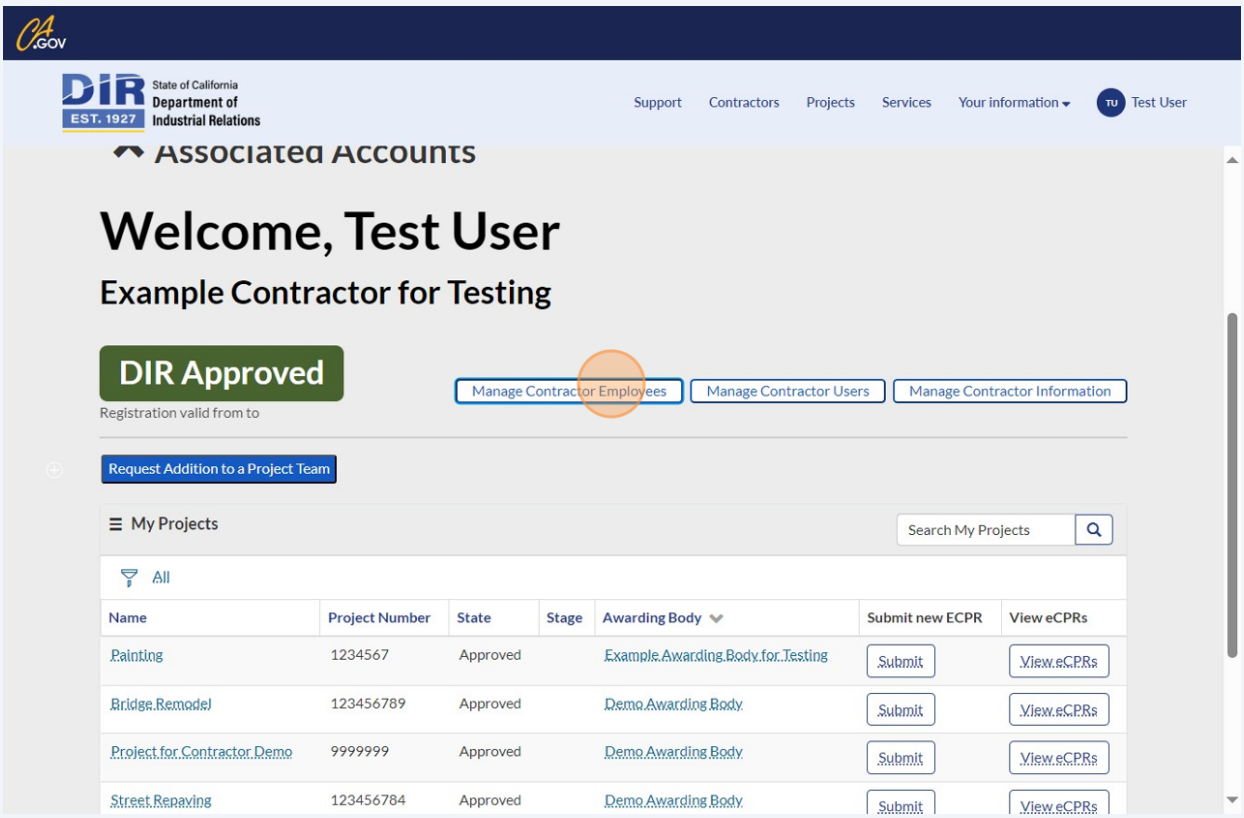
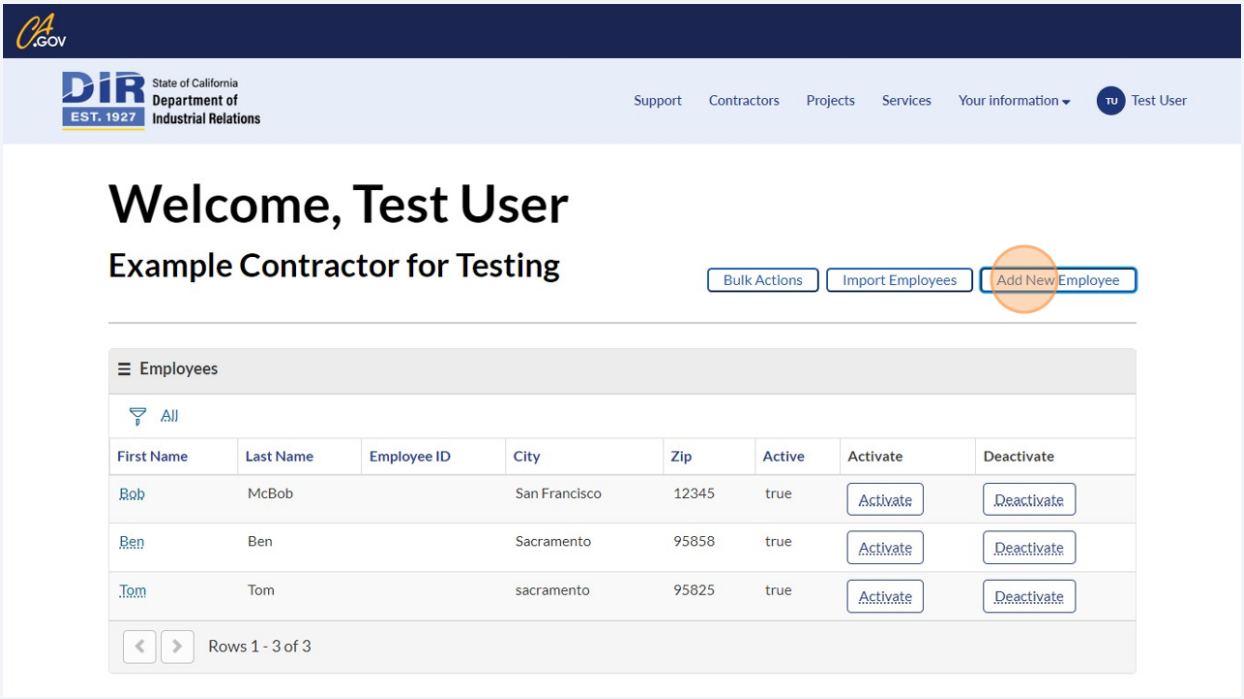
How to Add an Employee

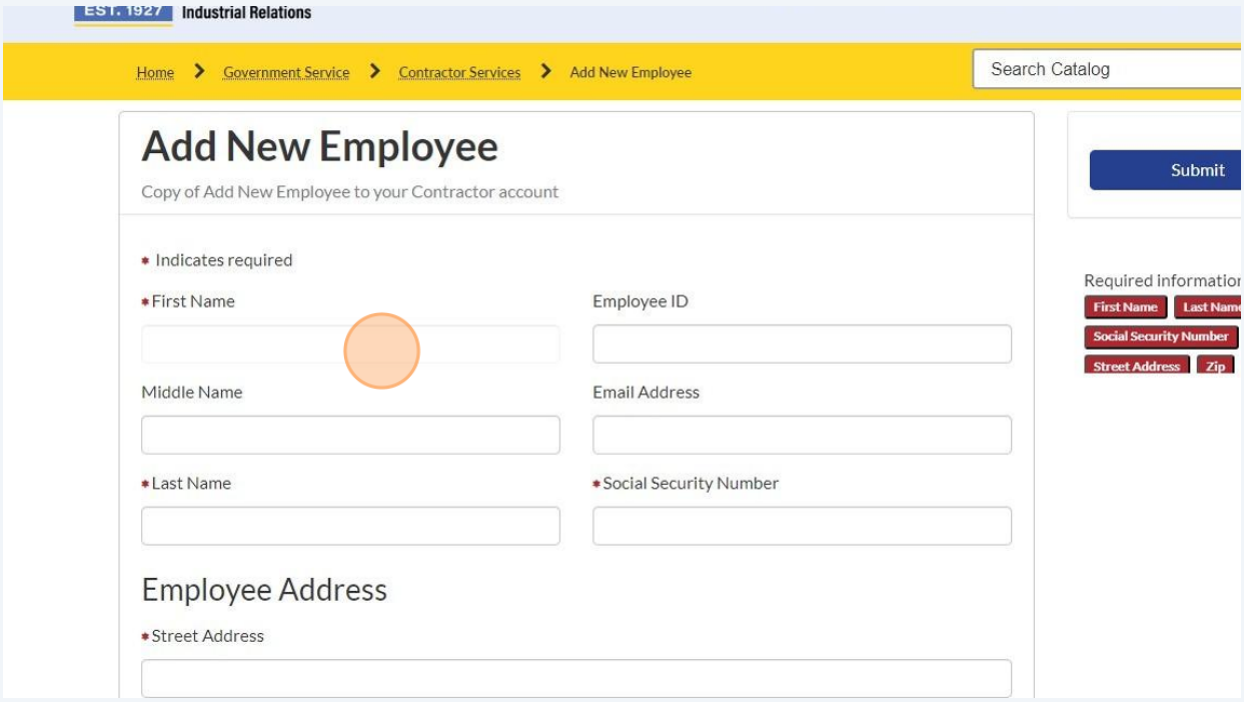
1 Log in to your contractor landing page. Click "Manage Contractor Employees"



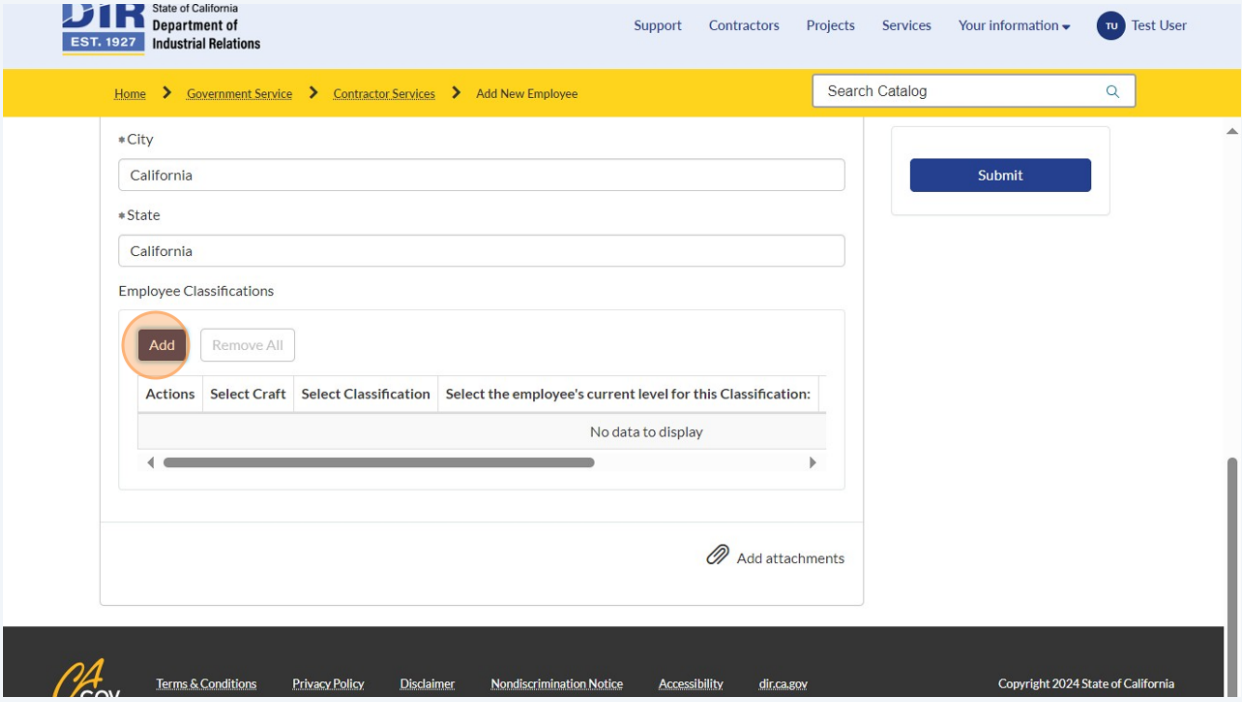
2 Click "Add New Employee"



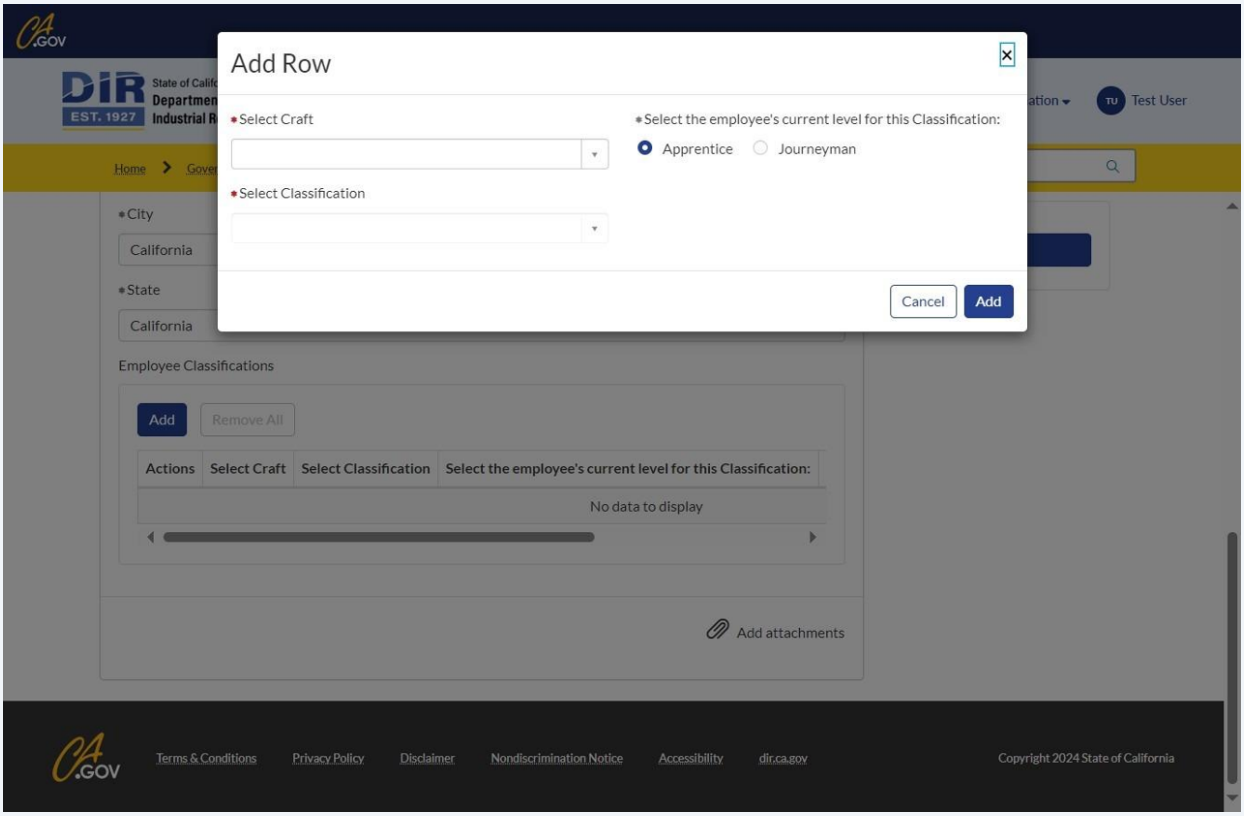
3 Enter the new employee's legal information (first name, last name, social security number, address) and any other relevant information.



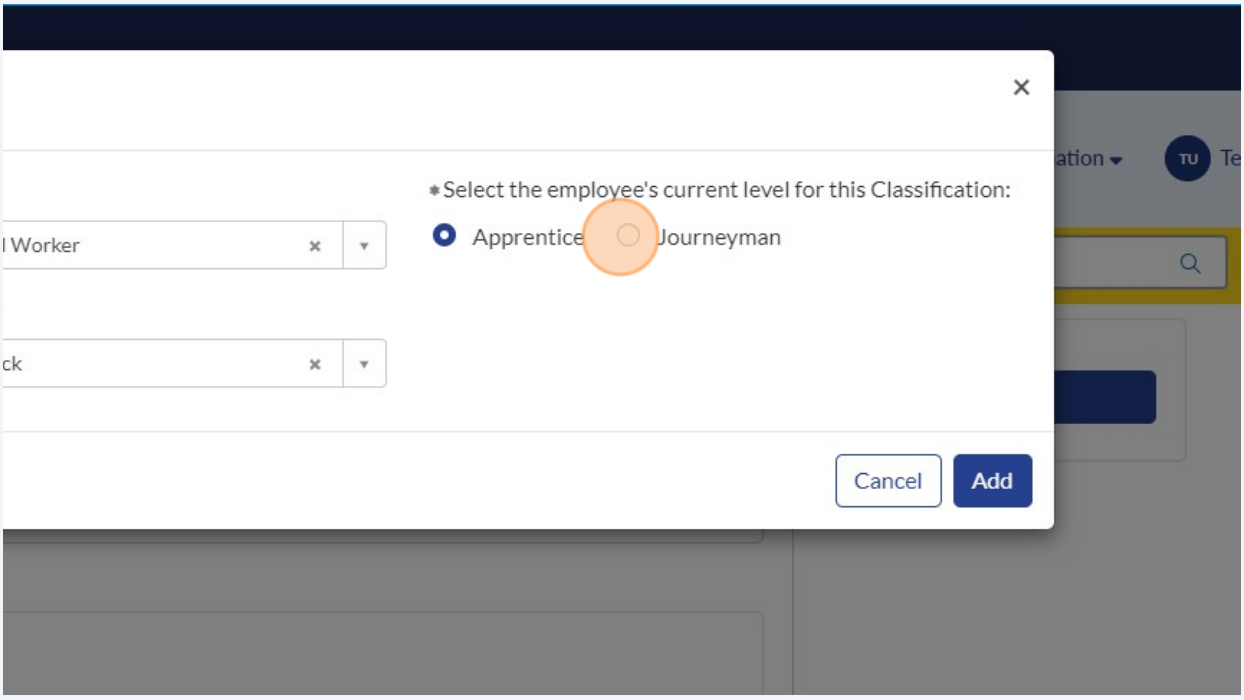
4 To enter employee classifications, click "Add"



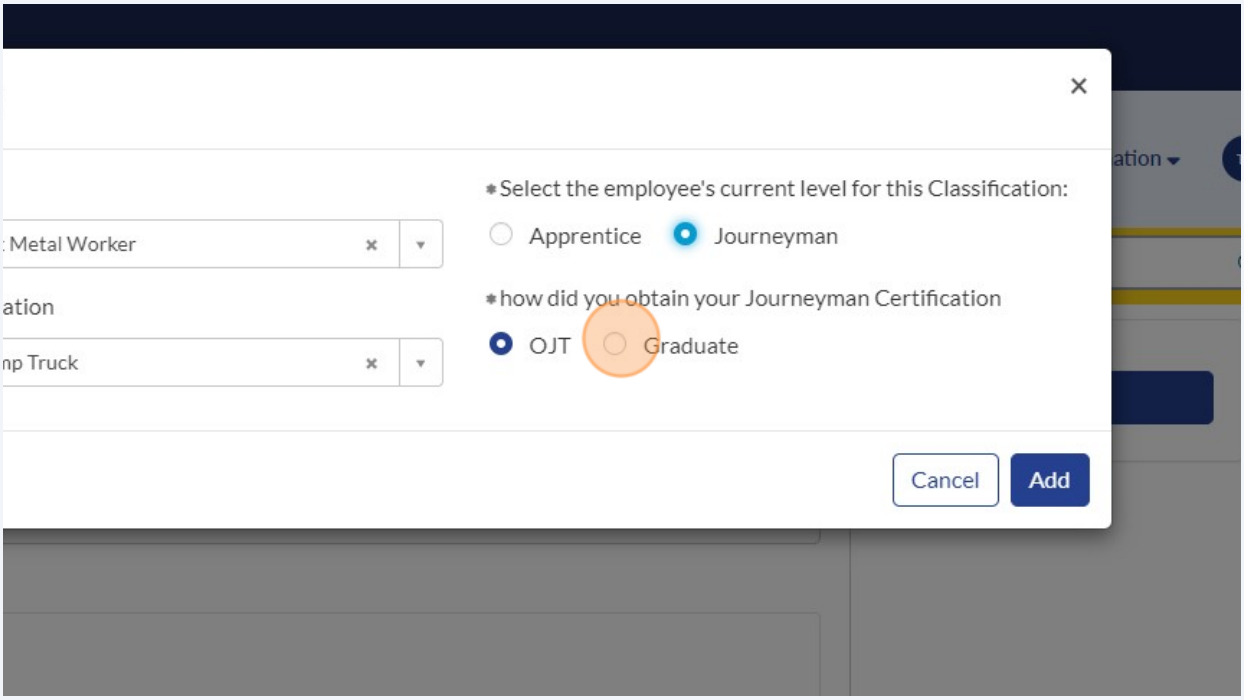
5 Select the classification, craft, and whether the employee is an apprentice or journeyman.



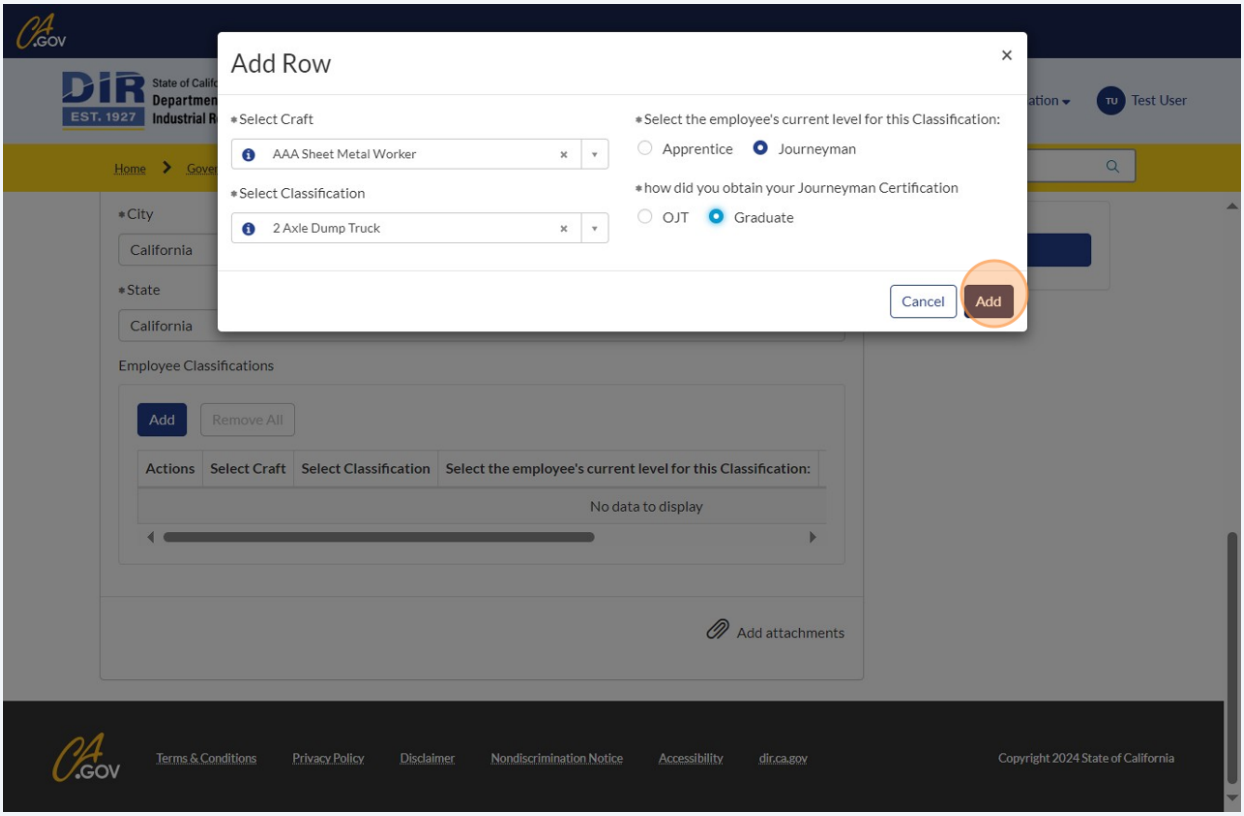
6 Select whether the employee's current level is "Apprentice" or "Journeyman"



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

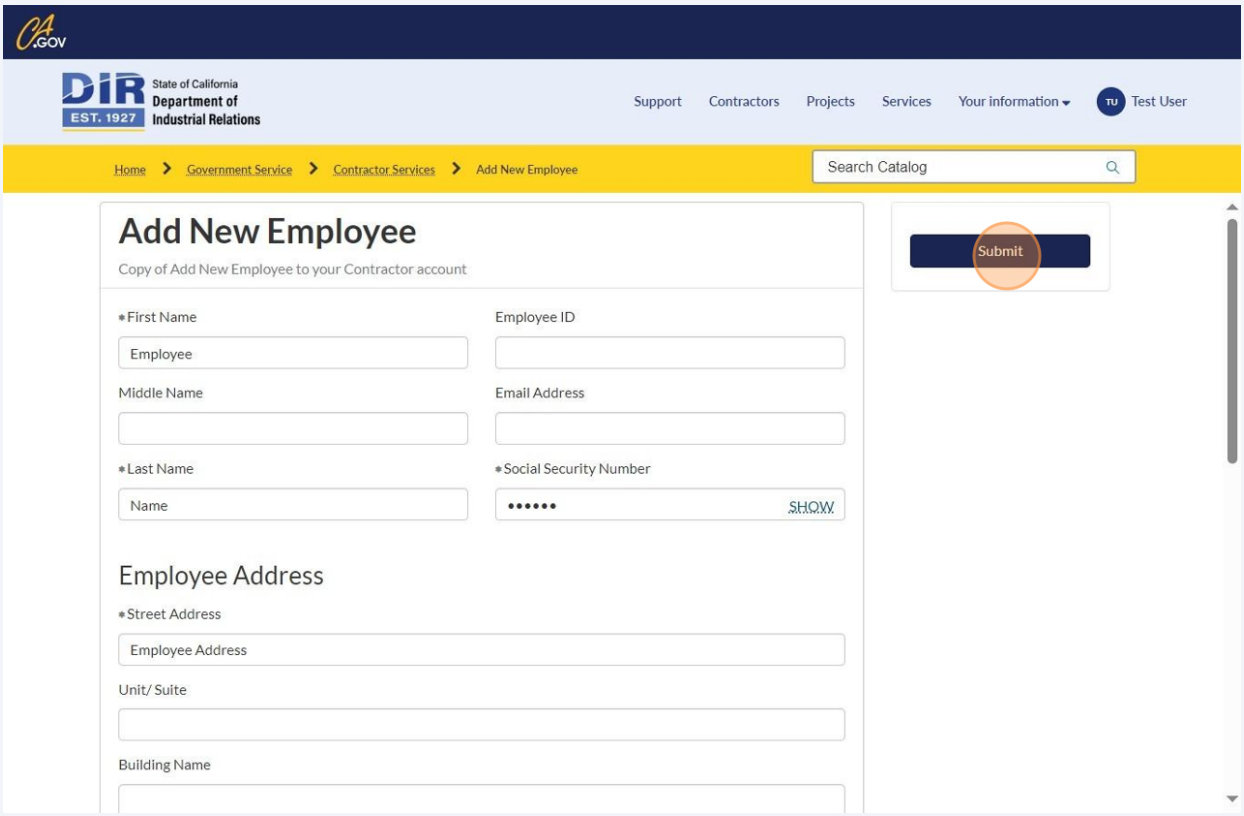
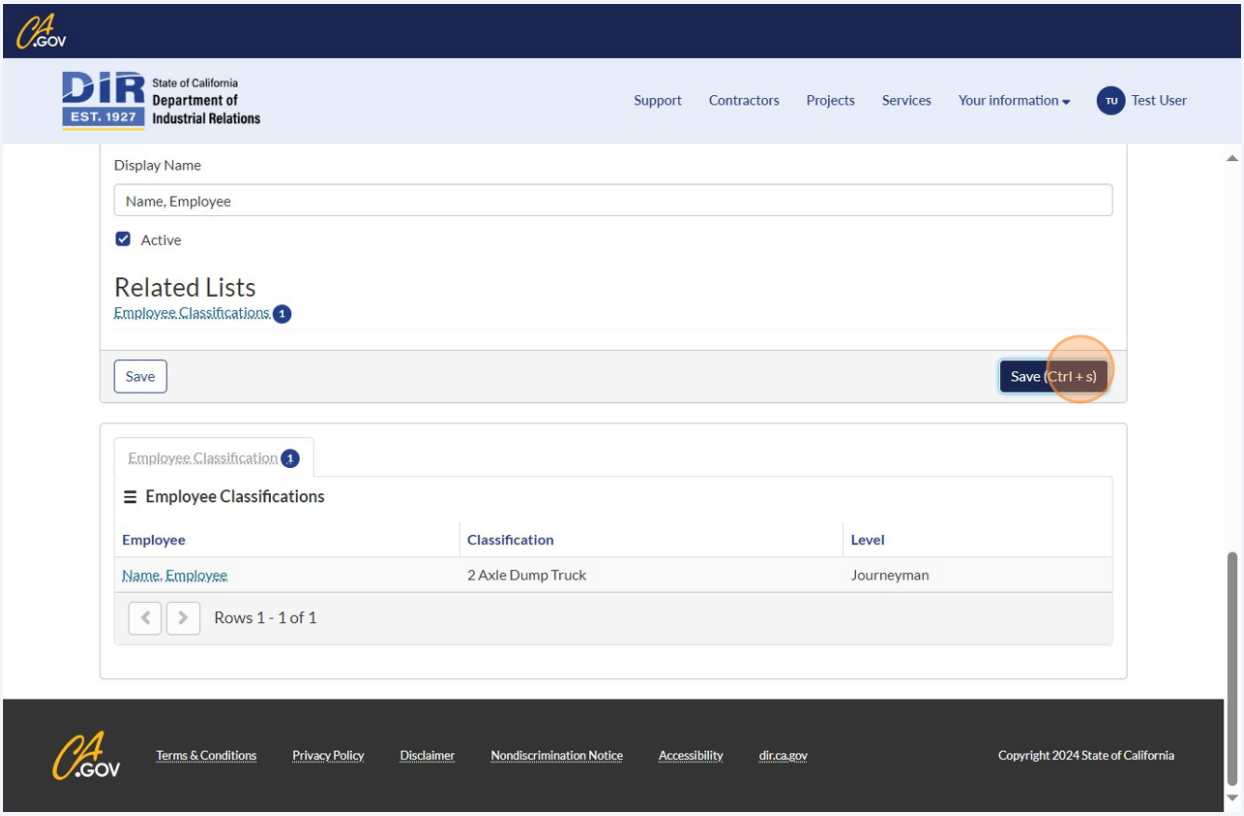


8 Click "Add"


Add Row
*Select Craft
AAA Sheet Metal Worker
*Select Classification
2 Axle Dump Truck
*Select the employee's current level for this Classification:
Apprentice
Journeyman
*how did you obtain your Journeyman Certification
OJT
Graduate
Cancel
Add
Test User
*City
California
*State
California
Employee Classifications
Add
Remove All
Actions
Select Craft
Select Classification
Select the employee's current level for this Classification:
No data to display
Add attachments
Terms & Conditions
Privacy Policy
Disclaimer
Nondiscrimination Notice
Accessibility
dir.ca.gov
Copyright 2024 State of California

9 Verify that all information is accurate.

Click "Submit"



10 Click "(Ctrl + s)"