How to Import Employees

1 Log in to your contractor landing page using your username and password. Click "Manage Contractor Employees"

2 Click "Import Employees"

3 Click "HERE" to download the template for bulk employee upload. Fill out the template for all of the employees that you would like to include in the bulk upload.

4 Fill out the Excel Sheet for all of the employees whose information you are uploading.

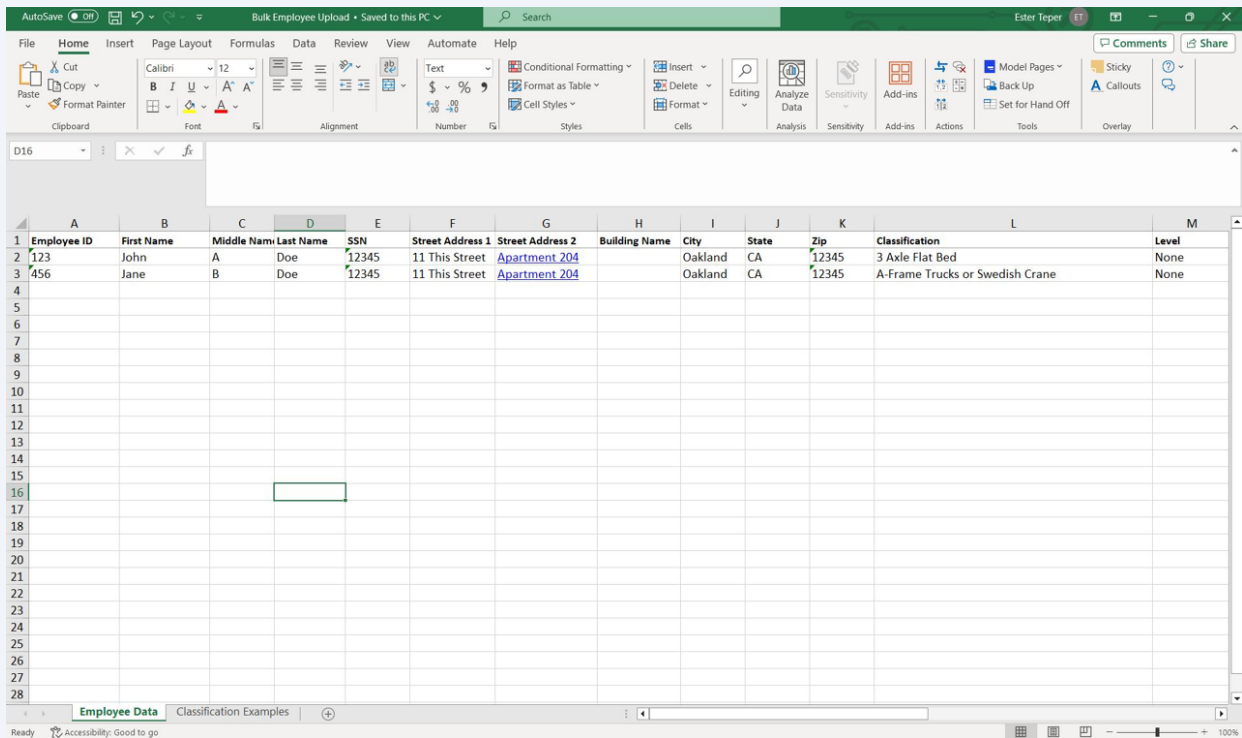**5** Click "Required - Upload." **The file name needs to be unchanged from what it downloaded as.**

1. Download and complete name of excel template HERE
2. Add rows
3. Do not change headers
4. Do not add sheets
5. Do not add employees that already exists in the system
6. Attach completed spreadsheet
7. Select submit
8. Check your email for bulk upload status

* Employee Upload

⊕ Required - Upload
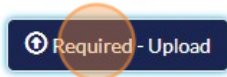
CA.GOV   Terms & Conditions   Privacy Policy   Disclaimer   Nondiscrimination Notice   Accessibility   dir.c

6 Click "Submit." This will upload all of the inputs from your Excel file to your employee list in the DIR platform.

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es

Submit

HERE

system