

How to Import Employees

1

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

The screenshot shows the contractor landing page for a Test User. At the top, there is a navigation bar with the CA.GOV logo, the DIR Department of Industrial Relations logo (EST. 1927), and a menu with links for Support, Contractors, Projects, Services, and Your information. A user profile icon labeled 'TU Test User' is in the top right. Below the navigation bar, a section titled 'Contractor Registrations in Progress' displays a table with one entry. The entry shows 'Legal Entity Name' as 'Example Contractor for Testing' and 'Registration Status' as 'Registration In-Progress'. A blue button 'Complete registration application' is next to the status, with a timestamp 'Requested: 2024-06-12 00:52:01'. Below the table, a message says 'Provide additional information and pay the fee to complete registration.' Below this, a large heading reads 'Welcome, Test User' followed by 'Example Contractor for Testing'. A yellow 'Pending' badge is shown, with the text 'Registration valid from to' below it. Three buttons are visible: 'Manage Contractor Employees' (circled in orange), 'Manage Contractor Users', and 'Manage Contractor Information'. Below these is a blue button 'Request Addition to a Project Team'. At the bottom, there is a 'My Projects' section with a search bar labeled 'Search My Projects' and a search icon. A filter icon and the text 'All' are also visible.

2 Click "Import Employees"

The screenshot shows the top navigation bar with the DIR 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' (highlighted with an orange circle), and 'Add New Employee'. A table titled 'Employees' is visible below the buttons, containing two rows of employee data.

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

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.

The screenshot shows the 'Bulk Upload Employees' page. The page title is 'Bulk Upload Employees' and the subtitle is 'Bulk Upload Employees'. There is a 'Submit' button on the right. Below the title, there is a section for 'Instructions to use the Bulk Employee Upload' with a list of steps. The word 'HERE' in step 1 is highlighted with an orange circle. There is also a 'Required - Upload' button and a 'Required information' section with a red 'Employee Upload' button.

Instructions to use the Bulk Employee Upload

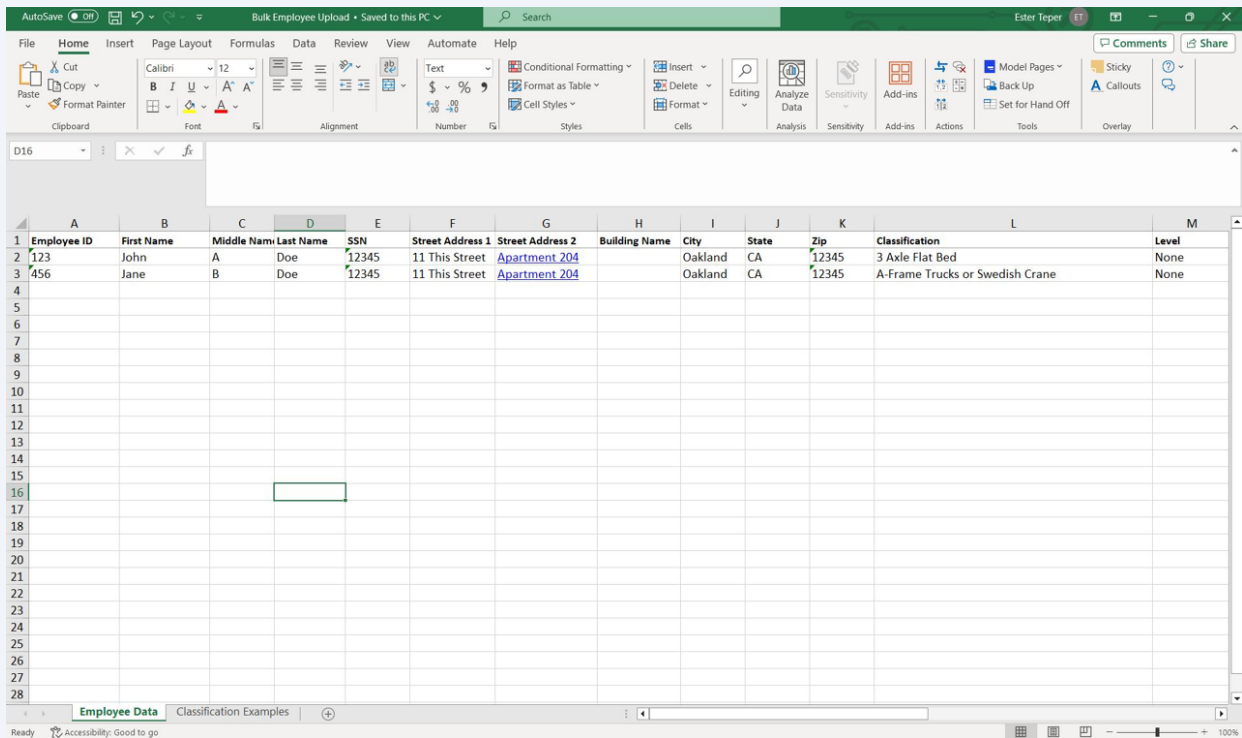
1. Download and complete name of excel template **HERE**
2. Add rows
3. Do not change headers
4. Do not add sheets
5. Do not add employees that already exists in the system
6. Attach completed spreadsheet
7. Select submit
8. Check your email for bulk upload status

Required information

Employee Upload

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

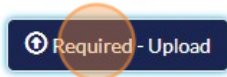


5

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



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

