How to Update an Employee

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

2   Click on the hyperlinked name of the employee that you want to update.

Welcome, Test User

Example Contractor for Testing

[Bulk Actions]   [Import Employees]   [Add New Employee]

≡ Employees

▽ All

First Name	Last Name	Employee ID	City	Zip	Active	Activate	Deactivate
Bob	McBob		San Francisco	12345	true	Activate	Deactivate
Employee	Name		California	12312	true	Activate	Deactivate
Ben	Ben		Sacramento	95858	true	Activate	Deactivate
Tom	Tom		sacramento	95825	true	Activate	Deactivate
Jane	Doe		los angeles	91111	true	Activate	Deactivate
Emily	O	123123	US	33333	true	Activate	Deactivate

[<] [>]   Rows 1 - 6 of 6

3   Click on the field that you want to update and update directly.

Department of Industrial Relations   DIR Public Search   Public Works Support   Contractors   Projects   Services   Your Information ▾   Test User

≡ McBob, Bob

Employee

Account

ⓘ Example Contractor for Testing   ✕   ▾

First Name

Bob

Last Name

McBob

SSN

••••••

Employee ID

Middle Name

Street Address 1

111 This Street

4 Click "(Ctrl + s)"

City

San Francisco

State

California

Zip

12345

SSN Last 4

Display Name

McBobby, Bob

☑ Active

Related Lists

Employee Classifications

| Save | | Save (Ctrl + s) |

Employee Classification

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5 Record is now updated.

Record Updated

DIR State of California
Department of
EST. 1927 **Industrial Relations**

eCPR Public Search   Public Works Support   Contractors

☰ McBobby, Bob

Employee

Account

ⓘ   Example Contractor for Testing

First Name

Bob

Last Name