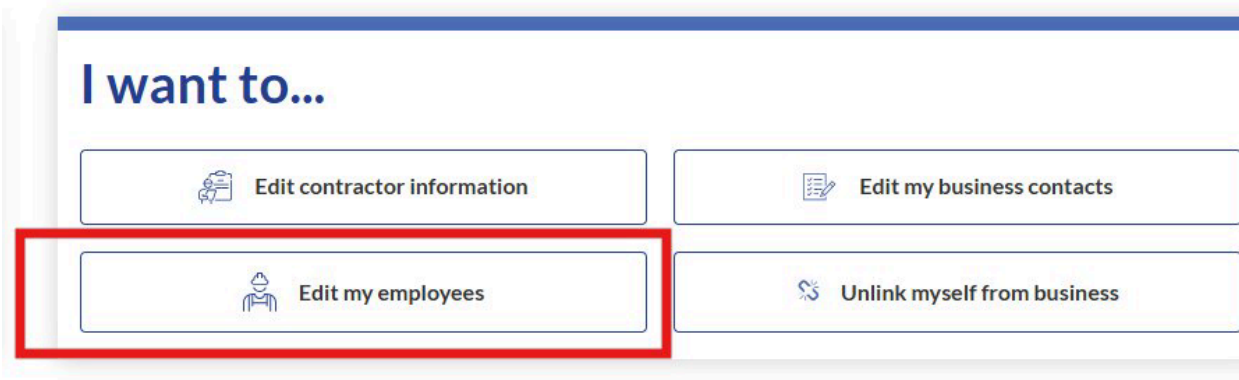


Bulk Uploading Employees

Step 1: As a contractor, navigate to <https://services.dir.ca.gov/pw>. Click Edit my employees.



Step 2: Click Bulk Import Employees.

Welcome, [REDACTED]



Step 3: On the Bulk Upload Employees page, click [HERE](#) to download the Excel template.

Bulk Upload Employees

Bulk Upload Employees

* Indicates required

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

* Employee Upload

 Upload

Step 4: For each employee, fill in all information in the template. First Name, Last Name, and SSN are required fields.

A	B	C	D	E	F	G	H	I	J	K	L	M
Employee ID	First Name	Middle Nam Last Name	SSN	Street Address	Street Address	Building	Nar	City	State	Zip	Classification	Level
												None

Step 5: Save the completed Excel file, then click Upload to attach the file. Once uploaded, click Submit at the bottom of the form.

6. Check your email for bulk upload status

* Employee Upload

 Upload

 Save as Draft

 Submit

Required information

Step 6: After submission, the file will process and the employees will be added to your company.