# How to: Upload documents into UKG

1. Log into UKGPro
2. Menu – My Team – My Employees
3. Search for employee’s name
4. Click on employee’s name
5. Click on the Side Navigation menu (three lines in top left-hand corner)
6. Scroll down until you see the “Documents” section
7. Click on the “employee documents” section
8. Click the “Add” button in the top right
9. Click “Choose file”
10. Locate the file on your computer
11. In the “Document Title” box, title the document (see naming conventions cheat sheet)
12. In the “Category” box, select appropriate category (see naming conventions cheat sheet)
13. In the “Expiration Date” box – leave blank
14. Choose “Viewable by Employee” box, if necessary
15. In the “Notes” box – provide details about the document, if necessary.
16. Choose “Save” in the top right
17. Choose your PeopleOps Business Partner (or payroll coordinator, if it is a payroll document) as the “Approver Level 1”
18. Click “Submit” in the top right