# 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 below)
12. In the “Category” box, select appropriate category (see below)
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

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| Type of Doc | Naming Convention | UKGPro Category |
| Application | Application | New Hire |
| CAPS | CAPS | Background |
| HireRight | HireRight | Background |
| Outmatch | References | Background |
| Job Description | Job Description | Job description |
| OIG | OIG | Background |
| POET | POET | Employee Health |
| TB | TB 1/2 | Employee Health |
| Driver’s license | Drivers License | Driver’s Record |
| MVR | MVR | Driver’s Record |
| Proof of Insurance | Insurance | Driver’s Record |
| ROC Notes/1:1 Notes/Etc | Performance Notes | Performance |
| Corrective Action | Level of Corrective Action | Performance |
| Policy | Name of Policy | Sign-Off/Acknowledgment |
| Conditional offer form | Conditional Offer Form | Sign-Off/Acknowledgment |
| Employee Availability Form | Availability | Sign-Off/Acknowledgment |
| License Verification | DORA Verification | Training & Certifications |
| DHS Fingerprint Results | CBI/FBI\_VECHS/Facility | Background Checks |
| DYS Clearance Results | DYS Results | Background Checks |
| Trainings or Certifications | Training Name | Training/Certifications |
| Education Verification | Diploma/Transcript | Career/Education |