

ATTACHING 4-10 AGREEMENT & CBAS TO EMPLOYEE(S)

After you have filed your first week of payroll online, you can upload the employee's 4-10 Work Agreements or relevant CBA documents to a specified employee(s).

There are 2 different ways for you to upload agreements:

- [Upload 4-10 Agreement with existing employee](#)
- [Upload Collective Bargaining Agreement with existing employee](#)
- [Upload 4-10 Agreement when manually entering employees](#)

UPLOAD 4-10 AGREEMENT & CBA

To upload employee's 4-10 Work Agreements or relevant CBA documents:

1. From your portal, go to **My Intents and Affidavits** then select *View Certified Payroll*

My Intents and Affidavits 179

Search My Intents and Affidavits

Intent or Affidavit ID:

Search Intents or Affidavits:

Intent or Affidavit Status:

Project Name or Contract No.:

Awarding Agency:

Submitted From:

To:

[Clear Search](#) [Search](#)

Show rows Showing records 1 to 5 of 179 [Previous](#) [Next](#)


Form	Project	Submit Date	Form Status	Related Forms & Actions
Affidavit 752306		4/3/2025	Approved	View Intent 876296 (Approved)
Intent 876296		4/3/2025	Approved	File Certified Payroll View Affidavit 752306 (Approved) File New Affidavit

2. Select *Ten Hour Workday (4-10) Agreements* under **Manage your:**

Manage your:

- [Employees](#)
- [Ten Hour Workday \(4-10\) Agreements](#)

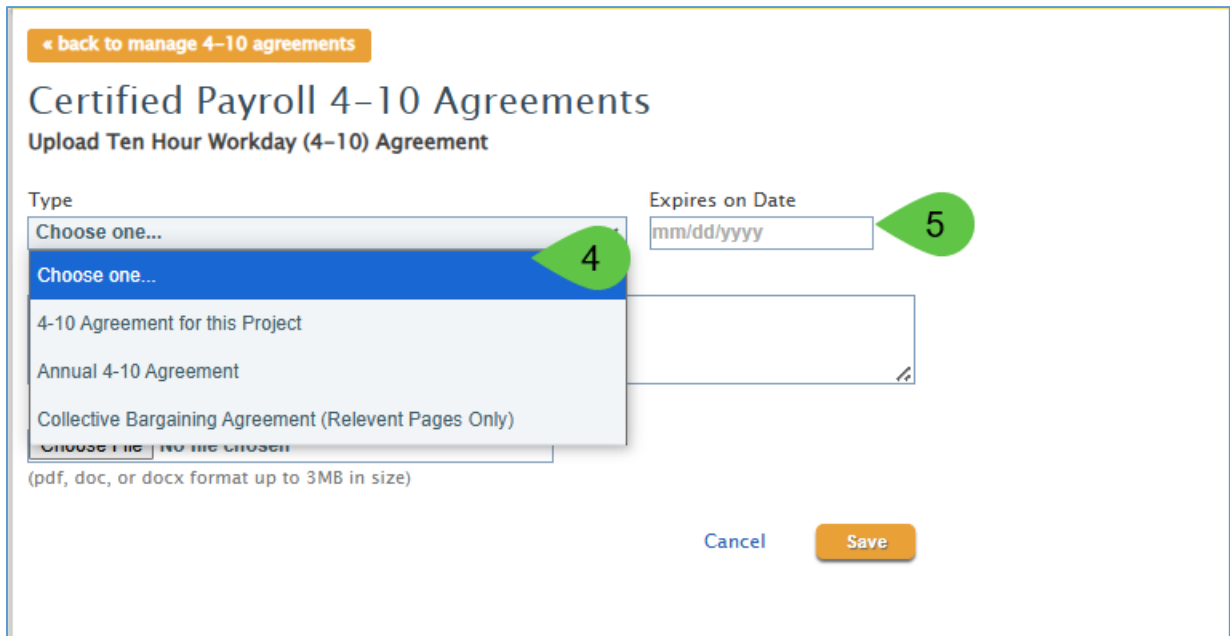
3. Select *Upload 4-10 Agreement*.



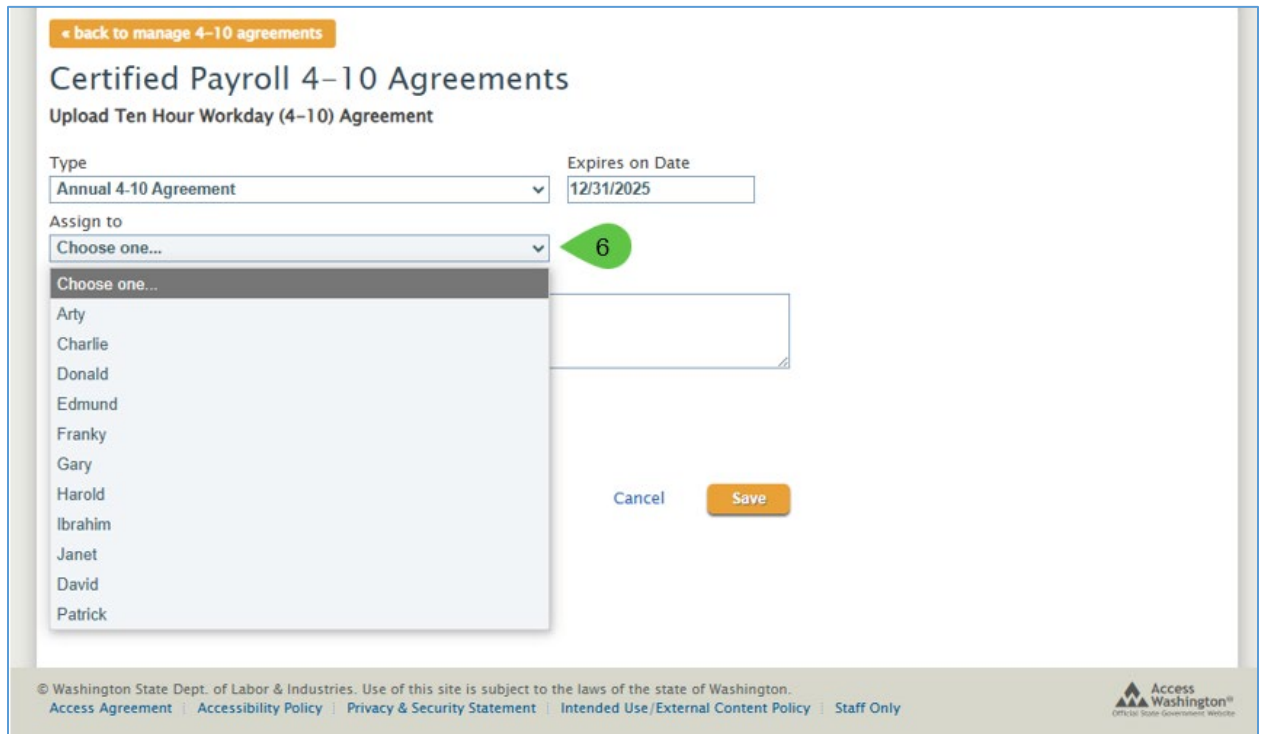
UPLOAD 4-10 AGREEMENT FOR ONE EMPLOYEE

To upload an agreement for one employee,

4. Select the *Type* to identify the 4-10 Work Agreement:
 - 4-10 Agreement for this Project
 - Annual 4-10 Agreement
5. Enter the expiration date for the 4-10 work agreement



6. Select *Assign to* then select the employee's name this 4-10 agreement belongs to.



« back to manage 4-10 agreements

Certified Payroll 4-10 Agreements

Upload Ten Hour Workday (4-10) Agreement

Type: Annual 4-10 Agreement Expires on Date: 12/31/2025

Assign to: Choose one...

Choose one...

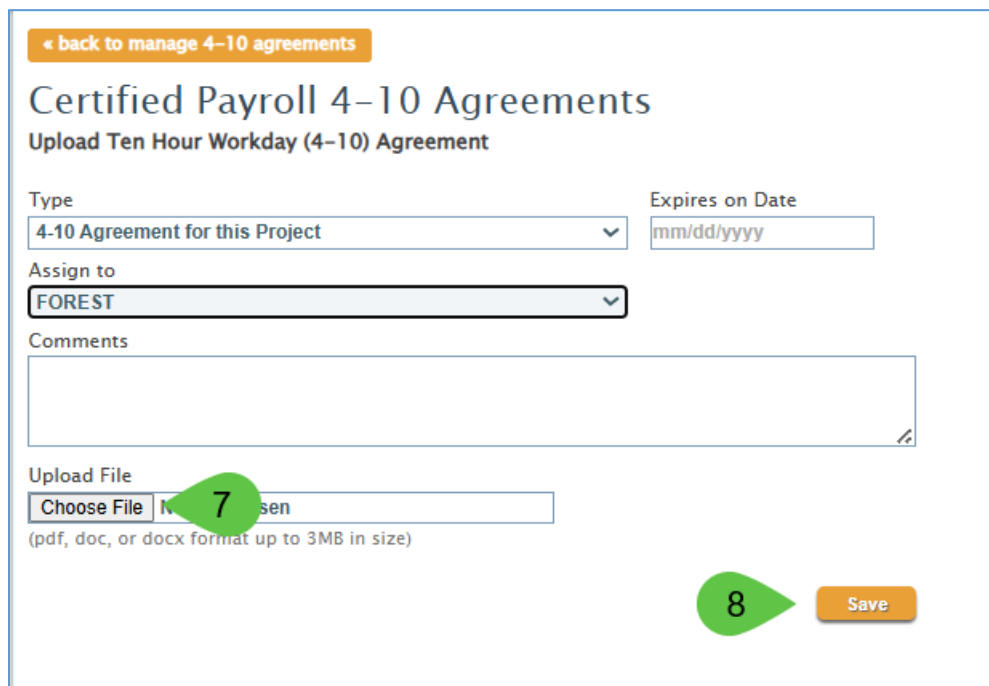
- Arty
- Charlie
- Donald
- Edmund
- Franky
- Gary
- Harold
- Ibrahim
- Janet
- David
- Patrick

Cancel Save

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OFFICIAL State Government Website

7. Select *Choose File* to upload the 4-10 agreement
8. Select Save



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Certified Payroll 4-10 Agreements

Upload Ten Hour Workday (4-10) Agreement

Type: 4-10 Agreement for this Project Expires on Date: mm/dd/yyyy

Assign to: FOREST

Comments

Upload File

Choose File

(pdf, doc, or docx format up to 3MB in size)

Save

9. The 4-10 agreement for this employee is now saved.

[← back to view all certified payroll reports](#)

Certified Payroll 4-10 Agreements

Manage Ten Hour Workday (4-10) Agreements

[Download 4-10 Agreement Template](#) [Upload 4-10 Agreement](#)

Show **10** rows Showing 1 to 2 of 2 records

Agreement	Employees	Comments	Expires	
4-10 Annual.pdf	Annual Charlie		Uploaded 04-01-2025 Expires 12-31-2025	View

UPLOAD COLLECTIVE BARGAINING AGREEMENTS

To upload a collective bargaining agreement for multiple employees, repeat steps 1-3.

4. Select *Collective Bargaining Agreement* under **Type**.

[← back to manage 4-10 agreements](#)

Certified Payroll 4-10 Agreements

Upload Ten Hour Workday (4-10) Agreement

Type: **Choose one...** Expires on Date:

- Choose one...
- 4-10 Agreement for this Project
- Annual 4-10 Agreement
- Collective Bargaining Agreement (Relevant Pages Only)**

Upload File: No file chosen
(pdf, doc, or docx format up to 3MB in size)

[Cancel](#) [Save](#)

5. Enter the expiration date in the appropriate field

6. Select the employees this agreement applies to:

[← back to manage 4-10 agreements](#)

Certified Payroll 4-10 Agreements

Upload Ten Hour Workday (4-10) Agreement

Type: **Collective Bargaining Agreement (Relevant Pages Only)** Expires on Date: **5**

Assign to:

☒ FOREST **6**
☐ SCOTT

Comments:

Upload File: No file chosen
(pdf, doc, or docx format up to 3MB in size)

[Cancel](#) [Save](#)

7. Select *Choose File* to upload the Collective Bargaining Agreement (Relevant Pages Only)

8. Select *Save*.

[← back to manage 4-10 agreements](#)

Certified Payroll 4-10 Agreements

Upload Ten Hour Workday (4-10) Agreement

Type
Collective Bargaining Agreement (Relevant Pages Only)

Expires on Date
mm/dd/yyyy

Assign to

☐ FOREST
☐ SCOTT

Comments

Upload File
Choose File **7** sen
(pdf, doc, or docx format up to 3MB in size)

8 **Save**

9. The Collective Bargaining agreement for the employee(s) is now saved.

[← back to view all certified payroll reports](#)

Certified Payroll 4-10 Agreements

Manage Ten Hour Workday (4-10) Agreements

[Download 4-10 Agreement Template](#) [Upload 4-10 Agreement](#)


Show **10** rows Showing 1 to 2 of 2 records

Agreement	Employees	Comments	Expires	
4-10 Annual.pdf	Annual Charlie		Uploaded 04-01-2025 Expires 12-31-2025	View
CBA documentation.docx	collective bargaining agreements Franky		Uploaded 04-01-2025 Expires 06-30-2026	View Assign

MANUAL ENTRY OF EMPLOYEES

When manually entering payroll, you can also attach 4-10 agreements to your employees.

NOTE: Collective Bargaining Agreement pages can only be uploaded in the **Manage Your: Ten Hour Workday (4-10) Agreement** section and assigned to an employee before it will show in this section.

 + Add a new employee

First name*

James

M.

☐

Last name*

Social Security Number*

Gender

Male

Race, ethnicity or culture

Other

United States veteran

No

Address*

123 Test Lane

City*

Olympia

State

Washington

Zip code*

98501

Add Multiple Employees

1. Download the CSV template to ensure that you import the correct information.

Download

2. Upload your completed CSV file to quickly add multiple employees at one time.

Choose File

 No file chosen

Assign additional 4-10 agreements to this employee (optional):

Type

Choose one...

Expires on

mm/dd/yyyy

Comments