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).

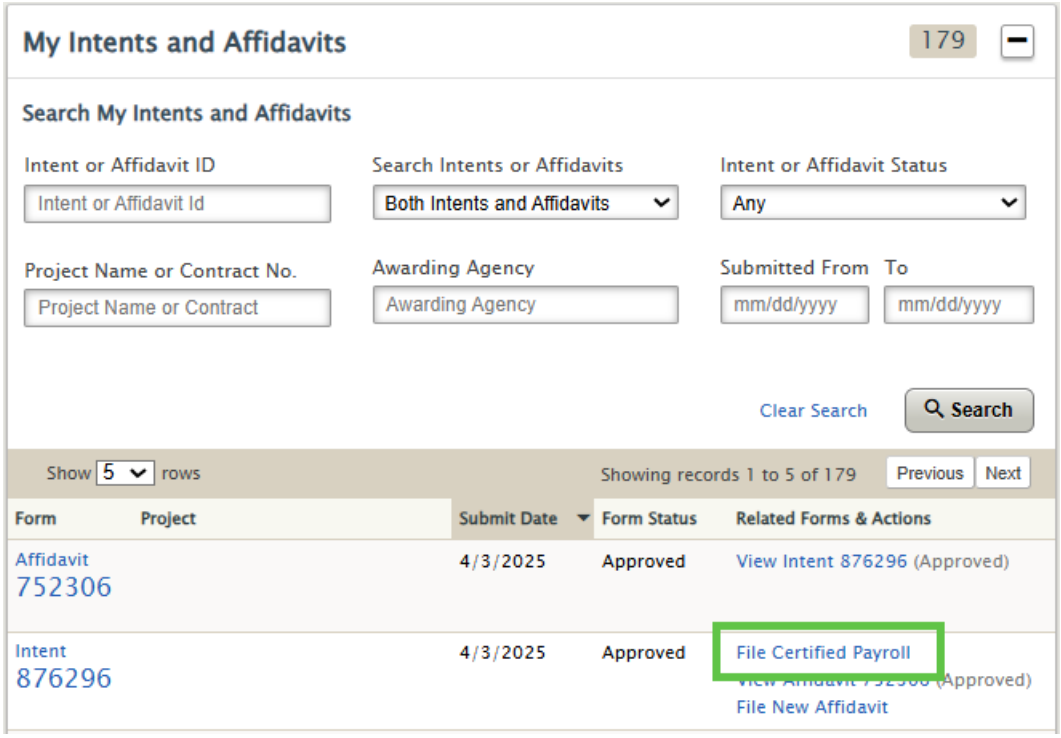
There are 2 different ways for you to upload agreements:

- 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*



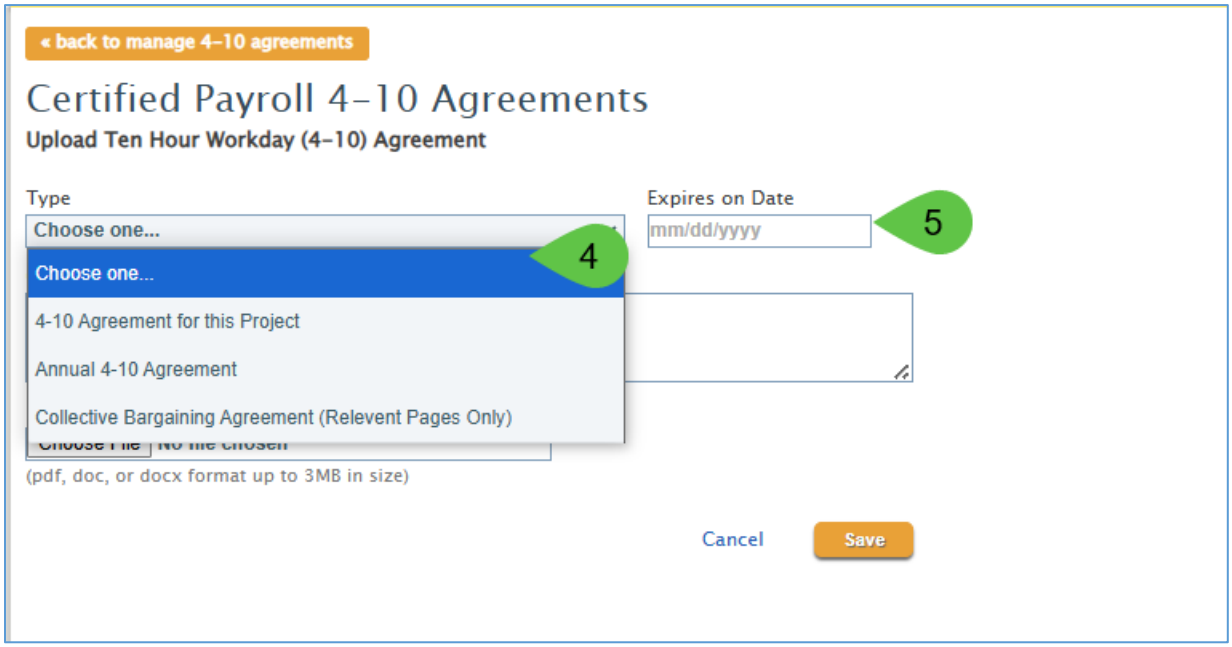
2. Select *Ten Hour Workday (4-10) Agreements* under **Manage your:**

3. Select *Upload 4-10 Agreement.*

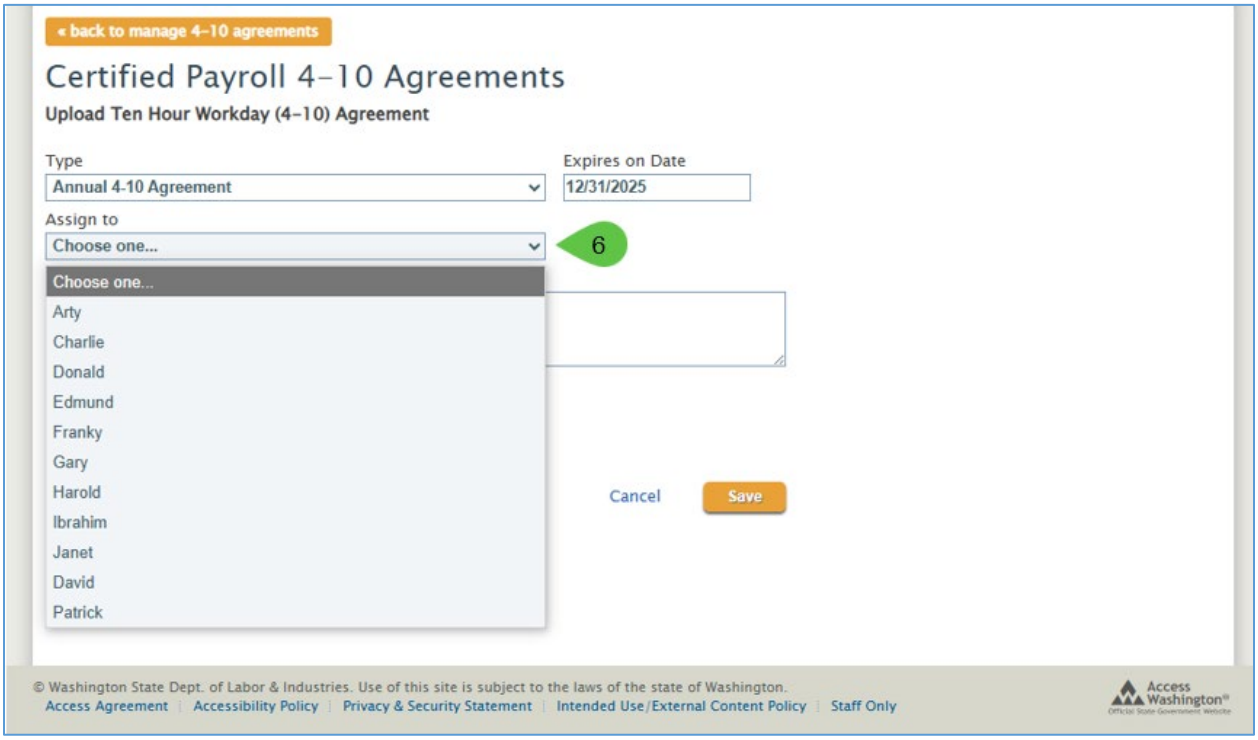
UPLOAD 4-10 AGREEMENT FOR ONE EMPLOYEE

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

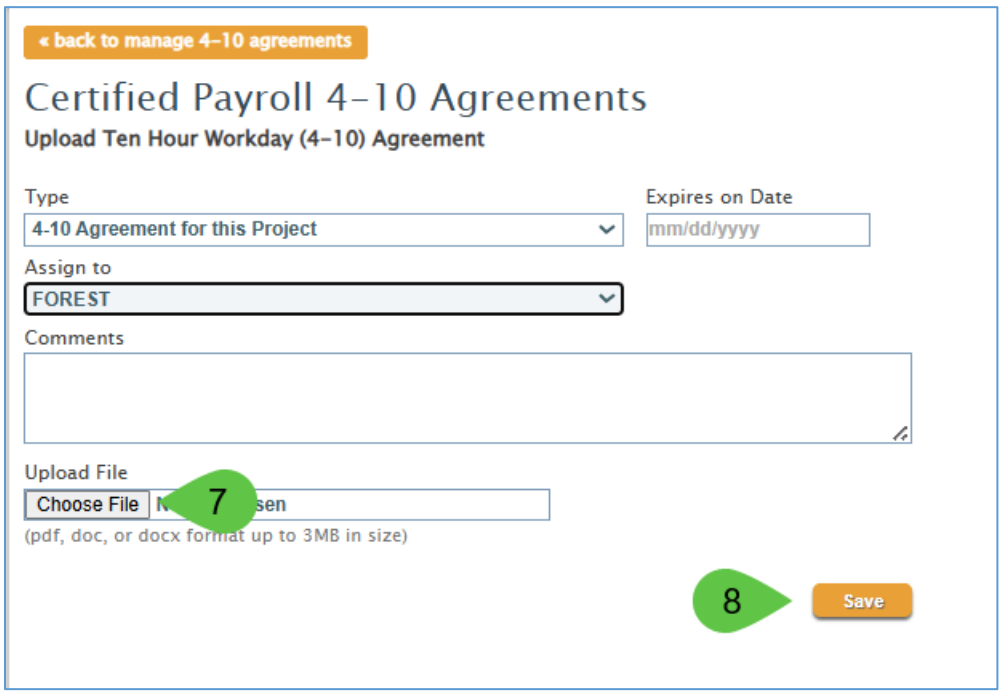


6. Select *Assign to* then select the employee's name this 4-10 agreement belongs to.

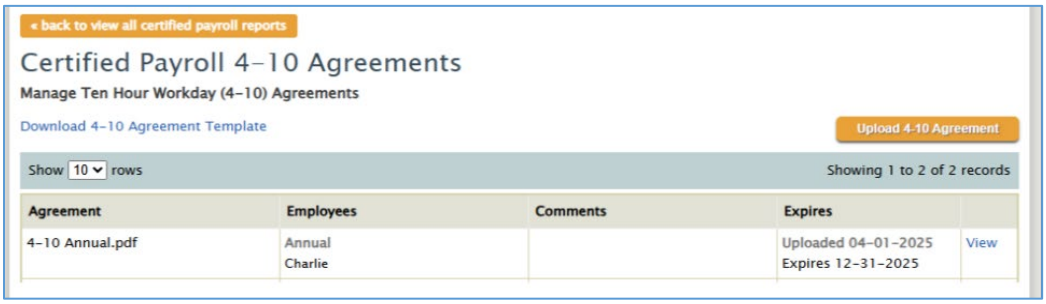


7. Select *Choose File* to upload the 4-10 agreement

8. Select Save



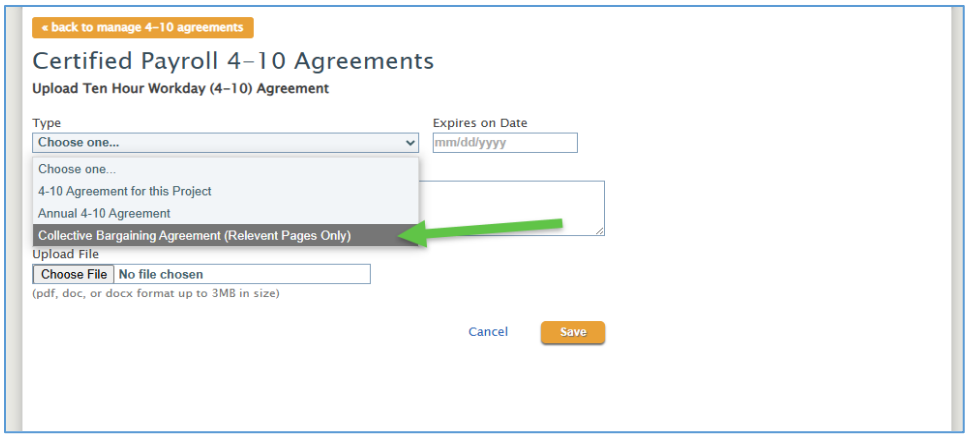
9. The 4-10 agreement for this employee is now saved.



UPLOAD COLLECTIVE BARGAINING AGREEMENTS

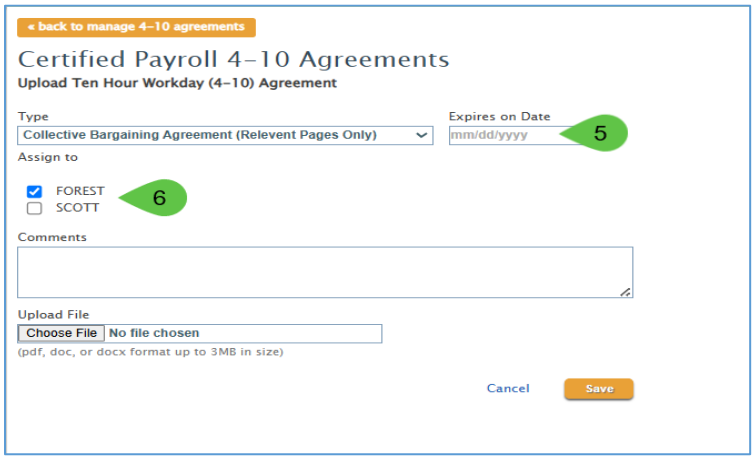
To upload a collective bargaining agreement for multiple employees, repeat steps 1-3.

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



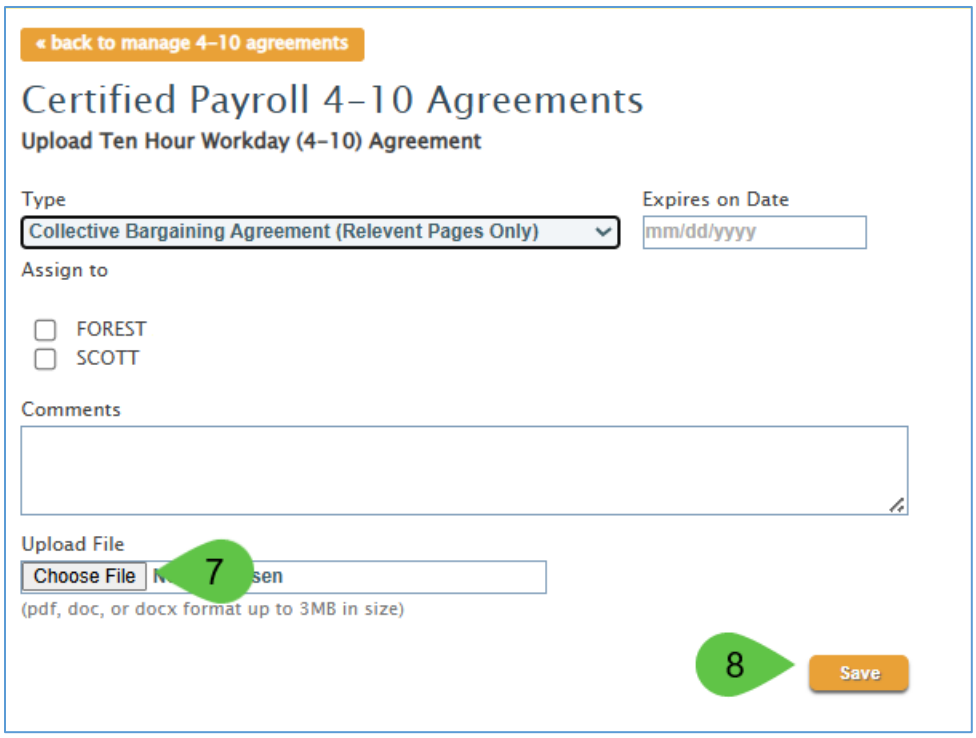
5. Enter the expiration date in the appropriate field

6. Select the employees this agreement applies to:



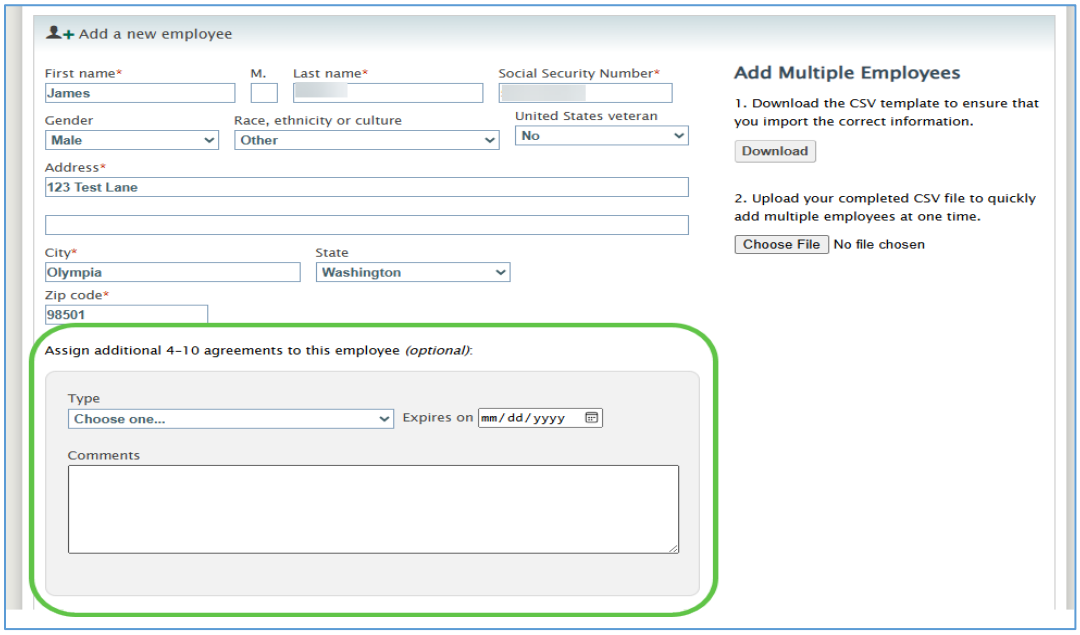
7. Select *Choose File* to upload the Collective Bargaining Agreement (Relevant Pages Only)

8. Select *Save*.



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

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.