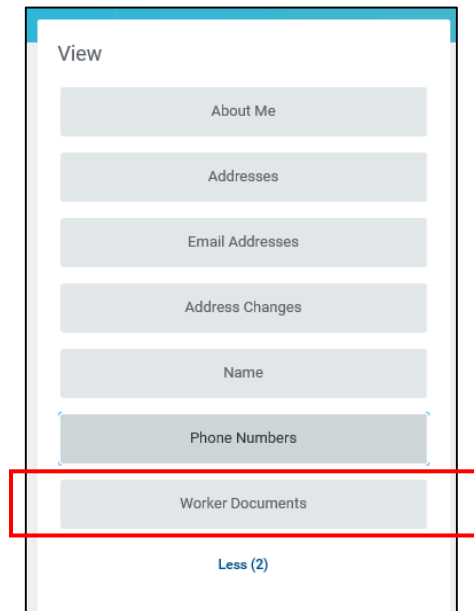
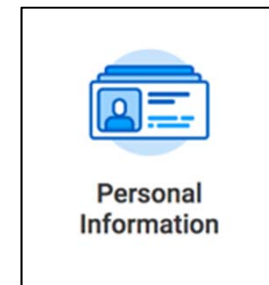


Manage Worker Documents

If you have submitted a document in error, or if you have identified a document category incorrectly, you can edit your worker documents after you have submitted them, at any time before the due date.

Steps to maintain your worker documents:

1. From your home screen, select the **Personal Information** Worklet.
2. Under *View* select the highlighted **More** item.
3. Then select the **Worker Documents** item.
4. The *Maintain My Worker Documents* report will run, displaying the worker documents that you have uploaded.



Manage Worker Documents (Cont.)

Steps to edit the Document Category for an uploaded Document:

- From the *Maintain My Worker Documents* report, click the **Edit** button for the document that needs the Document Category selection changed.

| Worker Document | Document Category | Attachments | | | 6 |
|--------------------------------|-------------------------|--------------------------------|------------------|-------------|---------------------------|
| | | File Name | Alternative Text | Upload Date | |
| Name_CurriculumVitae.pdf | Curriculum Vitae | Name_CurriculumVitae.pdf | | | Edit Delete |
| Name_FacultyActivityReport.pdf | Faculty Activity Report | Name_FacultyActivityReport.pdf | | | Edit Delete |

- Edit the **Document Category** to the correct selection.
 - Remember to leave the **Comment** field blank.
- Click **OK**.
- Click **Done**.

Edit Worker Document

Actions

Name_FacultyActivityReport.pdf

Uploaded by [User]

Document Category *
x
Faculty Activity Report
⋮

Comment

OK

Cancel