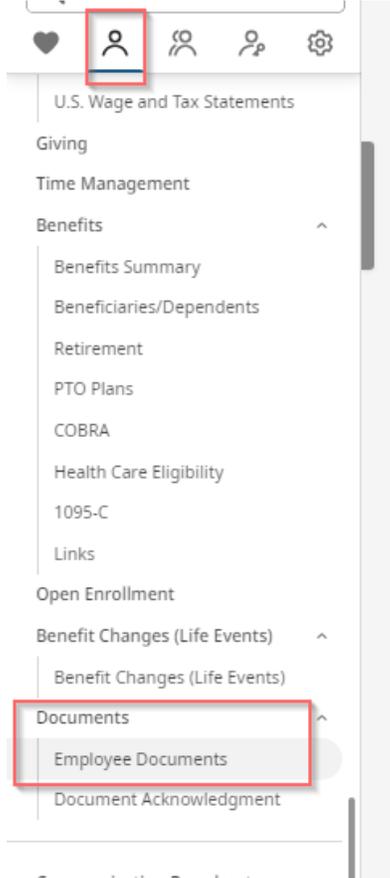


How to Upload Documents into UKG

On a desktop:

Step 1: Login to [UKG](#) and go to Myself > Employee Documents



Step 2: Click “add”

Step 3: Choose file, title the document, select the category as “Benefits,” and do NOT put in an expiration date. Hit “Save” and then “Submit”

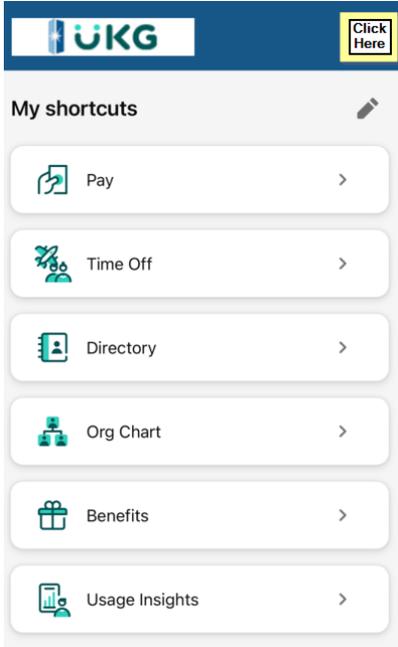
A screenshot of the 'Add/Change Document' form in the UKG system. The form is titled 'UKG Employee Documents' and 'Add/Change Document'. It contains the following fields:

- Document:** A 'Choose File' button followed by the text 'ChildDocuments.pdf'. Below this, it lists supported file types: doc, docx, pptx, ppt, xlsx, xls, xlt, xlsx, txt, rtf, tif, png, jpg, jpeg, gif, bmp, pdf, mht, db, zip, xml, log, dpt, odt, ods.
- Document Title:** A text input field containing 'Dependent Verifications'.
- Category:** A dropdown menu with 'Benefits' selected.
- Expiration Date - LEAVE BLANK!:** A date input field with the placeholder 'MM/DD/YYYY' and a calendar icon.
- Notes:** A large empty text area for additional information.

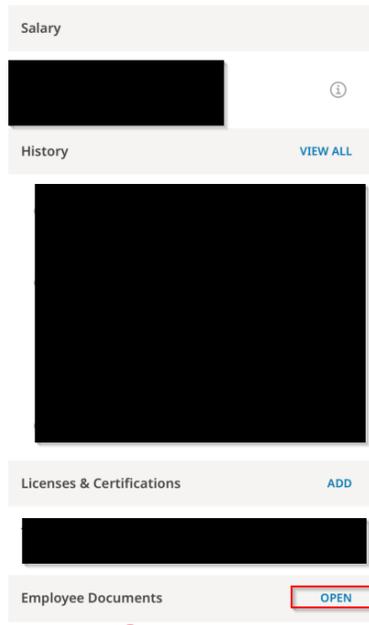
How to Upload Documents into UKG

On the mobile app:

Step 1: Login to [UKG Mobile App](#) and click on the profile picture in the right corner



Step 2: Scroll to the very bottom and click "open" next to Employee Documents



Step 3: Choose file, title the document, select the category as "Benefits," and do NOT put in an expiration date. Hit "Submit"

File types supported: bmp, db, doc, docx, dpt, gif, jpg, jpeg, log, mht, ods, pdf, png, pptx, rtf, txt, xls, xlsx, xlt, xltx, zip

Choose file *

Document category *

Document title *

Expiration date

Notes