

# Add, edit or delete an employee

- 1. Login to the [Project Workforce System](#).
- 2. Click the **green plus sign** next to your company name.

★ is the prime contractor

View Emp	Contractor ↓	Tier	Added By	BIPOC employees	% BIPOC	Female employees	% Female	Total employees	WEP hours	DOCCR hours	Date Submitted	Delete
<b>+</b>	★ Popehn Construction	0		0	0	0	0	1	0	0		
+	TestingSubContractor1	1	Popehn Construction	0	0	0	0	1	0	0	05/25/2023	

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To add an employee, continue to step 3. To edit or delete an employee, skip to step 10 and 11.

- 3. Click **Add Employee**.

★ is the prime contractor

View Emp	Contractor ↓	Tier	Added By	BIPOC employees	% BIPOC	Female employees	% Female	Total employees	WEP hours	DOCCR hours	Date Submitted	Delete
-	★ Popehn Construction	0		0	0	0	0	1	0	0		

**Add Employee** | Name | Category | Race | Gender | Hours

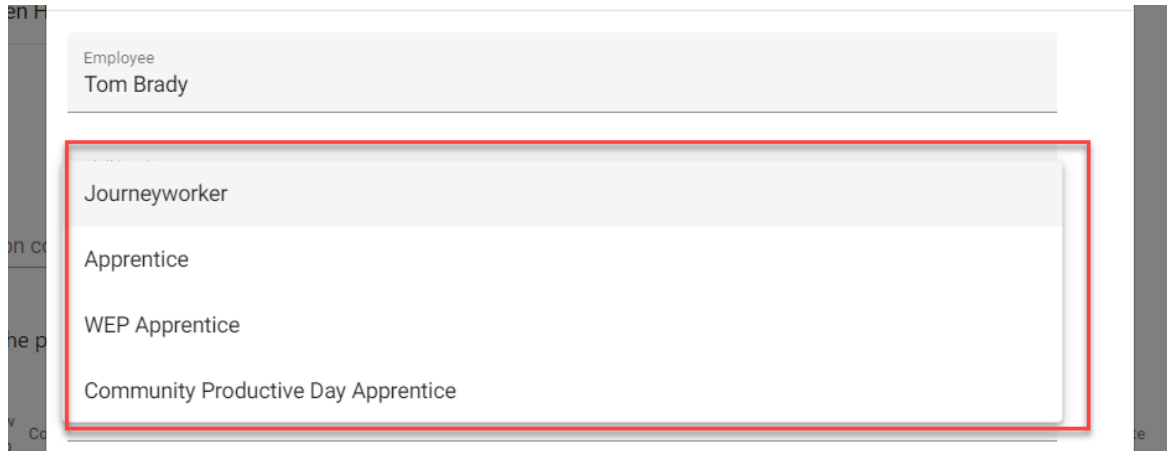
- 4. Enter the employee’s name in the **Employee** field, if known. If you do not know the name, leave this field blank.

**Add Employee**

Employee: Tom Brady

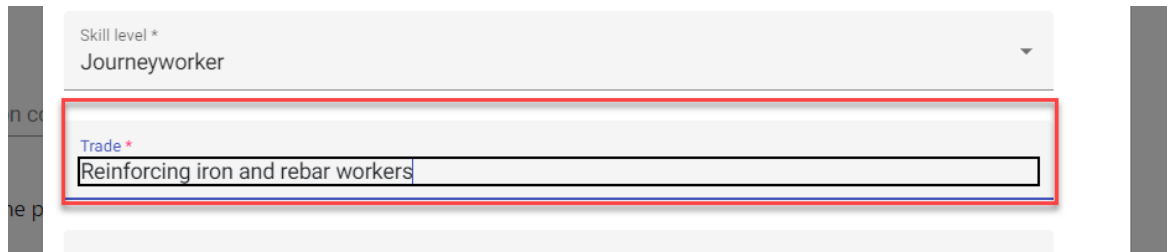
Skill level \*  
Trade \*  
Gender \*

5. Select **Skill level** for the employee/apprentice from the drop-down menu.



A screenshot of a web form. At the top, there is a grey box labeled "Employee" containing the text "Tom Brady". Below this is a dropdown menu for "Skill level". The menu is open, showing a list of options: "Journeyworker", "Apprentice", "WEP Apprentice", and "Community Productive Day Apprentice". A red rectangular box highlights the entire dropdown menu area.

6. Select from the **Trade** drop-down menu, or type in a keyword to refine the list.



A screenshot of a web form. At the top, there is a grey box labeled "Skill level \*" containing the text "Journeyworker" and a downward arrow. Below this is a dropdown menu for "Trade \*". The menu is open, showing a search bar with the text "Reinforcing iron and rebar workers" entered. A red rectangular box highlights the entire dropdown menu area.

7. Select from the **Gender** and **Race** drop down menus and enter the number of hours they will perform on the project in the **Hours** field.

A screenshot of a web form for adding an employee. The form contains four input fields: 'Trade \*' with the value 'Reinforcing iron and rebar workers', 'Gender \*' with the value 'Male', 'Race \*' with the value 'White', and 'Hours \*' with the value '100'. A red rectangular box highlights the 'Gender \*', 'Race \*', and 'Hours \*' fields.

8. Click **Save Changes**. This will save the data and clear the data fields so can add more employees.

A screenshot of a modal window titled 'Add Employee'. The form contains the following fields: 'Employee' with the value 'Tom Brady', 'Skill level \*' with the value 'Journeyworker', 'Trade \*' with the value 'Reinforcing iron and rebar workers', 'Gender \*' with the value 'Male', 'Race \*' with the value 'White', and 'Hours \*' with the value '100'. At the bottom right of the modal, there are two buttons: 'Save Changes' and 'Close'. The 'Save Changes' button is highlighted with a red rectangular box.

- Once you are done adding employees, click **Close**. Click the plus sign to review your employee details and make sure they are complete.

★ Popehn Construction									
0	1	12	2	38	3	0	0	05/25/2023	
Add Employee									
Name	Category	Race	Gender	Hours					
Tom Brady	Journeyworker	White	Male	100					

- To edit an employee click the **blue pencil** icon and make your changes. Make sure to click **Save Changes** when you are done.

★ Popehn Construction									
0	1	12	2	38	3	0	0	05/25/2023	
Add Employee									
Name	Category	Race	Gender	Hours					
Tom Brady	Journeyworker	White	Male	100					

- To delete an employee, click the **red trash can** icon.

★ Popehn Construction									
0	1	12	2	38	3	0	0	05/25/2023	
Add Employee									
Name	Category	Race	Gender	Hours					
Tom Brady	Journeyworker	White	Male	100					