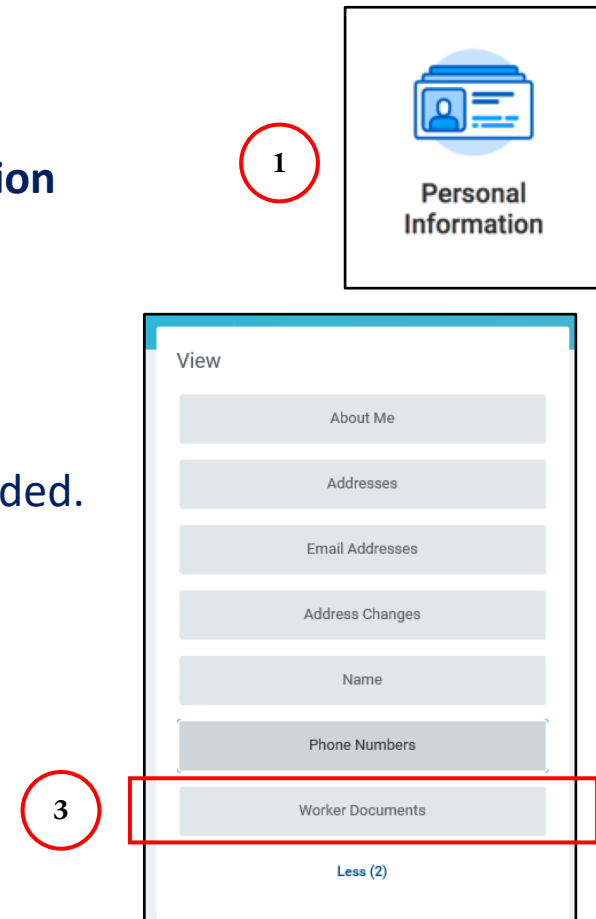


Manage Worker Documents

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 delete and change an uploaded Document:

- From the *Maintain My Worker Documents* report, click the **Delete** button for the document that needs to be replaced with an updated version.


2 items


Worker Document	Document Category	Attachments			Edit	Delete
		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

- Click **OK**.
- Click **Done**.
- Click **Add**, and upload the updated or correct document, following the instructions on [Page 3](#).

Delete Worker Document

Please confirm the worker document to be deleted.

Worker 



Name_CurriculumVitae.pdf
Uploaded by Cleary, Joe

Document Category * Curriculum Vitae

OK

Cancel