

## ADDING NEW HIRE

You can complete the following steps from the **Dashboard** by clicking **+ Add New Hire** -OR- click **Employees** and then **+ Add Employee** in the upper-right corner.

1. From the Dashboard click on “Add New Hire”

### Dashboard



2. A window will appear that will allow you to enter employee’s Personal Information
3. Is this record migrated or a takeover from another system? No, please choose the first option as the employer.
4. Click Add Employee

When employee has been successfully added your dashboard will reflect the notification below.

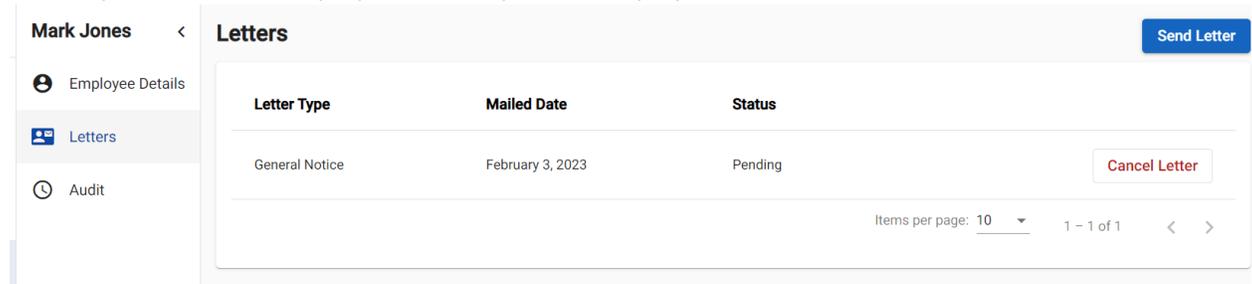
### Dashboard

**Employee Added**  
Employee has been added successfully.



[View Employee](#)

5. You may click on View Employee link to open the Employee Details & Letters Tabs



The screenshot shows the 'Letters' tab for employee Mark Jones. The interface includes a sidebar with navigation options: Employee Details, Letters (selected), and Audit. The main content area displays a table of letters with the following data:

Letter Type	Mailed Date	Status
General Notice	February 3, 2023	Pending

Additional UI elements include a 'Send Letter' button in the top right, a 'Cancel Letter' button next to the pending letter, and pagination controls at the bottom right showing 'Items per page: 10' and '1 - 1 of 1'.

## Edit an Employee

- From the Employer Portal, click **Employees** on the left.

 Dashboard

 Participants

 Employees

- Access your desired employee. You can search for them using the demographics fields on the top of the screen.



The screenshot shows the 'Employees' section of the Employer Portal. At the top right, there is a blue button labeled '+ Add Employee'. Below this is a search bar with four input fields: 'First Name', 'Last Name', 'Last 4 Digits or Full SSN', and 'Employee Identifier'. To the right of these fields are two buttons: 'Search' (with a magnifying glass icon) and 'More Filters' (with a dropdown arrow icon).

- Click **View Details** for your desired employee.
- Click **Edit Employee Details** in the upper-right corner. Edit the following information:
  - *First Name*
  - *Last Name*
  - *Social Security Number*
  - *Address (US or Non-US Address)*
  - *Address*
  - *Postal Code*
  - *City*
  - *State*
  - *Employee Identifier*
  - *[Employee Field(s)]*
  - *In Current Census*: If an employee is no longer associated with the Employer, they should not be counted as part of the current census. If an ex-employee is rehired with the same Employer, they would not need to have a new employee record entered into WCC, they would simply need to have this field changed from 'No' to 'Yes' and a new General Right Letter would be triggered.
- When finished editing click **Save Changes**.

If you have any questions, please e-mail us at [cobra@letscatapult.org](mailto:cobra@letscatapult.org) or call us 704-944-6064