WVUMedicine

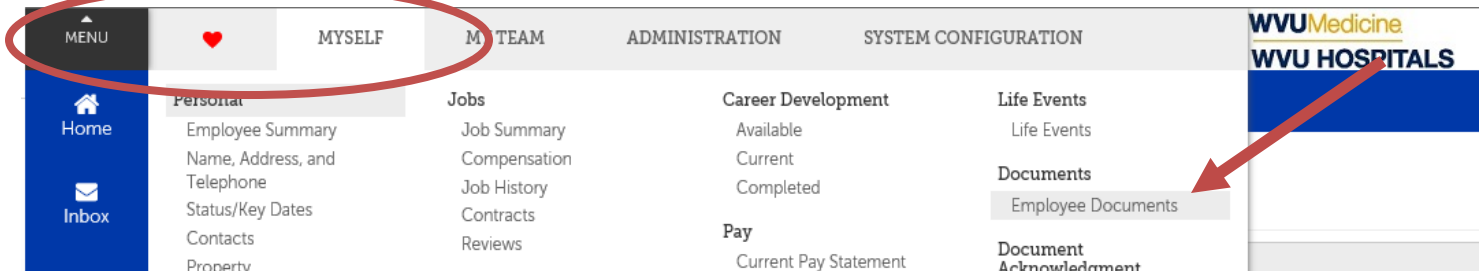## ADD DOCUMENTS TO YOUR ULTIPRO RECORD

Add verification documents, such as birth certificates and tax returns, and other required documents to your employee file in UltiPro. Simply follow the instructions below.

Your documents must be saved on your device (computer/phone/tablet) before you can upload.

- From the MENU
- Hover over **Myself**
- Click **Employee Documents**

- Add a document (Green Add button)
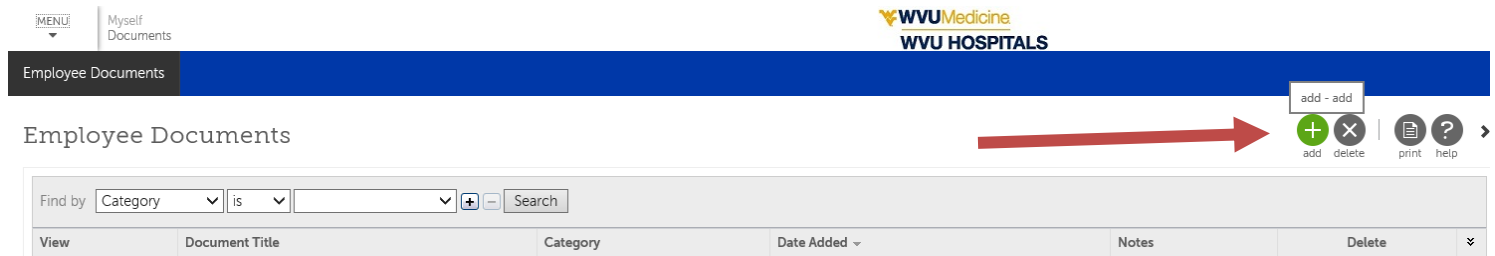
- Browse and upload
    - **Document Title**: description of document, such as Birth Certificate or Fall 2018 Transcript
    - **Category**: select **Tuition Reimbursement program**
    - **Expiration Date**: do not enter a date
    - **Notes**: add message, such as "I am applying for Dependent Tuition Reimbursement"
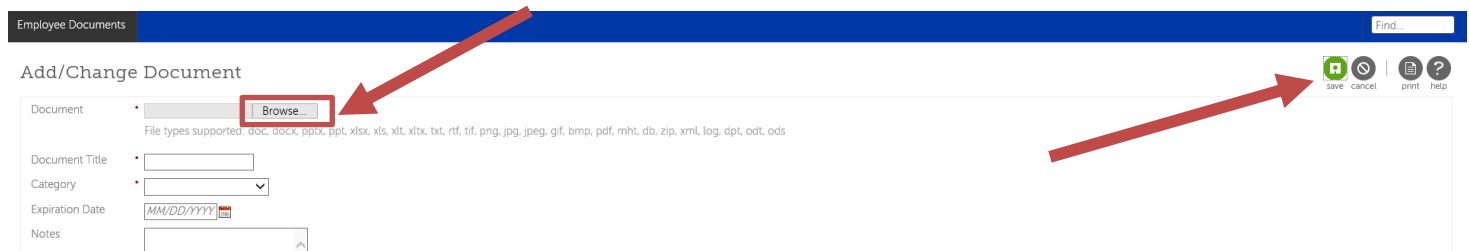
- Click Save (Green button)

Your document is now saved to your employee file under Documents.

ULTIPRO DISPLAYS THE DATE YOUR DOCUMENTS ARE ADDED TO YOUR FILE. THE DEADLINES, AS APPLICABLE TO YOUR EVENT, TO SUBMIT ENROLLMENTS/CHANGES STILL APPLY.

Questions? Visit **hr.wvumedicine.org** or contact the WVU Medicine HR Service Team at 1-833-599-2100.