

ADD DOCUMENTS TO YOUR ULTI PRO RECORD

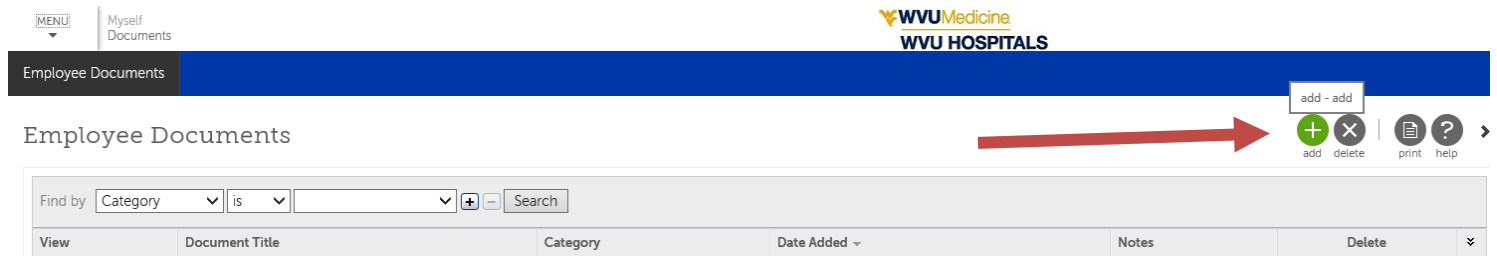
Add verification documents, such as birth certificates and tax returns, or student verification documents to your employee file in UltiPro. Simply follow the instructions below.

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

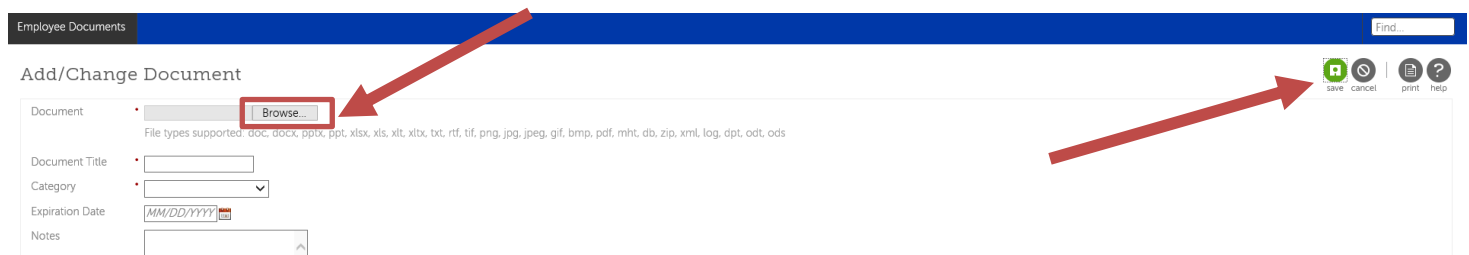
- From the MENU
- Hover over **Myself**
- Click **Employee Documents**



- Add a document (Green Add button)



- Browse and upload
 - **Document Title:** description of document, such as Birth Certificate
 - **Category:** select **Tuition Document**
 - **Expiration Date:** do not enter a date
 - **Notes:** add message to explain your life event, such as “I am applying for WVU Student Tuition Assistance”



- 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. APRIL 27, 2018 DEADLINE, AS APPLICABLE TO YOUR EVENT, TO SUBMIT ENROLLMENT/CHANGES STILL APPLY.

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