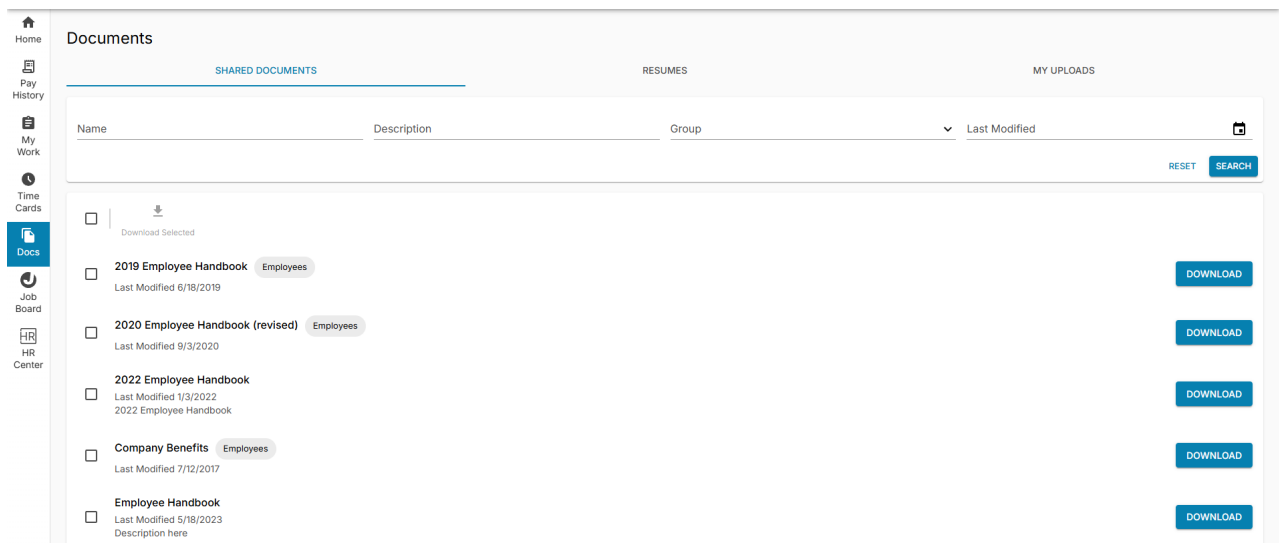


Employee Portal - The Documents Tab

Last Modified on 09/10/2025 11:16 am CDT

Overview

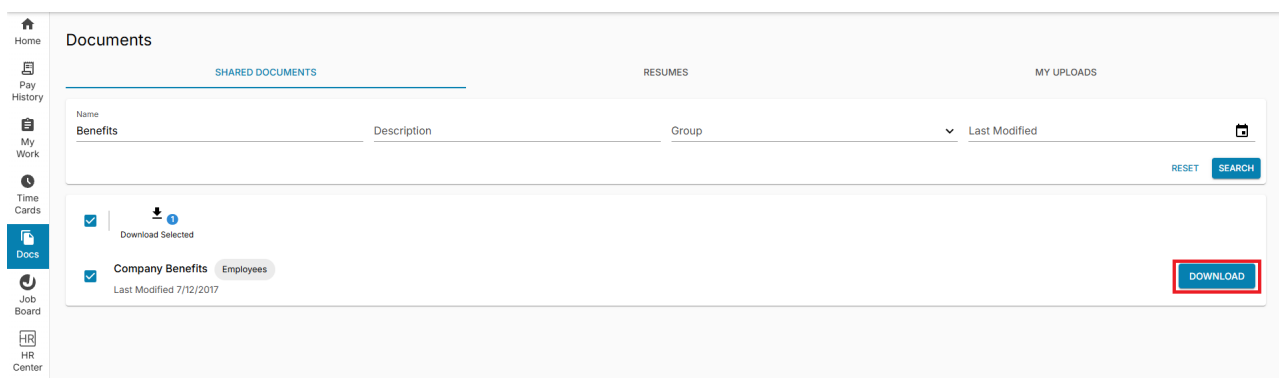
Within the "Documents" tab, employees are able to upload documents and download existing shared documents within their respective file.



Searching & Downloading Documents

Within the "Documents" page, under the "Shared Documents" tab, employees are able to search for and download documents that have been shared with them.

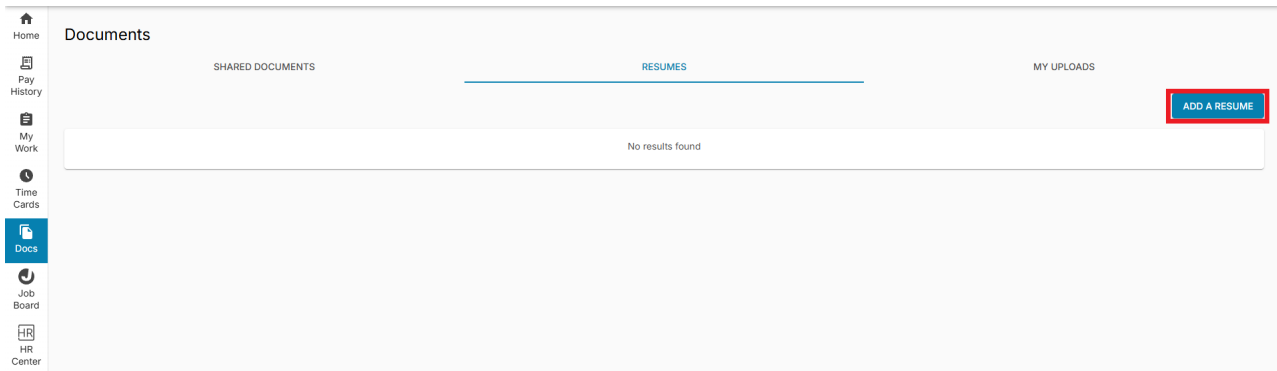
Once the intended document has been found, select the "Download" button to the right:



Uploading Documents

Selecting the "Resumes" or "My Uploads" tabs allows employees to upload documents to their respective file.

Uploading Resumes



When uploading a resume, enter the name, description, and select the appropriate file from your device to upload:

Add a Resume

Title

Resume

Description

Test Resume

Drop file here or [click to select a file](#)

Recommended .pdf, .doc, .txt
(Max 25MB)

Test Resume 1.docx
0.01MB

Resume

CLOSE

UPLOAD

Once finished, select "Upload" to complete the uploading process and the resume will show within WebCenter:

Home

Pay History

My Work

Time Cards

Docs

Job Board

HR Center

Documents

SHARED DOCUMENTS

RESUMES

MY UPLOADS

ADD A RESUME

Resume

Last Modified 6/4/2025

Test Resume

DOWNLOAD

Uploading Documents

Home

Pay History

My Work

Time Cards

Docs

Job Board

HR Center

Documents

SHARED DOCUMENTS

RESUMES

MY UPLOADS

ADD A DOCUMENT

No results found

When uploading a document, enter the title, description, select the appropriate Document Type, and select the appropriate file from your device to upload:


Add a Document

Title

Document


Description


Test Document



Drop file here or [click to select a file](#)

Recommended .pdf, .doc, .txt
(Max 25MB)

 Remote Desktop Mac Setup.docx
1.77MB



Document Type

Documentation

CLOSE

UPLOAD

Once finished, select "Upload" to complete the uploading process and the resume will show within WebCenter:

Home

Pay History

My Work

Time Cards

Docs

Job Board

HR Center

Documents

SHARED DOCUMENTSRESUMESMY UPLOADS

ADD A DOCUMENT

Document

Last Modified 6/4/2025

Test Document

Note The updated WebCenter Employee Portal contains all the functionality as Legacy WebCenter, but in the event you need to navigate back to Legacy, you can select the "Back to Legacy WebCenter" option to the top right of the WebCenter window:

Home

Pay History

My Work

Time Cards

Docs

Job Board

HR Center

Dashboard

Current Assignments

Vallet attendant - 05/23/2025

Primary

CREATE TIMECARD

Availability

CHECK IN AS AVAILABLE

Messages

Derek Palm - 07/31/2025

Reminder to turn in timecards before the EOD today

Matt Schwalbach - 07/25/2025

Sending this to everyone.

View Pay History

View Timecards

My Information

Manage W-2s

View 1095-Cs

View 1099s

Manage Paystub Options

For more information on navigating to the Legacy WebCenter, along with the feedback survey, please see the article titled [Employee Portal - Navigating to Legacy & Feedback Survey](#).

Related Articles