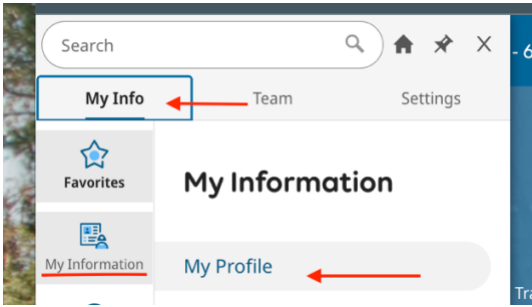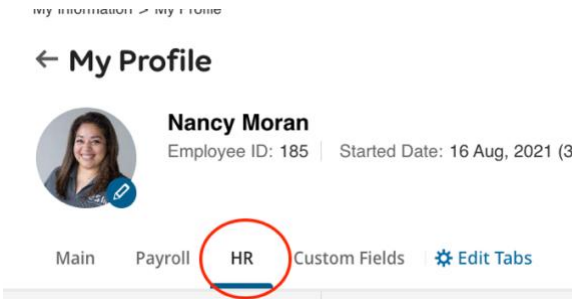# Uploading Documents to your UKG profile

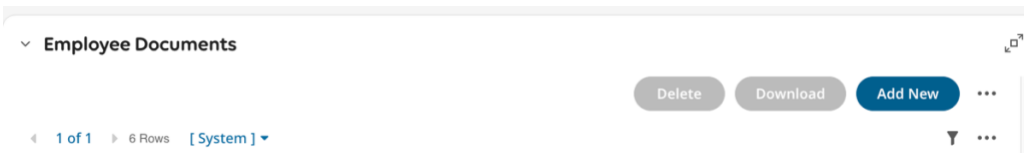- Click on the 3 lines on the top left

- Click on 'My Info' > My Information > My Profile

- Click on the HR Tab

- Find the Employee Documents tile and click "Add New"

- Choose your document, name it, click FT Employee and save