

# How to Add Multiple Employees at Once

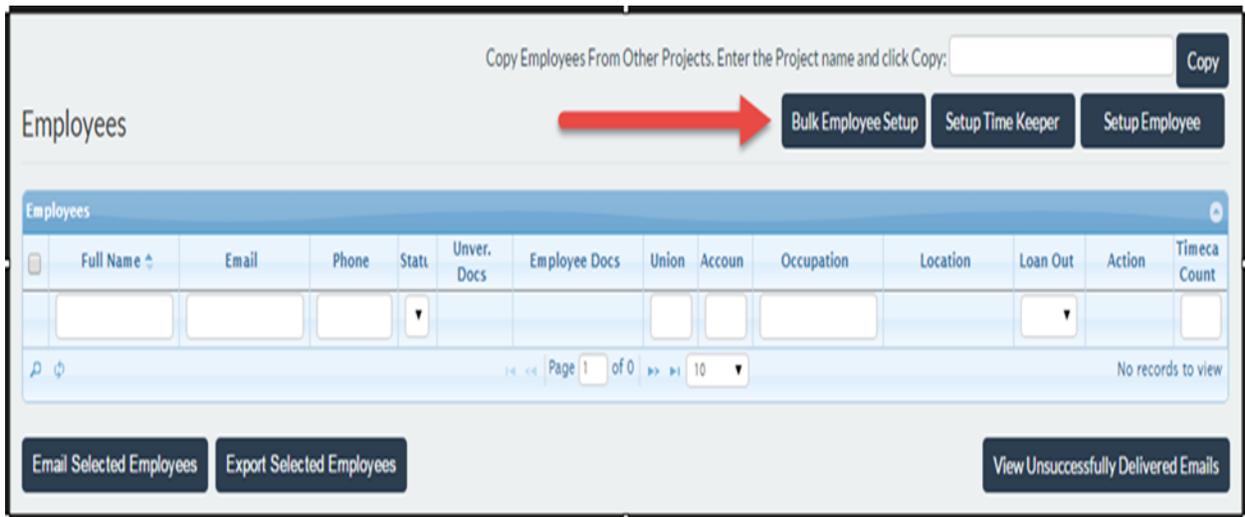
Quick Start Guide

ETC

## How to Add Multiple Employees at Once Quick Start Guide

This guide will demonstrate the steps on how to add multiple employees at the same time in ETC .

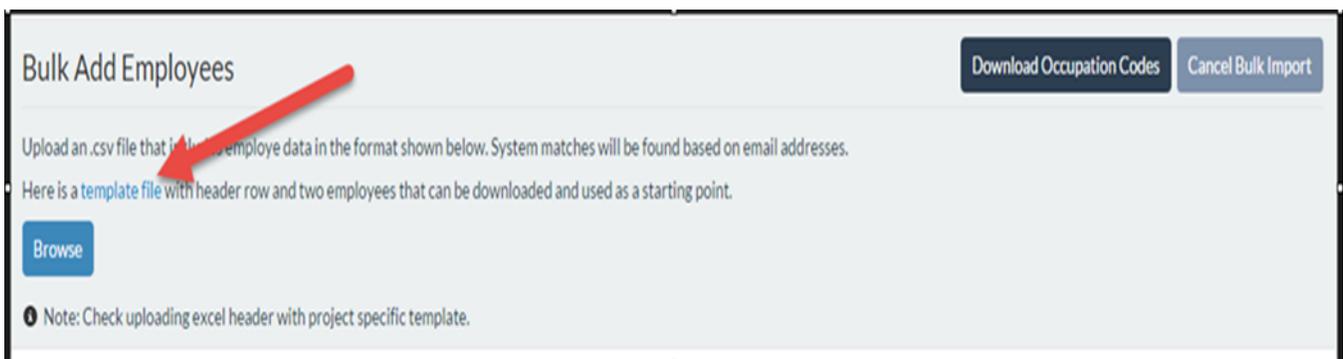
**STEP 1.** In the project, scroll down to the “Employees” section. Click on the button “Bulk Employee Setup ” on the right-hand side.



The screenshot shows the 'Employees' management interface. At the top, there is a text input field for 'Copy Employees From Other Projects. Enter the Project name and click Copy:' with a 'Copy' button. Below this, there are three buttons: 'Bulk Employee Setup', 'Setup Time Keeper', and 'Setup Employee'. A red arrow points to the 'Bulk Employee Setup' button. Below the buttons is a table with the following columns: Full Name, Email, Phone, Status, Unver. Docs, Employee Docs, Union, Account, Occupation, Location, Loan Out, Action, and Time Count. The table is currently empty. Below the table, there is a pagination control showing 'Page 1 of 0' and '10' records per page. At the bottom, there are three buttons: 'Email Selected Employees', 'Export Selected Employees', and 'View Unsuccessfully Delivered Emails'.

**STEP 2.** Under the section “Bulk Add Employees,” click “Template File” to download a template file that will show you how to properly format an excel spreadsheet of your employee list.

**Note:** You can upload up to 400 employees at a time. Using the **template file**, you can complete all the information for each employee. However, you will only need their first name, last name, and email address in order to proceed to the next step.



The screenshot shows the 'Bulk Add Employees' interface. At the top, there are two buttons: 'Download Occupation Codes' and 'Cancel Bulk Import'. Below this, there is a text input field for 'Upload an .csv file that includes employee data in the format shown below. System matches will be found based on email addresses.' Below the text input field, there is a link that says 'Here is a template file with header row and two employees that can be downloaded and used as a starting point.' Below the link, there is a 'Browse' button. At the bottom, there is a note that says 'Note: Check uploading excel header with project specific template.'

Here is an example of the filled out template using the **template file**:

	A	B	C	D	E	F	G	H	I	J	K
1	First Name	Last Name	Email	Phone	I-9 Completed	W-4 Completed	Union	Accounts	Occupation	Rate	Units
2	OSWALD	COBBLEPOT	IMTHEPENQUIN15@YAHOO.COM								
3	JOHNATHAN	CRANE	IMTHESCARECROW15@OUTLOOK.COM								
4	SOUPER	DOUPER	SOUPERDOUPER15@YAHOO.COM								
5	SUPER	DUPER	SUPERDUPER15@YAHOO.COM								
6	ETC	EMPLOYEE	etcmmployee15@yahoo.com								
7	WAYLON	JONES	IMTHECROC15@YAHOO.COM								
8	SELINA	KYLE	IMTHCATWOMAN15@OUTLOOK.COM								
9	ISRAEL	MARTIN	ISRAELMARTIN15@YAHOO.COM								
10	EDWARD	NIGMA	IMTHEENIGMA15@YAHOO.COM								
11	HUGO	STRANGE	IMSTRANGE15@YAHOO.COM								
12	BRUCE	WAYNE	IMTHEBATMAN2015@YAHOO.COM								

**STEP 3.** Once your template is filled out with the employees' names and email addresses, save it to your computer as a CSV file.

**STEP 4.** Return to the **"Bulk Add Employees"** screen, click **"Browse,"** select your CSV file, and click **"Upload."**

### Bulk Add Employees

[Download Occupation Codes](#)
[Cancel Bulk Import](#)

Upload an .csv file that includes employe data in the format shown below. System matches will be found based on email addresses.  
 Here is a [template file](#) with header row and two employees that can be downloaded and used as a starting point.

[Browse](#)

Fake Employee List Updated.csv

[Upload](#)

Note: Check uploading excel header with project specific template.

When the upload is complete, your page will look like this:

### Bulk Add Employees

[Download Occupation Codes](#)
[Cancel Bulk Import](#)

Upload an .csv file that includes employe data in the format shown below. System matches will be found based on email addresses.  
 Here is a [template file](#) with header row and two employees that can be downloaded and used as a starting point.

#### Employee Match Result

Employees found in the system show the status "Registered". Non-matches are shown as "New" and will be created upon clicking "Create Employee Profiles"

Employee Upload																
	Status	First Name	Last Name	Email	Phone	Reimb ?	Project Location(s)	WTPA	CA-LAC-90027	CA WTPA	Union Local	Occupation	Pay Rate	Units	Guar Hours	Guar Days
1	Registered	OSWALD	COBBLEPOT	IMTHEPENQUIN15		<input type="checkbox"/>		<input checked="" type="checkbox"/>		<input type="checkbox"/>						
2	Registered	JOHNATHAN	CRANE	IMTHESCARECRO		<input type="checkbox"/>		<input checked="" type="checkbox"/>		<input type="checkbox"/>						
3	Registered	SOUPER	DOUPER	SOUPERDOUPER1		<input type="checkbox"/>		<input checked="" type="checkbox"/>		<input type="checkbox"/>						
4	Registered	SUPER	DUPER	SUPERDUPER15@		<input type="checkbox"/>		<input checked="" type="checkbox"/>		<input type="checkbox"/>						
5	Registered	ETC	EMPLOYEE	etcm ployee15@		<input type="checkbox"/>		<input checked="" type="checkbox"/>		<input type="checkbox"/>						
6	New	FAKE	EMPLOYEE	FAKEEMPLOYEE@		<input type="checkbox"/>		<input checked="" type="checkbox"/>		<input type="checkbox"/>						
7	New	FAKE	TEST	FAKETEST@ETC.C		<input type="checkbox"/>		<input checked="" type="checkbox"/>		<input type="checkbox"/>						

[Create Employee Profiles](#)
[Delete Selected Rows](#)
[Save Changes](#)

**STEP 5.** After your list populates, fill out or change additional employee information (such as occupation, pay rate, union, etc.) if you haven't already done so.

**STEP 6.** Lastly, create employee profiles. Select the box next to the employee's names (**red arrow**) you would like to create a profile for. If you want to create employee profiles for everyone, you may check the box on the top left (**green arrow**). Once you've finished your selection, you may finish by clicking on "**Create Employee Profile**" (**yellow arrow**).

**Note:** If the employee already worked for a production that used ETC, their name and email will be grayed out and you will not be able to edit their information.

**Bulk Add Employees** Download Occupation Codes Cancel Bulk Import

Upload an .csv file that includes employee data in the format shown below. System matches will be found based on email addresses.  
Here is a [template file](#) with header row and two employees that can be downloaded and used as a starting point.

**Employee Match Result**  
Employees found in the system show the status "Registered". Non-matches are shown as "New" and will be created upon clicking "Create Employee Profiles"

Employee Upload														
	Status	First Name	Last Name	Email	Phone	Reimb ?	Project Location(s)		WTPA	Occupation				
							CA-LAC - 90027	CA WTPA	Union Local	Occupation	Pay Rate	Units	Guar Hours	Guar Days
1	<input type="checkbox"/>	Registered	OSWALD	COBBLEPOT	IMTHEPENGUIN15		<input checked="" type="checkbox"/>	<input type="checkbox"/>						
2	<input type="checkbox"/>	Registered	JONATHAN	CRANE	IMTHESCAECROI		<input checked="" type="checkbox"/>	<input type="checkbox"/>						
3	<input type="checkbox"/>	Registered	SOUPER	DOUPER	SOUPERDOUPER1		<input checked="" type="checkbox"/>	<input type="checkbox"/>						
4	<input type="checkbox"/>	Registered	SUPER	DUPER	SUPERDUPER15@*		<input checked="" type="checkbox"/>	<input type="checkbox"/>						
5	<input type="checkbox"/>	Registered	ETC	EMPLOYEE	etcem ployee15@*		<input checked="" type="checkbox"/>	<input type="checkbox"/>						
6	<input type="checkbox"/>	New	FAKE	EMPLOYEE	FAKEEMPLOYEE@*		<input checked="" type="checkbox"/>	<input type="checkbox"/>						
7	<input type="checkbox"/>	New	FAKE	TEST	FAKETEST@ETC.C		<input checked="" type="checkbox"/>	<input type="checkbox"/>						

**Create Employee Profiles** Delete Selected Rows Save Changes

Have a question?  
Contact support  
today.



888.570.6180



[etcsupport@capspayroll.com](mailto:etcsupport@capspayroll.com)



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