How to Add Multiple Employees at Once
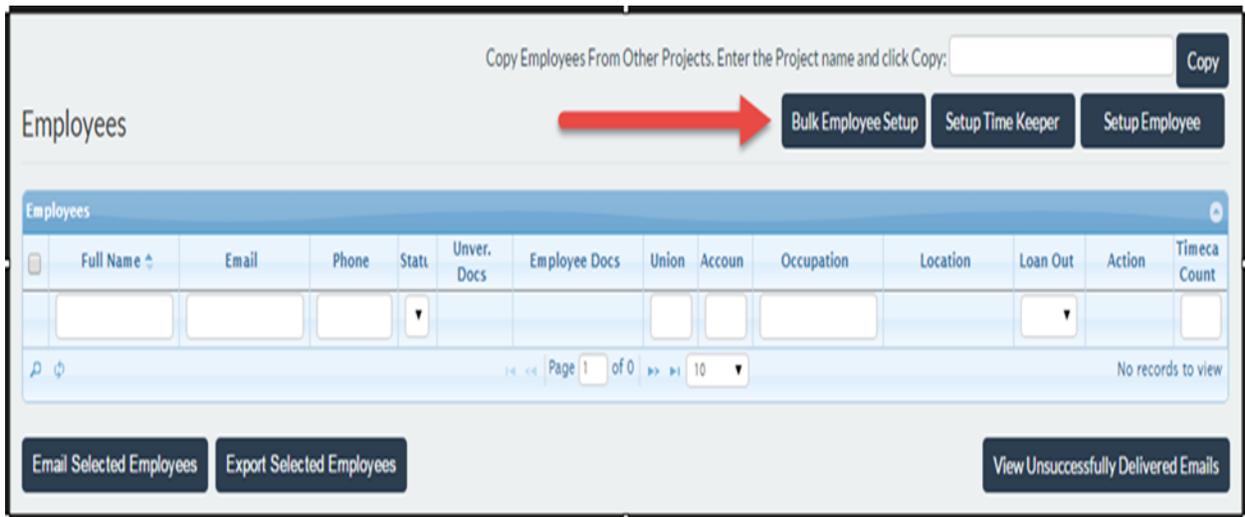
Quick Start Guide

ETC

How to Add Multiple Employees at Once Quick Start Guide

This guide will demonstrating the steps on how to add multiple employees at the same time in ETC .
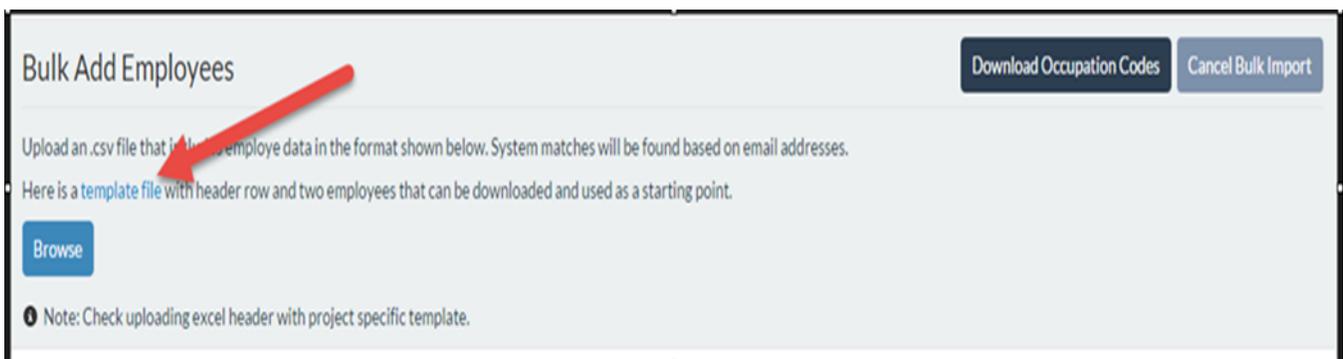
STEP 1. In the project, scroll down to the "**Employees**" section. Click on the button "**Bulk Employee Setup** " on the right-hand side.

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.

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

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**."

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

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.

Have a question?
Contact support
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