

# How to Update an Employee

1

Log in to your contractor landing page using your username and password. Click "Manage Contractor Employees"

The screenshot displays the DIR Services Portal interface. At the top, there is a navigation bar with the text "DIR Services Portal" and a search bar containing the text "What can we help you find today?". Below the navigation bar, there is a section titled "Associated Accounts" with a chevron icon. The main content area features a large heading "Welcome, Test User" and a sub-heading "Example Contractor for Testing". A green badge labeled "DIR Approved" is visible, along with a registration validity date. Three buttons are present: "Manage Contractor Employees" (highlighted with an orange circle), "Manage Contractor Users", and "Manage Contractor Information". A blue button labeled "Request Addition to a Project Team" is also visible. At the bottom, there is a "My Projects" section with a search bar labeled "Search My Projects".

- 2 Click on the hyperlinked name of the employee that you want to update.

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# Welcome, Test User

## Example Contractor for Testing

[Bulk Actions](#) [Import Employees](#) [Add New Employee](#)

### Employees

All

First Name	Last Name	Employee ID	City	Zip	Active	Activate	Deactivate
Bob	McBob		San Francisco	12345	true	<a href="#">Activate</a>	<a href="#">Deactivate</a>
Employee	Name		California	12312	true	<a href="#">Activate</a>	<a href="#">Deactivate</a>
Ben	Ben		Sacramento	95858	true	<a href="#">Activate</a>	<a href="#">Deactivate</a>
Tom	Tom		sacramento	95825	true	<a href="#">Activate</a>	<a href="#">Deactivate</a>
Jane	Doe		los angeles	91111	true	<a href="#">Activate</a>	<a href="#">Deactivate</a>
Emily	O	123123	US	33333	true	<a href="#">Activate</a>	<a href="#">Deactivate</a>

< > Rows 1 - 6 of 6

- 3 Click on the field that you want to update and update directly.

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### McBob, Bob

## Employee

Account: Example Contractor for Testing

First Name: Bob

Last Name: **McBob**

SSN: ●●●●●●

Employee ID:

Middle Name:

Street Address 1: 111 This Street

4 Click "(Ctrl + s)"

The screenshot shows a web form for editing an employee record. The form includes several input fields: City (San Francisco), State (California), Zip (12345), SSN Last 4 (empty), and Display Name (McBobby, Bob). There is a checked checkbox for 'Active'. Below the form is a 'Related Lists' section with a link to 'Employee Classifications'. At the bottom right, a dark blue button labeled 'Save (Ctrl + s)' is circled in orange. A 'Save' button is also visible on the left. The form is set against a light blue background with a vertical scrollbar on the right.

5 Record is now updated.

The screenshot displays the updated employee record page. At the top, a green notification bar with the text 'Record Updated' and an orange circle is visible. The page header includes the 'CA.GOV' logo, the 'DIR' logo (State of California Department of Industrial Relations, EST. 1927), and navigation links for 'eCPR Public Search', 'Public Works Support', and 'Contractors'. The main content area features a dark blue header with a hamburger menu icon and the name 'McBobby, Bob'. Below this, the title 'Employee' is shown. The 'Account' field contains 'Example Contractor for Testing' with an information icon. The 'First Name' field contains 'Bob', and the 'Last Name' field is empty.