Automated Commercial Environment

Instructions for Reporting Employee Information

September 2019





If through the spreadsheet method:

Please report your current employment information within **Employment History #1**. Report the employee's start date under the **Employment Hire Date** column and the employee's end date under the **Employment End Date** column. The starting point of your actual employment history would then begin under **Employment History #2**.

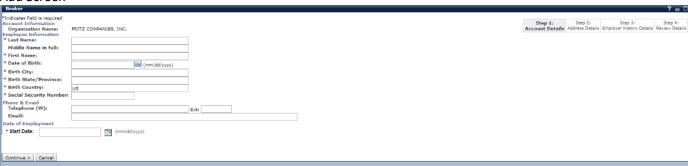
It is important to note that the Delete action will no longer be allowed for the spreadsheet method.



If through the portal method:

Please enter the **Start Date** on the *Add screen* to indicate when an employee started. If you go back to edit an employee later, please enter the **End Date** on the *Edit screen* if the employee has ended their employment.

Add Screen



Edit Screen

