Global Upload
User Manual

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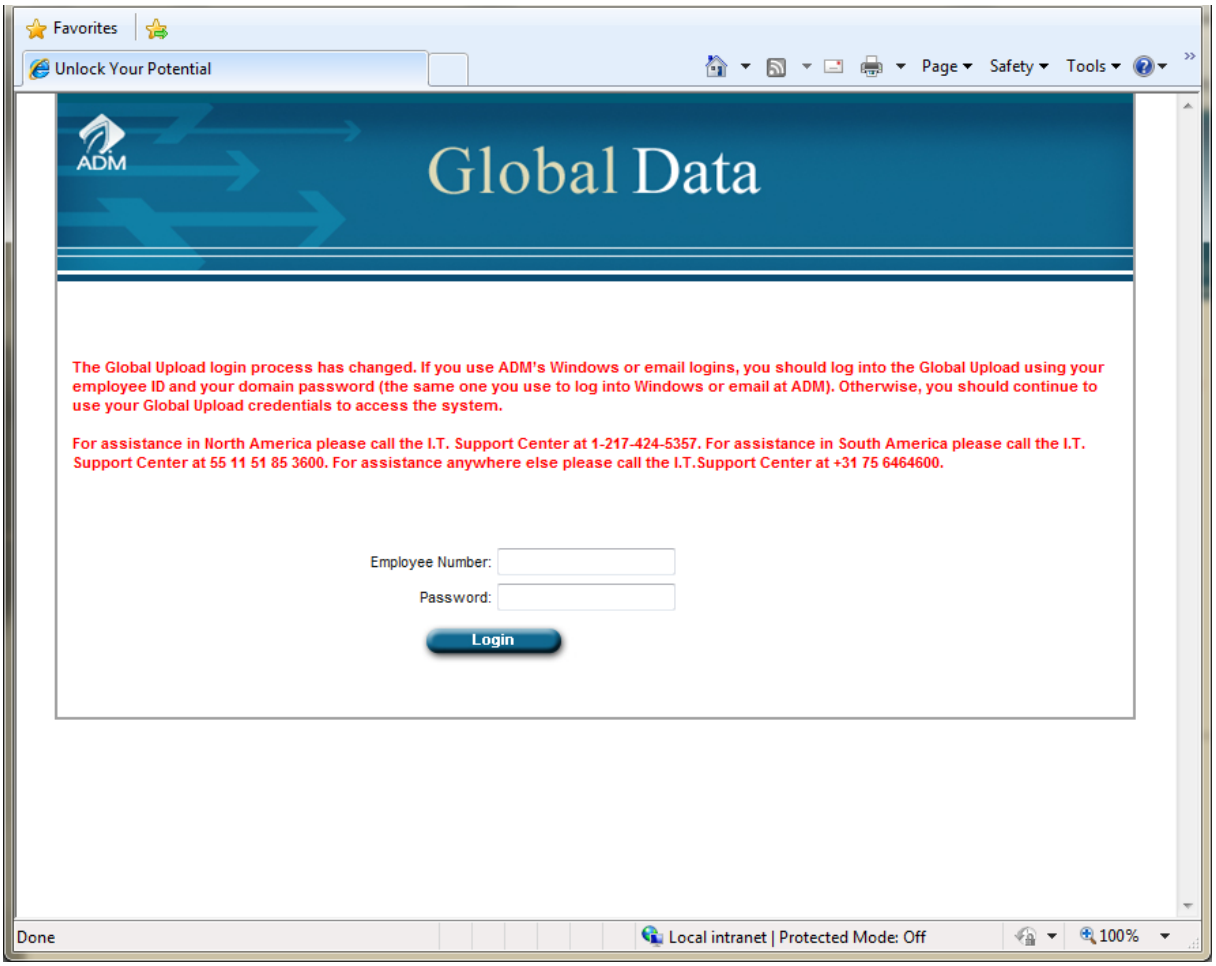
Login Screen

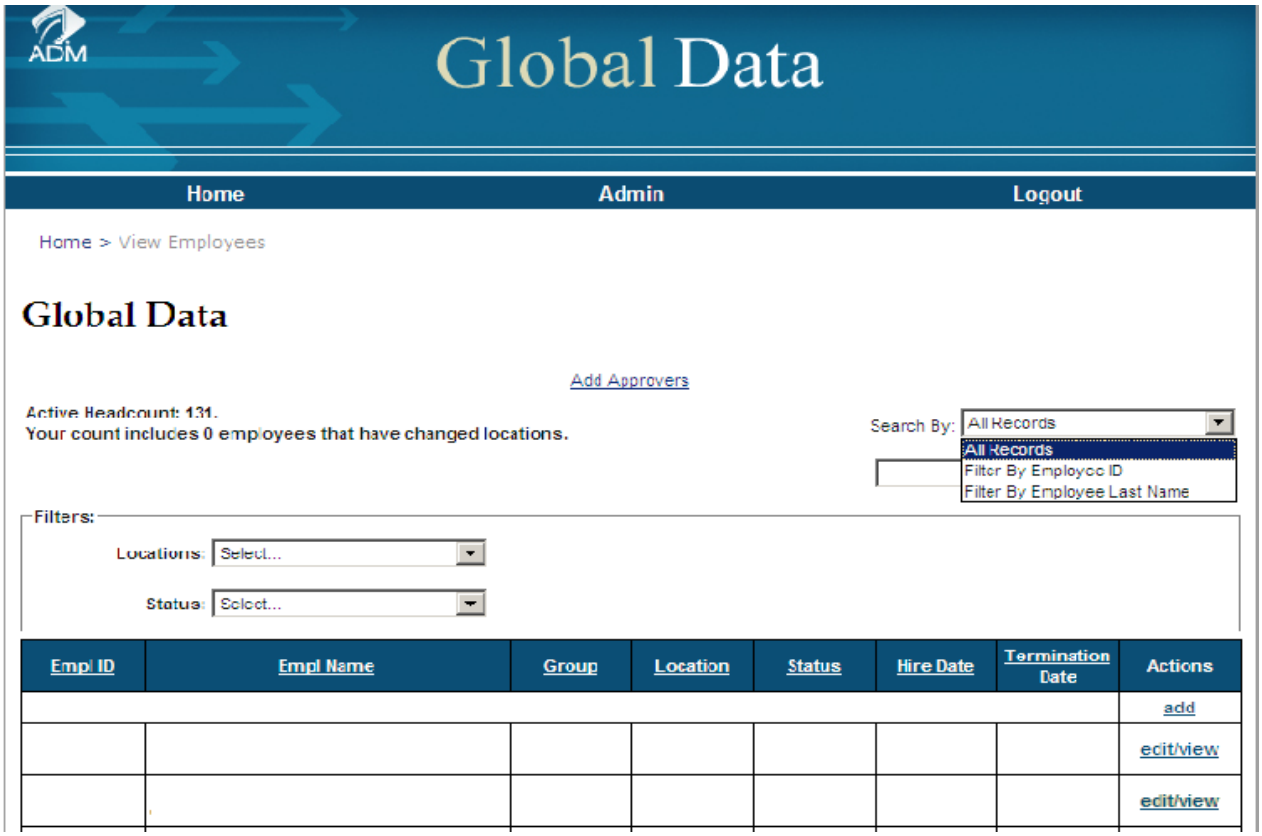


Enter Employee Number: Employee Number:

Enter Password: Password:

Click Login: Login

View Employees



Select 'Search By' to search for employees by Employee ID or Employee Last Name.

Select 'Location' to show only employees from that location: Locations: Select...

Select 'Status' to show only employees with that status: Status: Select...

Click Empl ID to sort by Employee Number.

Click Empl Name to sort by Employee Last Name.

Click Group to sort by Group.

Click Location to sort by Location.

Click Status to sort by Status.

Click Hire Date to sort by Hire Date.

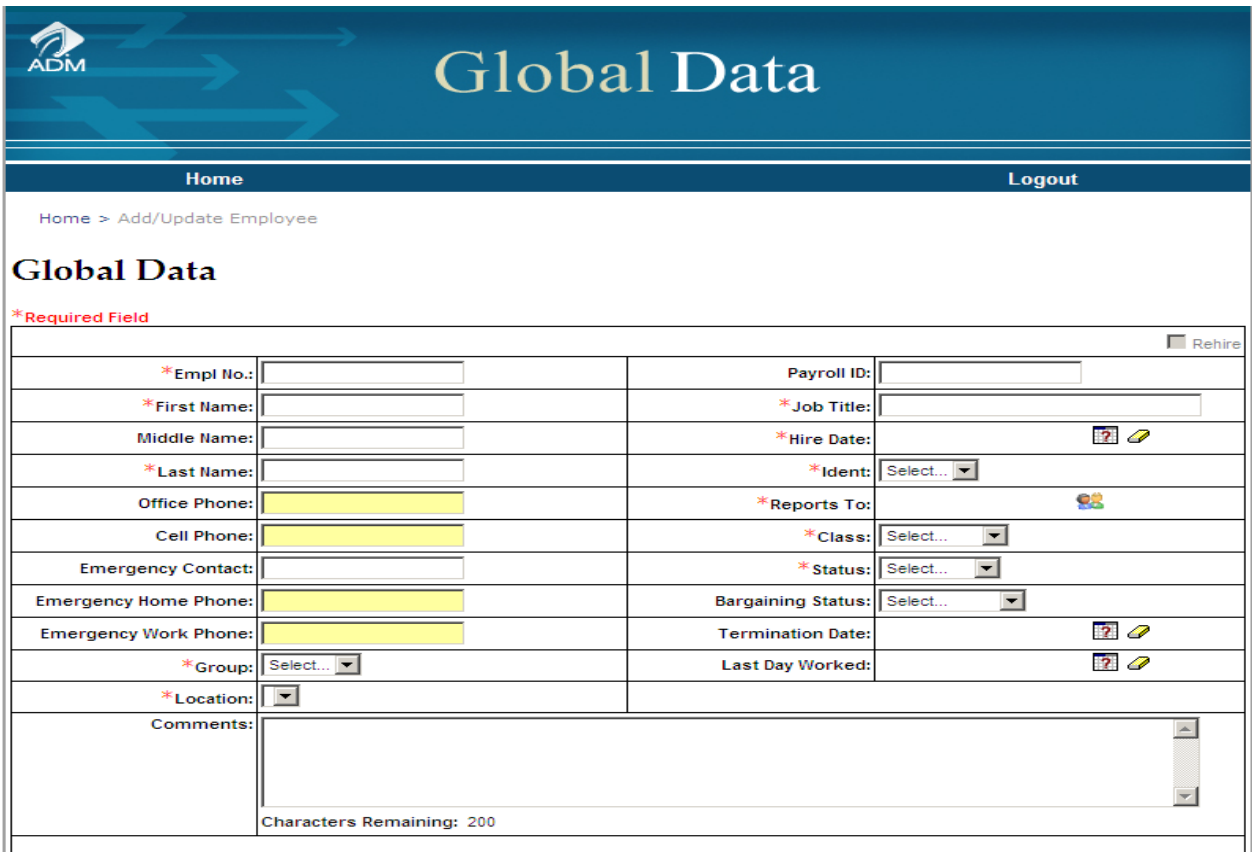
Click Termination Date to sort by Termination Date.

Click add to add new record.

Click edit/view to edit/view record.

Click I confirm the above information is complete and accurate. to confirm.

Add new employees



Once you have clicked the 'add' link, the above screen will be visible.

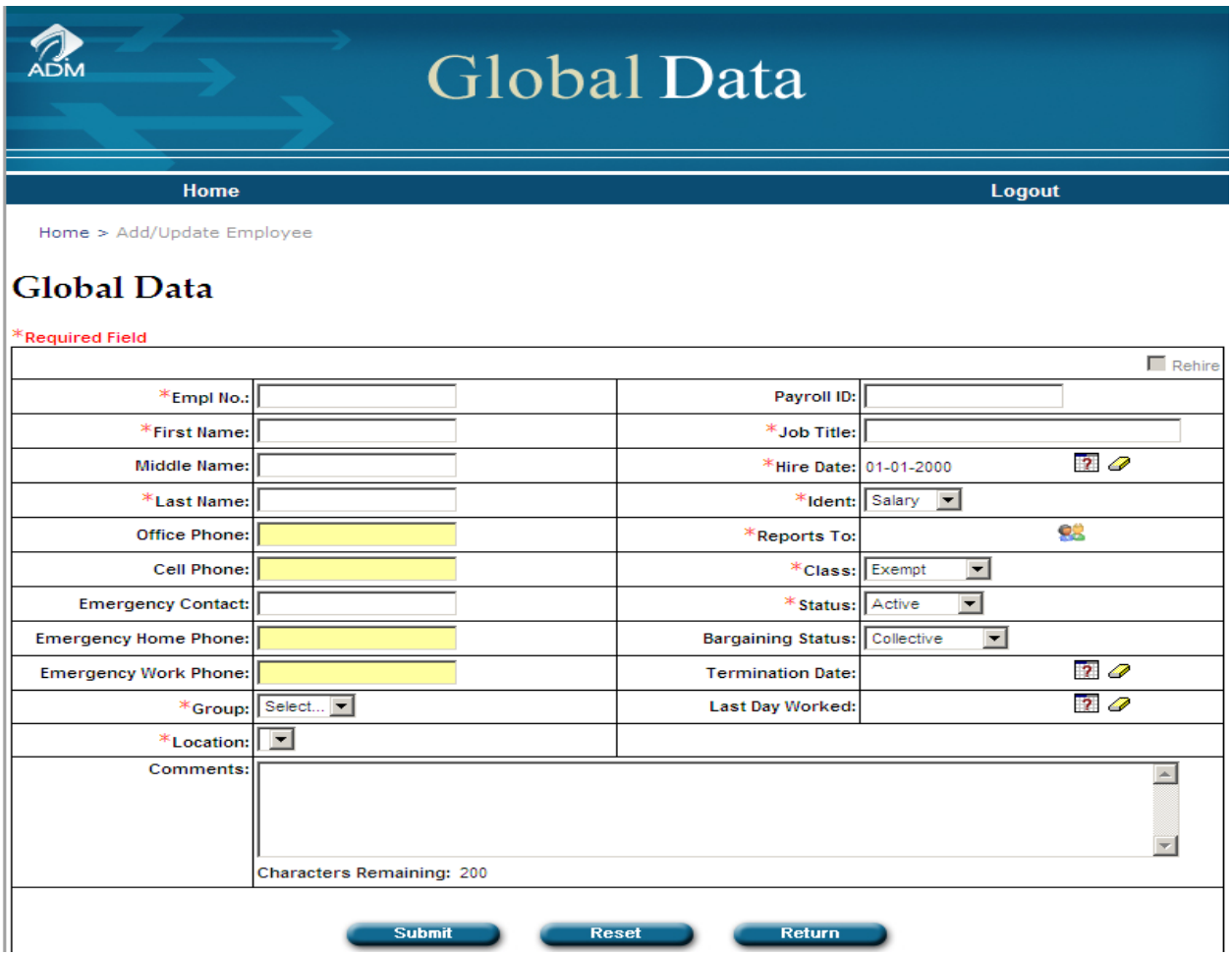
Please fill in appropriate fields before submitting the form. Required fields are Employee Number, First Name, Last Name, Group, Location, Job Title, Hire Date, Ident, Reports To, Class, Status

Click Submit to validate the information on the form and submit the information. When you click the submit button, the box below will appear as a confirmation that you want to proceed with the changes

Click Reset to reset the form after any changes you made.

Click Return to return to the main page of the application.

Edit Employee Information



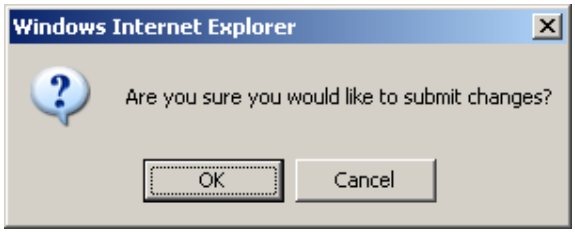
When you click the link to edit/view, the above form with be displayed with the selected employees information. On this page, you will be able to modify current information on a employee.

Click to remove a date for an employee returning from a leave or if a date was entered incorrectly.

You will not be able to edit the hire date and employee id for existing employee. If these need to be updated, please notify the GED Administrator at globalemployeedatabase@adm.com.

Do not remove any of the required field information that was mentioned in the add section.

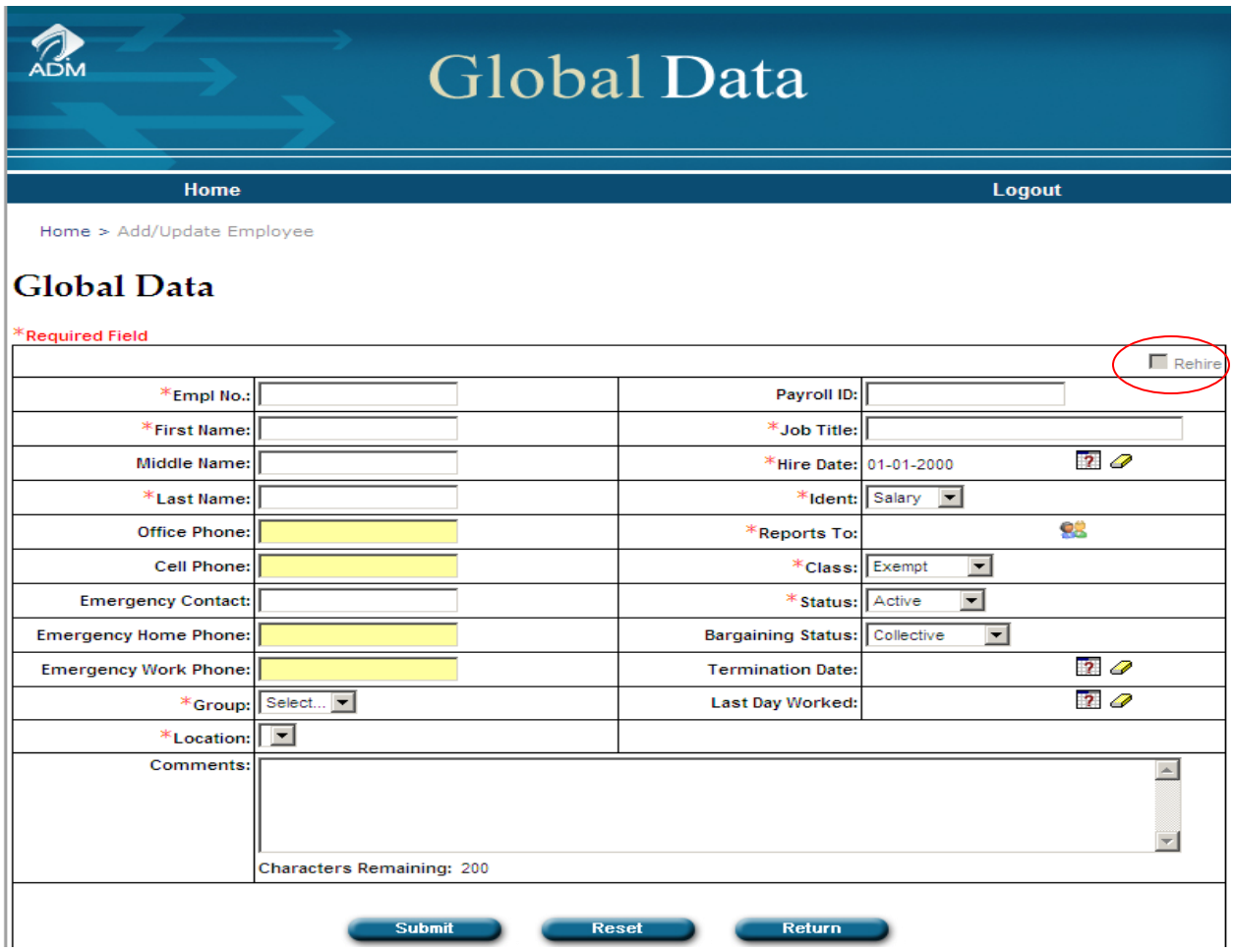
Click to validate the information on the form and submit the information. When you click the submit button the box below will appear as a confirmation that you want to proceed with the changes.



Click to reset the form after any changes you made.

Click to return to the main page of the application.

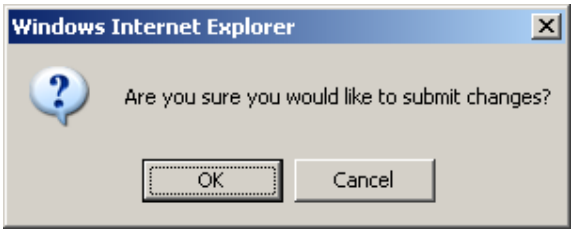
Re-Hire Employee



If an employee was terminated and coming back with full service recognition as a re-hire, the employee should continue to use the previously issued employee id. The terminated record needs to be edited to reflect the now Active status by using the check box for re-hires only.

Once you check the box, the dates entered in the Termination Date and Last Day Worked fields will be automatically be removed. The status will update to 'Active.'

Click Submit to validate the information on the form and submit the information. Also, the box below will appear as confirm you have successfully transferred an employee.



Click Reset to reset the form after any changes you made.

Click Return to return to the main page of the application.

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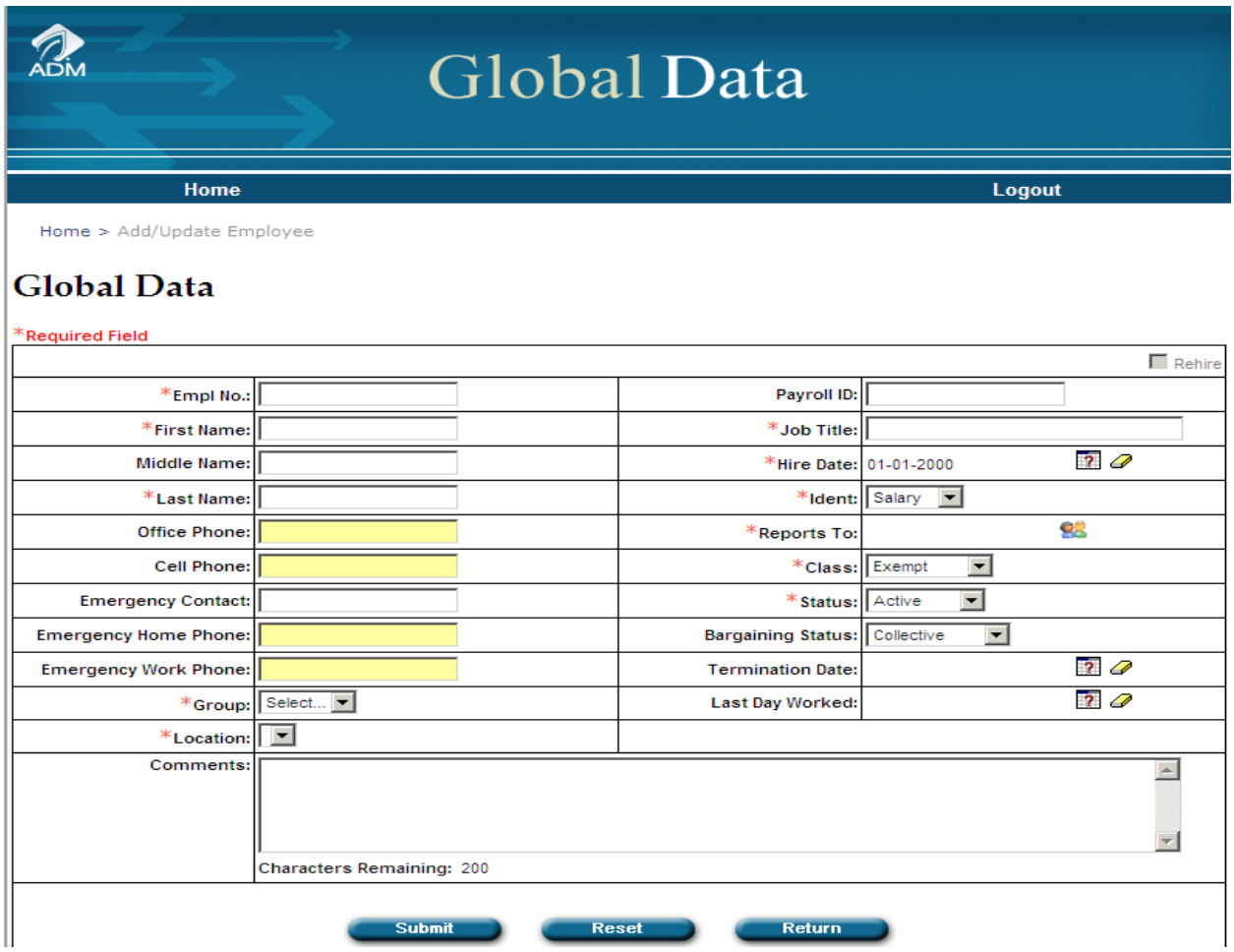
Transfer an Employee to New Location

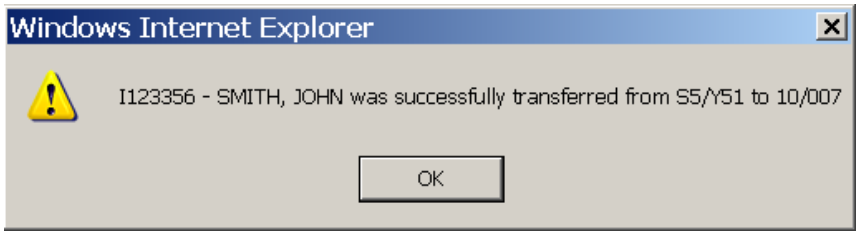


Click the link to 'Edit/View' to display the employee information for the employee transferring.

You will modify the group and location information for the employee.

Do not remove any data from the required fields.

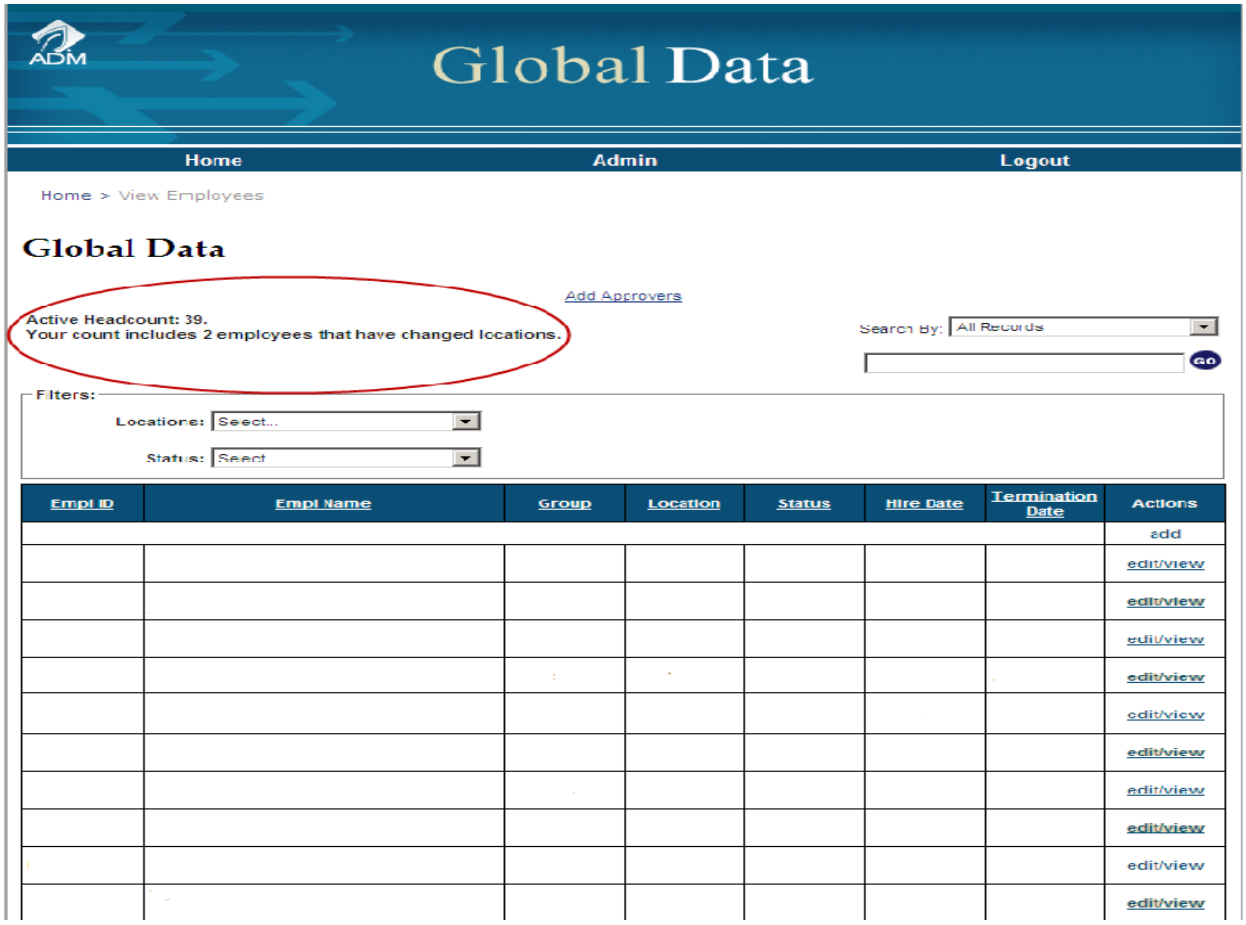
Click to validate the information on the form and submit the information. Also, the box below will appear as confirm you have successfully transferred an employee.



Click to reset the form after any changes you made.

Click to return to the main page of the application.

Transfer an Employee to New Location (cont.)

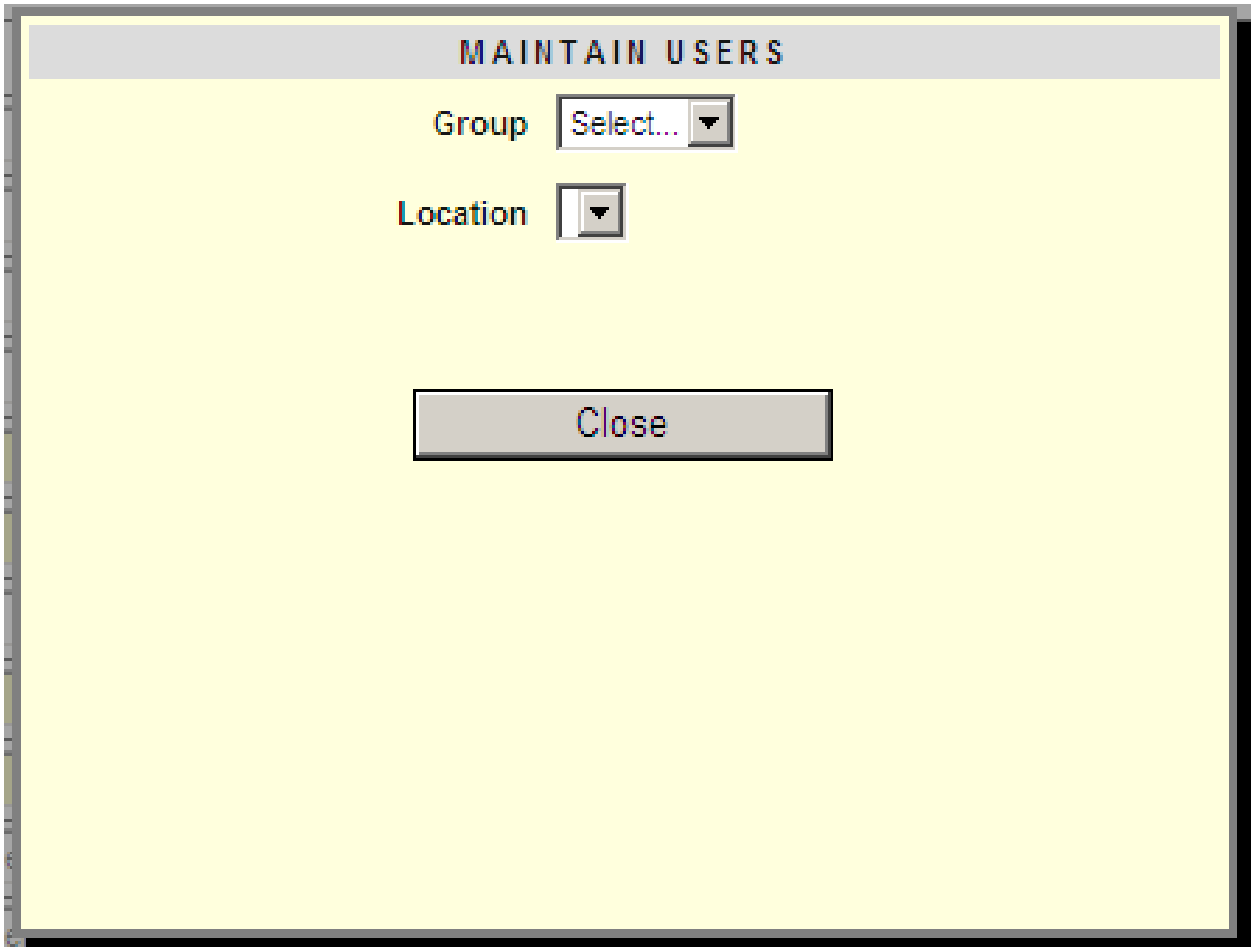


After an employee has successfully transferred, you will notice your 'Active Headcount' will update.

If you are transferring an employee to a new location, the above message will mention the total amount of employees that have changed locations.

If an employee was transferred to your location, the above message will mention the total amount of employees that are now added to your location.

Admin— Add Approvers Link (Only Primary Approvers)

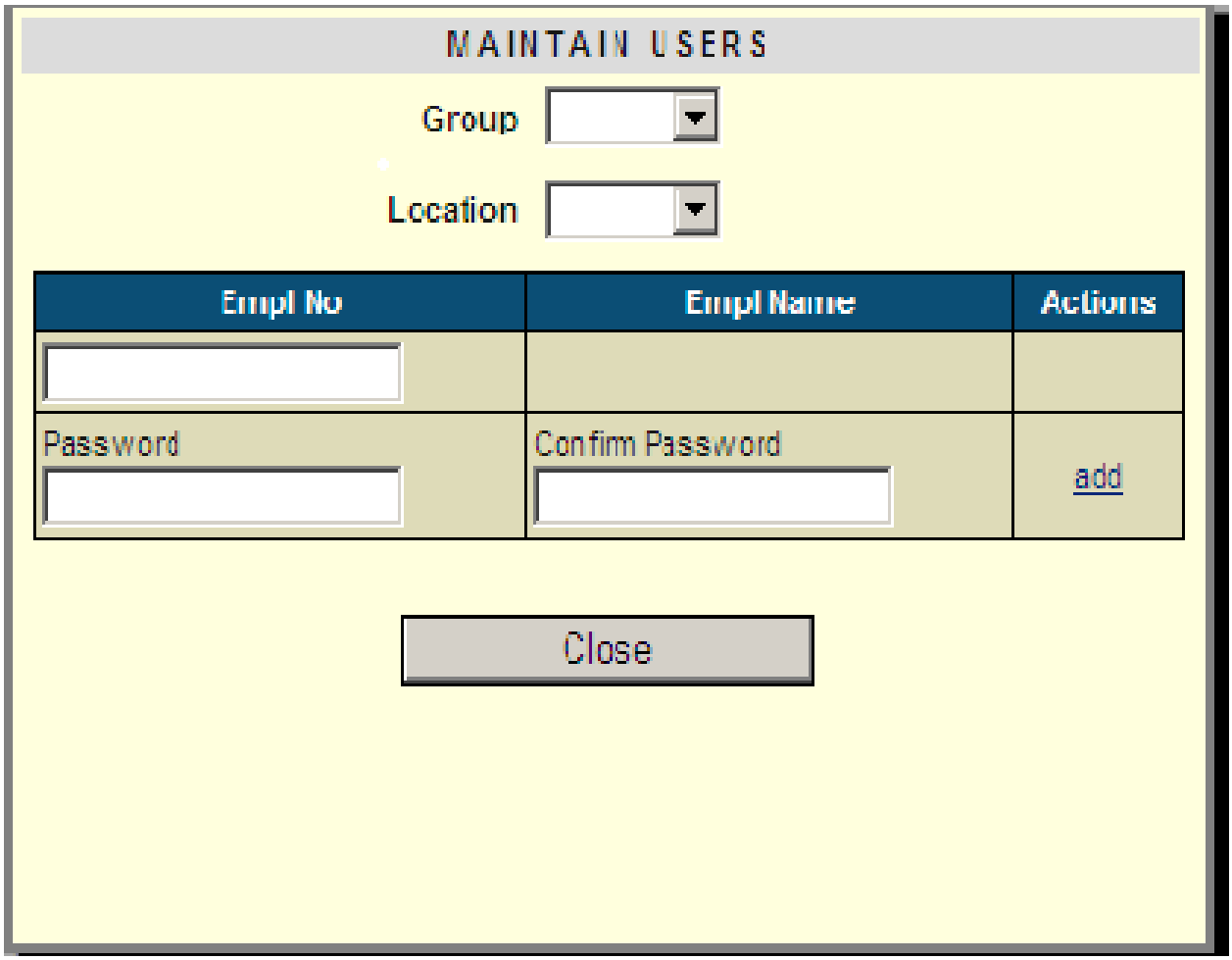


When you click Add Approvers link on the home page, the above screen will be displayed.

To add an approver you must be in the first approver role. As a primary approver, you then must select a group and location for the approver to be added to.

Click Close button to close out with out making any changes.

Admin– Add Approver Cont. (Only Primary Approvers)



If you are the primary approver for the group/location, you will be able to add new approvers to that group.

Next you can enter an employee number and then create a new password for the new approver and click add

If an approver is already in that group/location, you are able to click delete link next to that approvers name. You may not delete yourself from a group location.

Click Close button to exit the maintain users form.