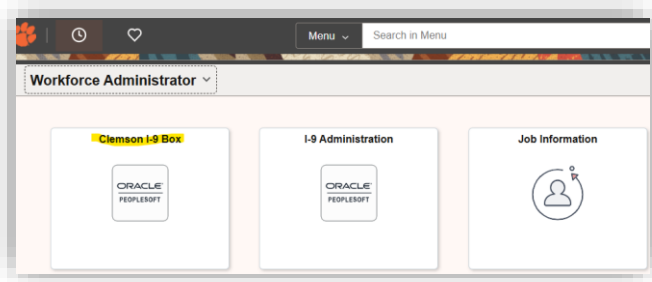


Quick Reference: Uploading to Box

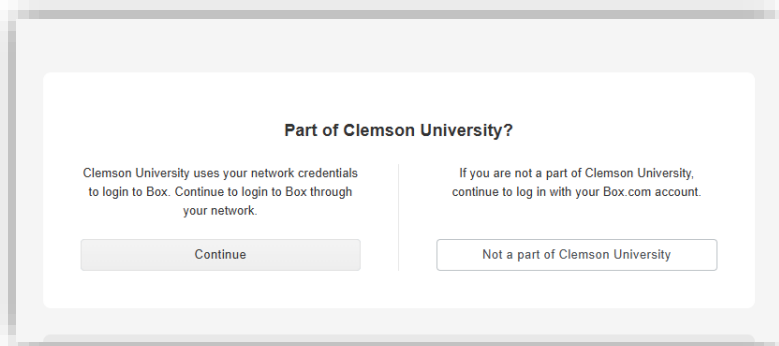
STEP 1:

Select the Clemson I-9 box on your Workforce Administrator homepage.



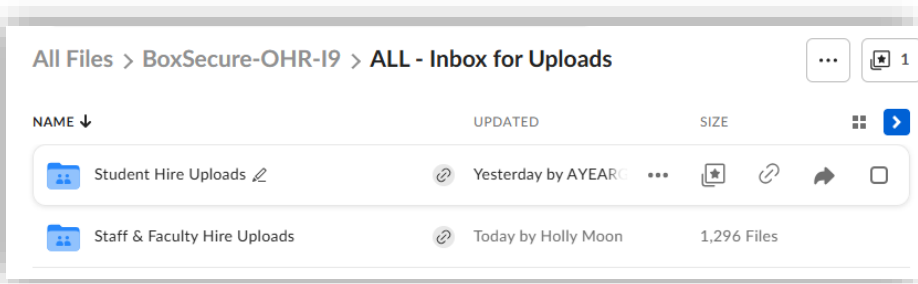
STEP 2:

Click the continue button and log in with your Clemson user ID and password.



STEP 3:

Navigate to the "ALL - Inbox for Upload." Select the folder that correlates to the employee type (Staff & Faculty Hire Uploads or Student Hire Uploads) and Budget Center.



STEP 4:

Name the file using the following naming convention: Budget Center_Dept #_Last name, First name_Empl ID,Date (Example: B001_1234_Brady, Marsha_101010, 06.20.2025)

Note: If an employee does not yet have an EMPLID, it may be omitted from the file name.

STEP 4:

Click the Upload icon and select the file/folder to upload from your computer. Box will save the upload for you. No further action is needed.