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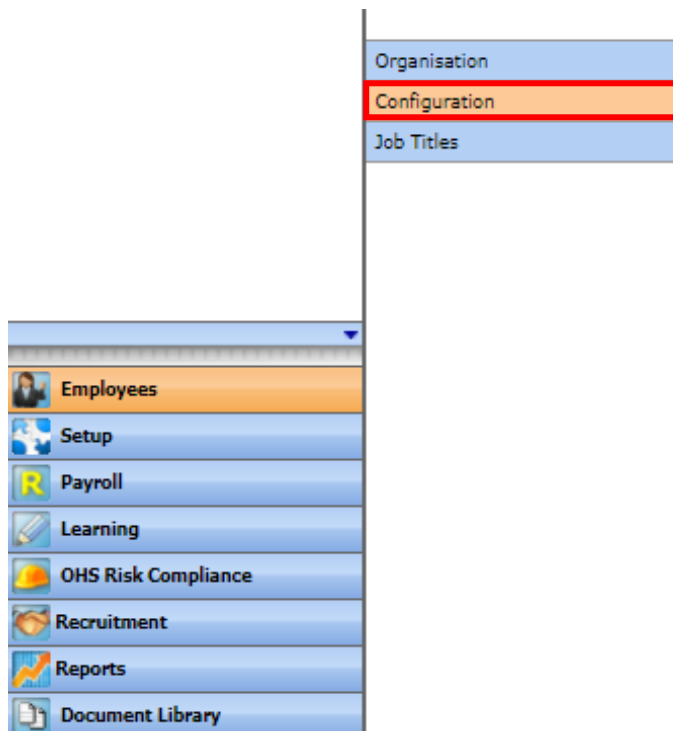
PEOPLEPLUS

IRP5 Upload

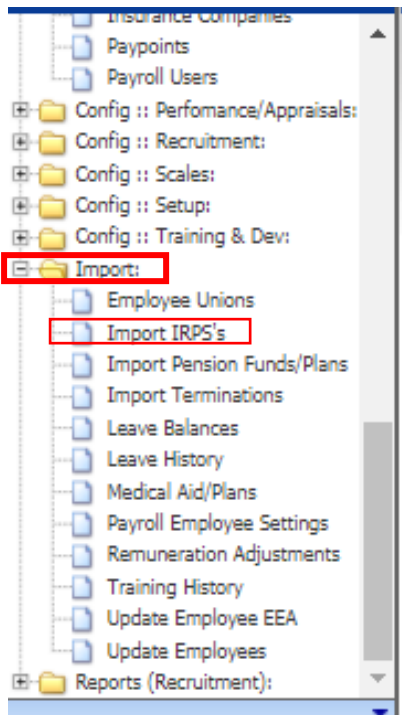
Section 19: IRP5 Upload

You can now upload the IPR5 file that was generated in Easyfile and saved on your computer into Peopleplus Employees Documents.

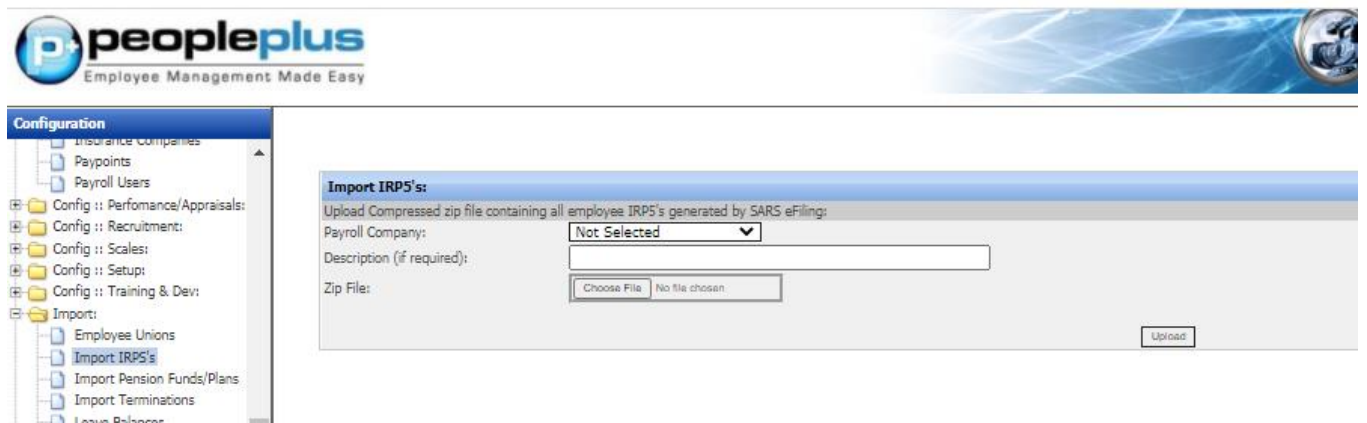
- Hover over Setup and click on Configuration to proceed to import the IRP5 file



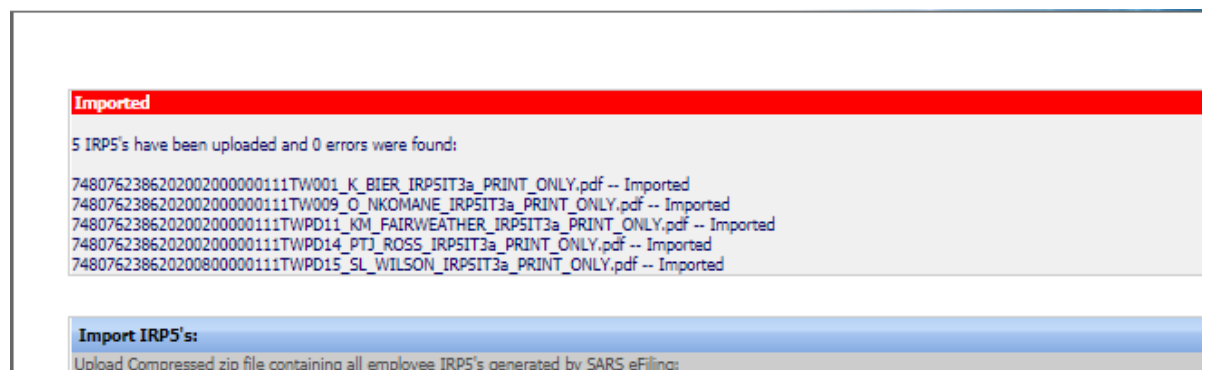
- Click on Imports
- Import IRP5's



- Select the Payroll Company
- Choose your IRP file and upload



- You will receive a message of how many files were imported.



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- The IRP5 will reflect under Employees Documents

Employee Documents:				List Documents for:
Description/Name:	Size	Date	View/Download:	
#1 IRP5 for February 2020	253.5 KB	19/01/2021	7480762386202002000000111TW001	
#2 IRP5 for February 2020	253.5 KB	26/01/2021	7480762386202002000000111TW001	
#3 IRP5 for February 2020	253.5 KB	27/01/2021	7480762386202002000000111TW001	

Company Documents:				List Documents for:
Description/Name:	Size	Date	View	
#1 Code of Business Conduct	33.5 KB	12/08/2009		
#2 Code of Ethics Policy	66.5 KB	12/08/2009	PO	
#3 Contract of Employment	95 KB	12/08/2009		
#4 Disciplinary Appeal Form	32 KB	12/08/2009		
#5 Disciplinary Code	77 KB	12/08/2009		

Download the document and view.