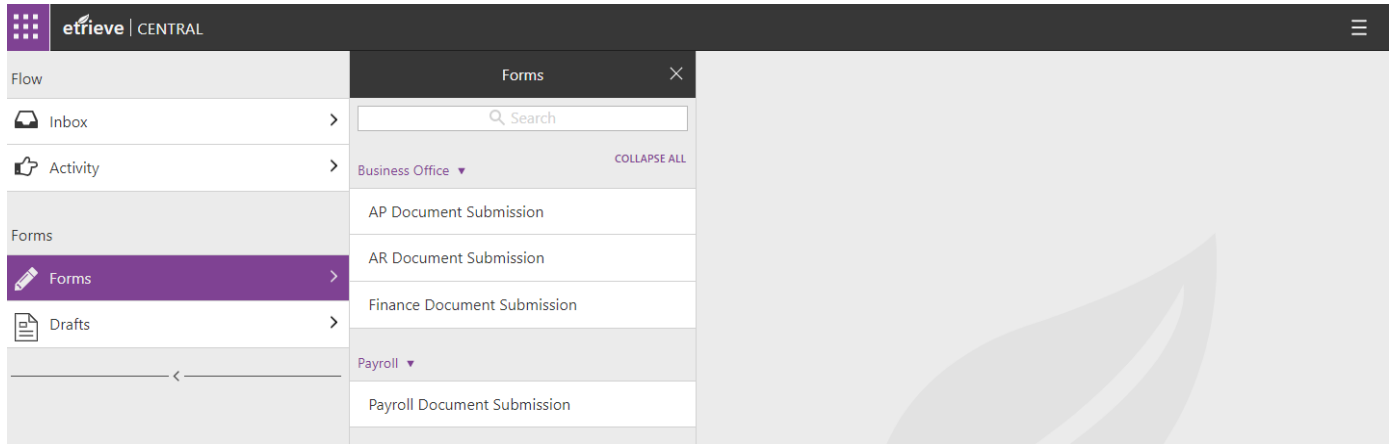


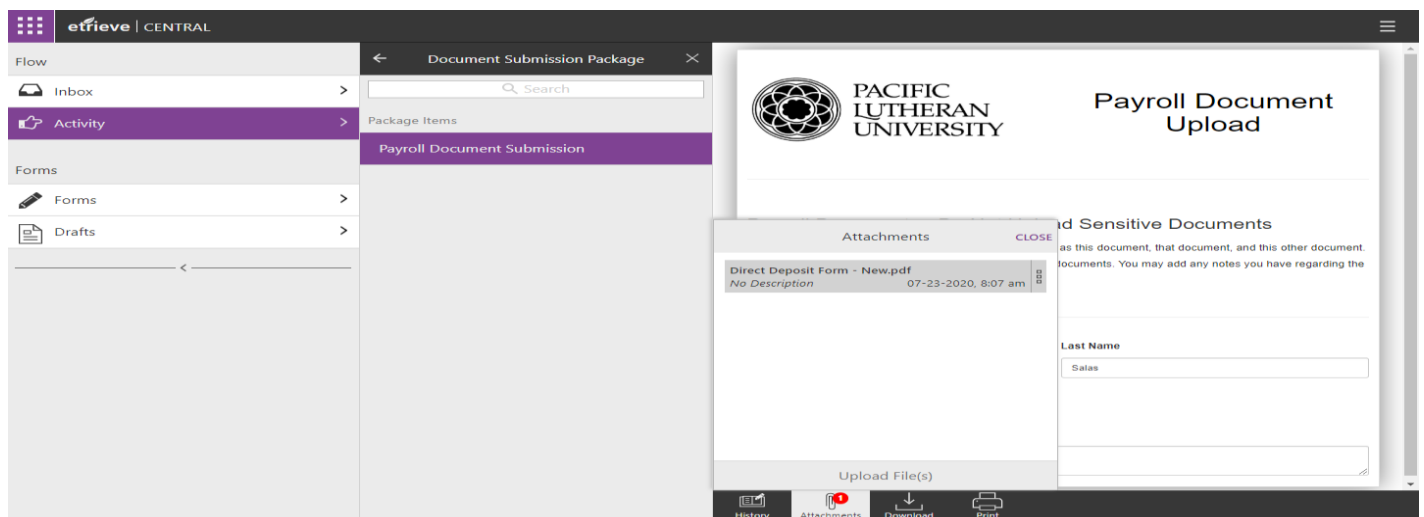
How to Use Etrieve Central for Uploading Payroll Documents –



- 1) The Payroll Dropbox is now even easier to access. Open the camera app on your phone and scan this QR Code for direct access. Then follow the steps below.
- 2) OR - If you do not have your phone available, you can also access the Payroll Dropbox by opening your web browser (preferably Google Chrome) and clicking this link (<https://etcentral.plu.edu/#/form>). (You may need to log into Banner using your Self Service Login.) Once the page is loaded you will now be on the home page.



- 3) To submit a file for upload, click on **Forms** then click on **Payroll Document Submission**.
- 4) A form will populate to your right-hand side.
- 5) Fill out your **First** and **Last Name**, Your **PLU ID** and leave a **Comment** about the document you will be submitting.
- 6) Next click on the **Paperclip** to upload an attachment from your computer, tablet or mobile device. Click **Upload File** to find your document. Document accepted format: PDF, JPG, PNG, GIF, BMP or TIF.
- 7) Once you have located your file click open and it will upload to Etrieve. When the file is attached, click on **Submit**.
- 8) After the document has been submitted, Payroll will then open the file and make any necessary changes in Banner that you have requested. If there are any questions, we will reach out to you directly either by PLU Email or by the phone number we have on file for you.
- 9) If you want to view what was submitted. Click on **Activity>Document Submission Package**. This will show you the date of submission. Click on the appropriate file and then your completed form will open on the right-hand side. You can click on **Attachments** to review what was submitted.



If you have any questions about the document you submitted, please email payr@plu.edu.

If you are experiencing system issues or issues with Etrieve, please reach out to the Help Desk x7525 or helpdesk@plu.edu.