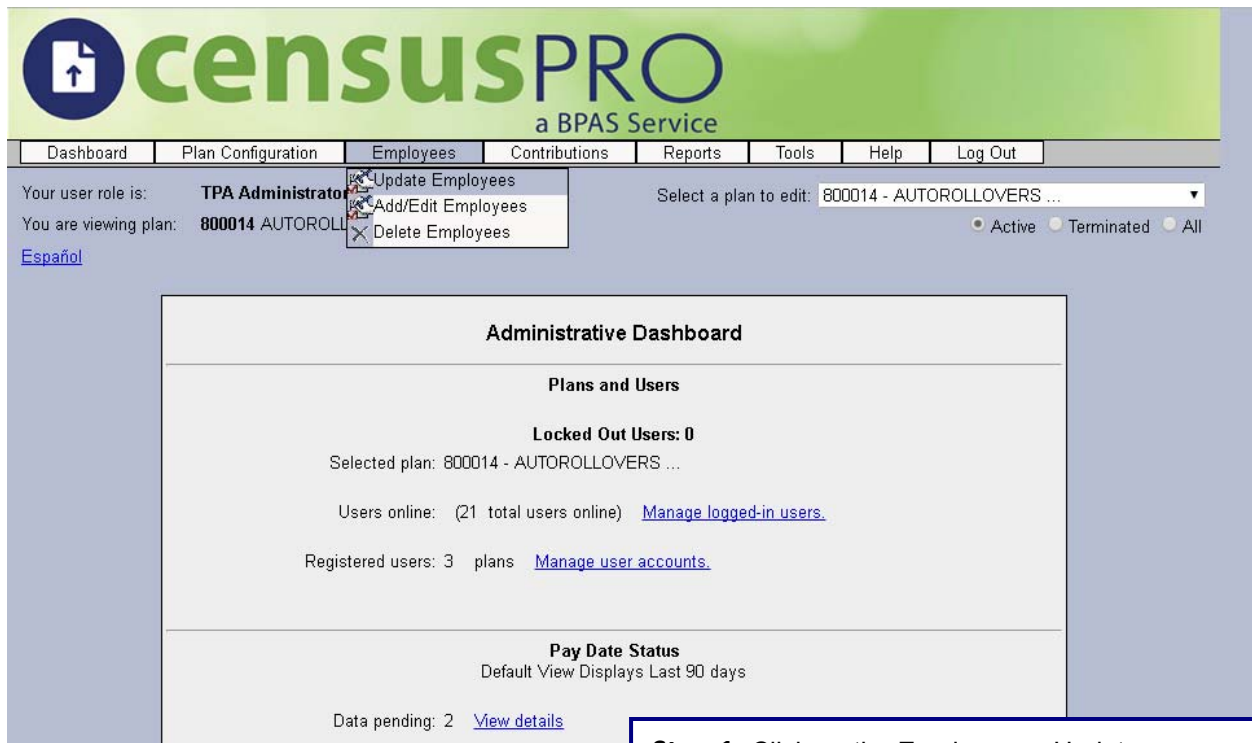## CensusPro® - Employee Update Feature

 A user who needs to submit updated information for an Employee Record can utilize the Employee Update feature. The data elements able to be updated through this feature are name, dates, and addresses.

If you need to correct a social security number, please call a member of the IRA Department for assistance.

Step 1: Click on the Employees - Update Employees submenu item.

Step 2: Update any information, Click "Save".

All of the employees will be listed. All of the fields (except social security number) are editable fields that can be updated.

Step 3: Click "Send to BPA", once all necessary updates have been entered.

Please send any feedback regarding these instructions to:
autorollovers@bpas.com.