# Managing Employee Handbooks

Employee Handbooks are an important resource for communicating company policies and expectations. They are typically presented to employees at the time of hire as part of an Onboarding Checklist. After acknowledgment, the handbook remains available for reference at any time within Würk via **Menu>My Company>Documents**.

**All company documents are housed in Würk via Menu>My Company>Documents.**
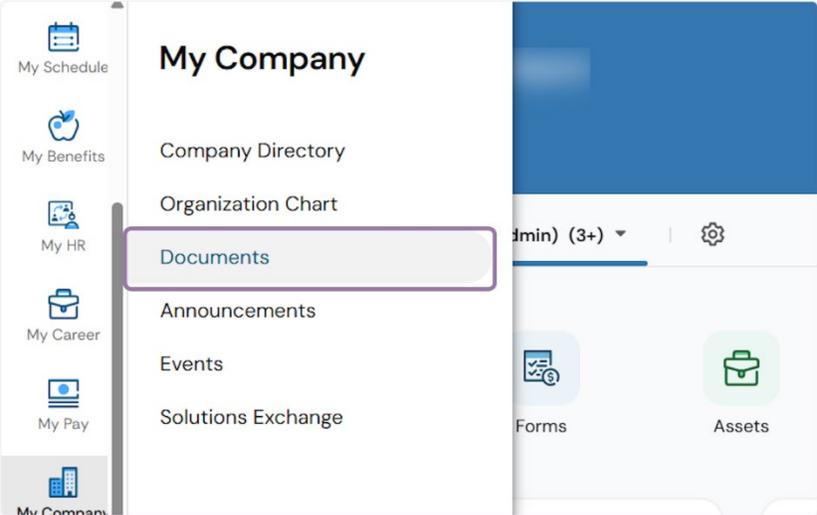
To access the handbook, locate the document (the actual name may vary) and click the download icon to open it.


> ℹ️ It's important to keep your Employee Handbook aligned with changing state and federal laws. We suggest reviewing it every six months or whenever regulations are updated. For helpful tips, check out **Employee Handbooks that Drive Compliance & Culture.**

Administrators can update or upload new Employee Handbooks by navigating in the menu to Admin>Our Company>Document Upload.
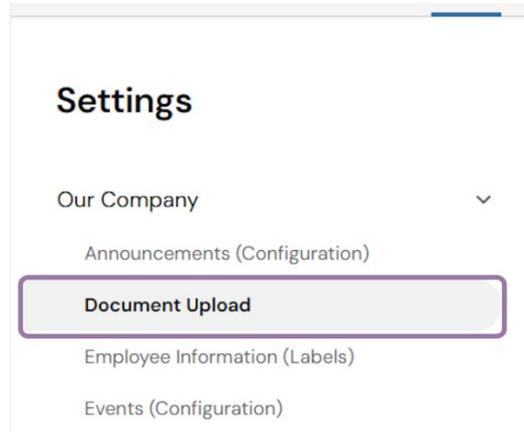
Click the Upload Document button and follow the prompts to add a new copy of the handbook.

We don't recommend overwriting the existing document with the new document, although this is an option. Replacing the current document will replace all previous versions provided to employees (including those linked in Onboarding Checklists).
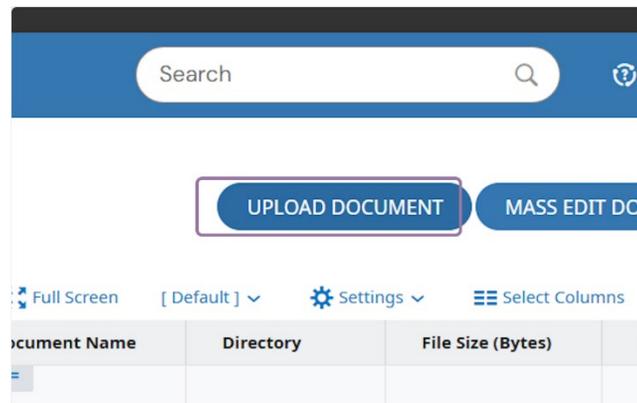
ℹ️ Please note: If your Employee Handbook is linked in other areas of the system, such as Onboarding Checklists, you may need to update those attachments as well. For assistance, contact support@enjoywurk.com.