UltiPro

Self Service Training- At a Glance

Access the site: **https://N12.UltiPro.com**   **OR**   **SharePoint: UltiPro Self-Service link**

User Name: Employee last name followed by last 4 digits of your Social Security Number
This will be your **permanent user name**. (Ex. Joe Smith SSN# 123-45-6789→ Username: Smith6789)

Default Password: 8 digit Birth date mmddyyyy (ex. May 22, 1975 is 05221975)

- 1ˢᵗ Time only: Your birth date is your temporary default password. System will prompt you for a new password.
- New password must be *at least 8 characters* (max 20) with *at least 1 upper case letter, at least 1 lower case letter, at least 1 number and at least 1 symbol.*
- You will then be required to select 3 security questions. These will be used if you click on the "forgot password link". In addition, you will be prompted to change your password every 90 days.

Forgot Password After Setup?: You may reset your own password if you forgot it after your original set up by going to the UltiPro login page and clicking on the link " Forgot your password? " and then enter your user name which will generate an email to reset your password. In the email provided there will be a link to UltiPro prompting you to answer your security questions which allows you to create a new password (NOTE: security question answers are case sensitive and no appreciations will be excepted ex. Drive not Dr).

Use UltiPro Self Service to:

➤ **Add/Delete Direct Deposit Accounts** *(Login to UltiPro: Myself→Pay→Direct Deposit)*
  - **Please allow <u>one to two paychecks</u> for direct deposit changes to take effect** as new accounts must do a trial run thru to the bank (prenote). A live paycheck will be mailed to the address on file 1 day prior to the check date.
  - **Note:** To have 100% of your check deposited into one account, please select "available balance" or option to split between accounts- but make sure at least one account has "available balance"
      (ex. Flat Amt: $1.00 or Percent: 10% into checking account and "available balance" into savings account)

➤ **Benefits Enrollment for Health Insurance**
  (Login to UltiPro: Myself → Benefits→Life Events tab (select appropriate event))

➤ **Change/Update Address or Change Name**
  (Login to UltiPro: Myself→Personal→Address→Change name, address, phone number link)
  - Name Changes: Please fax SS card prior to change to (630) 575-7480
  - Note: To successfully submit, you MUST press "Submit" on Workflow Approvals page

➤ **View Current and Past Pay Check Statements** *(Login to UltiPro: Myself→Pay)*

➤ **View PTO and GAP converted Balances** *(Login to UltiPro: Myself→Benefits→PTO Plans)*
  - Earned= Total PTO/GAP accrued as of last paycheck, Taken= Total hours taken, Available= Earned minus Taken hours, Last= Hours accrued per paycheck

➤ **Add Licenses/Skills/Education** *(Login to UltiPro: Myself→ Career & Education and select appropriate tab)*

➤ **View Current Pay Information and Pay Increases** *(Login to UltiPro: Myself→Jobs)*
  - Compensation tab→ Current Pay Information, Job History tab→ Pay/Status Changes
    Reviews tab→ Click on open blue notepad to view pay increase information:

➤ **Connect to Ultimate Time and Attendance (UTA)**
  (Login to UltiPro: Myself→ Time & Attendance)
  Use UTA to:
  - Hourly Employees: Punch In and Out
  - Request Time Off (PTO, Education Days, Jury Duty, Bereavement) for Eligible Employees
  - Enter in Clinic and Program GAP Time