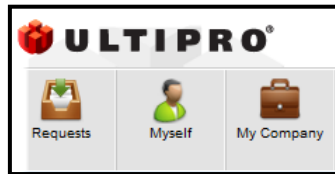


The Toolbar



The Toolbar across the top of the UltiPro Home Page enables you to quickly access your personal HR and Payroll information. The toolbar organizes site content by the following categories:

- Requests
- Myself
- My Company

To access information in a Category:

1. Hover over the Category Name, then
2. Click on one of the options in the dropdown menus.

My Company: Contains information about the company and employment related electronic forms.

Myself: Select to access YOUR personal HR and Payroll Record. **Main tabs** include:

- Personal
- Jobs
- Career & Education
- Pay
- Benefits

In addition, each main tab displays a series of **Sub Tabs** that display categories of data relevant to the tab title.

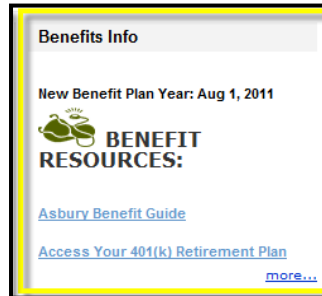


The Home Page

Once you have logged on to UltiPro, you will see the Home Page. The Home Page is organized by Content Boxes which enable you to access:

- Human Resources News
- Company News
- Benefits Information
- UltiPro Frequently Asked Questions

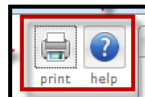
Home Page Content Boxes



The content boxes contain data for you to read and links for you to click that will display documents or take you to an external web page.

To expand each content box, click on more... located in the bottom right-hand corner of the box.

1. **Content Items:** Click on a Content Item link to load a webpage or display a document.
2. **Scroll** up and down the page using the scroll bar.
3. **Print** any UltiPro page by clicking the Print icon.
4. **Help:** click on the Help ? icon for help understanding contents of any UltiPro page.



Return Home: click on the Back button in the upper right-hand or on your Company Logo in the upper left-hand corner of the page.

Logging In to UltiPro



From any Internet Explorer window, key the below full web address:

<https://E13.Ultipro.com/login.aspx?ReturnUrl-%2Default.aspx%3fAlias%3dAsbur124&Alias=Asbur124>

Or, click on the UltiPro link located on the home page of ShareLink.

1. Key your assigned **User Name**
2. Key your default **Password**
3. Click **Log In**

Your User Name and Password will be provided by your local Human Resources office.

*NOTE: At the bottom of the log in screen, click on your **Preferred Language:** English, French or Spanish*

Upon initial Log In, you will be prompted to reset your Password. Your password *must* contain:

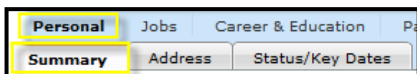
- Password Length: 8-15 characters
- Alpha characters: 2
- Uppercase alpha characters: 1
- Lowercase alpha characters: 1
- Numeric characters: 1
- Special characters: 1

You will be asked to select and answer **three (3) Security Questions** that will be used to retrieve your password should you forget it.

Logging Off

To log off of UltiPro, click on the Logout link located in the upper right-hand corner of the page.

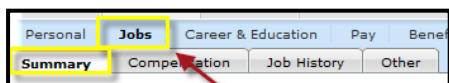
Your **Personal** Record



Click on **Myself > Personal**, then select a sub-tab:

- **Summary Tab** – Displays a summary of your personal data such as Name, Employee Number, Address, Home Phone, Company, Department, Job, Supervisor
- **Status/Key Dates** – Displays your Original Hire Date, Last Hire Date, Job Start Date, Seniority Date, Benefit Seniority Date

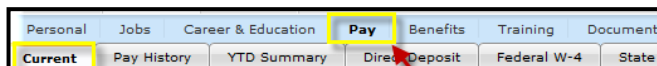
Your **Jobs** Record



Click on **Myself > Jobs**, then select a sub-tab:

- **Summary Tab** – Displays Job Title, Date & Time in Job, Supervisor, Secondary Jobs
- **Compensation Tab** – Displays your Current and Historical compensation data such as Pay Frequency, Scheduled Hours, Annual Salary, Period Pay, Weekly Pay, Hourly Pay Rate

Your **Pay** Record

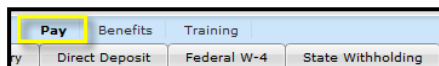


Click on **Myself > Pay**, then select a sub-tab:

- **Current Tab** – Displays your current pay stub record including:
 - **Pay Details:** Pay Date, Pay Period Start and End Dates, your Name and Address, Employee Number, Social Security Number, Job, Pay Rate, Pay Frequency, Pay Group, Location, Facility & Department Assignment, Federal &/or State Income Tax Filing Status, & Withholdings

- **Earnings:** Pay Type, Hours Worked, Pay Rate, Current Pay Date Earnings, YTD Earnings.
- **Deductions:** Deduction Type, Pre-Tax Notations, Current & YTD Deduction Amounts
- **Taxes:** Medicare, Federal, State, Local, and Social Security Current & YTD Tax Amounts, as applicable
- **Paid Time Off:** PTO Plan Assignment, Current Accrual, Cumulative Balance, as applicable
- **Net Pay Distribution:** Direct Deposit Account Number(s), Deposit Amount(s), and/or Total Net Check Amount
- **Pay Summary:** Current Total Gross Earnings, Federal Income Tax Taxable Wages, Additional Taxes, Deductions, Net Pay, YTD Gross

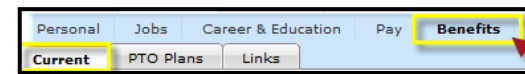
- **Pay History Tab** – Displays your prior record of pay stubs dating back (as applicable) to pay date 7/1/2011.
- **YTD Summary Tab** – Displays your current Year To Date record of Earnings, Deductions, and Taxes.



- **Direct Deposit Tab** – As applicable, displays your current Direct Deposit account set up and Status.
- **Federal W-4 Tab** – Displays your current Federal Tax Filing Status and Withholding information. Click on the year link to view.
- **State Withholding** – Displays your current State Tax Filing Status and Withholding information, as applicable.



Your **Benefits** Record



Click on **Myself > Benefits**, then select a sub-tab:

- **Current Tab** – Displays your current Benefit Elections/Plans, Coverage Amounts, Election Start Dates, Election Stop Dates, Last Employee Deduction, YTD Deductions
- **PTO Plans** – Displays your current PTO Plan Assignment, PTO Hours Earned, PTO Hours Taken, PTO Hours Available, PTO Accrual Rate. If you are not PTO eligible, this sub-tab will be blank.

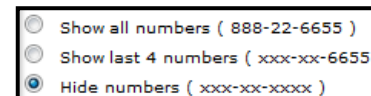
Printing Any Page In UltiPro

1. Click on the Printer icon located in the upper right-hand area of the page
2. A second print window appears. Click on the Print icon
3. Select the appropriate printer
4. Click Print one final time

Printing Your Pay Stub

Click on **Myself > Pay > Current**, then:

1. Click on the Print icon
2. Social Security Number (SSN) Print Format: select an option to designate how you want your SSN to display on your pay stub



3. Click Finish
4. On the 2nd print screen, click Print
5. In the final print menu, click Print a final time

Need additional UltiPro support? Contact your local Human Resources office for further guidance.