



Ultimate

SOFTWARE

Introduction to UltiPro

Our New Payroll/HR System

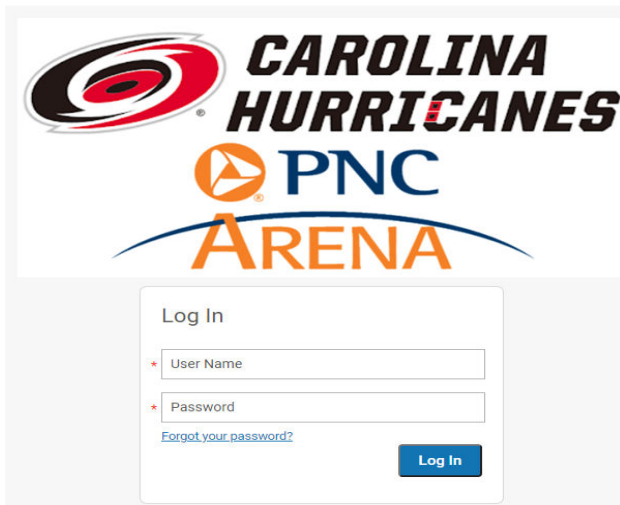
People first.

- How do I log in?
- What can I do on UltiPro?
 - View pay statements
 - Check tax withholdings
 - Update personal information
 - Manage contacts/dependents



How do I Log in?

- **Website:** <https://ew46.ultipro.com/Login.aspx>
- **User Name:** First name + Last Name + '@' + HHR (Master Company Code) - ex: johnsmith@HHR
- **Default Password:** birthday (MMDDYYYY format)



Log In

• User Name

• Password

[Forgot your password?](#)

Log In

Please note:

- **Select Forgot your password after 2 failed attempts to log in!!**
- ***This allows you to reset the password without contacting a manager to do this for you!***

Password Requirements

After logging in to the self-service for the first time, you will be prompted to change your password.

For security reasons your password:

- Must contain at least one upper-case alphabetic character, one lower-case alphabetic character, one numeric character, and one special character
- Can be any combination of alpha-numeric characters that meet the above requirement
- Cannot include spaces or apostrophes
- Is case sensitive

Challenge Questions

You will be asked to setup three challenge questions which can be used to reset your password in case you forget it and click the Forgot your Password link.

Tips to setup the challenge questions:

1. Select questions that you the answer to and type in the answer below that question
2. The answers are case-sensitive

Remember your password!

Note: It is always best to record your user name and passwords in a safe place for future reference.

Using UltiPro

What can I do in the new system?

View pay statements

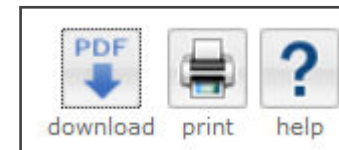
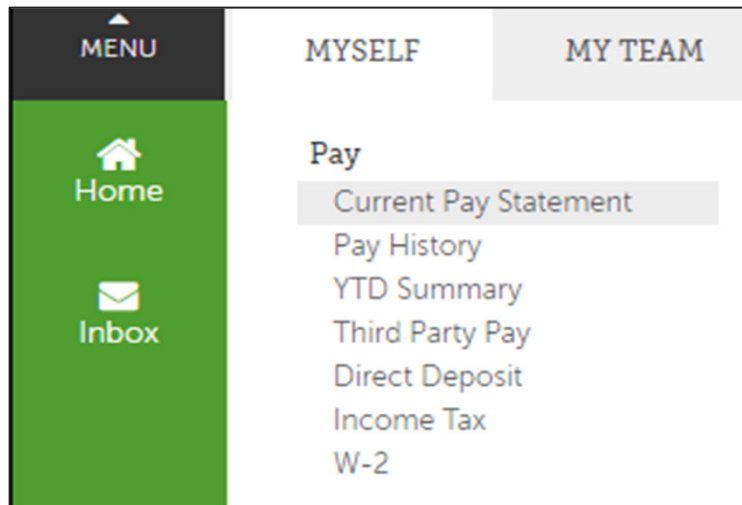
Check withholdings

Update personal information

Manage contacts/dependents

Pay Statement Information

- Access your pay statements from the Home page or under Myself/Current Pay Statement.
- Download or print your pay statements from the Statement screen.



Check Withholdings

- View your tax history under Pay/Income Tax tab.
- View your W-2s under Pay/W-2 whenever they are available.

The screenshot shows the PNC Arena payroll system interface. At the top, there is a navigation bar with logos for Carolina Hurricanes and PNC Arena, and a user profile for 'Myself Pay'. Below this is a red navigation menu with tabs for 'Current Pay Statement', 'Pay History', 'YTD Summary', 'Total Compensation', 'Third Party Pay', 'Direct Deposit', 'Income Tax', and 'W-2'. The 'Income Tax' tab is selected.

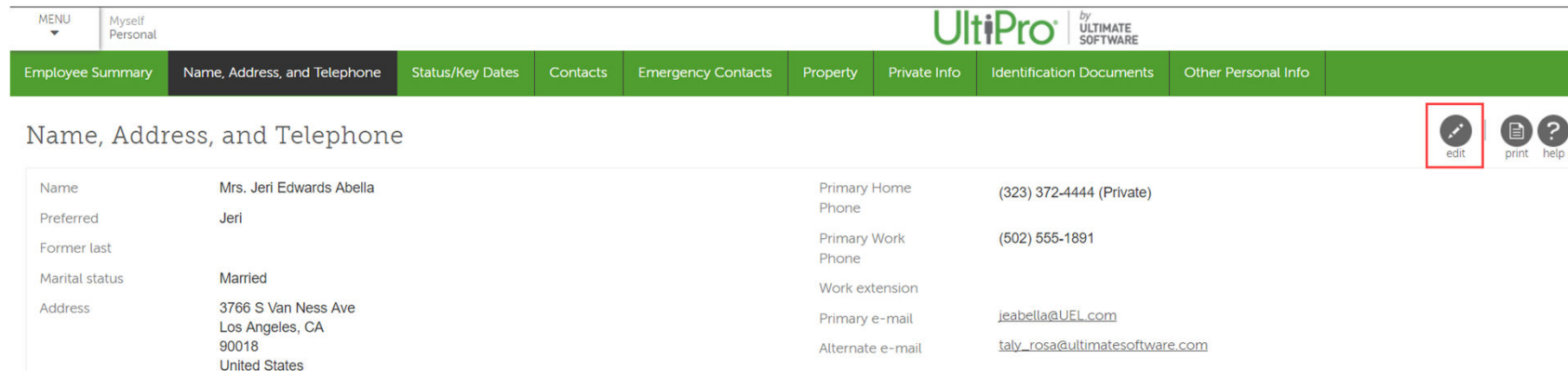
The main content area is titled 'Income Tax Summary'. It includes a 'print help' icon and a 'Things I Can Do' sidebar with a link to 'Add/Change Withholding Form (W-4)'. Below the title, there are 'Active' and 'Inactive' filters. The main table is titled 'Regular Wages' and contains the following data:

Description	Form	History	Filing Status	Multiple Jobs	Claimed Allowances	Additional Allowances	Claimed Dependents Total	Other Income	Deductions	Additional Amount	Block Withholding	Exempt From Tax
Federal Income Tax	Paper		MARRIED		0	0	\$0.00	\$0.00	\$0.00	\$0.00		
NC State Income Tax	Paper		MARRIED FILING JOINT OR SURV SPOUSE		0	0				\$0.00		

At the bottom of the table, it says 'NORTH CAROLINA, HHOLD'.

Update Personal Information

Personal information can be edited by clicking on the Edit button on the top-right corner of the Personal tab. Simply select the button and follow the instructions.



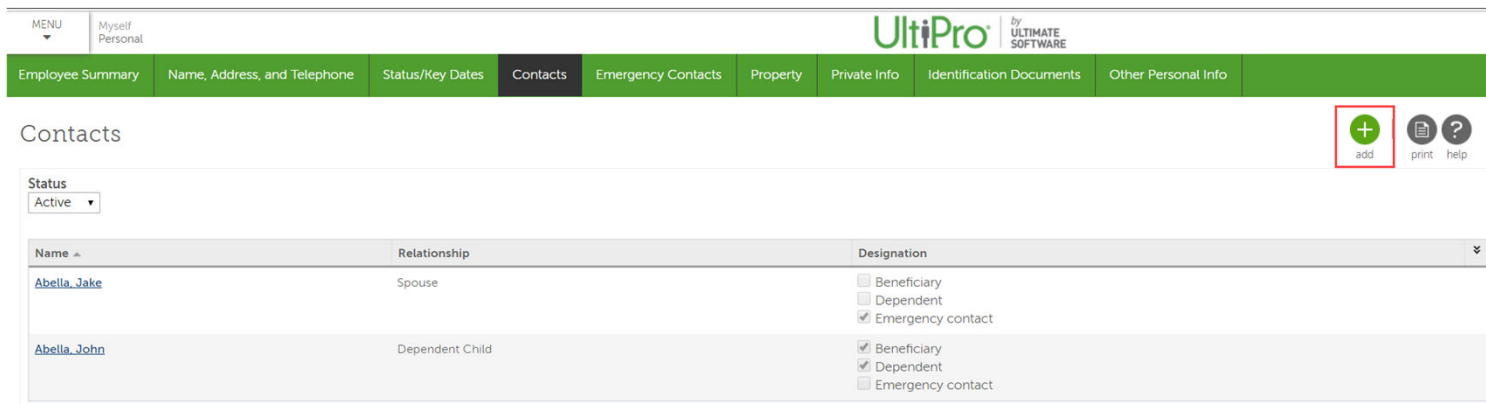
The screenshot shows the UltiPro software interface. At the top, there is a navigation bar with a 'MENU' dropdown and 'Myself Personal' selected. The main navigation bar includes tabs for 'Employee Summary', 'Name, Address, and Telephone', 'Status/Key Dates', 'Contacts', 'Emergency Contacts', 'Property', 'Private Info', 'Identification Documents', and 'Other Personal Info'. The 'Name, Address, and Telephone' tab is active. Below the navigation bar, the title 'Name, Address, and Telephone' is displayed. In the top right corner of this section, there are three icons: 'edit' (highlighted with a red box), 'print', and 'help'. The main content area displays personal information for Mrs. Jeri Edwards Abella, including preferred name, former last name, marital status, address, primary home and work phone numbers, work extension, primary e-mail, and alternate e-mail.

Name	Mrs. Jeri Edwards Abella	Primary Home Phone	(323) 372-4444 (Private)
Preferred	Jeri	Primary Work Phone	(502) 555-1891
Former last		Work extension	
Marital status	Married	Primary e-mail	jeabella@UFL.com
Address	3766 S Van Ness Ave Los Angeles, CA 90018 United States	Alternate e-mail	taly_rosa@ultimatesoftware.com

Note: Any information you have been given permission to change will display an “Edit” button at the top right. Simply select the button and follow the instructions.

Manage Contacts/Dependents

- Select the **+** button on the Personal/Contacts screen to add a new contact.
- Select the name of a current contact to update it.



The screenshot displays the 'Contacts' management interface in the UltiPro software. The top navigation bar includes 'Employee Summary', 'Name, Address, and Telephone', 'Status/Key Dates', 'Contacts', 'Emergency Contacts', 'Property', 'Private Info', 'Identification Documents', and 'Other Personal Info'. The 'Contacts' tab is active. Below the navigation bar, there is a 'Status' dropdown menu set to 'Active'. To the right of the status menu are three icons: a green circle with a white plus sign labeled 'add', a document icon labeled 'print', and a question mark icon labeled 'help'. Below these icons is a table with three columns: 'Name', 'Relationship', and 'Designation'. The table contains two rows of contact information.

Name	Relationship	Designation
Abella_Jake	Spouse	<input type="checkbox"/> Beneficiary <input type="checkbox"/> Dependent <input checked="" type="checkbox"/> Emergency contact
Abella_John	Dependent Child	<input checked="" type="checkbox"/> Beneficiary <input checked="" type="checkbox"/> Dependent <input type="checkbox"/> Emergency contact

What do I do if I can't login

- If you forget your password, please attempt to use the Forgot your password link first.

A teal-tinted photograph of a tropical park. In the foreground, there is a fountain with water spraying upwards. The background is filled with tall palm trees and lush greenery. The overall scene is serene and tropical.

Thank You

People first.