Ultimate
SOFTWARE

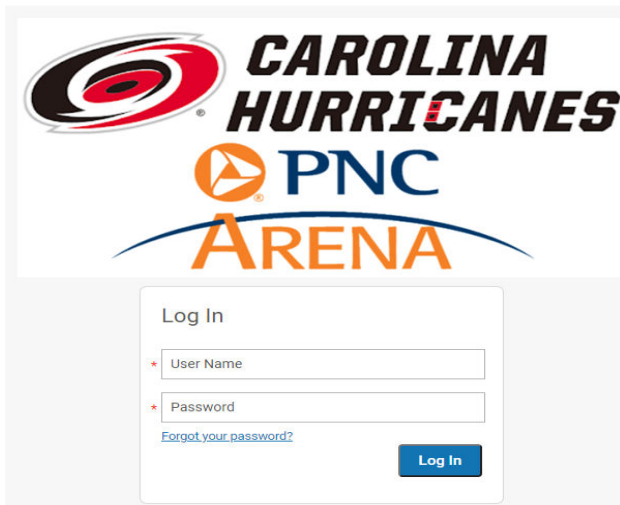## Introduction to UltiPro
Our New Payroll/HR System

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

AGENDA

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)

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

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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.

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Using UltiPro

What can I do in the new system?

- View pay statements
- Check withholdings
- Update personal information
- Manage contacts/dependents

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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.
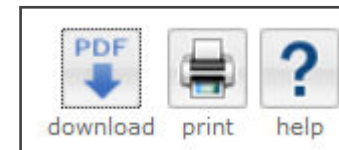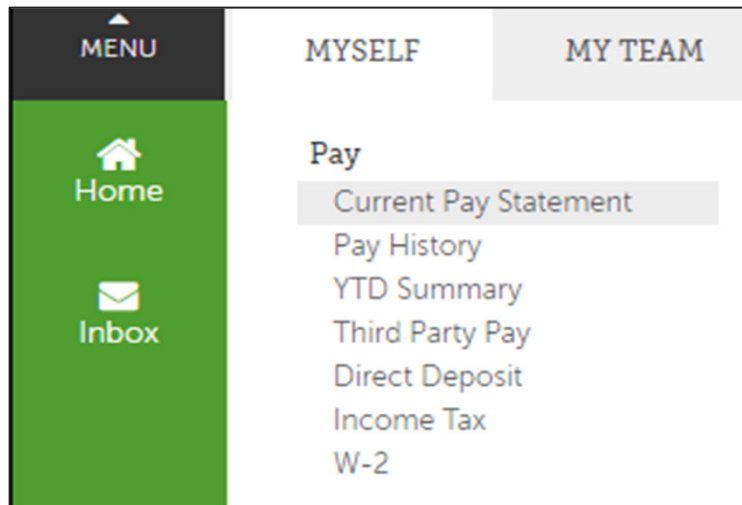
Check Withholdings

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

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.

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.

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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.

What do I do if I can't login

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

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Thank You

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