ULTIPRO FOR EMPLOYEES

A how to guide for Employees

ABSTRACT
This guide is designed to show Employees how to get started and do basic functions in the UltiPro Human Resource Information Management System.

Contents

Logging into UltiPro

1. Web Address: https://ew11.ultipro.com/Login.aspx
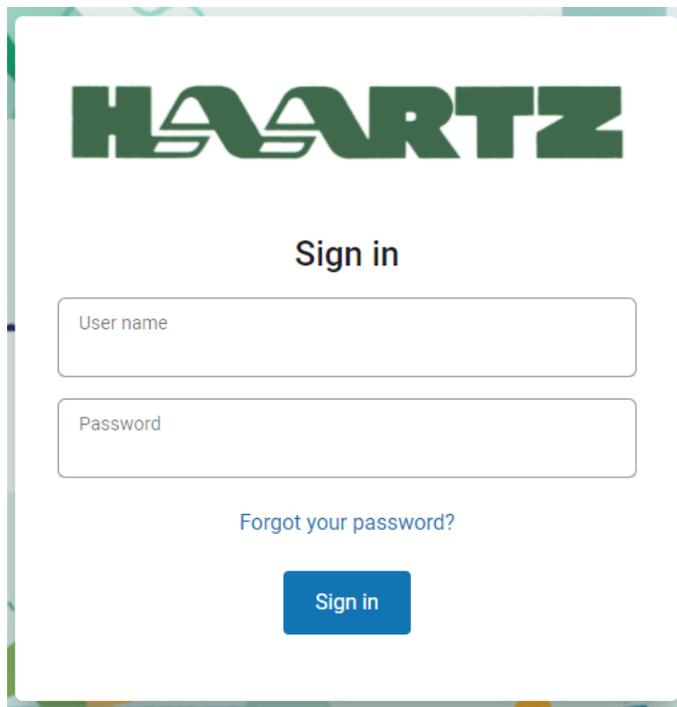
2. Login to UltiPro with your username and password, provided by Human Resources. If you are uncertain of your username and/or password, please contact Human Resources.

     a. Username: haarXXXXXX   Ex: haar999999

     b. Password: your initial password will be your birthdate (MMDDYYYY), Ex: 01011901

3. Your first login will require you to create a new password and chose three security questions and answers.

Once you are logged in, the UltiPro Home screen displays. Click the Menu icon MENU ▾ on the left side of the screen and you will be presented with the following screen.

Here you can select the "Myself" tab on the navigation bar. You will have the option of choosing to see Personal Information, Jobs, Career & Education, Employee Timesheet, Pay, Benefits, Open Enrollment, Training, Life Events and Documents.
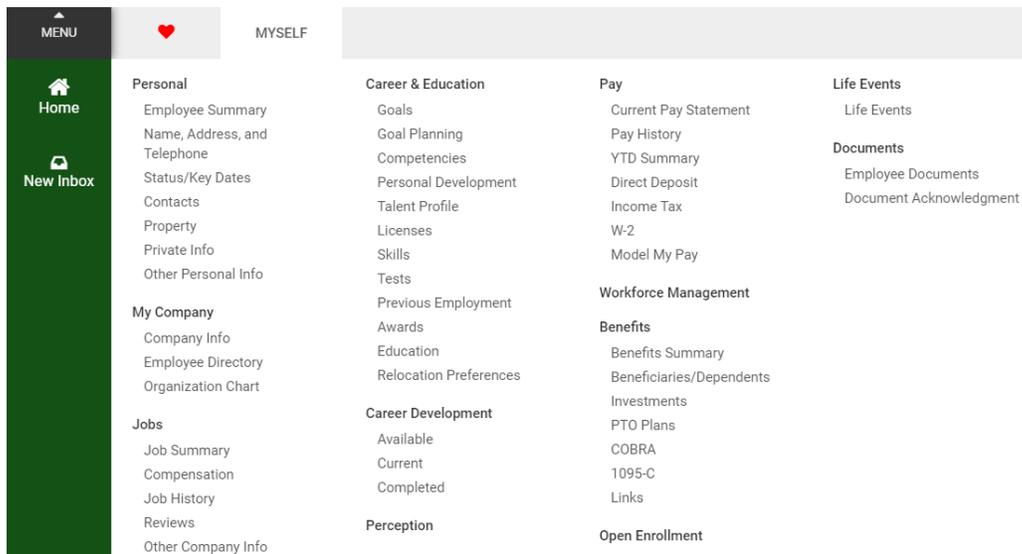
Forgot your Password?

If you forget your password, click the **Forgot your password?** Link on the login page
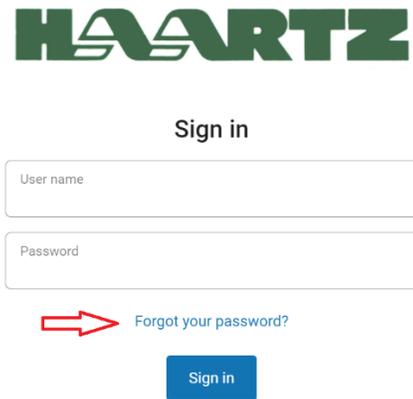
Enter your username and click Go. You do not have an access code or reset link.

You will be asked to answer the security questions you designated when you first set your password. Successfully answering those questions will then enable you to reset your password.

** If you forget your username or security questions, you will have to contact Human Resources.

How to View your Pay Statements

Click on the Current Pay Statement tab under the Pay menu, and you will be able to view your pay statement in detail.

You can also view your previous pay statements click on the specific date from the Pay History Tab.