



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.

Haartz UltiPro for Employees

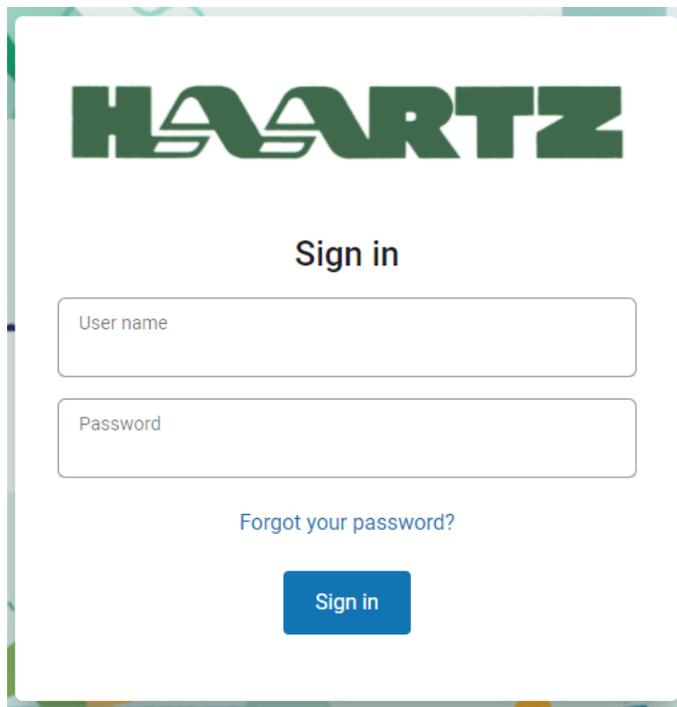
Contents

Logging into UltiPro	2
Forgot your Password?	4
How to View your Pay Statements	5

Haartz UltiPro for Employees

Logging into UltiPro

1. Web Address: <https://ew11.ultipro.com/Login.aspx>



HAARTZ

Sign in

User name

Password

[Forgot your password?](#)

Sign in

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.

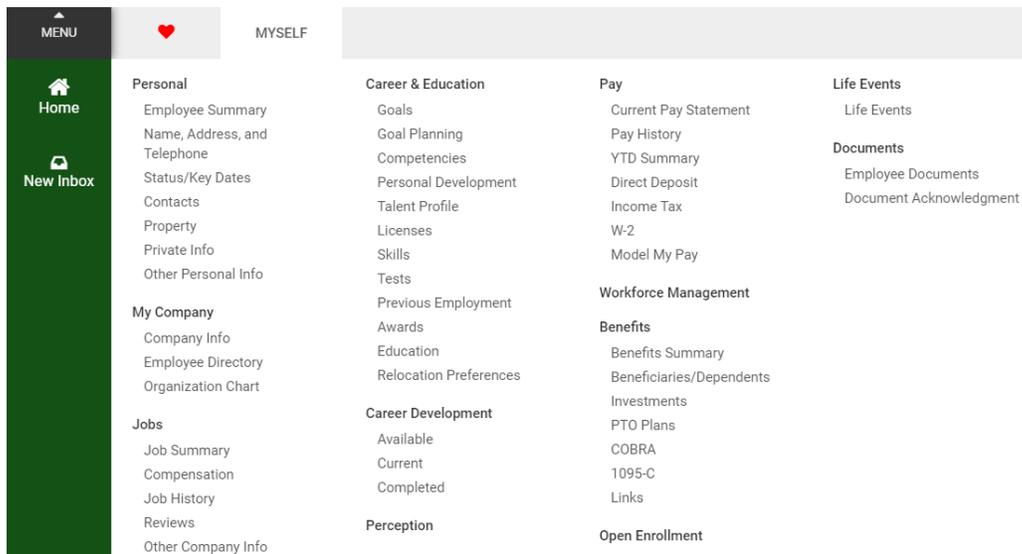
- a. Username: haarXXXXXX Ex: haar999999
- b. Password: your initial password will be your birthdate (MMDDYYYY), Ex: 01011901

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

Haartz UltiPro for Employees

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

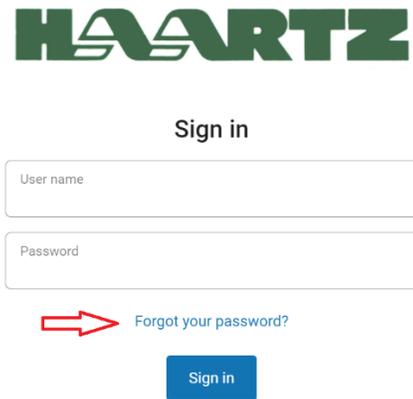
Here you can select the "Myself" tab on the navigation bar. You will have the option of choosing to see Personal Information, Jobs, Career & Education, Employee Timesheet, Pay, Benefits, Open Enrollment, Training, Life Events and Documents.



Haartz UltiPro for Employees

Forgot your Password?

If you forget your password, click the **Forgot your password?** Link on the login page



HAARTZ

Sign in

User name

Password

[Forgot your password?](#)

Sign in

Enter your username and click Go. You do not have an access code or reset link.



HAARTZ

Forgot Your Password?

No problem. We can help with that.

Let's get started.

Enter your User Name and we will help you reset your password.

User name
haar999999

or

~~Received an access code or reset link?~~

~~Enter the access code along with your User Name below. If you received a reset link by email, please follow the instruction in the email.~~

User name

Access Code

Don't know your User Name? Contact your System Administrator for help.

Cancel Go

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.**

Haartz UltiPro for Employees

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.

The screenshot shows the Haartz UltiPro employee portal interface. On the left is a dark green sidebar with a 'MENU' header and two main sections: 'Home' (with a house icon) and 'New Inbox' (with an envelope icon). To the right of the sidebar is a light gray header bar with a heart icon and the text 'MYSELF'. Below the header bar is a grid of menu items organized into several categories:

- Personal**: Employee Summary, Name, Address, and Telephone, Status/Key Dates, Contacts, Property, Private Info, Other Personal Info
- My Company**: Company Info, Employee Directory, Organization Chart
- Jobs**: Job Summary, Compensation, Job History, Reviews, Other Company Info
- Career & Education**: Goals, Goal Planning, Competencies, Personal Development, Talent Profile, Licenses, Skills, Tests, Previous Employment, Awards, Education, Relocation Preferences
- Career Development**: Available, Current, Completed
- Perception**
- Pay** (circled in red): Current Pay Statement, Pay History, YTD Summary, Direct Deposit, Income Tax, W-2, Model My Pay
- Workforce Management**
- Benefits**: Benefits Summary, Beneficiaries/Dependents, Investments, PTO Plans, COBRA, 1095-C, Links
- Open Enrollment**
- Life Events**: Life Events
- Documents**: Employee Documents, Document Acknowledgment