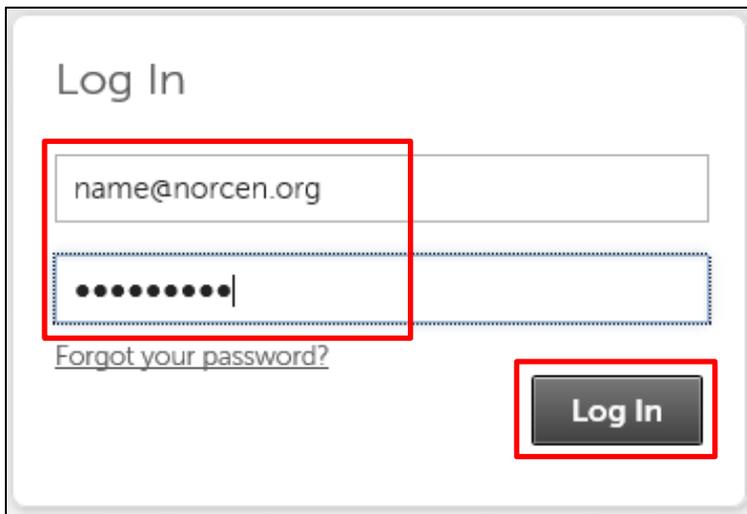


UltiPro Job Aid – Log In and View/Print Current Pay Statement

View and print a copy of your pay statement from Current Pay Statement page in UltiPro. From this page, view detailed information about your pay statements, including earnings, deductions, tax amounts, and net pay.

INITIAL Log In to UltiPro

1. **Double-click** UltiPro desktop icon  .
2. When **UltiPro Log In** displays:
 - a. In **User Name**, type your North Central Health Care (**NCHC**) **e-mail address** (e.g. name@norcen.org).
 - b. In **Password**, type your **Date of Birth** in MMDDYYYY format (e.g. 10151982 for October 15, 1982).
3. Click **Log In**.



4. When **Change Password** page displays:
 - a. In **Current Password**, type your **Date of Birth** in MMDDYYYY format (e.g. 10151982 for October 15, 1982).
 - b. In **New Password**, type new password. Pay close attention to password requirements (e.g. password length, upper/lower case letters, numbers, special characters described in screen shot below).
 - c. In **Confirm Password**, retype new password.
 - d. Click **OK**.

Change Password

Your new password cannot be the same as your previous one and must meet the minimum password requirements outlined below:

Password length: 8-50
Letters: 2
 Uppercase: 1
 Lowercase: 1
Numbers: 1
Special characters: 1 (Examples: !@#\$%^&*()_-=(){|\:;|'<, >, ? / ~)

Current Password
New Password
Confirm Password

[Cancel](#)

5. When **Challenge Questions** page displays:
 - a. Click **drop-down arrow** next to first challenge question field.
 - b. Select first **challenge question** from list.
 - c. Type **answer** to challenge question in corresponding field.

Challenge Questions

Please select and answer your challenge questions from the list below. The selected challenge questions will be used to verify your identity when you request to reset your password.

[Cancel](#)

- d. **Repeat steps** a through c for second and third challenge questions/answers.

Challenge Questions

Please select and answer your challenge questions from the list below. The selected challenge questions will be used to verify your identity when you request to reset your password.

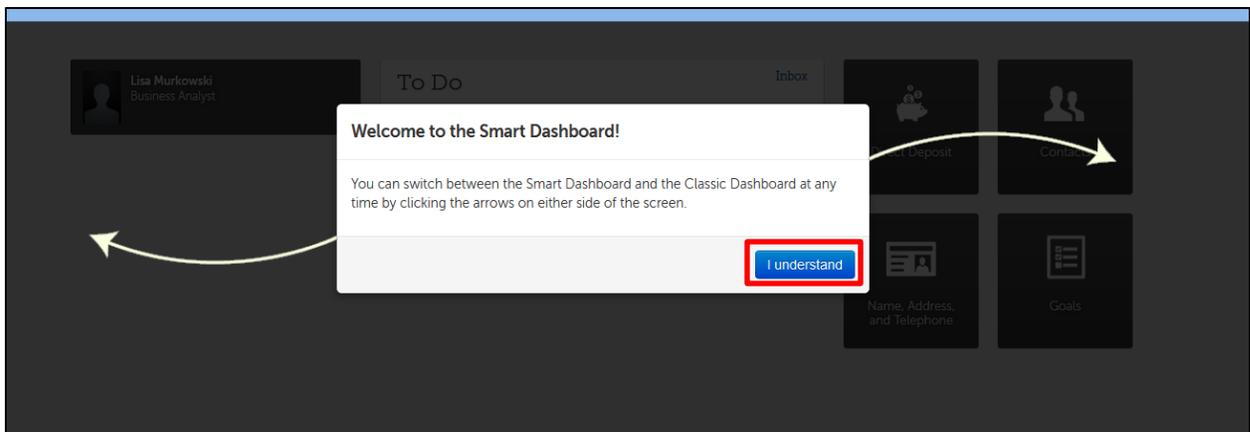
What is your favorite color? Orange

In what city were you born? Paris

What is your favorite sports team? Packers

[Cancel](#) **Continue**

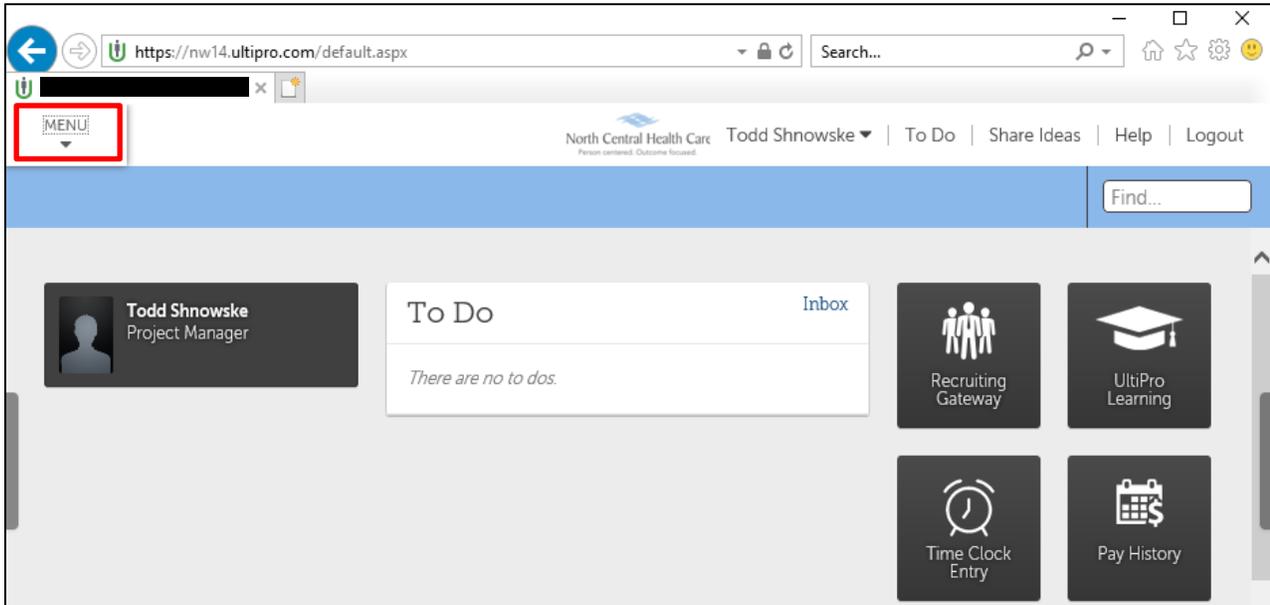
6. Click **Continue**.
7. When **Welcome to the Smart Dashboard!** page displays, click **I Understand**.



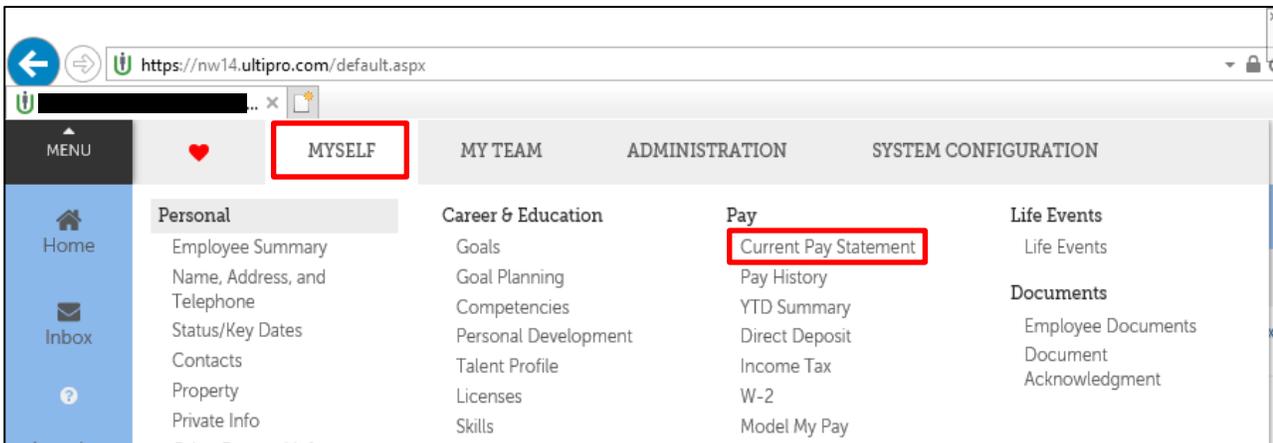
View Current Pay Statement

1. UltiPro Dashboard displays, click **MENU**.

Note: UltiPro menu options are security driven and individuals may configure dashboards by preference; **your UltiPro view may be different from screen shots in this document and other users.**



2. Click **MYSELF** tab.
3. Click **Current Pay Statement**.



Most current pay statement displays for viewing.

Print Current Pay Statement

1. While viewing current pay statement, click **print**  .
2. Click radio button next to Social security number format to print (or hide) on current pay statement.

3. Click **finish**  . Printer friendly version of current Pay Statement displays.

4. Click **Print**.

Pay Statement

UltiPro by ULTIMATE SOFTWARE

Max Entertainment Inc
5207 Interboro Ave
Pittsburgh, PA 15207

Pay Statement
Period Start Date 12/04/2017
Period End Date 12/17/2017
Pay Date 12/28/2017
Document 125816
Net Pay \$976.95

Pay Details

Marge A Borget 2307 Meadowview Dr Gwynn Oak, MD 21207 USA	Employee Number 100100011 SSN XXX-XX-XXXX Job Customer Support Rep Pay Rate \$19.5000 Pay Frequency Biweekly	Pay Group Electronics BiWkly DDAs Location Pittsburgh, Pennsylvania Region CEN - Central Division MNFT - Manufacturing Establishment NONE - No Establishment Department CUST - Customer Relations	Federal Income Tax S 0 MD State Income Tax (Residence) M 3 PA State Income Tax (Work) M 3
--	--	--	---

Earnings

5. Click **Print**.

Print

General Options

Select Printer

- SecurePrint03 on CCDDPnt03
- Send To OneNote 2010

Status: Ready Print to file Preferences

Location: Find Printer...

Comment:

Page Range

All Selection Current Page

Pages: 1

Enter either a single page number or a single page range. For example, 5-12

Number of copies: 1

Collate

Print Cancel Apply

6. Click **Close**.

View Pay Section Overview Quick Tour

To learn more about the UltiPro Pay Section, click **Pay Section Overview** link in Quick Tours and Tips.

Things I Can Do

FOR THIS TAB SET

[Change Pay Statement Preference](#)

Quick Tours and Tips

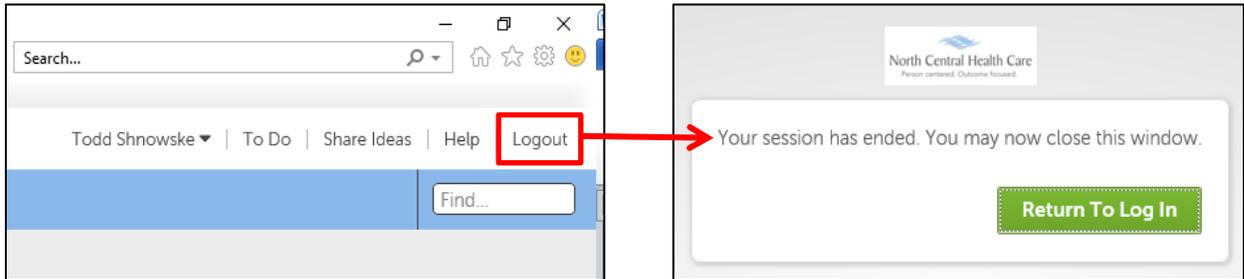
[Pay Section Overview](#)

[Add a Direct Deposit Account Tour](#)

[View Your Form W-2 Tour](#)

Log Out of UltiPro

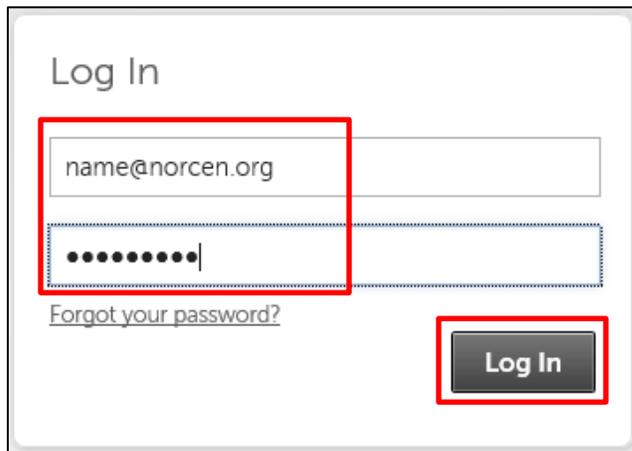
1. Click **Logout**.



2. Click **X** in upper right corner of window to close web browser.

Log In to UltiPro – AFTER Initial Password Change

1. **Double-click** UltiPro desktop icon  .
2. When **UltiPro Log In** displays:
 - a. In **User Name**, type your North Central Health Care (**NCHC**) e-mail address (e.g. name@norcen.org).
 - b. In **Password**, type your password.
3. Click **Log In**. UltiPro Dashboard displays.

The image shows a 'Log In' form. The 'User Name' field contains 'name@norcen.org' and is highlighted with a red box. The 'Password' field contains a series of dots and is also highlighted with a red box. Below the password field is a link that says 'Forgot your password?'. The 'Log In' button is highlighted with a red box.

Get Help

- **View Help Documentation**
 - » Available from **Help** link when signed into UltiPro
- **View Quick Tours and Tips**
 - » Available in Quick Tours and Tips links section of application tab set when signed into UltiPro
- **Send e-mail to NCHC - Human Resources**
 - » HResources@nrcen.org
- **Speak with Human Resources Staff**
 - » 715-848-4419 or ext. 4419