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

Log In	
name@norcen.org	
•••••	
Forgot your password?	Log In

- 4. When Change Password page displays:
 - a. In *Current Password*, type <u>your</u> **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.



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Change Pas	ssword
Your new password on meet the minimum p	cannot be the same as your previous one and must bassword 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	
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- 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 li The selected challenge questions will be used to verify your id when you request to reset your password.	ist below. dentity
· · · · · · · · · · · · · · · · · · ·	
Cancel	Continue

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

Challenge Questions	
Please select and answer your challenge questions from The selected challenge questions will be used to verify you when you request to reset your password.	the list below. our identity
What is your favorite color?	Orange
In what city were you born?	Paris
What is your favorite sports team?	Packers
<u>Cancel</u>	Continue

6. Click Continue.

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

Lisa Murkowski	To Do	Inbox	
Business Analyst	Welcome to the Smart Dashboard!		
	You can switch between the Smart Dashboard and the Classic time by clicking the arrows on either side of the screen.	Dashboard at any	
		I understand	
		Name, Address, and Telephone	Goals



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**.

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	There are no to dos.				Recruiting Gateway	UltiPro Learnin	g	
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- 2. Click MYSELF tab.
- 3. Click Current Pay Statement.

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	MENU	♥ MYSELF	MY TEAM A	ADMINISTRATION SYS	TEM CONFIGURATION	
	*	Personal	Career & Education	Pay	Life Events	
	Home	Employee Summary	Goals	Current Pay Statemer	nt Life Events	
		Name, Address, and Telephone	Goal Planning Competencies	Pay History YTD Summary	Documents	
	Inbox	Status/Key Dates	, Personal Development	Direct Deposit	Employee Documents	x
		Contacts	Talent Profile	Income Tax		
		Property	Licenses	W-2	Acknowledgment	
		Private Info	Skills	Model My Pay		
1						



Most current pay statement displays for viewing.

MENU Myself Pay	North Central Health Care Prozer annual Octorine Isoand							
Current Pay Statement	Pay History	YTD Summary	Direct Deposit	Income Ta	www-2	Model My Pa	у	
Pay Statemen	t						downle	pad print help
This is a statement of en negotiable.	arnings and ded	luctions. This pa	ay statement is non-					
Max Entertainment Inc 5207 Interboro Ave Pittsburgh, PA 15207	SOFTWARE						Pay Statement Period Start Date 12/04/2017 Pariod End Date 12/17/2017 Pay Date 12/28/2017 Occument 125816 Net Pay 5976.95	
Pay Details								
Marge A Borget 2307 Meadowview Dr Gywnn Oak, MD 21207 USA		Employee Number SSN Job Pay Rate Pay Frequency	100100011 XXX-XX-XXXX Customer Support Rep \$19.5000 Biweekly	Pay Group Location Region Division Establishmnt Department	Electronics BiWk Pittsburgh, Penns CEN - Central MNFT - Manufac NONE - No Estal CUST - Custome	ly DDAs sylvania turing blishment r Relations	Federal Income Tax MD State Income Tax (Residenc PA State Income Tax (Work)	S 0 (ve) M 3 M 3
Earnings		1						
Pay Type			Hours	Pay Rate		Cu	rrent	YTD
Total Hours 80.0000		80	0000	\$0.0000		\$1,5E	10.00	\$56,880.00
Deductions			1					

Print Current Pay Statement

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



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



4. Click Print.

ay Statement								
Ult i Pro ⁻	by ULTIMATE SOFTWARE							
Max Entertainment Inc						Pay Statement		
5207 Interboro Ave Bittsburgh BA 15207						Period Start Date	12/04/2017	
Pittabargh, PA 19207						Period End Date	12/17/2017	
						Pay Date	12/28/2017	
						Document	125816	
						Net Pay	\$976.95	
Pay Details								
Marge A Borget		Employee	100100011	Pay Group	Electronics BiWkly DDAs	Federal Income T	ax	S 0
2307 Meadowview Dr		Number		Location	Pittsburgh, Pennsylvania	MD State Income	Tax (Residence) M 3
Gywnn Oak, MD 21207		SSN	XXX-XX-XXXX	Region	CEN - Central	PA State Income	Tax (Work)	М 3
USA		Job	Customer Support	Division	MNFT - Manufacturing			
		Pay Rate	\$19.5000	Establishmnt	NONE - No Establishment			
		Pay Frequency	Biweekly	Department	CUST - Customer Relations			
Earnings								

5. Click Print.

General Online	
Options Options	
Select Printer	
SecurePrint03 on CCDPPrnt03	
🚍 Send To OneNote 2010	
٤	>
Status: Ready	Print to file Preferences
Comment:	Find Printer
Page Range	
All	Number of copies: 1
O Selection O Current Page	
O Pages: 1	
Enter either a single page number or a single	123 123
page range. For example, 5-12	
- Pri	int Connel 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.

Search	- ロ × [ア- 企 ☆ 戀 🥴	North Central Health Care Print content Outcare focuerd
Todd Shnowske ▼ To Do	Share Ideas Help Logout	Your session has ended. You may now close this window.

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 $\boxed{1}$.
- 2. When **UltiPro Log In** displays:
 - a. In *User Name*, type <u>your</u> North Central Health Care (NCHC) e-mail address (e.g. <u>name@norcen.org</u>).
 - b. In *Password*, type your password.
- 3. Click Log In. UltiPro Dashboard displays.

Log In	
name@norcen.org	
Forgot your password?	
	Log In

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
 - » <u>HResources@norcen.org</u>
- Speak with Human Resources Staff
 - » 715-848-4419 or ext. 4419