



## Employee Use of UltiPro Policy and Procedure

Effective: 05/05/2021

Approved by: Margaret Wicksman, Vice President

This policy replaces the Change of Address Procedure effective 04/03/20

Select Human Services, a Division of New Hope Community, Inc. enables employees to make Personal & Financial changes in UltiPro.

This procedure applies to **all** full and part time employees (both in-house and field staff)

### How to Log in To UltiPro:

- Go to website: <https://e22.ultipro.com>
- User name: last name (no caps) & last 4 of SSN (ex. smith1234)
- Password: employee birthdate (mmddyyyy)
- You will be prompted to change your password and set up security questions and answers the 1<sup>st</sup> time when you log on

### How to View a Paystub:

- Under Myself
- Select Pay
- Click on “Current Pay Statement” to view current paystub
- Click on “Pay History” to view older paystubs

**For anyone who receives direct deposit, SHS will no longer be mailing out the paystub**

### To Change Personal Information:

- Under Myself
- Select Personal
- Click on “Name, Address & Telephone” or “Contacts” to edit, review or update the following information
  1. Home Address
  2. Phone Number
  3. Email Address
  4. Emergency Contact
- To change information, you can either click the edit button on top of screen **OR** click the link on the right side of the page under “Things I Can Do”
- **Make sure to verify the information you have entered is accurate**
- **It is your responsibility to keep your personal information current**

### To Change Payroll Information:

- Under Myself
- Select Pay
- Click on the tab in which you want to edit, review or update the following information

1. Federal & State withholdings
  2. Direct Deposit
  3. Obtain copies of Paystubs & W-2
- To change information, you can either click the edit button on top of screen **OR** click link on the right side of the page under page “Things I Can Do”
  - **Make sure to verify the information you have entered is accurate**
  - **It is your responsibility to keep your banking information current**

**To Request Sick Time:**

- On main page click on Request Time off
- Click on box under “type” and choose Westchester SLL
- Put in the dates
- Put in the total amount of hours
- **Click the save button**
- **Click drop down & pick approver (NOT Lisa Merritt-Smith)**
- **Click submit**

**Please do not assume your sick time is approved until you receive notification from your Supervisor. If you do not follow this procedure, your request will not be received and submitted.**