

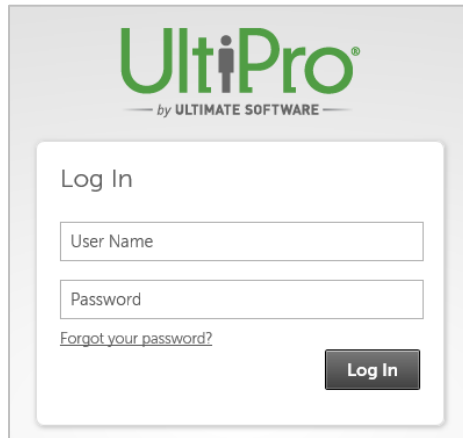
# UltiPro

## Instructions on Using Self-Service Features

*UltiPro provides employee-self-service, allowing you to access and manage your personal, pay and benefit information on your own. Using Self-Service, you can change your address, update your direct deposit information and tax withholdings, and so much more!*

### Step 1 - Login to the UltiPro portal - <https://e32.ultipro.com/Login>

When logging in for the first time, your **username** is your work email address and your **password** is your birthday (MMDDYYYY). You will be prompted to change your password after logging in.



*Note: for employees without a Donohoe email address, your username is:*

*<First Initial><Last Name>@donohoe.com*

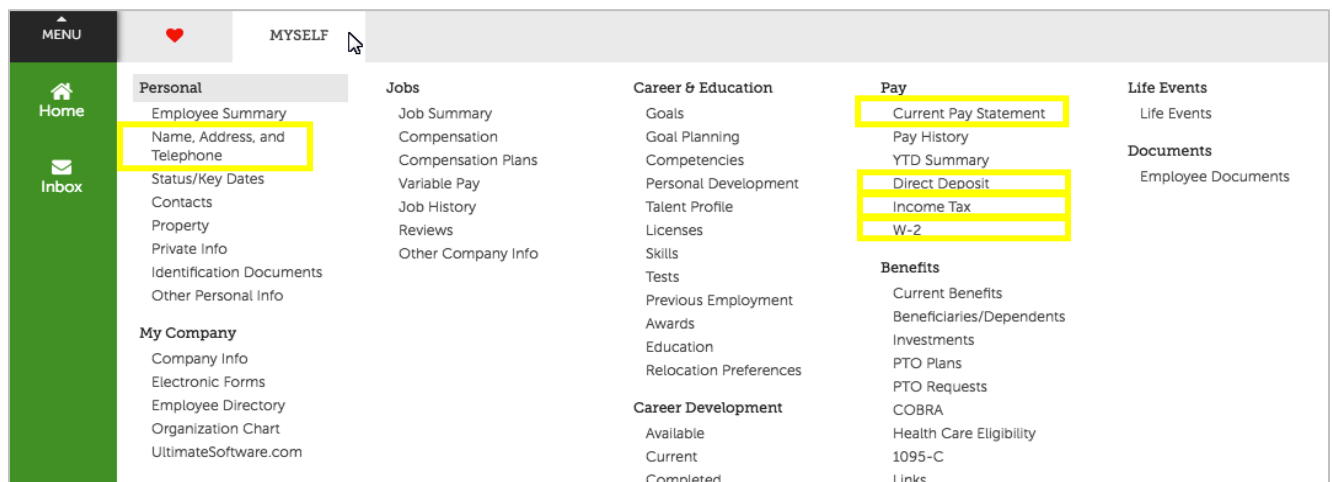
*Example: Marco Smith would be [msmith@donohoe.com](mailto:msmith@donohoe.com)*

### Step 2 – Verify, Update, Select and View!

Once you are logged in, you should verify the following, make any necessary changes, AND elect for Electronic Pay Statements.

- Verify/Edit - Address and Telephone Number
- Verify/Edit - Direct Deposit
- Verify/Edit - Income Tax (federal and state taxes)
- Select - Electronic Pay Statement
- View Pay Statement


To access Self-Service features, select the **MYSELF** tab from the Home Page.



## ADDRESS CHANGES

- **CLICK** on the link for **Name, Address, and Telephone Number**



- **SELECT** the  button. Make Changes and **SAVE**

### Address Changes Notes

- If your address includes a STATE change, you will also be prompted to update your state tax location. Instructions on how to update federal and state taxes are found on page 3 of this guide.
  - Address changes will also update to all benefits providers, including CareFirst (medical/dental/vision) and Empower (401k).
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## DIRECT DEPOSIT



- **SELECT**
- **ENTER** banking information, **CONFIRM** and **SAVE**

Direct Deposit Detail

save reset cancel

Description	Checking Account	Status	Active
e.g., "My College Fund"		• Amount	
Bank name	Bank of America	<input type="radio"/> Flat Amount	
Routing number	122000247	<input type="radio"/> Percent amount	
Account number	0538760010	<input checked="" type="radio"/> Available balance	
Account type	Checking		

***You can set-up a maximum of 10 total accounts and you can only designate a FLAT AMOUNT or AVAILABLE BALANCE. You cannot enter a percent value!)***

- To **CHANGE** an amount on an existing direct deposit account, select the account from the direct deposit summary, change the amount and SAVE.

Direct Deposit Summary

add delete print help

Pay Statement Preference [Paper and electronic copies](#)

Account Number	Description	Bank	Amount	Status	Delete
<a href="#">xxxxxxxxxxxxxxxx6278</a>			\$300.00	Active	<input type="checkbox"/>
<a href="#">xxxxxxxxxxxxxxxx9829</a>			Available balance	Active	<input type="checkbox"/>

## Direct Deposit Notes

- You will receive a warning after saving. All direct deposit enrollments/changes will send a pre-note test to the bank to make sure the account is active. The first check after enrolling/changing will be a live check. Once the pre-note test is confirmed, your direct deposit is active.

Direct Deposit Detail

Warning

- This change will result in a prenote rather than a direct deposit.

Ignore warnings

save reset cancel print help

## INCOME TAXES

**VIEW AND CHANGE** federal and state tax exemptions

- **SELECT** Add/Change Withholding form (W-4)

Things I Can Do

FOR THIS TAB SET

- Add/Change Withholding Form (W-4)
- Change W-2 Consent Form

- **CLICK** appropriate federal and state links and **SAVE**

Withholding Forms (W-4)

Add/Change Withholding Form (W-4)

Description	Form
Federal	<ul style="list-style-type: none"><li><u>Employee's Withholding Allowance Certificate (W-4)</u></li><li><u>Certificado de Exención de Retenciones del Empleado (W-4(SP))</u></li><li><u>Employee's Withholding Allowance Certificate (W-4 (NRA))</u></li></ul>
Maryland	<u>Maryland (MW507)</u>
Pennsylvania	<u>PA Residency Certification Form (CLGS-32-6)</u>

## PAY STATEMENTS

**Step 1 - SELECT** electronic pay statements

- **SELECT** Change Pay Statement Preferences

Things I Can Do

FOR THIS PAGE



- Add Direct Deposit
- Change Pay Statement Preference



Note: The "Things I Can Do" box is located on the right side of the screen, and not on the main tool bar.

- **CLICK** the “**Electronic Copies Only**” button and **SAVE**

## Pay Statement Preference

**Information**

- By selecting electronic statement, you are agreeing to receive your direct deposit advice via employee self service. You may conveniently print out your own copy via the printable page view of your direct deposit advice in employee self service.

**I Want to Receive**

☐ Paper and electronic copies
   
☒ **Electronic copies only**

**Step 3 - VIEW, DOWNLOAD** and/or **PRINT** copies of your **2020 (and later)** pay statements from the **Pay Statement Tab: *Myself – Pay – Current Pay Statement*** (or Pay History for past pay periods).

MENU

Myself Pay

Current Pay Statement

Pay History




YTD Summary

Direct Deposit


Income Tax

W-2

## Pay Statement

This is a statement of earnings and deductions. This pay statement is non-negotiable.



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					
<b>Marge A Borget</b> 2307 Meadowview Dr Gwynn Oak, MD 21207 USA	Employee Number	100100011	Pay Group	Electronics BiWkly DDAs	
	SSN	XXX-XX-XXXX	Location	Pittsburgh, Pennsylvania	
	Job	Customer Support Rep	Region	CEN - Central	
	Pay Rate	\$19.5000	Division	MNFT - Manufacturing	
	Pay Frequency	Biweekly	Establishmnt	NONE - No Establishment	
	Department	CUST - Customer Relations			

Earnings				
Pay Type	Hours	Pay Rate	Current	YTD
Hourly Pay	80.0000	\$0.0000	\$1,580.00	\$56,880.00

Total Hours


80.0000

#### Step 4 - DOWNLOAD the Mobile App!

From the Home Page, you will also notice the Mobile App feature, which provides quick and convenient access to your UltiPro account, including self-service options. **NOTE: the Mobile App CANNOT be used for Time Entry.**

- **CLICK** the “**View Instructions**” link to download the app in 3-easy steps.

### Mobile App



Download the UltiPro Mobile App from the Apple or Google Play app stores.

Enter **Donohoe** for the Company Access Code

[View instructions](#)

### Mobile App Instructions

#### Step 1 - Install the App

Go to the Apple App Store or Google Play Store on your mobile device and download the UltiPro Mobile app.

#### Step 2 - Enter the Company Access Code

Company Access Code	Donohoe
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#### Step 3 - Sign In

Enter the username and password you use to log in to this site.

**For convenience, here are the links to download the app to your Android or iPhone device:**

#### **Google Play:**

[https://play.google.com/store/apps/details?id=com.ultimatesoftware.ultipromobile&hl=en\\_US](https://play.google.com/store/apps/details?id=com.ultimatesoftware.ultipromobile&hl=en_US)



#### **Apple Store:**

<https://apps.apple.com/us/app/ultipro/id1146945670>

