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Introduction

UltiPro is the Human Resource Information System (HRIS) to support HR. The advantage will be to provide one integrated system of record for the full associate career life cycle.

This training guide is designed to equip you with the fundamental skills and tools necessary to perform required tasks on the job, such as how to hire/rehire/terminate, change or update any employee information at your platform.

Getting Started

1. Log in to the portal using the link below:
   https://e42.ultipro.com

2. Enter your username and password.

   First time login: **Username**: Your employee number
   **Default Password**: Your birth date (MMDDYEAR) E.g. 12021971

   You will be prompted to change your password. Save your new password for future login.

   You can also click on ‘Forgot Password’ to reset your password.
System Overview and Functionality

Home page and navigation

Once you log in you will see the home screen. You can make changes and display the functions you want to see.

Click on the drop down of the ‘Menu’ icon on the top left corner to access more functions.

You can create your own menu based on your function preferences.

Click on ‘Myself’ to access your functions as an associate.

Click on ‘Administration’ to access all the functions for the employees at the platform. (Managers only)

If you have direct reports, you will have access to your team.

Watch – UltiPro Navigation Overview to learn more:

http://quicktours.ultimatesoftware.com/ultipro/navigation_overview/index.html

Resources
There are supporting documents and videos available for any function you can do in the system. These resources are available on the right side of any page always. These resources will help you throughout in case you get stuck or are unsure on how to proceed.

For e.g.: What functions can you do with your employees in the system? There are two places you need to look into:

1. **Things I can do** - This tells you what tasks you can perform on that particular page. To get started with any task, click on the specific function to complete the action.

2. **Quick Tours and Tips** - A tour is a video which will navigate through the system and explain the function you are looking to learn. If a tour is not available, there will be quick tips (user guides) for each function on that page.

Let’s look at your role in detail as an HRIS Manager at your platform.
Admin Functions

1. How to search for employee records

As an admin, you will have the ability to make changes to employee data for your platform.

*Navigation:* Menu icon ➔ Administration ➔ My Employees

You can search for the employees by last name, first name or by employee number. Click on the drop down to filter your search. You can also add some criteria by clicking on the ‘+’ button.

Once you click on the search button, it populates the list of employees in your platform.
Once you click on the specific employee name to which you need to make changes, you will be taken to all the things you can do on that page. The top bar helps navigate through the sections for the specific employee chosen.

Watch – Search with filters tour to learn more:
http://quicktours.ultimatesoftware.com/ultipro/search_with_filters/index.html

Click on ‘Status’ to automatically bring the active employees at the top.
2. Process hires/rehires from Onboarding to Core UltiPro

**Navigation:** Menu icon → Administration → Process Hires

Click on the name of the employee you want to process. Note: Rehires go through the same process as all other new hires. They need to apply to an open position and then be hired through onboarding.

- **Start** – Confirm the employee’s SSN. There is **no action** required on Personal, Dates, Federal Income Tax, State Taxes. Click on ‘Next’ to move through the sections.

- **Jobs/ Payroll** – Select the ‘Pay group’, ‘Employee type’, ‘Earnings group’ and ‘Deductions’ from the drop down.
• Direct Deposit- If direct deposit is not added, a pay card will be issued to the new hire by Payroll. If you receive direct deposit information later, click on the add button to enter the details.

• PTO/Leave Balances- Click on ‘Add’ button and select the PTO plan from the drop down based on the position of the new hire.

• Summary – Review all the information and click ‘Save’.
3. Update employee records

*Navigation:* Menu icon ➔ Administration ➔ My Employees ➔ Select employee record

- **Change Name, Address or Telephone**

From the Things I can do section, select ‘Change Name, Address, or Telephone’. You can make changes to the Name, Address, or Telephone of the employee. You can update the marital status. Click ‘Save’ once all the changes are made.

- **Change Status**

From the Things I can do section, select ‘Change Status’. Make changes to the status of the employee and its effective start date.
• Change an Employee’s pay rate

Perform job and salary changes from the Jobs section of the employee record.

**Navigation:** Menu icon ➔ Administration ➔ My Employees ➔ Select employee record ➔ Jobs
4. Terminate Employee

**Navigation:** Menu icon ➔ Administration ➔ My Employees ➔ Select employee record

From the Things I can do section, select ‘Terminate Employee’. You can also check the boxes if the employee is eligible for rehire or to inactive autopay.

Specific information must be entered to successfully terminate the employee. The following are the required fields:

- Termination Date
- Paid Through
- Termination Reason

![Termination Employee Screen](image)

Watch a quick tour on how to terminate an employee.

[Quick Tour Link]

You can also refer to a quick guide on how to terminate an employee. Click on Human Resources- Resources for Employee Administrators ➔ Terminating an employee.

[Quick Guide Link]
Download the mobile app

You can also download the UltiPro Mobile App from Paradies AirWatch, Apple or Google Play app stores.

Enter Paradies for the Company Access Code.

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
Paradies

Step 3 - Sign In
Enter the username and password you use to log in to this site.

Contact Support

Please reach out to HR.Help@paradies-na.com for any further assistance.