



|ULTI DETROIT|

ULTIPRO EMPLOYEE SELF SERVICE QUICK REFERENCE GUIDE (Q.R.G)





Welcome to Ultipro!

Take advantage of the City of Detroit's new UltiPro self service portal to manage your own Human Resource information. We offer two convenient ways to access the UltiPro Employee Self Service Portal 24/7:

Computer:

- View and edit your Employee Profile
- View Payroll History
- View and print current and historical pay statements
- View Job Information
- View and Print W2's
- Much more

Mobile App:

- View and edit your Employee Profile
- View and print current and historical pay statements
- View and print current and historical pay statements

Below you will find the key to your login credentials as well as instructions to access the system.

ACCESS ULTI PRO BY COMPUTER:

<https://e32.ultipro.com>

Username: Your username is your last name, first initial, and your employee ID number.

Ex: SmithB12345

Default password: your date of birth.

Ex: MMDDYYYY

Click the Log In button.

Change Password

You will immediately be taken to the Change Password screen and asked to change your password from the default. Your new password must be 8-50 characters in length and must meet the requirements outlined on the screen.

Please note: The very first time changing your password the current password will be your default password (date of birth MMDDYYYY).

Challenge Questions

After changing your password from the default, you will be directed to set up your challenge questions. These questions will assist you in resetting your password in the future, if needed. Please note: the challenge question answers cannot be the same. Each question must have a unique answer.

ACCESS ULTI PRO BY MOBILE APP:

- Download the UltiPro mobile app to your device by visiting either the Apple app store (iPhone) or the Google play store (Android).
- Enter our Company Access Code as: **CityofDetroit**
- Enter your UltiPro login credentials

Please note that you must login by computer at least one time prior to using the mobile app for the very first time.

FORGOT PASSWORD

Navigate: Login page > Forgot Your Password > Verify user name

CHANGE PASSWORD (AFTER LOGGING INTO ULTI PRO)

1. **Navigate:** Top navigation > User Name link > Change Password
2. Click your name in upper right portion of the screen.
3. Click Preferences.
4. Click Change Password.

CHANGE YOUR NAME, ADDRESS, OR PHONE NUMBER

1. **Navigate:** Menu > Myself > Personal > Summary > Change Name, Address, or Telephone
2. Click Edit.
3. Change existing name, address, email address, phone number values as necessary.
4. Click Save. Workflow notifications will be sent to appropriate City professionals if values changed affect payroll.

ADD OR CHANGE CONTACT

Navigate: Menu > Myself > Personal > Contacts

To add a contact personal contact:

1. Click Add.
2. Enter First and Last Name.
3. Select a Relationship.
4. Select Dependent, Beneficiary, or Emergency Contact.
5. Click Save.
6. Click Submit.

To edit a personal contact:

1. Click the name of the contact.
2. Click Edit.
3. Correct any necessary information.
4. Click Save.
5. Click Submit.



VIEW MY COMPANY'S EMPLOYEE DIRECTORY

1. **Navigate:** Menu > My Company > Employee Directory
2. Enter the search criteria.
3. Click Search.
4. Click the employee name hyperlink to access the employee's job, department, and contact information.

VIEW MY COMPENSATION INFORMATION

1. **Navigate:** Menu > Myself > Jobs > Compensation
2. In the History section, click Salary.

VIEW MY JOB HISTORY

1. **Navigate:** Menu > Myself > Jobs > Job History
2. Select the History Type (All, Job, Compensation, or Organization) to view various historical information.

VIEW MY JOB INFORMATION

Navigate: Menu > Myself > Jobs > Job Summary

VIEW MY OTHER COMPANY INFORMATION

Navigate: Menu > Myself > Jobs > Other Company Info

PRINT OR VIEW MY CURRENT PAY STATEMENT

1. **Navigate:** Menu > Myself > Pay > Current Pay Statement
2. Click Print.

PRINT OR VIEW PAY HISTORY

1. **Navigate:** Menu > Myself > Pay > Pay History
2. Select hyperlink of specific check date to view or print.
3. Click Print.

VIEW MY YEAR TO DATE INFORMATION

Navigate: Menu > Myself > Pay > YTD Summary

VIEW MY STATE AND LOCAL WITHHOLDING INFORMATION

Navigate: Menu > Myself > Income Tax

VIEW/CHANGE INCOME TAX

Navigate: Menu > Myself > Income Tax

ACCESS TIME & ATTENDANCE

Navigate: Menu > Myself > Time & Attendance

REVIEW MY EMPLOYEE INBOX

1. **Navigate:** Menu > Requests > Inbox

VIEW/CHANGE INCOME TAX

1. **Navigate:** Menu > Myself > Pay > Income Tax
2. Click Add/Change Withholding Form (W-4) under Things I Can Do.
3. Click the Employee's Withholding Allowance Certificate (W-4) hyperlink to change Federal tax. Click the Michigan (MI-W-4) hyperlink to change Michigan tax.
4. Read the instructions.
5. Click Begin.
6. Enter all required values.
7. Click Print Form to print a copy for your records.
8. Click Submit Form.
9. A box will display, "Under penalties of perjury, I declare that I have examined this certificate and, to the best of my knowledge and belief, it is true, correct, and complete". Click Ok.
10. A box will display, "Indicate your acceptance by typing 'agree'". Enter "agree" in the box provided.

ADD OR CHANGE MY DIRECT DEPOSIT INFORMATION

Navigate: Menu > Myself > Pay > Direct Deposit

1. Click Add.
2. Enter a Description.
3. Enter the Bank Name.
4. Enter the Routing Number.
5. Enter the Account Number.
6. Select the Account Type.
7. Select the Status.
8. Enter either a Flat Amount, Percent Amount, or Available balance.
9. Click Save.

ADD OR CHANGE MY ANNUITY DEDUCTION

1. **Navigate:** Menu > Myself > Life Events > Life Events
2. Click the life event link ("I am a general city employee" or "I am a sworn city employee")
3. Select "Employee election"
4. Click Next
5. Click Next
6. For each Annuity % offered, select "I decline" or select the deduction percentage you want. You may only select one of the percentages offered.
7. Click Next to see the next % option.
8. Continue to click Next until the confirm Your Elections or Changes screen displays. Review your selections.
9. Click Submit to confirm your selections.

