

Employee Self Service Ultimate Software

The Human Resources and Payroll Departments welcome you to the Employee Self Service Module (ESS) of the Ultimate Software System.




As part of an effort to make AURA processes more uniform, all AURA Centers have transitioned to UltiPro, a new human resource/payroll software system. The new system has features that offer benefits to AURA employees including a secure web interface allowing each employee to access and review their HR/PR information. We encourage you to review your personal information and report any inaccuracies or problems you encounter.

UltiPro Web Employee Self Service (ESS)

Employee Self-Service (ESS) is a convenient, secure and user-friendly resource accessed online through the UltiPro portal. It will not only enable staff to see their individual records, but also provides tools to give them more control of their personal information.

Browser Compatibility

Below are the recommended browsers/versions. While other browsers/versions may work, you may not be able to fully utilize the ESS system.

Microsoft® Windows® & Mac®					
					
Internet Explorer		Mozilla Firefox		Google Chrome	
8.0	9.0	10.0	22.0	23.0	29.0

Login Instructions

<https://n13.UltiPro.com> - The website is not behind a firewall, so it can be accessed from any computer with internet access.



Username – auraxxxxxx - The xxxxxx represents your 6 digit employee ID. This number can be found on your paystub and at the top of the screen by your name in the time collection system.

Password – Date of Birth in the following format – MMDDYYYY – This is the default password for the system. You will be required to change this the first time you login. Anytime you request a password reset, this format will be used.

The new password must meet the following requirements.

Length	8-16
Character types	
Alpha	2
Uppercase	1
Lowercase	1
Numeric	1
Special	1
Examples	!@#%\$^&*()_+={[] \:;\"'<>./~`

After changing your password, you will be required to choose 3 security questions and enter your answers to each. This information will be used if you cannot remember your password.

Resetting your password: After your second unsuccessful attempt at entering your password, you can click on the “forgot your password?” and it will ask you to answer these questions. If your answers match, you will be allowed to choose a new password. **NOTE: If, however, you attempt to enter your password a third time, this option will not be available.** Your account will be deactivated and you will need to call Human Resources or Payroll to have the account reactivated.

Navigation

Myself	
Personal	Benefits
Employee Summary	Current Benefits
Name, Address, and Telephone	Leave Balances
Contacts	
Jobs	
Job Summary	
Compensation	
Pay	
Current Pay Statement	
Pay History	
YTD Summary	
Direct Deposit	
Income Tax	
Federal W-4	
W-2	

Once logged in, you will see two icons:

Myself and My Company - These icons will be used to navigate through the system. Clicking on the icons will produce no results, rather roll over to reveal the options available, and then select from the list displayed.

The "Myself" icon will be used to see your personal information including:

- Name, address, telephone number, division, branch
- Job title, salary grade, supervisor, salary history from 2009 forward
- All pay stubs beginning January 1, 2010, YTD summaries, direct deposit, current tax filing, W-2's
- Current benefits and leave balances

The "My Company" icon has access to a company directory, with basic employee information including:

- Name, job title, email
- Division and branch

Pay Check Advice Notice

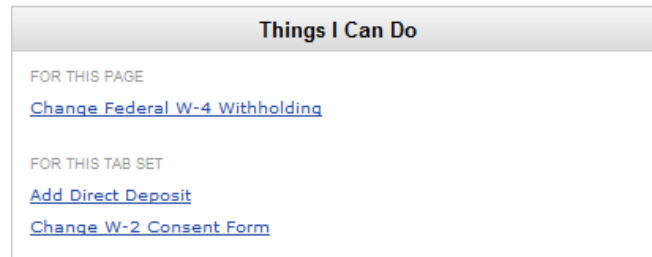
To view or print your paycheck notice, click on the "pay" tab in blue. The most current pay will be displayed. Click on the "pay history" tab and select the date of the paycheck you wish to view or print. The "Print" button is a picture of a printer located near the top, to the right of the "Pay Statement" heading. You will be given the option of showing your social security number in part, full, or not at all.

Closing Employee Self Service

1. When you finish with ESS, always click on the "LOG OFF" link at the top right of the screen. That prevents anyone else from looking at your personal and confidential information. The ESS login screen will again appear on your desktop. The system will automatically time-out after 30 minutes of inactivity. If you should leave your desktop while this information is viewable, please remember to lock your screen.
2. Close Internet Browser to end ESS and disconnect from the Internet.

Functionality

There are several actions an employee can take to change their record directly in the system. When you plan to make a change in the system, please check the “Things I Can Do” area. This is a box on the right hand side of the screen within each individual tab set (Personal, Pay).



Employees can initiate the following changes and/or updates directly in the system (all changes except for Change W-2 Consent Form require either Human Resources or Payroll approval):

- Change Federal W-4 Withholding
- Change Name, Address and Phone Number
- Add/Change Contacts
- Add/Change Multi-Phone Numbers
- Add/Change Direct Deposit
- Change W-2 Consent Form

Change Federal W-4 Withholding

Employee can initiate a change in their federal tax withholding. You can change your filing status, number of exemptions, and additional withholding amount. When you click the “Change Federal W-4 Withholding” link, you will see a virtual W-4. You will find this link in the Myself, Pay, Federal W-4 section. Please make the desired changes and click the “Save” button at the top of the page



You will then give your electronic consent. After that, you will have the opportunity to add any comments, if needed. You will then click the save button again.

Change Name, Address and Phone Number

Change employee name, address, or telephone information on the Change Name, Address, or Telephone page. You can also add employee e-mail addresses.

In addition, home phone number privacy and wireless information can be modified. All phone numbers except the work number can be designated as private in order to keep the number from appearing elsewhere in the system.

To change employee name, address, or telephone information:

1. From the Name and Address page, click Edit. The Change Name, Address, or Telephone page appears.
2. Enter name, address, telephone, or email information.
3. Designate if the telephone number should be kept private.
4. Click Save. The Name and Address page appears.

After that, you will have the opportunity to add any comments, if needed. You will then click the save button again.

Add/Change Contacts

Add or change emergency contacts, dependents, and related information for employees on the Add/Change Contact page.

To add or change contacts for employees:

1. From the Contacts page, complete one of the following:
 - o To add a contact, click Add.
 - o To change contact information, click the link for the contact, and click Edit.
2. The Contact is Active box is checked (default selection). Uncheck the box if you want to create an inactive contact.
3. Enter the contact's personal information such as name, birth date, marriage date, and employment information.
4. Select the contact's relationship to the employee such as spouse or child.
5. Designate the contact as a dependent or emergency contact. More than one option can be selected.
6. Enter the contact's address, telephone (numeric only), and e-mail information.
7. If the contact is a dependent enter additional information such as if the contact is covered by other insurance, disabled, or full-time student.
8. Click Save. The Contacts page appears with the new information.

After that, you will have the opportunity to add any comments, if needed. You will then click the save button again.

Add/Change Multi-Phone Numbers

Add or change employee telephone information, including the type of phone (home, cell, or work) and telephone number on the Add/Change Phone Number page.

All phone numbers except the work number can be designated as private in order to keep the number from appearing elsewhere in the system.

To add or change employee telephone information:

1. From the Name and Address page, complete one of the following:
 - o To add additional phone numbers, from Things I Can Do, click Add Phone Number.
 - o To change information, from Additional Phone Numbers, click on an existing telephone number.
2. From the Add/Change Phone Number page, select a telephone type.
3. Enter the telephone number and extension.
4. Select a country.
5. Enter the country prefix.
6. Designate if the number should be kept private.
7. Click Save. The Name and Address page appears with the new information. The Address page appears with the new information.

After that, you will have the opportunity to add any comments, if needed. You will then click the save button again.

Add/Change Direct Deposit

Add or change employee direct deposit accounts on the Direct Deposit Detail page.

To add a new direct deposit account that will receive the full balance of wages (100%), you must first delete the current account. The employee cannot have two accounts to receive the full balance of wages.

You can add multiple direct deposit accounts if the accounts will receive a flat amount or a percentage of the pay check that is less than the full percentage.

If all direct deposit accounts for an employee are deleted, or if the available balance account is deleted, UltiPro automatically creates a pay check that must be given to the employee.

To add or change employee direct deposit accounts:

1. From the Direct Deposit page, complete one of the following:
 - o To add a direct deposit account, click Add.
 - o To change direct deposit account information, click on an account from the list.
2. From the Direct Deposit Detail page, enter a description, if available.
3. Enter a bank name.
4. Enter a routing number and an account number.
5. Select a bank account type.
6. Select the status of the account.
7. Specify whether the employee wants a dollar amount, a percentage, or the available balance of the net pay amount deposited into the account. The employee can have the entire net pay amount deposited into this account by entering 100% as the deposit amount.

Important!

UltiPro rounds direct deposit allocation percentages to the nearest thousandth. For example, you can enter 99.99% as an allocation percentage for an account. If you enter 99.999%, it is rounded up to 100%. For an employee that has multiple direct deposit accounts, the total of all accounts must equal 100%.

8. Enter the dollar amount or percentage to deposit, if applicable.
9. Click Save, or click Next if you are in the Add Employee process.

The Direct Deposit Summary page appears with the new information.

10. Click Next again if you are in the Add Employee process.

After that, you will have the opportunity to add any comments, if needed. You will then click the save button again.

Change W-2 Consent Form

Employees have the ability to change their selection to an electronic Form W-2 on the Change W-2 Consent Form page. The employee has the option to designate whether he or she wants Form W-2 in print or electronic form. Providing employees the opportunity to make this selection assists with compliance to federal laws regarding Forms W-2.

To change your W-2 consent, go to Myself > Pay > W-2, in the 'Things I Can Do' box, select 'Change W-2 Consent Form', mark your preference and click 'Save'. An employee who consents to receiving his/her Form W-2 online will not receive a paper copy of the W-2. If an employee does not consent, he/she will continue to receive a paper copy of the W-2 which will be mailed by the IRS deadline of January 31st of each year.

Contacts

If you have any questions about logging in, navigation, your personal information, etc., please contact:

HUMAN RESOURCES

Arizona

Heather Bogard - (520) 318-8125
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More about Ultimate Software

A leading provider of end-to-end, strategic **human resources management software** and **payroll software**, Ultimate Software markets its UltiPro solution as Software-as-a-Service (SaaS).

Ultimate Software focuses exclusively on HR, benefits, payroll, recruitment, talent management, and related product areas so that we can offer our customers more comprehensive functionality, more flexible delivery models, more responsive customer service, and more overall value.

Their focus on HRMS/payroll and talent management solutions has resulted in consistent recognition by leading industry experts and technology analysts over the past few years:

In February 2009, Ultimate announced that more than 1 million employees across North America are being paid with Ultimate's UltiPro delivered through software-as-a-service (SaaS), making UltiPro the industry's most widely used end-to-end HCM SaaS solution in North America today.

Please be assured that your personal information is secure. In January 2008, Ultimate Software became the first HR/payroll software-as-a-service provider to achieve ISO/IEC 27001 certification. ISO/IEC 27001 is a global industry standard created by the International Organization for Standardization and the International Electrotechnical Commission that validates organizations that have implemented a sound and secure information security management system.