



Option #1 – Log in through WIS Intranet

1) Go to <u>www.wisintl.com</u> and enter your User Name and Password.



2) From the main WIS Intranet page, select the UltiPro link (located on left side of page).

Second Carrie, Welcome to the WIS inTRAnet Your Schedule - Confirm Schedule		e WISIntl.com Français Change Password RMS arch WIS International InTRAnet for:
Your Contacts:	WHAT'S NEW SAFETY AND HEALTH MY WIS TRAINING AND DEVEL	We're listening to what you
Human Resources	Area Recruiter-Trainer	HUMAN RESOURCES/PAYRO
Policies/Bulletins	Health & Safety	
Forms	Recruiting	WIS WORLD 2012 16th Edition
Reports	Production Enhancement	Toth Edition
Portals	Inventory Associate Training + 4 = 24	
Information Services Go Quick Links Manage Quick Links	Watch Video	NEWS
<u>RMS website</u> <u>RMS Instructions</u> requires <u>Adobe Reader</u>	Just another reason for us to do a vehicle CIRCLE OF SAFETY check before driving off in our vehicles	
<u>Walmart Fixture Download</u> <u>Walmart Fixture Upload</u>	A crew working for a utility company found this young child in the their truck while conducting a "CIRCLE OF SAFETY" of the compa members were driving before moving the vehicle.	
Ultipro Ultipro Help		& View Pay Statements
	I don't want to think about what would have happened if the em gotten in the truck and drove off without doing a walk around. P eye opening, bone chilling photo and experience with your crews	ease share this Hourly Pay Explained
	This crew has also reported children climbing into the back of com Keep in mind children are out of school on summer break, so be s for them!	





Option #2: Log in through your Internet Browser

1) Go to the UltiPro website via <u>www.wisintl.com/payroll</u> in your browser address bar (not the search bar to the right) – you may either use Internet Explorer 8.0-9.0 or Mozilla Firefox 3.6 or 11 on Microsoft or Mac.

00.	the pttp://www.wisipt.com/payzoll	V A X X Vahool Search	
	• ndp//////////ini		

2) Enter your <u>User Name</u> and <u>Password</u> (see below).

	Languager	<u>View in English</u>	Afficher en français	Ver en español
UltiPro				
Log In				
User Name				
Password Ergot your password?				
Log In				

User Name =

- If you were hired **before October 10, 2016**, your user name is first name (first letter capitalized) and the last 4 digits of your Social Security Number. (Example: John1234).
- If your hire date was October 10, 2016 or after, your user name is your last name (first letter capitalized) followed by the first four digits (MMDD) of your 8 digit date of birth. (Example: If your date of birth is January 2, 1980 and your last name is Smith, then your user name is Smith0102).

Password = The password you have chosen after your first log in. If this is your first log in <u>or</u> if you have requested a password reset, your **default/current password** is your birth date in the following format: MMDDYYYY (Example: if your birth date is January 1st 1990, your default password is 01011990)

SETTING YOUR PASSWORD:

If you requested a password reset or your password has expired (every 90 days), UltiPro will ask you to change your password.

	UltiPro
Change Passw	ord
	annot be the same as your previous one and must meet d requirements outlined below:
Password length:	8-15
Letters:	2
Uppercase:	1
Lowercase:	1
Numbers:	1
Special characters:	1 (Examples: !@#\$%^&*()+={[}]\\;;\'''<,>.?/~`
Current Password	
New Password	
Confirm Password	
OK Cancel	





<u>Current Password</u> = enter your current password (if your password has been reset or if this is your first time logging in to UltiPro, your current password will be your birth date formatted *mmddyyyy*)

New Password and Confirm Password = enter a new password that meets all requirements listed

PASSWORD REQUIREMENTS:

- Password length must be at least 8 characters but no more than 15 characters
- Password must contain at least 1 UPPERCASE letter: A-Z
- Password must contain at least 1 lowercase letter: a-z
- Password must contain at least 1 number: 1-9
- Password must contain at least 1 special character: ! @ # \$ % ^ & * (_) + { = } | : " < , > ? ~ ` [] \ ; '
- Password cannot be either of the two passwords you have used in UltiPro

<u>*Notes:</u> To protect highly sensitive information, passwords expire every 90 days. You will be prompted to reset your password whether or not you have logged in at any point in the past 90 days.

Requirements will dim (turn grey) as you enter specific characters – you have successfully created an acceptable password when all password requirements are dimmed.

Example – The password entered below has an uppercase letter, a lowercase letter and a special character. It does NOT have a number and is NOT at least 8 characters in length. You would need to include a number and add more characters to satisfy the password requirements.

UltiPro
Change Password
Your new password cannot be the same as your previous one and must meet the minimum password requirements outlined below: Password length: 8-15 Letters: 2
Uppercase: 1 Lowercase: 1 Numbers: 1 Special characters: 1 (Examples: !@#\$%^&*()+={{}]]\;;\```<,>?/~`
Current Password •••••• New Password •••••• Confirm Password ••••••
OK <u>Cancel</u>





SETTING SECURITY QUESTIONS:

Once you have created a new password, UltiPro will prompt you to choose 3 Security Questions and enter answers for each.

- Be sure to select questions and answers you will easily remember.
- The answers you enter are space-sensitive so remember the spelling and spacing of your answers.

UltiPro				
Challenge Questions				
Please select and answer your challer selected challenge questions will be u request to reset your password.				
In what city were you born?	*	Cityville		
What was the name of your first pet?				
What is your favorite color?				
Finish <u>Cancel</u>				

PASSWORD RESET REQUEST:

After three failed attempts to log in to UltiPro, your account will be locked and the "Forgot Your Password?" feature will not be available to you. If your account has been locked, email a password reset request to <u>UltiProHelp@wisintl.com</u>.

1) If you forget your password, click "Forgot Your Password?" on the UltiPro log in web page.

UltiPro
Log In
User Name
Password
Forgot your password?





2) Enter your User Name (first name and last 4 digits of your Social Security Number) and click Submit.

UltiPro		
Reset Password		
Enter your user name		
User Name John1234		
Submit Cancel		

3) You will receive an email containing a link to reset your password. For security purposes, this link expires two hours after it has been sent and your account will automatically be Inactive. If this occurs or you do not receive the reset email, contact <u>ultiprohelp@wisintl.com</u> for assistance.

From:	hostingsupport@ultipro.com
To:	UltiPro Help
Cc	
Subject:	Password change requested
	ently requested to change your password. If you did not make this request, please contact your System Administrator. re to change your password (This link will expire so please use it as soon as possible):
https://N	14.ultipro.com/Login.aspx?pwdKey=b7e84543-a085-4f50-98e0-e56966affaf6
If you ar	e having trouble with this link, simply copy and paste it into your browser to change your password.





4) Click the link to access the UltiPro login page and reset your password

Log In
An email has been sent to your email address on file. Please follow the instructions in the email to continue with the change password process. If you did not receive an email, please contact your system administrator.
User Name
Password
Forgot your password?

- 5) Answer all 3 security questions you selected during your first log in or last password reset and click Finish.
 - *Remember You must spell and space your answers exactly as you created them.

Ult	tiP	ro
Challenge Questions		
Please select and answer your chall selected challenge questions will be request to reset your password.		
In what city were you born?	*	Cityville
What was the name of your first pet?	*	Fido
What is your favorite color?	*	Blue
Finish Cancel		

UltiPro will then prompt you to select a new password – <u>refer to page 2 of these instructions for</u> <u>password selection requirements.</u>





VIEWING YOUR PAYROLL CHECK STUBS:

1) When you are logged in to UltiPro, you will see the Home Page with current announcements – hover your mouse over the **Myself** link on the blue menu Bar, click on the **Pay History** submenu.

INTERNATIONAL		Home Inbox Preferences 🔻 Help 🔻 Logor
Requests Myself		Q Search Pages
Your W.2 Personal Employee Summary Name, Address, and Telephone Contacts Jobs Job Summary Pay Current Pay Statement Pay History Direct Deposit Income Tax Federal W-4 State Withholding W-2 Benefits Benefits Benefits Employment and State Withholding W-2 Benefits Employment And State Withholding W-2 State Withholding W-2 Benefits Employment of the process, sing authorize access to your Information.	scome e that benefit you	: up? b. on the Contacts tab. Make sure you check the box called Emergency

2) The Pay History screen will list all your pay dates starting with the most recent pay date. Click on the Pay Date to view and/or print your pay statement.

<u>Note</u>: Pay statements for all pay dates <u>prior to 12/10/09</u> will be in the ADP iPay system for 3 years from the date posted. Contact <u>ultiprohelp@wisintl.com</u> for assistance accessing any pay statements prior to 2009. All pay statements from 12/10/09 to the current pay date will be in the UltiPro payroll system.

Pay History								print help	
Find by Date range V From			To Search						
									Employe
Pay Date 👻	Document Number	Check Mode	Туре	Voided	Voiding	Reconciled	Net Pay	Earnings	Deductions
<u>05/19/2011</u>									





HOW TO LOG IN TO ULTIPRO, VIEW YOUR PAY STATEMENTS & W-2'S VIEWING YOUR W-2 WAGE AND TAX STATEMENT:

1) When you are logged in to UltiPro, you will see the Home Page with current announcements – hover your mouse over the **Myself** link on the blue menu bar and click on the **W-2** submenu.

TERNATION	NAL		Home Inbox Preferences 🔻 Help 🔻 Li							
equests	Myself		Q Search Pages							
Your W-2	Personal D	ocuments	nts							
2011 W-1	Name, Address, and Telephone Contacts		ew Hire Process November 1, 2011, new employees need to be added to Taleo instead of UltiPro. Changes to employees will continue to be made using UltiPro. If questions about how to hire in Taleo, please contact your DHRM.							
	Jobs Job Summary									
	Pay Current Pay Statement									
	Pay History Direct Deposit		CONTACTS							
	Income Tax									
	Federal W-4		Do you have an emergency contact set up?							
	State Withholding									
	W-2									
/	Benefits		own Emergency Contact, click on the Myself menu to access the Contacts tab. mergency contact for another employee, open the Employee's record. Click on the Contacts tab. Make sure you check the box called Emergency don't need to fill out the bottom section called Personal.							
Davrall	Current Benefits									
ayron n	Beneficiaries/Dependents									
MPLOYM	ENT VERIFICATION INFO	informa	he QuickTour (link on the right side of the Contacts screen) or click the online help button for instructions on how to add your emergency contact							
	national now uses The Work Nur	mber®								
	automated employment and in ns on our current and former em									
The Work	Number is an automated service	e that								
provides you with the ability to quickly provide proof of your employment or income. You benefit										
	ng control of the process, since									
authorize	access to your information. The	Work								
Number p	rovides verification services to o									
		More 🕨								

2) When available, you will be able to view and print your W-2 by clicking on the Year link for the W-2 you would like to review.

INTERNATIONAL			Ho	ome Inbox Preferences 🔻 Help 🔻 Logout			
Requests Myself	9	Search Pages					
		State Withholding W-2	₽?	Things I Can Do			
Information You will receive both a paper copy a Form W-2. Consent applies to all IF obtain a paper copy you may chang online delivery at any time by chang online delivery at any time by chang the provision of an employee's For	ction. To sent to	POR THIS PAGE <u>Change W-2 Consent Form</u> FOR THIS TAS SET <u>Add Direct Denosit</u> <u>Change Federal W-4 Withholding</u>					
details.	details.						
Find by Tax Year 💟 is 💌		Pay Section Overview Viewing Your Form W-2 Tour					
Year *	Form	Company	*	Viewing Your Year-End Slips Tour			
<u>2011</u> W-2	WIS International	USA					

FOR ADDITIONAL HELP:

When you are logged in to UltiPro, hover your mouse over the **Help** menu along the top toolbar on the Home Page and select the **Help For This Page** submenu.