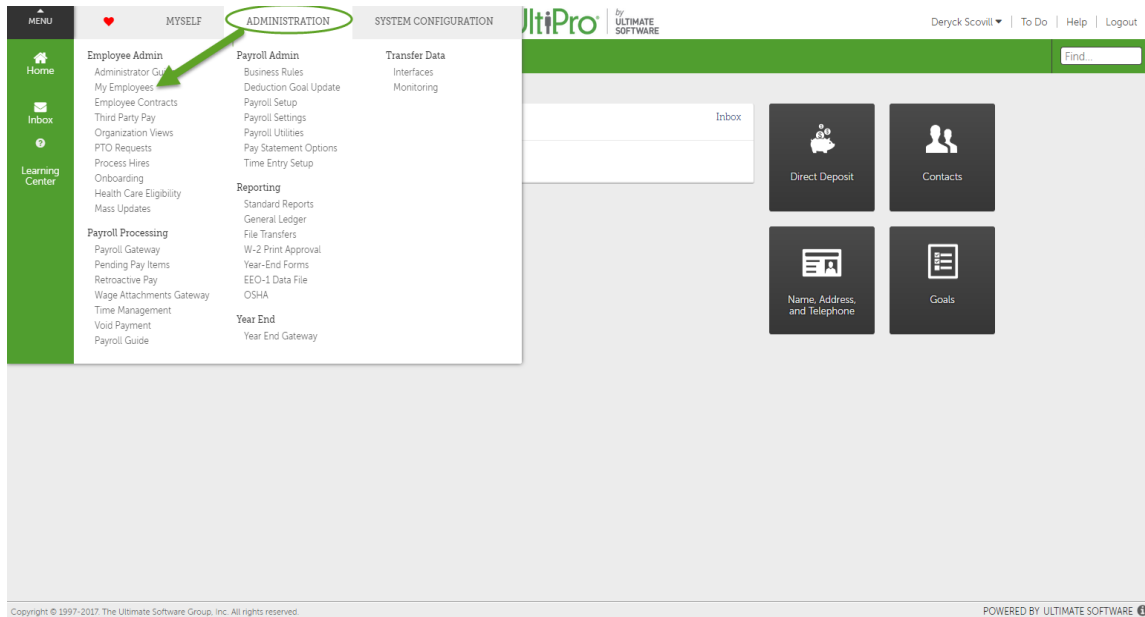




NEW HIRES / REHIRES

- Click MENU~ ADMINISTRATION~Employee Admin~My Employees



- On the right side of the screen, under “Things I Can Do”, select “Add Employee (Hire/Rehire)” OR Click the green “Add” button on upper right.

MENU Administration Employee Admin UltiPro by ULTIMATE SOFTWARE Deryck Scovill To Do Help Logout

Administrator Guide My Employees Employee Contracts Third Party Pay Organization Views PTO Requests Process Hires Find...

My Employees

add print help

Things I Can Do

- Add Employee (Hire/Rehire)
- Add Canadian Employee (Hire/Rehire/Multi-Company Hire)
- Add Global Employee

Quick Tours and Tips

- Human Resources – Resources for Employee Administrators
- UltiPro Navigation Overview
- Search with Filters Tour
- Modify Search Results Tour
- Hire/Rehire an Employee in the U.S. Tour
- Hire a Global Employee Tour
- Updating Global Employee Information Tour
- Add a Time Management Employee Tour

Find by Last name starts with Search

Actions OK

Name	Employee Number	Primary Work Phone	Extension	Status	Job	Location	Division
Enter Find by criteria							

- Ultipro will lead you through the following screens. Fill in the fields as necessary (**fields with a red dot are required fields**) and click Next to get to the next screen.

Hire an Employee ABC Company(2)

Start

Personal Dates Jobs/Payroll Time Management Direct Deposit Federal Income Tax State Taxes Local Taxes PTO/Leave Balances Summary

Start

Company ABC Company(2)

Operating country United States

SSN

Confirm SSN

Please confirm for accuracy.

Employee Information

Prefix

First name

Preferred name

Middle name

Last name

Former last


Suffix

Employee number To be assigned

Time clock


back next save reset cancel print help

- START:
 - *Company:* Click the drop-down list to select the appropriate company

- *SSN:* Type in the employee's social security number – no dashes. Enter carefully and check to the employee's SS card!
- *Confirm SSN:* Retype SS number
- *Names:* Enter Name fields as indicated (First and Last names are required)
- *Employee Number:* Enter a 6-digit employee number (**during Dual Entry, enter the ADP number with 0's in front, ex: if the ADP number was 212, enter 000212**). Once we go live with UltiPro, the employee number will autofill from the iCIMS feed.
- *Time Clock:* Leave blank
- Click the Next button () to go to the next screen

Start	Personal	back	next	print	help
Personal	Quick Address Search <input type="text" value="Search"/>				
Dates	Address				
Jobs/Payroll	Address				
Time Management	Address Line 2				
Direct Deposit	City				
Federal Income Tax	State/Province				
State Taxes	Zip/Postal code				
Local Taxes	County				
PTO/Leave Balances	Phone/E-Mail				
Summary	Home phone				
	Work phone				
	Extension				
	Other				
	Other type				
	Primary e-mail				
	Alternate e-mail				
	Mailstop				
	Additional Information				
	Date of birth				
	Gender				
	Marital status				
	Ethnic origin				
	I-9 verification				

○ PERSONAL:

- **Address:** Enter address, city, state and zip code in appropriate fields
- **Phone/Email:** Enter phone numbers and email addresses in fields
- **Additional Information:**
 - Enter appropriate info in each field
 - **I-9 verification:** Select "Yes" from drop-down list
- Click the Next button () to go to the next screen

Start	Dates		← back	→ next	🖨️ print	❓ help
Personal						
Dates						
Jobs/Payroll						
Time Management						
Direct Deposit						
Federal Income Tax						
State Taxes						
Local Taxes						
PTO/Leave Balances						
Summary						

Employment Dates

Hire date	•	<input type="text" value="MM/DD/YYYY"/>	<small>📅</small>
Seniority	•	<input type="text" value="MM/DD/YYYY"/>	<small>📅</small>
Benefit seniority	•	<input type="text" value="MM/DD/YYYY"/>	<small>📅</small>

Next Review Dates

Salary	<input type="text" value="MM/DD/YYYY"/>	<small>📅</small>
Performance	<input type="text" value="MM/DD/YYYY"/>	<small>📅</small>


○ DATES:

▪ Employment Dates:

- ***Hire date:** Enter the new hire effective date
- ***Seniority:** Date will autofill from new hire date; leave as is
- ***Benefit Seniority Date:** Date will autofill from new hire date; leave as is

▪ Next Review Dates:

- **Salary:** Date autofills one year from hire date; adjust as necessary
- **Performance:** Date autofills 180 days from hire date; adjust as necessary
- **NOTE:** For temporary employees, remove the review dates and leave these fields blank

- Click the Next button () to go to the next screen

Start

Personal

Dates

Jobs/Payroll

Time Management

Direct Deposit

Federal Income Tax

State Taxes

Local Taxes

PTO/Leave Balances

Summary

Jobs/Payroll

back next save reset cancel print help

Job Information

Supervisor

Job group

Job

Alternate job title

Location

State of employment

Hire source

Project

Division

Department

Region

BusLine

Health Care Measurement Group

Payroll Information

Pay rate per

Other rate 1

Other rate 2

Other rate 3

Other rate 4

Pay group

Pay frequency

Distribution center

Scheduled hours

Earnings group

Deduction/Benefit group

1095-C Deduction Group Assignment Date

Employee type

Hourly/Salaried

Full/Part time

Shift Group


Shift

Pay automatically ☐

○ JOBS/PAYROLL:

■ Job Information:

- **Supervisor:** Click the search icon and a pop-up box appears. Enter the supervisor's last name in the Find by box, click Search. Double click the name in the list and it will fill the field.
- **Job Group:** Skip this field
- ***Job:** Click the drop-down arrow and select the job number/name from the list.
- **Alternate job title:** Skip this field
- **Location:** Select location from drop-down list
- **Hire Source:** Skip this field
- **Project:** Select the Project from the drop-down list
- **DIVISIONS:** Select the Division code from the drop-down list
- **DEPARTMENTS:** Select from the drop-down list
- **FUND and ORG:** Select from the drop-down list
- **GL LOCATIONS:** Select from the drop-down list

- Payroll Information:
 - [Salary Guide](#) shows salary grade and range for this job
 - *Pay rate:* Enter pay rate PER HOUR (for all employees, including exempt)
 - *Other rates:* Leave blank
 - *Pay group:* Select from drop-down list
 - *Distribution center:* Select LARCO – Larimer County from drop-down
 - *Scheduled hours:* Enter the scheduled hours for a two-week period (ex: for full time, enter 80 hours)
 - *Earnings group:* Select from drop-down list
 - *Deduction/Benefit group:* Select from drop-down list
 - *1095-C Deduction Group Assnt Date:* Leave blank
 - *Employee type:* Select from drop-down list
 - *Hourly/Salaried:* **Select Hourly for ALL employees, including Exempts. (Nonexempt & Exempt status is set up at the job level)**
 - *Full/Part time:* Select from drop-down list
 - *Pay automatically:* Leave box unchecked
- Click the Next button () to go to the next screen








○ TIME MANAGEMENT:

- This section is not yet set up. Skip this screen during Dual Entry.

Hire an Employee
John Jones - ABC Company(2)

UltiPro | by ULTIMATE SOFTWARE

Start	<h3>Time Management</h3> <p>Choose the Time Management security access and time entry rules that are relevant to this employee.</p> <p>Additional Security Access</p> <p> <input type="radio"/> Supervisor <input type="radio"/> Administrator <input type="radio"/> Both Supervisor and Administrator <input checked="" type="radio"/> None </p> <p>Employee Time Entry Rules</p> <p>Shift number: <input type="text" value="DEFAULT SHIFT"/></p> <p>Pay policy: <input type="text" value="DEFAULT PAY POLICY"/></p> <p>Holiday rule: <input type="text" value="STANDARD"/></p> <p>Pay type: <input type="text" value="Non-Exempt"/></p> <p>Pay category: <input type="text" value="Full Time"/></p> <p>Employee access group: <input type="text" value="Employee Access"/></p> <p>Schedule request approver</p> <p>Supervisor and Administrator</p> <p>Supervisor access group: <input type="text" value="Supervisor Access"/></p> <p>Administrator access group: <input type="text" value="Administrator Access"/></p>
Personal	
Dates	
Jobs/Payroll	
Time Management	
Direct Deposit	
Federal Income Tax	
State Taxes	
Local Taxes	
PTO/Leave Balances	
Summary	










- Click the Next button () to go to the next screen

Start	Direct Deposit	Direct Deposit					back	next	+	save	reset	cancel	print	help	
Personal		Account Number	Bank	Account Type	Amount	Status									
Dates		No records found													
Jobs/Payroll															
Time Management															
Federal Income Tax															
State Taxes															
Local Taxes															
PTO/Leave Balances															
Summary															

- DIRECT DEPOSIT:
 - Click on the “add” button at top of screen to add new accounts
 - The Direct Deposit Detail screen appears

Start	Add/Change Direct Deposit	Direct Deposit Detail					back	next	save	reset	cancel	print	help													
Personal		Bank name	<input type="text"/>																							
Dates		Routing number	<input type="text"/>																							
Jobs/Payroll		Account number	<input type="text"/>																							
Time Management		Account type	<input type="text"/>																							
Direct Deposit		Status	Active																							
Federal Income Tax		*Amount																								
State Taxes		Flat Amount	<input type="text"/>																							
Local Taxes		Percent amount	<input type="text"/>																							
PTO/Leave Balances		Available balance	<input checked="" type="radio"/>																							
Summary	Direct Deposit Summary																									
	<table><tr><th>Selected</th><th>Account Type</th><th>Bank</th><th>Account Number</th><th>Amount</th><th></th></tr><tr><td colspan="6">No records found</td></tr></table>														Selected	Account Type	Bank	Account Number	Amount		No records found					
Selected	Account Type	Bank	Account Number	Amount																						
No records found																										

- Fill in all bank account information
- *Amount: If all pay will go to this account, click Available balance
If pay will be split between accounts, click Flat Amount or
Percent amount and enter amount or % to go to this account
- Click the Next button () to go to the next screen

- The Bank Account information will appear in the Direct Deposit list

Hire an Employee
John Jones - ABC Company(2)


UltiPro by ULTIMATE SOFTWARE

Start
Personal
Dates
Jobs/Payroll
Time Management
Direct Deposit
Federal Income Tax
State Taxes
Local Taxes
PTO/Leave Balances
Summary

Direct Deposit

back next add save reset cancel print help

Account Number	Bank	Account Type	Amount	Status	
xxxxxxxxxxxxxxxxxx2220	First National	Checking	Available balance	Active	

- To add another account, click the Add button again and complete the Direct Deposit Detail screen for the additional account
- Then click “Next” to return to this screen and view both accounts in the list
- Add additional accounts as necessary
- Click the Next button () to go to the next screen

Start	<h2>Federal Income Tax</h2> <div><div>back</div><div>next</div><div>save</div><div>reset</div><div>cancel</div><div>print</div><div>help</div></div>
Personal	
Dates	
Jobs/Payroll	
Time Management	
Direct Deposit	
Federal Income Tax	
State Taxes	
Local Taxes	
PTO/Leave Balances	
Summary	

Federal Taxes (Form W-4)

Filing status SINGLE

Total allowances claimed

Additional amount withheld each paycheck

☐ Employee claims exemption from withholding (blocked)

☐ Employee has a Federal lock-in letter


Backup Withholding (Form W-9)

☐ Payee is subject to backup withholding

W-2 Reporting

☐ Pension

○ **FEDERAL INCOME TAX**

- Enter the following information from the employee's W-4 form in the appropriate fields:
 - Filing status
 - Total allowances claimed
 - Additional amount to be withheld (if any)
- Do not check any of the boxes
- If the employee is claiming exemption from withholding, do not enter any allowances, and check the Employee claims exemption box (this box will be blocked if allowances are entered)
- Click the Next button () to go to the next screen

Hire an Employee - Google Chrome

Secure | <https://et11.ultipro.com/pages/EDIT/EEAdminTaxState.aspx?USParams=PK=EEADM!MenuID=424!ParentRerId=425!SubDivRerId=674!mode=add!originati...>

Hire an Employee
John Jones - ABC Company(2)

UltiPro[®] by ULTIMATE SOFTWARE

Start

Personal

Dates

Jobs/Payroll

Time Management

Direct Deposit

Federal Income Tax

State Taxes

Local Taxes

PTO/Leave Balances

Summary

State Taxes

State Colorado

Filing status SINGLE

Total allowances claimed 1


Additional amount withheld each paycheck \$0.00

☐ Employee claims exemption from withholding (blocked)

☐ Employee has a lock-in letter for this jurisdiction

back next save reset cancel print help

○ STATE INCOME TAX

- Enter the following information from the employee's W-4 form in the appropriate fields:
 - Filing status
 - Total allowances claimed
 - Additional amount to be withheld (if any)
- Do not check any of the boxes
- If the employee is claiming exemption from withholding, do not enter any allowances, and check the Employee claims exemption box (this box will be blocked if allowances are entered)
- Click the Next button () to go to the next screen

Start

Personal

Dates

Jobs/Payroll

Time Management

Direct Deposit

Federal Income Tax

State Taxes

Local Taxes

PTO/Leave Balances

Summary

PTO/Leave Balances

←

→

+

□

↺

⊘

🖨

?

back

next

add

save


reset

cancel

print

help

Plan	Available	Hours/Wages	Earned Through	Reset
No records found				

- PTO/LEAVE BALANCES:
 - LEAVE BALANCES WILL NOT BE MAINTAINED IN ULTIPro UNTIL GO-LIVE
 - Some balances have been loaded to allow us to run sample payrolls and experiment, but these will be deleted prior to loading accurate balances in December
 - Click the Next button () to go to the next screen

Start

Personal

Dates

Jobs/Payroll

Time Management

Direct Deposit

Federal Income Tax

State Taxes

Local Taxes

PTO/Leave Balances

Summary

Summary

back

next

save

cancel

print

help

☒ Request Information

Show

All fields

☒ Start


	Before	Submitted
Company	New	ABC Company(2)
Operating country	New	United States
Prefix	New	
First	New	John
Preferred name	New	John
Middle	New	James
Last	New	Jones
Former last	New	
Suffix	New	
Employee number	New	To be assigned
Time clock	New	

☒ Personal

	Before	Submitted
Country	New	United States
Address	New	123 Elm St
Address Line 2	New	
City	New	Fort Collins
State/Province	New	Colorado
Zip/Postal code	New	80521

○ SUMMARY:

- A warning will appear if the pay rate is outside the pay range for the assigned job.
- Check all fields here for accuracy
- Click “back” to return to previous screens for editing

- When all information appears correct, click the green SAVE button ( save) in the upper right corner

- FINAL STEPS:
 - Once the new hire is saved, you will be returned to the “My Employees” screen.
 - To find the employee you just added:
 - In the Find by box, select “Last name”
 - Select “is”
 - Type the new hire’s last name and click Search
 - The new hire will appear in the list

Copyright © 1997-2017. The Ultimate Software Group, Inc. All rights reserved. POWERED BY ULTIMATE SOFTWARE

- Click on the new hire’s name to go directly to his/her record

- To add Driver's License information for the new employee, click on the Career & Education tab and the Licenses sub-tab

ABC Company(2)
Mr. Andy M. Jones - 000000005

UltiPro[®] by ULTIMATE SOFTWARE

Mr. Andy M. Jones

Personal | Jobs | Time Management | **Career & Education** | Career Development | Pay | Benefits | Taxes | Documents | Audit

Goals | Competencies | Personal Development | Talent Profile | Talent Factors | **Licenses** | Skills | Tests | Previous Employment | Awards | Education

Licenses and Certifications

add delete print help

Received	License / Certification	Number	Type	Provider	Renewal	Notes	Delete
No records found							

Things I Can Do

FOR THIS PAGE

[Add Licenses/Certifications](#)

FOR THIS TAB SET

[View Recommended Goals](#)
[Add/Change Goal Weighting](#)
[Add Skills](#)
[Add Tests](#)
[Add Previous Employment](#)
[Add Awards](#)
[Add Education](#)
[Add Relocation Preferences](#)

Quick Tours and Tips

- Click the green Add button on the upper right (OR) under Things I Can Do, click on Add Licenses/Certifications

ABC Company(2)
Mr. Andy M. Jones - 000000005

UltiPro[®] by ULTIMATE SOFTWARE

Mr. Andy M. Jones

Personal | Jobs | Time Management | **Career & Education** | Career Development | Pay | Benefits | Taxes | Documents | Audit

Goals | Competencies | Personal Development | Talent Profile | Talent Factors | **Licenses** | Skills | Tests | Previous Employment | Awards | Education | Relocation Preferences

Add/Change License or Certification

save reset cancel print help

License / Certification:

Number:

Received:

Renewal:

Provider:

Notes:

Things I Can Do

FOR THIS TAB SET

[View Recommended Goals](#)
[Add/Change Goal Weighting](#)
[Add Licenses/Certifications](#)
[Add Skills](#)
[Add Tests](#)
[Add Previous Employment](#)
[Add Awards](#)
[Add Education](#)
[Add Relocation Preferences](#)

Quick Tours and Tips

[Write SMART Goals Tour](#)
[Add a Goal Tour](#)
[Add and Change Goal Weighting Tour](#)

- Complete all fields:
 - **License/Certification:** Select license type from drop-down list
 - **Number:** Enter the Driver's License number, including dashes
 - **Received:** Enter the Issued date
 - **Renewal:** Enter the Expiration date
 - **Provider:** Select the State that issued the license
 - **Notes:** Type additional information, if desired



- Click the green SAVE button (**save**) in the upper right corner