



U L T I P R O
E M P L O Y E E
S E L F - S E R V I C E
U S E R G U I D E



I N T R O D U C T I O N

UltiPro is your web based provided for Payroll, Benefits, and HR needs. You have access to an "Employee Self-Service" portal which gives you to access to view, edit, or update your personal information including name, address, telephone, email, emergency or beneficiary contacts, direct deposit, taxes, and so much more!

*It is important to regularly login and check your personal portal to ensure your pay, benefits, deductions, contact information, etc. is appropriate.

You will gain access to UltiPro upon your first day of employment. If you are unable to access this system or have any questions, please email hr@onebridge.tech.

Contact Information

- Questions regarding your personal employee portal, information listed, or system administration should be sent to hr@onebridge.tech
- Questions regarding your pay, taxes, PTO, 401(k), HSA, or direct deposit should be sent to payroll@onebridge.tech
- Questions regarding timesheets should be sent to timesheets@onebridge.tech
- Questions regarding Expense Reimbursements should be sent to ap@onebridge.tech
- Questions regarding your benefits (medical, dental, vision, STD/LTD, life insurance should be sent to support@callthecareline.net
- Questions regarding Workers' Compensation, FMLA, Leaves of absence, VISA/H1B/Employment status should be sent to compliance@onebridge.tech

LOGGING INTO ULTI PRO

- Open your internet browser to <https://ew43.ultipro.com/login.aspx>
 - This link is specific to SmartIT – you will not be able to access UltiPro elsewhere.
 - For an optimal experience, use these browsers. Unexpected results may occur when using other browsers.
 - ✓ Internet Explorer 11.0
 - ✓ Firefox 51.0
 - ✓ Chrome 55.0

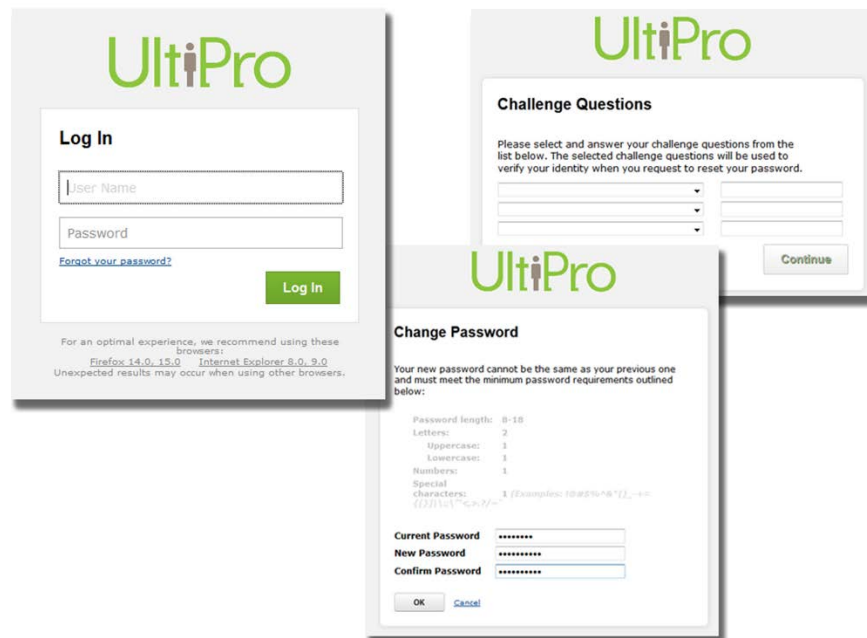
***HINT:** Save this link to your “Favorites” or “Bookmarks” bar

- Login User Name
 - **Corporate Employees:** your @onebridge.tech assigned Outlook username
 - **Consultants:** your personal email address used during onboarding

***HINT:** If you are unsure of which email address to use, please email hr@getsmarterit.com

- Password: Your birthdate (MMDDYYYY Format)
 - *HINT:** Anytime your password is reset, it will default to the MMDDYYYY Format

- After logging in, you will be required to create a new password and security questions.
 - Your new password must have at least one number, one upper case and one lower case letter, one special character and is between 8 – 18 characters long.
 - After selecting your new password, you are taken to a new page where you must select and answer 3 security questions before your new password will be accepted.
 - Please note the system does not prevent you from creating a new password that does not meet the password requirements. If after selecting your new password and you're not taken directly to the security questions page, then the password you've just created is invalid and the system will not recognize your login credentials the next time you log in.



The image shows three overlapping screenshots of the UltiPro web interface. The top-left screenshot is the 'Log In' page, featuring fields for 'User Name' and 'Password', a 'Forgot your password?' link, and a green 'Log In' button. Below the form, it lists recommended browsers: Firefox 14.0, 15.0 and Internet Explorer 8.0, 9.0. The top-right screenshot is the 'Challenge Questions' page, which prompts the user to select and answer three questions from a list to verify their identity. The bottom screenshot is the 'Change Password' page, which displays password requirements (length 8-18, 2 letters, 1 uppercase, 1 lowercase, 1 number, 1 special character) and provides fields for 'Current Password', 'New Password', and 'Confirm Password'.

Forgot Password / Locked out

- If you forget your password or are locked out, click the **Forgot your password?** link on the login page.



Log In

User Name

Password

[Forgot your password?](#)

Log In

- Enter your username (your email address) and click Go. You do not have an access code or reset link.



Forgot Your Password?

No problem. We can help with that.

Let's get started.
Enter your User Name and we will help you reset your password.

User Name

OR

~~Received an access code or reset link?
Enter the access code along with your User Name below. If you received a reset link by email, please follow the instructions in the email.~~

User Name

Access Code

Don't know your User Name? Contact your System Administrator for help.

Cancel

Go

You will be asked to answer the security questions you designated when you first set your password. Successfully answering those questions will then enable you to reset your password.

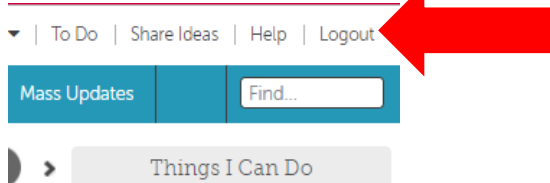
- There are times when your login gets locked due to unsuccessful logins. If this happens, you must contact hr@onebridge.tech to unlock your account.

Log Out

It is a good practice to log out of UltiPro when you leave the system unattended. This prevents anyone else from performing inquiries or making changes in the system using your user name.

If you do not log out of UltiPro Web manually, the system will log you off after a certain timeout period.

- Click "Logout" in the upper right hand corner.



▼ | To Do | Share Ideas | Help | Logout

Mass Updates Find...

> Things I Can Do

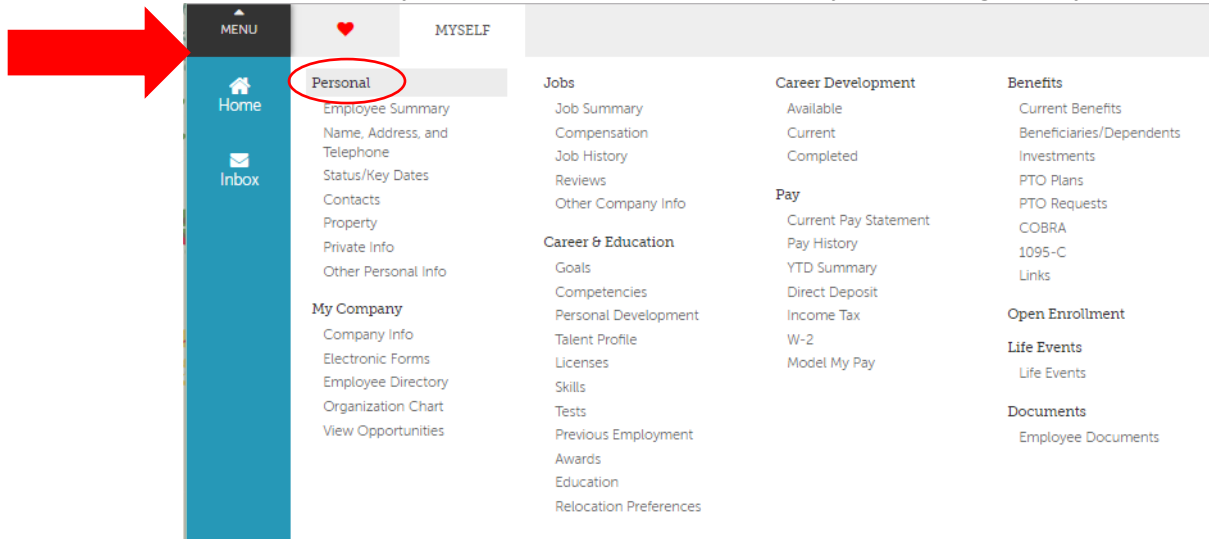
EMPLOYEE SELF-SERVICE

Employees are responsible for ensuring the accuracy of the information listed within UltiPro. As an UltiPro user, changes can be made or updated by you.

Personal

From your home screen, navigate to the **menu** bar in the upper left-hand corner. Hover over the “myself” tab to access all of your personal information.

***HINT:** The red heart tab allows you to add favorites (or frequently visited pages) to your portal.



- Within the Personal section, click to review your “**Name, Address, and Telephone**”.
- If any changes are needed, use “edit” pencil button or the functions listed under “**Things I Can Do**” on the right-hand side of the page.

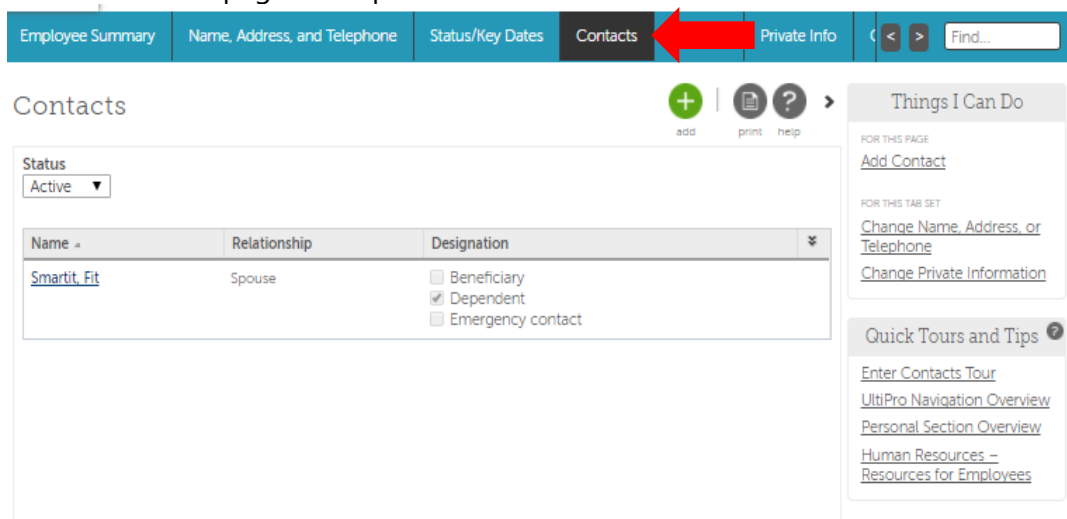
Name, Address, and Telephone

Name	Ben Smartit				
Preferred	Ben				
Former last					
Marital status					
Address	244 N Oxford St Indianapolis, IN 46201 United States				
Mailstop					
Primary Home Phone	(Private)				
Primary Work Phone					
Work extension					
Primary e-mail					
Alternate e-mail					
Alternate Phone Numbers					
Type	Phone	Extension	Country	Country Prefix	Private
No records found					

Things I Can Do

- FOR THIS PAGE
 - [Change Name, Address, or Telephone](#)
- FOR THIS TAB SET
 - [Add Contact](#)
 - [Change Private Information](#)
- Quick Tours and Tips
 - [UltiPro Navigation Overview](#)
 - [Personal Section Overview](#)
 - [Human Resources – Resources for Employees](#)
 - [Enter Contacts Tour](#)

- Review your "Contacts". If any changes are needed, click the hyperlinked name and make edits on the next page that opens.



Employee Summary | Name, Address, and Telephone | Status/Key Dates | **Contacts** | Private Info | Find...

Contacts

add | print | help

Status: Active

Name	Relationship	Designation
Smartit, Fit	Spouse	<input type="checkbox"/> Beneficiary <input checked="" type="checkbox"/> Dependent <input type="checkbox"/> Emergency contact

Things I Can Do

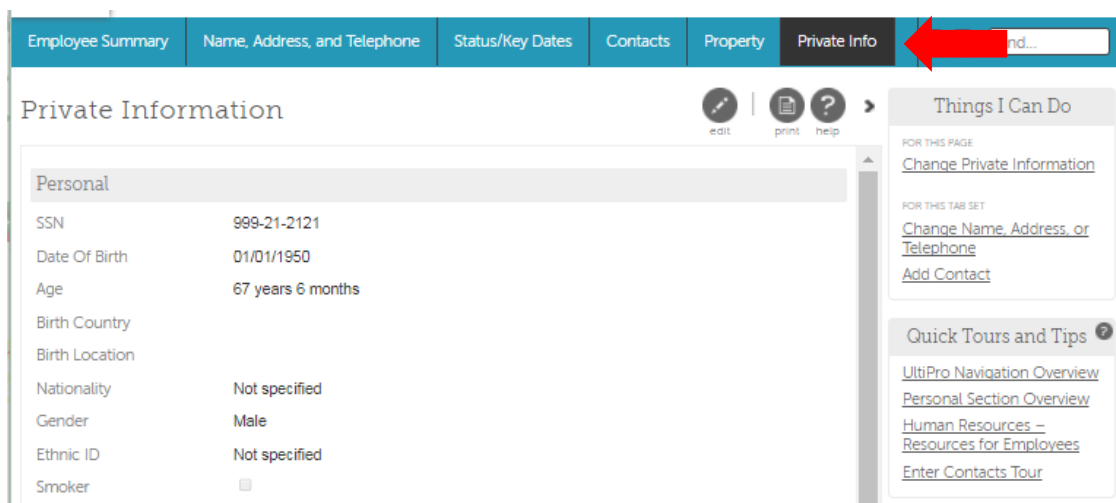
FOR THIS PAGE: [Add Contact](#)

FOR THIS TAB SET: [Change Name, Address, or Telephone](#), [Change Private Information](#)

Quick Tours and Tips

[Enter Contacts Tour](#), [UltiPro Navigation Overview](#), [Personal Section Overview](#), [Human Resources - Resources for Employees](#)

- Review your "Private Info". If any changes are needed, use "edit" pencil button or the functions listed under "Things I Can Do" on the right-hand side of the page.



Employee Summary | Name, Address, and Telephone | Status/Key Dates | Contacts | Property | **Private Info** | Find...

Private Information

edit | print | help

Personal

SSN: 999-21-2121
 Date Of Birth: 01/01/1950
 Age: 67 years 6 months
 Birth Country:
 Birth Location:
 Nationality: Not specified
 Gender: Male
 Ethnic ID: Not specified
 Smoker: ☐

Things I Can Do

FOR THIS PAGE: [Change Private Information](#)

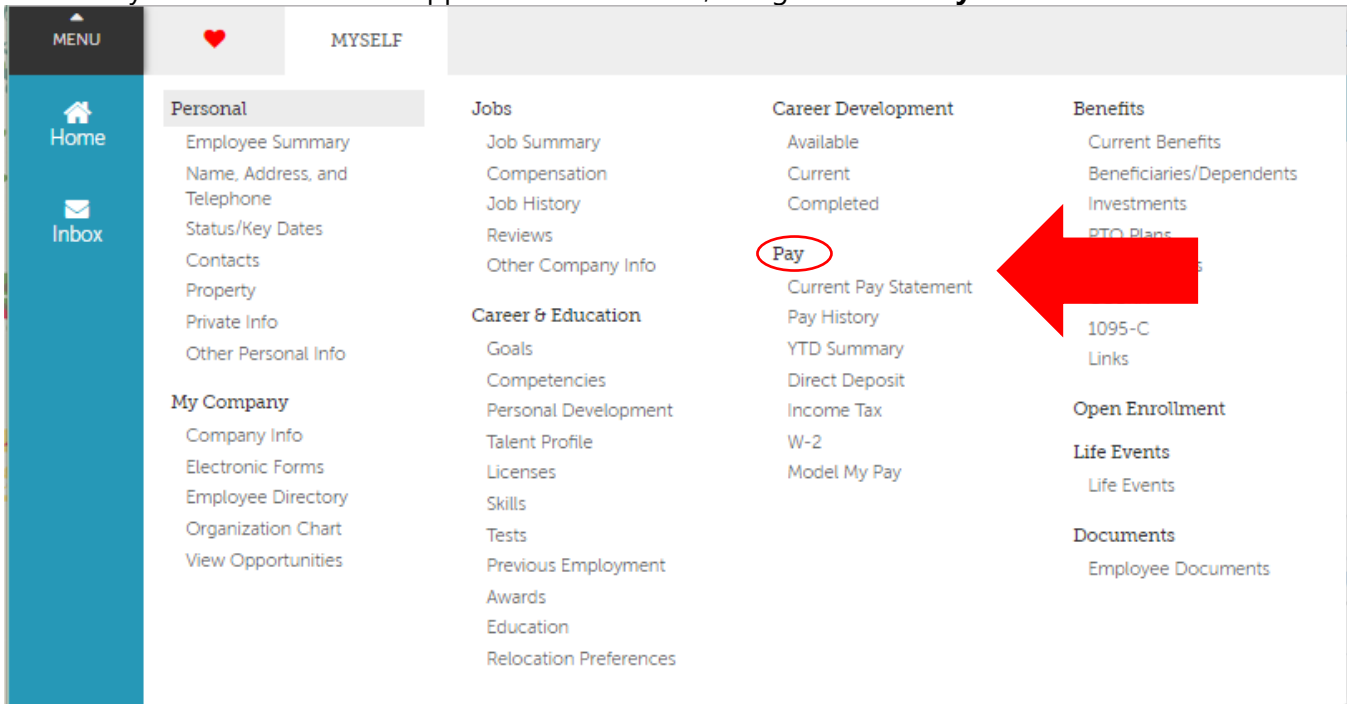
FOR THIS TAB SET: [Change Name, Address, or Telephone](#), [Add Contact](#)

Quick Tours and Tips

[UltiPro Navigation Overview](#), [Personal Section Overview](#), [Human Resources - Resources for Employees](#), [Enter Contacts Tour](#)

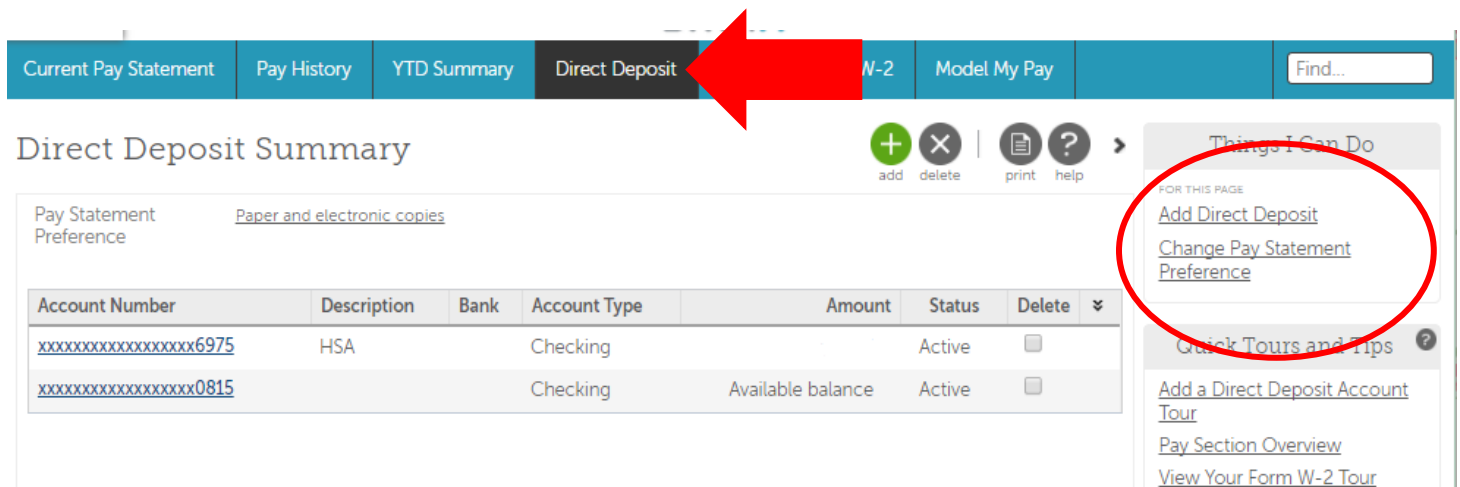
Payroll

- From your Menu bar in the upper left-hand corner, navigate to the **Pay** tab.



View/Edit Direct Deposit

- Within the Pay tab, review your direct deposit information. Use the green "add" button or the functions listed under "Things I Can Do" on the right-hand side of the page.



View/Edit Taxes

- Review your "Income Tax" information. This includes federal, state, and local (if applicable) taxes based off your home and work addresses. Changes to your taxes can be made under "Things I Can Do" → Add/Change Withholding Form (W-4) on the right-hand side of the page.

Income Tax Summary

Active Inactive

Regular Wages

Description	Type	History	Filing Status	Claimed Allowances	Additional Allowances	Additional Amount	Block Withholding
Federal Income Tax			MARRIED	1	0	\$0.00	
IN State Income Tax			MARRIED	1	0	\$0.00	
Hendricks CNTY							
SmartIT Corp - Indy, IN	Primary work location						

Things I Can Do

FOR THIS PAGE

[Add/Change Withholding Form \(W-4\)](#)

FOR THIS TAB SET

[Add Direct Deposit](#)

[Change Pay Statement Preference](#)

Quick Tours and Tips

[Pay Section Overview](#)

[Add a Direct Deposit Account Tour](#)

[View Your Form W-2 Tour](#)

View/Print Paystubs

- Within your "Pay" portal, you can review your current pay stub from the "Current Pay Statement" tab.

Pay Statement

This is a statement of earnings and deductions. This pay statement is non-negotiable.

- To access all other paystubs, select "Pay History". All stubs processed in UltiPro will be listed. You can view and/or print your personal paystubs from this page.

Pay History

Find by Date range From MM/DD/YYYY To MM/DD/YYYY Search

Employee					
Pay Date	Document Number	Net Pay	Earnings	Deductions	Taxes