Human Resources UPDATE

Ultipro HR/Payroll System

Ultipro is a secure website available to you 24/7. The website contains a wealth of information and resources for all employees. Log into the Ultipro website at **https://www51.intersourcing.com/** to view and print pay stubs, change direct deposit accounts and federal tax withholdings, view and apply for job opportunities, and update personal information.

Compatibility

While many versions of Internet Explorer and Mozilla Firefox may work with Ultipro, only Internet Explorer 7.0 and 8.0, and Mozilla Firefox 3.0, 3.5, and 3.6 are currently supported.

How to Log In

Using Internet Explorer or Mozilla Firefox, enter the Ultipro website address:

www51.intersourcing.com

Your user name is the first 4 letters of your last name, 0 (zero) & your 4-digit employee number.

Example: John Smith is employee number 2351. John Smith's user name is:

User name example: smit02351

The default password is the last 4 digits of your social security number.

You will be asked to create 3 security questions. If you forget your password, go to the login screen and click "**Forgot your password**?"

When you correctly answer the 3 security questions, your password is reset to your default password (last 4 digits of your SSN). The answers to the security questions are case sensitive--in other words, if you capitalize a letter in your answer to a security question you will need to capitalize it when you type it to answer the question.

Take care in typing your user name and password. Three (3) unsuccessful attempts to log in will lock you out of the system. If you forget your password and you cannot recall the correct answers to your security questions, or if you get locked out of the system, email **ultiprohelp@spectrumlab.org** to request help resetting your password.

What to Check

Please review all information under "**Myself**". Submit changes to your address and phone number by clicking "**Change Name & Address**" under the "**Things I Can Do**" list. Be sure to add your work phone and email address.

- ☑ **Name and address**
- ☑ **Social security number and date of birth**
- ☑ **Pay rate**
- ☑ **Direct deposit information**
- ☑ **Federal and state tax withholding information**
- ☑ **Work location**

TIP: If you need to make a change to your primary direct deposit account—don't delete the account number. Just type over it and be sure to save on the first screen and then again on the screen to submit to Payroll.

Where to Find It

"**Myself**" Tab

- Personal Information
  - Private info (SSN & DOB)
- Job Information – info about current job
- Pay Information
  - Current pay stub
  - Pay history (stubs beginning 6/11/10)
  - Direct deposit info
  - Federal and state taxes
- Benefits Information

"**My Company**" Tab

- Company Information
- Electronic Forms
- Employee Directory
- Job Openings – click on any column to sort by most recent posting, by job title, by city or state

If You Have Questions…

Email **payroll@spectrumlab.org** or call 1-888-664-7601 extension 6750. Please leave your name, phone number ***with area code*** and a detailed message.