

Access your pay information online!

Accessing the Website

To access the website, go to: <u>www.proservice.com</u> and click on the UltiPro Login at the top right of the page or go to <u>https://proservice.ultipro.com</u>

Each login is standard and will consist of a user name that is equal to your last name, first initial and last 4 digits of your Social Security number (ex. mcdonaldr1234) and a password that is date of birth in a MMDDYYYY format (ex. 01311985).

Log III
User Name
Password

After the first login, a new password and up to 4 security questions will be required.

Change Password		Challenge Questions	
Your new password cannot be the same as your previous one and must meet the minimum password requirements outlined below:		Please select and answer your challenge questions from the list below. The selected challenge questions will be used to verify your identity when you request to reset your password.	
Password length: 8-50 Letters: 2 Uppercase: 1 Lowercase: 1 Numbers: 1 Special characters: 1 (<i>Examples: !@#\$</i> { <i>I</i>)]/ :; ``'<,>.?/~	°%^&*()+=	Cancel	Continue
New Password Confirm Password OK Cancel			



Home Page

The first screen of the website is the homepage. This contains announcements, links, and documents posted by your employer and ProService. There is a menu bar at the top of the screen that will allow you to navigate to other sections of the website. Hover over the menu items to access the sub menus.

MENU	MYSELF	ADMINISTRATION	
Home Inbox	Personal Employee Summary Name, Address, and Telephone Status/Key Dates Contacts Property Private Info Other Personal Info My Company Electronic Forms Company Forms Jobs Job Summary Compensation Job History Reviews Other Company Info	Career & Education Licenses Skills Tests Previous Employment Awards Education Pay Current Pay Statement Pay History YTD Summary Direct Deposit Income Tax W-2 Model My Pay	Benefits Benefits Summary Beneficiaries/Dependents Investments PTO Plans Documents Employee Documents

Key Features

Description	Location
View and Print Current Pay Stub	Myself > Pay > Current Pay Statement
Access All Pay Stubs	Myself > Pay > Pay History
View Direct Deposit	Myself > Pay > Direct Deposit
View and Print W-2	Myself > Pay > W-2
Review Address Information	Myself > Personal > Name, Address, and Telephone
View current and historical compensation information	Myself > Jobs > Compensation
Review Benefits elections and deductions	Myself > Benefits > Benefits Summary