St. Joseph's Health

contact

information

UKG Pro (UltiPro) Employee User Guide

1. Access the site How to Access UKG Pro from a St. Joseph's Health device:

- Utilize the UKG Pro link found on the Inside homepage under Quick Links. In addition, when on the SJH network, UKG Pro can be accessed via any internet browser via Favorites and/or Bookmarks under General.
- For those that use Imprivata/auto login pcs, click on to the UKG Pro icon, which can be found on the SJH computer desktop, or go to Citrix/RACCESS.

How to Access UKG Pro from a personal device (non St. Joseph's Health device):

- If you are using a personal device, you must log onto the **SJH web site at <u>www.stjosephshealth.org</u>**, and click on the employee/partner portal at the very bottom of screen. UKG Pro will appear in the list as 'UKG Pro (UltiPro)'.
- You can also access UKG Pro through a mobile app on your phone. However, the mobile app provides limited functionality.
- 2. Log in When loggin in from a personal computer, you need to enter your St. Joseph's network account as your user name (i.e. <u>username@sjhmc.org</u>) and your network password as the UKG password.

When logging in using a **mobile app** on your phone, you will be asked for Company Access Code: SJHMOBILE. Choose the 'Use SSO (Corporate Credentials)' option when on the login page.

3. Edit your Click on the "MENU" drop-down located on the top left corner of the screen to expand the menu. Hover your mouse cursor over the "MYSELF" tab. Click on "Name, Address, and Telephone"





 Edit your personal and contact information – cont. Click the "Edit" icon on the top right of the page

Name, Addr	ess, and Telephone				edit D	?
Name Preferred Former last Marital status Address			Primary Home Phone Primary Work Phone Work extension Primary e-mail Alternate e-mail			
Mailstop Alternate Phone N	Jumbers		_			
Туре 🛋	Phone	Extension	Country	Country Prefix	Private	
Collular	(201) 889-8341		United States			

Save your On this page, you could change the following information: -name (requires a submission of a copy your Social Security card to the Payroll or HR office) -marital status -home address -personal email (called "Alternate e-mail") -primary home phone

After you complete making changes, click the "Save" icon on top right.

			U 111		
Employee Summary Na	me, Address, and Telephone Status/Key Dates Emerg	gency Contacts Priv	rate Info		
Change Name,	, Address, or Telephone				save cancel
Information Once your addres (Myself > Income After updating yo (Myself > Income	ss update has been completed, you may need to complete a • Tax > Things I can do > Add/Change Withholding Form (W-4 uur marital status, you may need to update your employee wit • Tax > Things I can do > Add/Change Withholding Form (W-4	new employee state wi 4)) thholding elections fron 4))	thholding form from the Withl n the Withholding Forms (W-4	holding Forms (W-4) page: page:	
Effective	09/03/2018		Preferred first	E	
NAME CHANGE ALERT	NEW SOCIAL SECURITY CARD MUST BE PRESENTED T	TO HR OR PAYROLL	Former last		
Prefix	al de set		Marital status	Single •	
First					
Middle					
Last					
Address					
Country	United States		County	Bergen	
Address	111 Main Street		Primary e-mail	A 1000 M 1000	
Address Line 2			Alternate e-mail		



Submit name and home and to submit them. The "Submit" icon is on the top right. A confirmation will be emailed to you after changes are approved by HR and Payroll, and your record is updated in UltiPro.

Both types of changes require an HR/Payroll review before they are updated in UltiPro.

Important: Social Security card is required for all name changes.

For any address changes moving in or out of New Jersey you may need to fill out a State W-4 form. Please contact your tax advisor for guidance.

М	ENU T	Myself Personal							
Em	ployee S	ummary	Name, Add	ress, and Telephone	Status/Key Dates	Emergency Contacts	Private Info		
Sι	ımm	lary							submit reset cancel
	! Υοι	ı must sele	ct Submit to c	complete this request.					
W Ap Ap	'orkflov prover l pprover l	v Approv .evel 1 .evel 2	als (Personal Info Workflo Payroll Administrator	w Approver 🔹				
	Reque	est Inform	nation						Show All f
	🖻 Cha	inge Nai	me, Addre	ss, or Telephone					
				Before				Submitted	
	Effectiv	e						09/07/2018	

7. Add your mobile number to the Alternate Phone Number. **Important:** Your mobile number must be added as an Alternate Phone Number. Click on "Add Alternate Phone Number" on the right side of your screen.

MENU MI Pe	self sonal			L				Earl Maramba 🛩 📔 To
Employee Sum	nary Name, Address, and Telephone	Status/Key Dates E	Emergency Contacts	Private Info				
Name, A Name Preferred Former last Marital status Address Mailstop	ddress, and Telephone	e		Primary Home Phone Primary Work Phone Work extension Primary e-mail Alternate e-mail	t (Private) 16.019	<u>o</u>	prs hep	Things I Can D For this wat Change Name. Address. or. Telephone Add Alternate Phone Number For this tas ar Add Emergency. Contact
Type 🖍	Phone	E	xtension	Country	Country Prefix	Private	8	
Cellular				United States				

8. Save your mobile number Click the "Type" drop-down arrow and select "Cellular". Complete all of the remaining fields. Make sure that, in the "number" field, you are adding a cell phone number only. Click the "Save" icon.

MENU	Myself Personal								Earl Maramba 🔻 🕴 To D
Employee S	iummary	Name, Address, and Telephone	Status/Key Dates	Emergency Contacts	Private Info				
Add/C	hange	e Alternate Phone I	Number			\otimes	000	••••	Things I Can Do
						delete	save reset cancel	print help	FOR THIS TAB SET Change Name, Address, or Telephone
Country		•							Add Alternate Phone Number Add Emergency Contact
Country	prefix								
Number		•				•			
Extension	1								
Private		Yes 🔻							



9. Add/Change Emergency Contact Click on the "MENU" drop-down located on the top left corner of the screen. Hover your mouse cursor over the "MYSELF" tab. Click on "Emergency Contact"



10. Change an existing Emergency Contact Click the name of the emergency contact you want to change information for.

 Personal 					UIIIPIU
Employee Summary	Name, Address, and Telephone	Status/Key Dates	Emergency Contacts	Private Info	
Emergency	Contacts				
Status Active					
Name 🔺		Relatio	nship		Preferred Phone
		Brother			(Home)

Click the "Edit" icon.

MENU Myself Personal						
Employee Summary	Name, Address, and Telephone	Status/Key Dates	Emergency Contacts	Private Info		
- 1. A.S.	15				edit	print help
Personal						5
Relationship Gender	Brother					ł
Telephone						
Preferred phone Home Work Work extension Other Other type	Home					



After you complete changes, click the "Save" icon.

MENU Myself Personal					UltiPro	by ULTIMATE SOFTWARE		
Employee Summary	Name, Address, and Telephone	Status/Key Dates	Emergency Contacts	Private Info				
Add/Change	e Contact						save reset cancel	print Pelp
Contact is active								
Personal								
First	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1							
Middle	State 2014							
Last	- 127 State							
Suffix	Q, X							
Gender	*							
Relationship	• Brother Q ×							

11. Add new Emergency Contact

In order to add a new emergency contact, click on the "Add" icon. After you enter contact information, click on the "Save" icon.

Employee Summary	Name, Address, and Telephone	Status/Key Dates	Emergency Contacts	Private Info			
Emergency	Contacts					et add	print help
Status Active •							
Name 🔺		Relations	hip		Preferred Phone		*
		Brother			(Home)		

12. Change Federal and State Tax information

Click on the "MENU" drop-down located on the top left corner of the screen. Hover your mouse cursor over the "MYSELF" tab. Click on "Income Tax"

MENU	 MYSELF 		UltiPro	ULTIMATE SOFTWARE		
Horne Ninbox	Personal Employee Summary Name, Address, and Telephone Statu/Key Dates Emergency Contacts Private Info Job Summary Compensation Pay Current Pay Statement Pay History YTD Summary	Eart Maramba Analyst Application I Pay Solo Last pay date 08/02/2018 View pay statement	To Do There are no to dos	Index	Direct Deposit	E v
	Uncert Lepoint Income Tax W-2 Document Acknowledgment	Mobile App Download the UlliPro Mobile App from the Apple or Google Pay app stores. Access Cose View instructions				



13. Change Federal and State Tax information – cont.

Click on "Add/Change Withholding Form (W-4)" on the top right side of the screen. Note that the history of tax changes could be accessed by clicking on the "clock" icon in the History column on the Income Tax Summary page.

MENU Myself Pay					UltiPro	ULTIMATE SOFTWARE			Earl Maramba 🔻 To Do Help Logout
Current Pay Statement Pay	History YTD Summary	Direct Deposit	Income Tax	W-2					Find
Income Tax Sum	nmary								> Things I Can Do
Active Inactive									Add/Change Withholding.Form.(W-4)
					Regula	ar Wages			Guick Tours and Tips
Description	Туре	History	Filing Status	Claimed Allowances	Additional Allowances	Additional Amount	Block Withholding	Exempt From Tax *	View Your Form W-2 Tour
Federal Income Tax		3	SINGLE	2	0	\$0.00			
NJ State Income Tax		8	RATE B	4	0	\$0.00			
New Jersey Location	Primary work location								

Click on the applicable federal or state form.

MENU Myself Pay							Ulti			
Current Pay Statement	Pay History	YTD Summary	Direct Deposit	Income Tax	W-2					
Withholding	Forms (W	-4)								e e print
Add/Change Withho	olding Form (W	(-4)								
Description		Form								
Federal		Employee's W Certificado de Employee's W	ithholding Allowance Exención de Retencio Ithholding Allowance	Certificate (W-4) ones del Emplead Certificate (W-4 (<u>o (W-4(SP))</u> NRA))					
New Jersey		New Jersey (NJ-	<u>W4)</u>							
Current Withholdin	g Forms					Allo	vances			
Description	Form	Year	Effective 👻	Filir	ng Status	Claimed	Additional	Additional Amount	Block Withholding	Exempt From Tax
Federal Income Tax	W-4	2018	08/20/2018 2:03 PM	SIN	GLE	2	0	\$0.00		

14. Change

Fill out a form and click "Next".

Federal and State Tax information –	MENU Pay Myself Uitimare Current Pay Statement Pay History YTD Summary Direct Deposit Income Tax W-2	
cont.	Withholding - Federal	next So ? >
	Filing Status W-4 Box 3 If married, but legally separated, or spouse is a nonresident allen, select the "Single" option. © Single Married, Married, but withhold at higher Single rate Last Name W-4 Box 4 Your last name differs from that shown on your Social Security card. * Allowances W-4 Box 5 See Full Instructions for details. Total number of allowances you are claiming. 1	Full Instructions
	Additional Withholdings W-4 Box 6	



15. Change Review the W-4 form. If you need to make a correction, click on "Back". Federal and If it's correct, check the check box and click on "Sign & save" in order to electronically sign the form. State Tax Current Pay Statement Pay History YTD Summary Direct Deposit Income Tax W-2 information cont. e Withholding - Federal \otimes ? Federal Tax Form W-4 🕑 Under penalties of perjury, I declare that I have examined this certificate and, to the best of my knowledge and belief, it is true, correct, and complete. 🖈 🔖 Page: - + Automatic Zoom ÷ Q 1 of 4 2 to 🔒 to 🔳 using this calculator if you have a more complicated tax situation, such as if you have a working spouse, more than one job, or a large amount of norwage income outside of your job. After your Form W-4 takes effect, you can also use this calculator to see how the amount of tax wurke basing withbed compares to work. Form W-4 (2018) Specific Instructions Future developments. For the latest information about any future developments related to Form W-4, such as legislation enacted after it was published, go to www.irs.gov/FormW4. Personal Allowances Worksheet Complete this worksheet on page 3 first to determine the number of withholding allowances to claim.

Important: Exemption from taxes needs to be reviewed and approved by Payroll.

Line C. Head of household please note:

16. Support Access issues: Help Desk at ext. 4494. Payroll at ext. 2192, or HRIS at, ext. 4787 Other issues/questions: