

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 www.stjosephshealth.org**, 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.

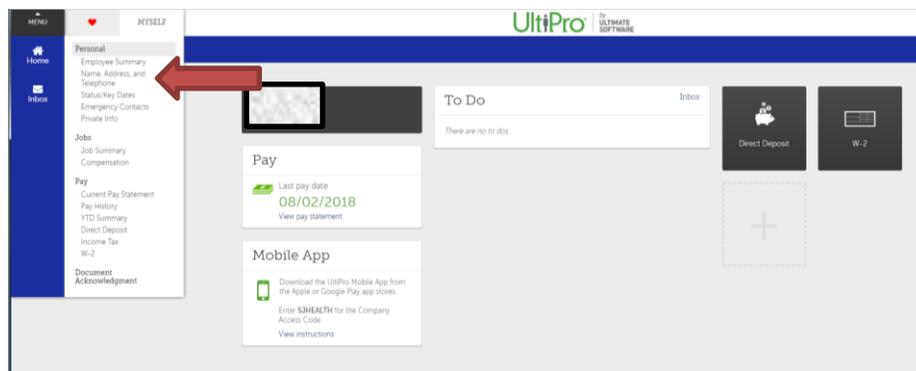
2. Log in

When logging in from a **personal computer**, you need to enter your St. Joseph's network account as your user name (i.e. username@sjhmc.org) 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.

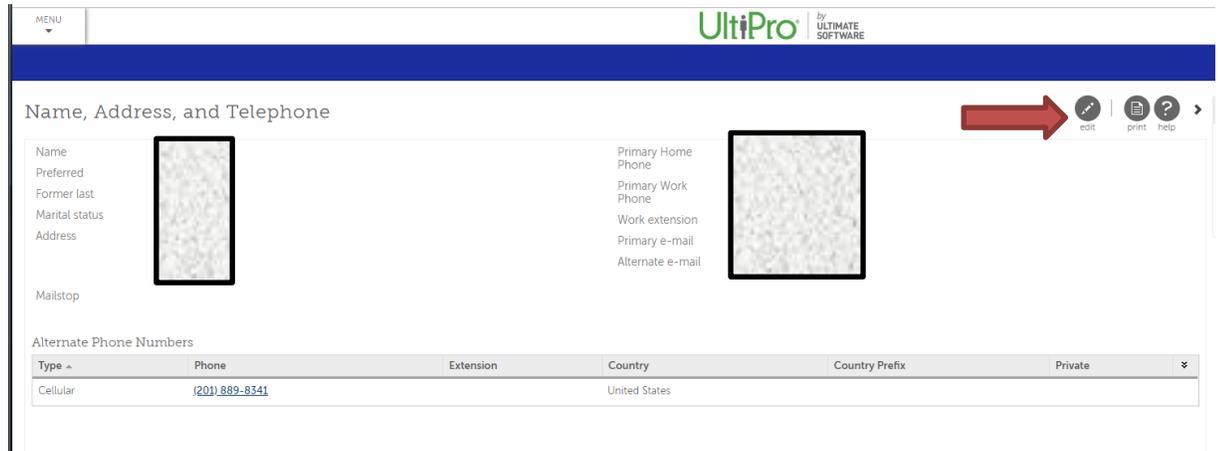
3. Edit your personal and contact information

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"



4. Edit your personal and contact information – cont.

Click the “Edit” icon on the top right of the page

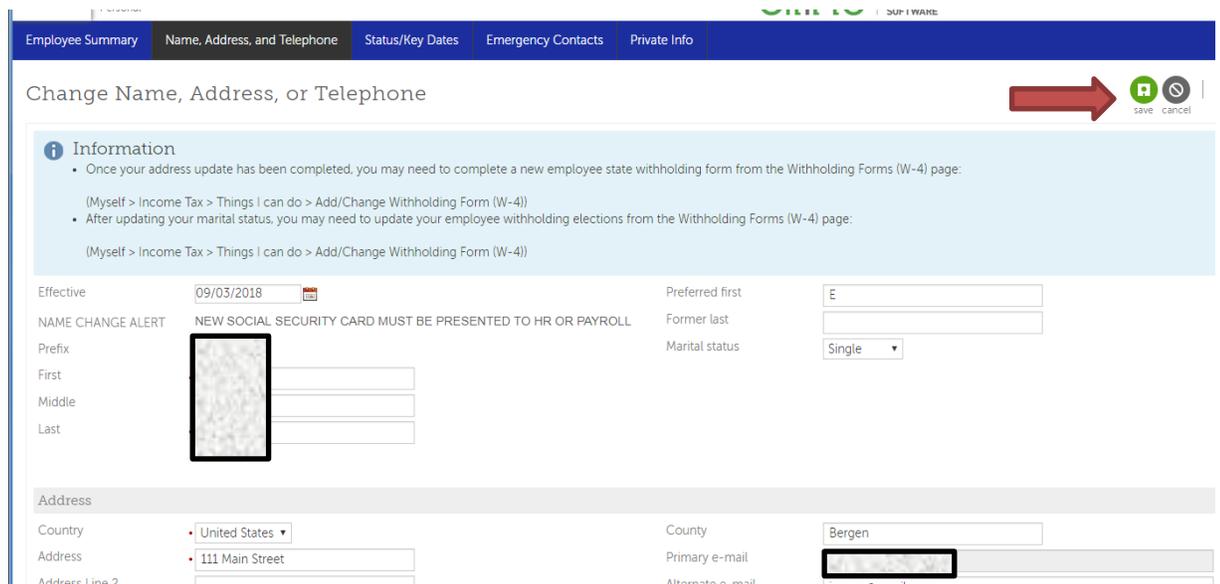


5. Save your personal and contact information

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.



6. Submit name and home address

If you are making a name or address change, after clicking “Save”, you will be asked to review your changes 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.



MENU Myself Personal

Employee Summary Name, Address, and Telephone Status/Key Dates Emergency Contacts Private Info

Summary

You must select Submit to complete this request.

Workflow Approvals
 Approver Level 1: Personal Info Workflow Approver
 Approver Level 2: Payroll Administrator

Request Information
 Change Name, Address, or Telephone

| Effective | Submitted |
|-----------|------------|
| | 09/07/2018 |

submit reset cancel

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 Myself Personal

Employee Summary Name, Address, and Telephone Status/Key Dates Emergency Contacts Private Info

Name, Address, and Telephone

Name Preferred Former last Marital status Address Mailstop

Primary Home Phone (Private)
 Primary Work Phone
 Work extension
 Primary e-mail
 Alternate e-mail

Alternate Phone Numbers

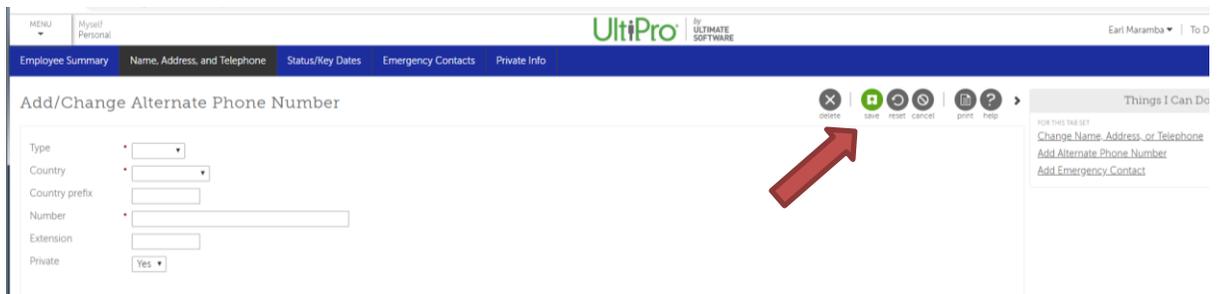
| Type | Phone | Extension | Country | Country Prefix | Private |
|----------|-------|-----------|---------------|----------------|---------|
| Cellular | | | United States | | |

edit save ?

Things I Can Do
 FOR THIS PAGE: Change Name, Address, or Telephone Add Alternate Phone Number
 FOR THIS TAB SET: Add Emergency Contact

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

Employee Summary Name, Address, and Telephone Status/Key Dates Emergency Contacts Private Info

Add/Change Alternate Phone Number

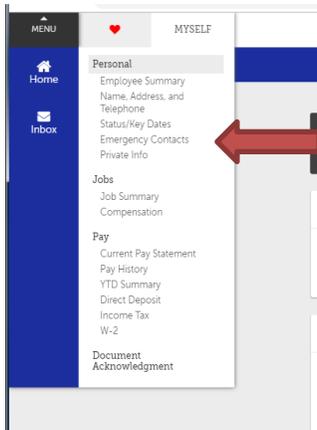
Type: [Cellular]
 Country: [United States]
 Country prefix: [011]
 Number: [609] [234] [5678]
 Extension: [1234]
 Private: [Yes]

delete save reset cancel print help

Things I Can Do
 FOR THIS TAB SET: Change Name, Address, or Telephone Add Alternate Phone Number Add Emergency Contact

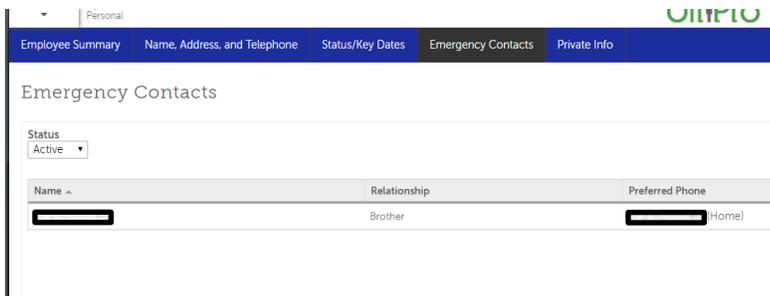
**9. Add/Change
Emergency
Contact**

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"

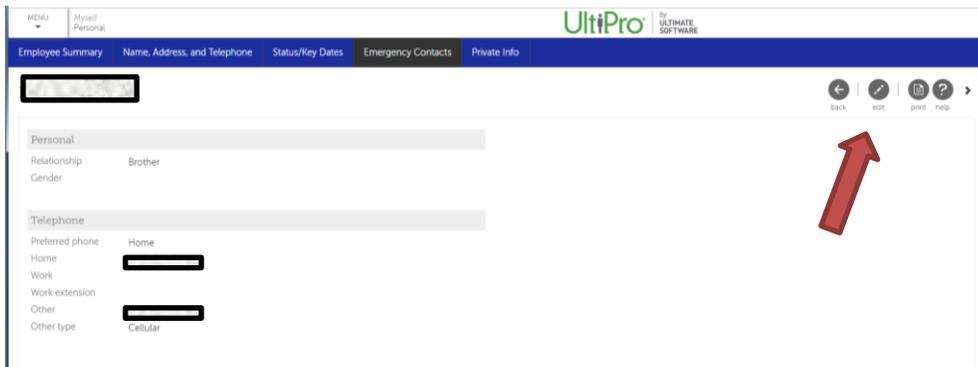


**10. Change an
existing
Emergency
Contact**

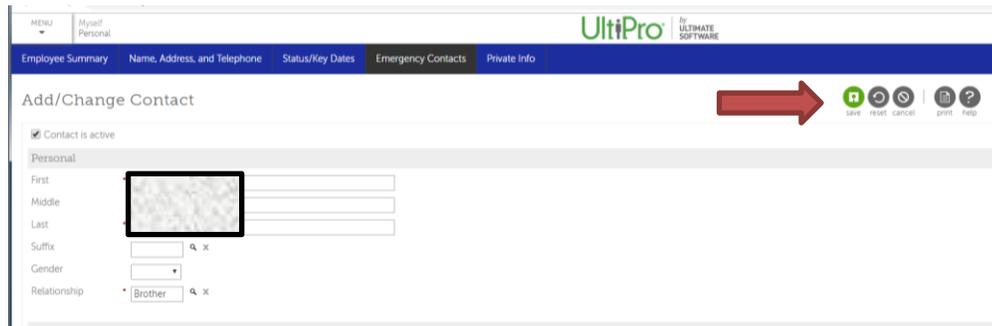
Click the name of the emergency contact you want to change information for.



Click the "Edit" icon.

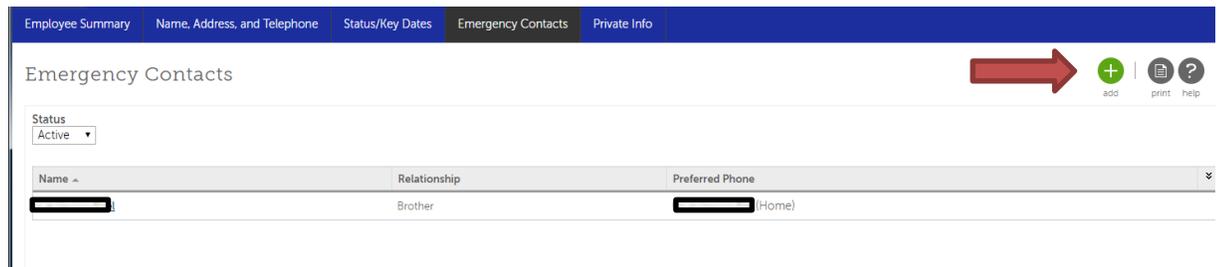


After you complete changes, click the "Save" icon.



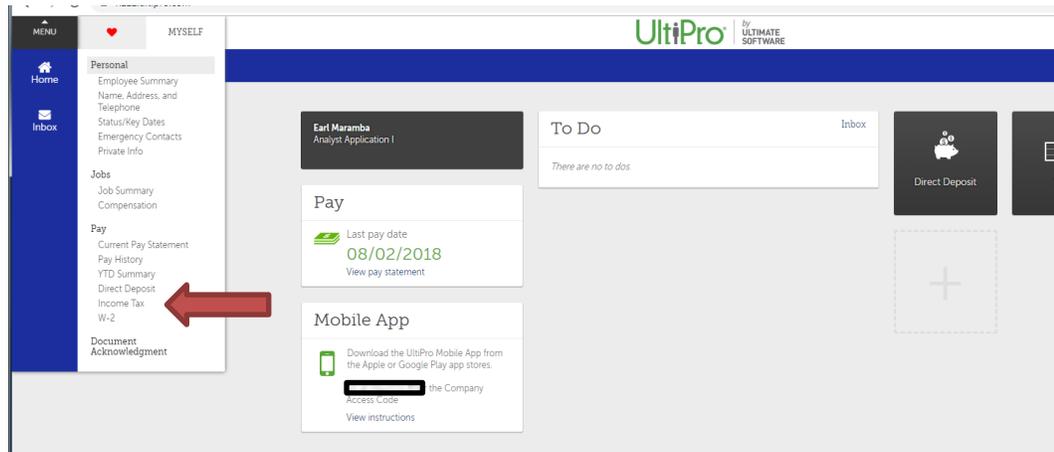
11. Add new Emergency Contact

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



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"



13. Change Federal and State Tax information – cont.

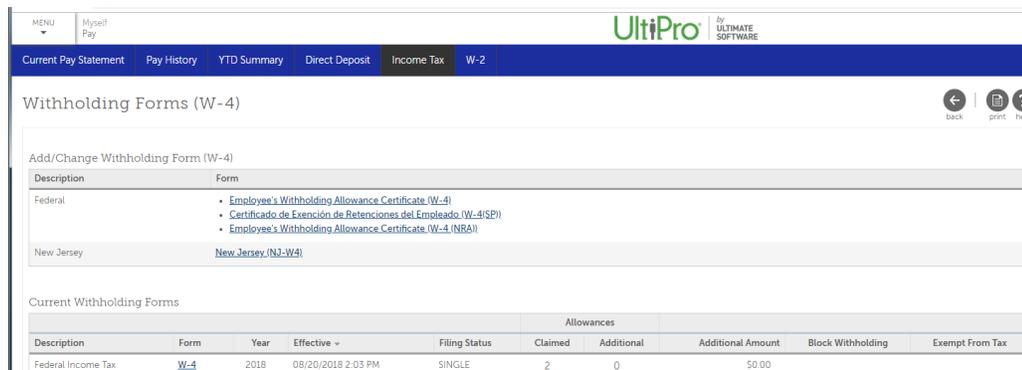
Click on “Add/Change Withholding Form (W-4)” on the top right side of the screen. Note that the history of tax changes could be accessed by clicking on the “clock” icon in the History column on the Income Tax Summary page.



The screenshot shows the 'Income Tax Summary' page. The 'History' column contains a table with the following data:

| Description | Type | History | Filing Status | Claimed Allowances | Additional Allowances | Additional Amount | Block Withholding | Exempt From Tax |
|---------------------|------|---------|---------------|--------------------|-----------------------|-------------------|-------------------|-----------------|
| Federal Income Tax | | | SINGLE | 2 | 0 | 50.00 | | |
| NJ State Income Tax | | | RATE B | 4 | 0 | 50.00 | | |

Click on the applicable federal or state form.



The screenshot shows the 'Withholding Forms (W-4)' page. Under 'Add/Change Withholding Form (W-4)', there are two main categories:

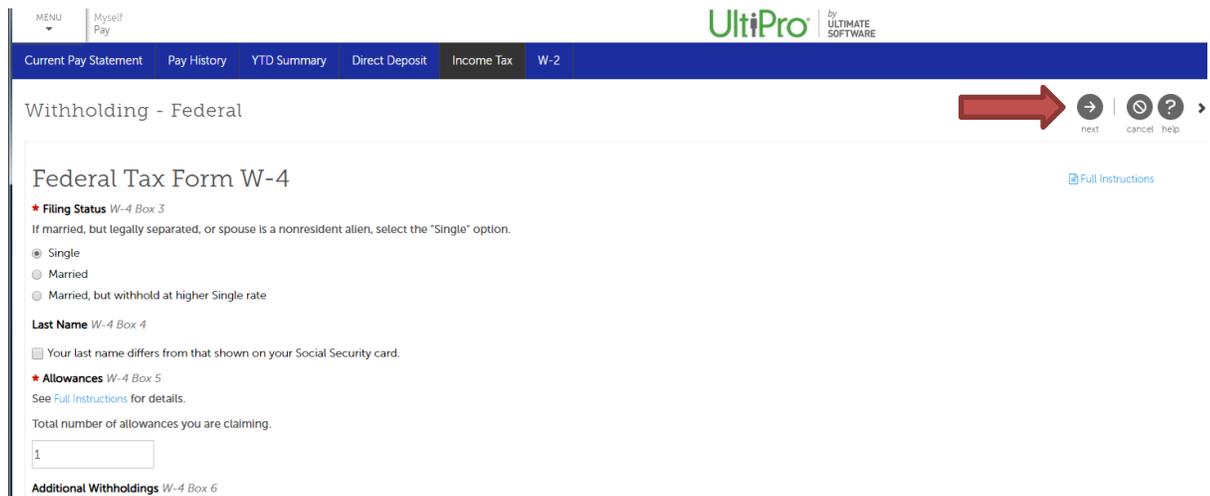
- Federal:**
 - Employee's Withholding Allowance Certificate (W-4)
 - Certificado de Exención de Retenciones del Empleado (W-4(SP))
 - Employee's Withholding Allowance Certificate (W-4 (NRA))
- New Jersey:**
 - New Jersey (NJ-W4)

Below this is a table for 'Current Withholding Forms':

| Description | Form | Year | Effective - | Filing Status | Claimed | Additional | Additional Amount | Block Withholding | Exempt From Tax |
|--------------------|------|------|--------------------|---------------|---------|------------|-------------------|-------------------|-----------------|
| Federal Income Tax | W-4 | 2018 | 08/20/2018 2:03 PM | SINGLE | 2 | 0 | 50.00 | | |

14. Change Federal and State Tax information – cont.

Fill out a form and click “Next”.



The screenshot shows the 'Federal Tax Form W-4' form. The 'Filing Status' section is highlighted with a red arrow pointing to the 'next' button. The form includes the following sections:

- Filing Status W-4 Box 3:**

If married, but legally separated, or spouse is a nonresident alien, select the "Single" option.

Single

Married

Married, but withhold at higher Single rate
- Last Name W-4 Box 4:**

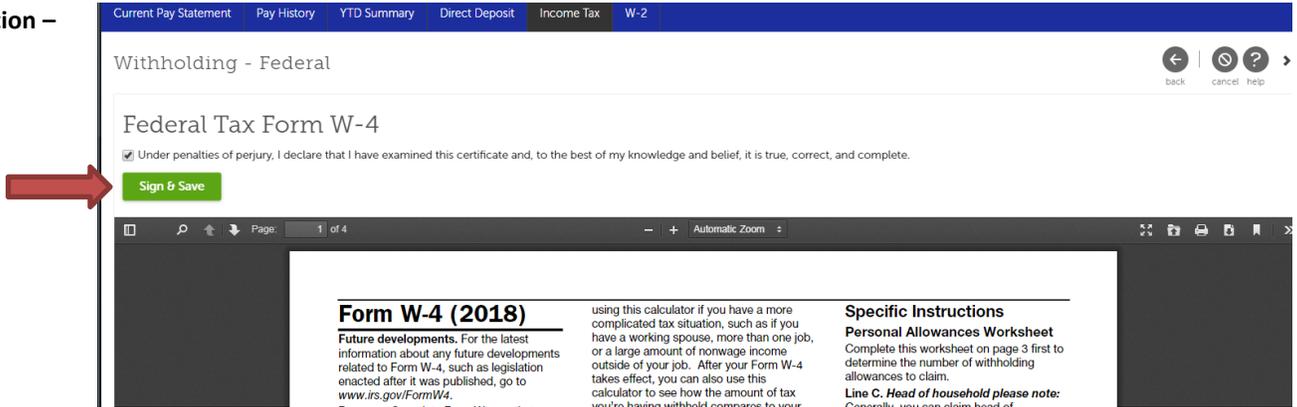
Your last name differs from that shown on your Social Security card.
- Allowances W-4 Box 5:**

See [Full Instructions](#) for details.

Total number of allowances you are claiming.
- Additional Withholdings W-4 Box 6:**

15. Change Federal and State Tax information – cont.

Review the W-4 form. If you need to make a correction, click on “Back”.
 If it’s correct, check the check box and click on “Sign & save” in order to electronically sign the form.



The screenshot shows a web browser displaying the 'Federal Tax Form W-4' page. The browser's address bar shows 'Withholding - Federal'. The page title is 'Federal Tax Form W-4'. Below the title, there is a checkbox with the text: '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.' Below this checkbox is a green button labeled 'Sign & Save'. A red arrow points to this button. At the bottom of the page, there are three columns of text: 'Form W-4 (2018)', 'Specific Instructions', and 'Personal Allowances Worksheet'. The 'Form W-4 (2018)' section includes a link to 'www.irs.gov/FormW4'.

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

16. Support

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