Logging into Ultipro to Clock In and Out

1) In your web browser (recommended Google Chrome) go to the following website: nw15.ultipro.com Your screen should look like this:



2) Use your Ultipro user name and password to log into the site. If you do not know your user name or password, send an email to <u>AG.Payroll@longlewis.net</u>

Once you have logged into your account, you will see your home screen which would look like this:

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View All	Direct Deposit	Contacts	Name, Address, and Telephone	View pay statement Mobile App Download the UKS Pro Mobile App from the Apple or Google Play app stores.
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3) Click on the drop down menu button at the top of the page

≡ Home						Q ¢	٩
	AM Hello, Ashley	i -					
	My team BO Bryan Olson Service Tech Assistant	To do Inbox			Pay Last pay date 04/15/2022		
	JT Jany Tiliman Fixed Ops Manager JK Jacob Krieger Biake Vann Salesperson Assistant J Jess Jones QL Advisor View All	Direct Deposit	Contacts				
		Income Tax	UKG Pro Learning	⊕ Add	Enter LLAG1 for the Company Access Code View Instructions		

4) Select the "Myself" tab & then hit "Workforce Management"



5) Workforce Management dashboard will appear and you should be able to clock in or out in the My Clock section



If you are an hourly employee who is scheduled to clock in and out, the option to clock in or out will be in this box.

If you have any problems, contact <u>ag.payroll@longlewis.net</u> or anyone on the payroll team.