

# Verifying Employee Info in Ultipro

1. Log into Ultipro ew31.ultipro.com
2. Click "Menu">"Myself"

The screenshot shows the Ultipro dashboard interface. At the top, there is a navigation bar with 'MENU', a heart icon, 'MYSELF', and 'ADMINISTRATION'. The 'MENU' and 'MYSELF' buttons are circled in red. Below the navigation bar is a vertical sidebar with 'Home' and 'Inbox' icons. The main content area is divided into several sections: 'Personal' (Employee Summary, Name, Address, and Telephone, Status/Key Dates, Contacts, Property, Private Info, Other Personal Info), 'My Company' (Company Info, Employee Directory, Organization Chart, View Opportunities), 'Jobs' (Job Summary, Compensation, Reviews, Other Company Info), 'Career & Education' (Goals, Goal Planning, Personal Development, Talent Profile, Licenses, Skills, Previous Employment, Awards, Education, Relocation Preferences), 'Career Development' (Available, Current, Completed), 'Pay' (Current Pay Statement, Pay History, YTD Summary, Direct Deposit, Income Tax, W-2), 'Time Management' (Time Management, Time Clock Entry), 'Benefits' (Benefits Summary, Beneficiaries/Dependents, Investments, PTO Plans, COBRA, Health Care Eligibility, 1095-C, Links), 'Open Enrollment', 'Life Events' (Life Events), 'Documents' (Employee Document), and 'Document Acknowledgment'. At the bottom right, there are links for 'Company Access Code' and 'View instructions'.

3. Click "Private Info"

This screenshot is a zoomed-in view of the 'Personal' section of the dashboard. The 'Private Info' link is circled in red. The other links in the 'Personal' section are 'Employee Summary', 'Name, Address, and Telephone', 'Status/Key Dates', 'Contacts', and 'Other Personal Info'.

4. Verify SSN and DOB

The screenshot shows the 'Private Information' page with the 'Personal' tab selected. Below the tab, there are three buttons: 'Employee Summary', 'Name, Address, and Telephone', and 'Status/Key Dates'.

## Private Information

| Personal       |                    |
|----------------|--------------------|
| SSN            | 555-25-5554        |
| Date Of Birth  | 09/19/1987         |
| Age            | 30 years 11 months |
| Birth Country  |                    |
| Birth Location |                    |
| Nationality    | Not specified      |

See next page.

5. If SSN or DOB are incorrect please contact [apresnell@appriss.com](mailto:apresnell@appriss.com). I will assist with updating information in Ultipro and SimplyWell.