

Accessing your employee record in UKG (UltiPro)

UKG (UltiPro) is internet based. Link is provided below:

https://ew23.ultipro.com/Login.aspx

Add link to your favorites setting on your internet.

User name: MTRSE+5 digit employee number

Login example: MTRSE00918 (add leading zeros if your employee number is less than 5 digits)

Default password: Date of birth – mmddyyyy

The system will then prompt you to re-set your password which will also include setting security questions

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	Mobile App Download the UKG Pro Mobile App from the Apple or Google	Unexpected results may occur when using other browsers. In order to access certain areas of UNIPP , such as Time Management , you will need to <u>disable your sogs-up.blocker</u> : 1. In internet Explore or Firefox, you may see the Information bit (a pale yellow but) appear just below the toolbars. This bar may warn you that a pop-up has been blocked. 2. Click on this bar and choose Always Allow Pop-ups from This Sife to configure Internet Explorer <u>or</u> choose Allow populs for intersourcing com to configure Firefox to allow pop-ups.	l
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ļ	R360 Your online comprehensive resource for HR and benefits content, guidelines, and forms.		

After you login to UKG this will be your home page - listing your employee name and showing your badge photo.

To view your pay stub, click on "Current Pay Statement" (on the left hand side of the screen in the "pay" box). This will take you to a screen view of your current pay information and from here you can print a hard copy, if you wish.

From the home page under "myself" you can also view all of your personal information such as contact information, rate of pay, position, pay history, etc. In the future you will also be able to change some fields such as contact information.

Questions? Contact Human Resources!

Sign in