



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

UKG

Sign in

User name

Password

[Forgot your password?](#)

Sign in

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!