



Ultipro Mobile App:

To get started, you will need to:

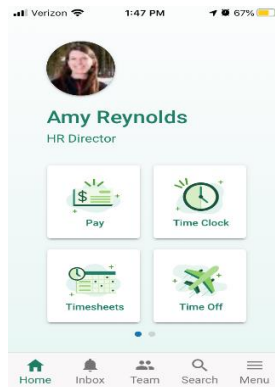
1. Download the Ultipro mobile app to your device by visiting either the Apple app store (iPhone) or the Google play store (Android).
2. Enter our Company Access Code as: **Mtrose**
3. Enter your Ultipro Login credentials

Reminder: User name: MTRSE+5 digit employee number

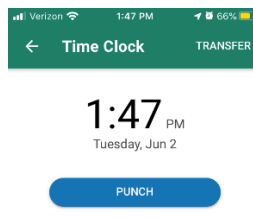
Login example: MTRSE00918 (you must add leading zeros if your employee number is less than 5 digits).

Ultipro Clock In/Out

Once logged in, tap on the **Time Clock** icon



Tap **Punch**



Do this at the beginning and ending of your shift. You do not need to clock out for lunches. You need to be in a building on site in order to be successfully punched. You will receive a notification that your punch has been recorded.

NOTE: Location services must be on while using the app in order for your punches to register. Please see Human Resources with questions or issues.

Transferring Departments on the Mobile App

Tap **TRANSFER** in the upper righthand corner.

Tap **Job** then search for your secondary position. Please contact Human Resources for information about secondary positions.

The Human Resources office is available to help you. Please visit the HR Support Center located outside the HR office or call 849-0704 x 209.