

## UltiPro for Employees Guide

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Document: UltiPro for Employees Guide  
Date: April 2019  
Version: 2.0

**Changes History**

Version	Date	Author	Remarks
1.0	January 2019	Swisslog CGLA - Americas	Initial document
2.0	April 209	Swisslog LA – Americas	Logo update

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# UltiPro for Employees

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## General UltiPro Information

**Access:** <https://ew34.ultipro.com/default.aspx>

**Username:** First initial and last name followed by @swis (e.g., John Smith is jsmith@swis)

**Password Default:** Your birthday (mmdyyy)

**Contact HR if you are unable to login.**

### Features:

- Personal Information
  - Address Change
  - Contacts
- Job Information
  - Job Summary
  - Supervisor
  - Employee Number
  - Compensation (per period, per week, per frequency, annually)
- Pay
  - W-2
  - Paystub
  - Direct Deposit
- Time Management
  - Scheduler (Time-Off Request)
  - Attendance (Timesheet)
- Benefits
  - Current Benefits
  - Beneficiaries/Dependents
  - Paid Time Off (PTO) Accruals
  - 1095-C (Health Insurance form for Taxes)
  - Benefit Contacts
- Open Enrollment

### Appearance:

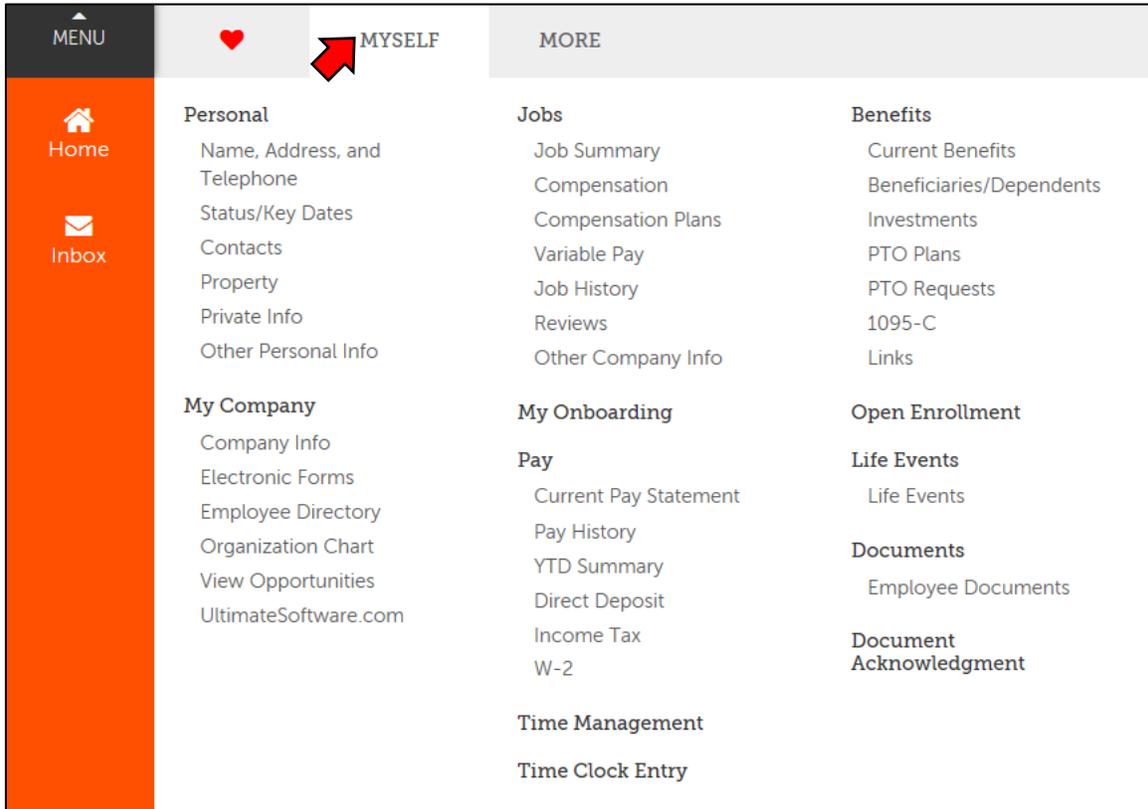
UltiPro will display KUKA in the top ribbon.



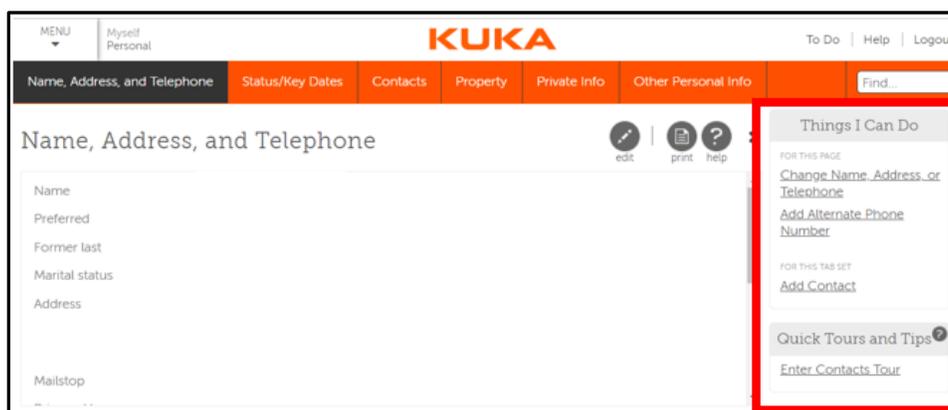
# UltiPro for Employees

## Personal, Company, and Job Information

You can access personal, company, and job information by clicking the **MENU** button and then clicking the **Myself** tab. You can select any of the tab sets or page links to view/edit information.



Once you select a link, you will see a column on the right-hand side with helpful links.



# UltiPro for Employees

## Pay

You can access pay information by clicking the **MENU** button and clicking the **Myself** tab. Select the **Pay** tab set or the page links under this category to view/edit information.

The screenshot shows the UltiPro navigation menu. The 'MENU' button is highlighted in orange. Under the 'MYSELF' tab, the 'Pay' option is highlighted with a red arrow. The menu is organized into four columns: Home/Inbox, Personal/My Company, Jobs/My Onboarding, and Benefits/Open Enrollment/Life Events/Documents/Document Acknowledgment. The 'Pay' option is located under the 'My Onboarding' category.

Once you select a link, you'll see the **Things I Can Do** and **Quick Tours and Tips** tabs on the right column:

The screenshot shows the KUKA UltiPro interface for the 'Form W-2 Wage and Tax Statement' page. The top navigation bar includes 'MENU', 'Myself Pay', the KUKA logo, and user information 'Cassie Lythgoe'. The main content area has a search bar and a table with columns for 'Year', 'Form', and 'Company'. The right sidebar contains two tabs: 'Things I Can Do' and 'Quick Tours and Tips'. The 'Things I Can Do' tab lists actions like 'Add Direct Deposit', 'Change Pay Statement Preference', and 'Add/Change Withholding Form (W-4)'. The 'Quick Tours and Tips' tab lists tours like 'View Your Form W-2 Tour', 'Pay Section Overview', and 'Add a Direct Deposit Account Tour'.

# UltiPro for Employees

## Time Management

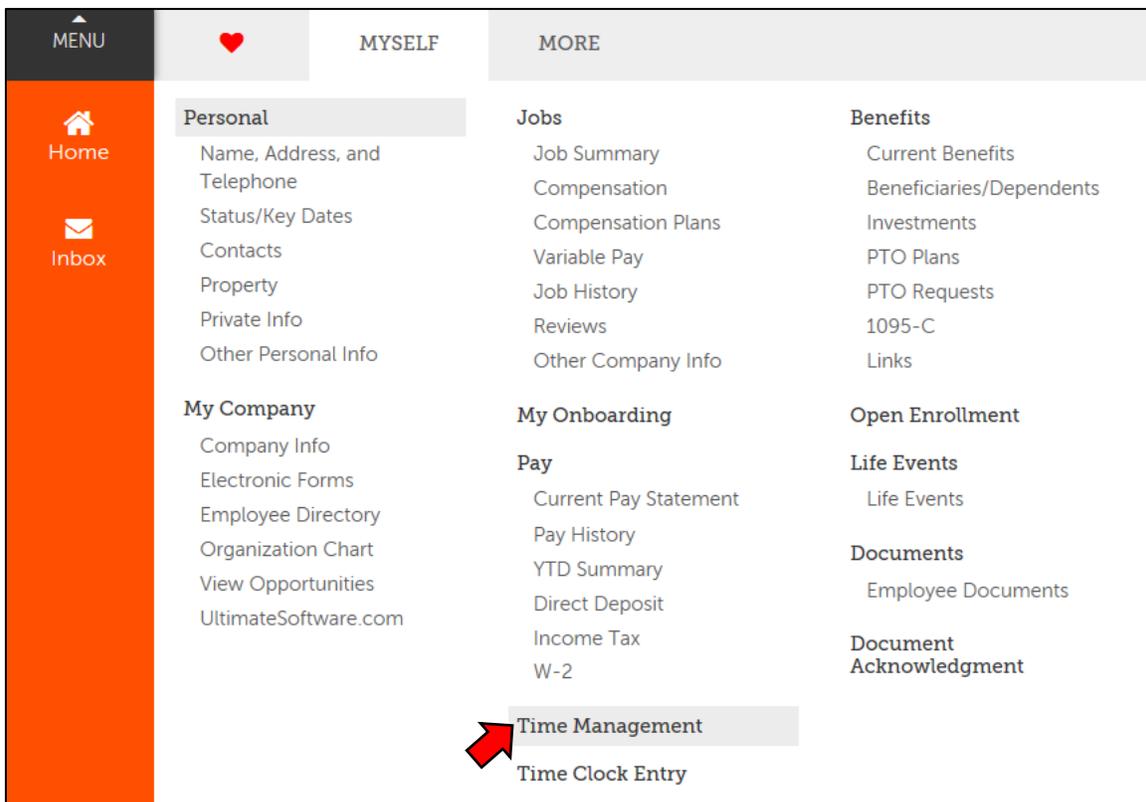
Hourly employees are required to enter time into UltiPro. It is recommended to enter time on a weekly basis. All employees must request time off through UltiPro.

### Time Entry Key Points

- You are **required** to submit your time **every two weeks** to ensure timely paychecks.
- If you work during the weekend, enter your hours by **noon on the following Monday**.
- Swisslog is designated as **CGLA** in the KUKA system.
- There are different paycodes in the KUKA UltiPro system.
- All nonexempt employees will use the 146[CGLA WORK HOURS] pay code to enter regular time worked.
- Nonexempt employees (excluding interns) that work under 80 hours in the pay period must account for the remaining hours using the **CGLA UNPD PERS** pay code. For example, if you worked 75 hours for the pay period (without using sick leave), you would add an additional line and mark 5 hours using the pay code **CGLA UNPD PERS**.

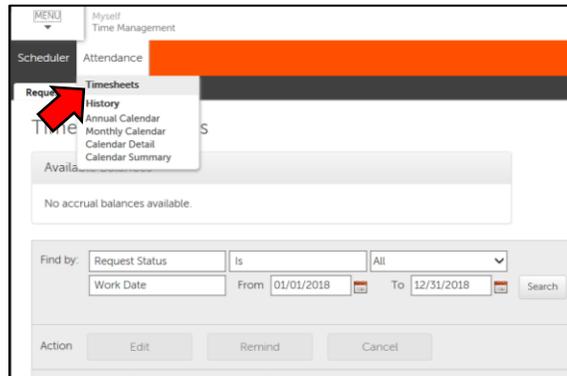
### How to Enter Working Time

1. To enter your time, click the **MENU** button, the **Myself** tab, and then the **Time Management** tab.

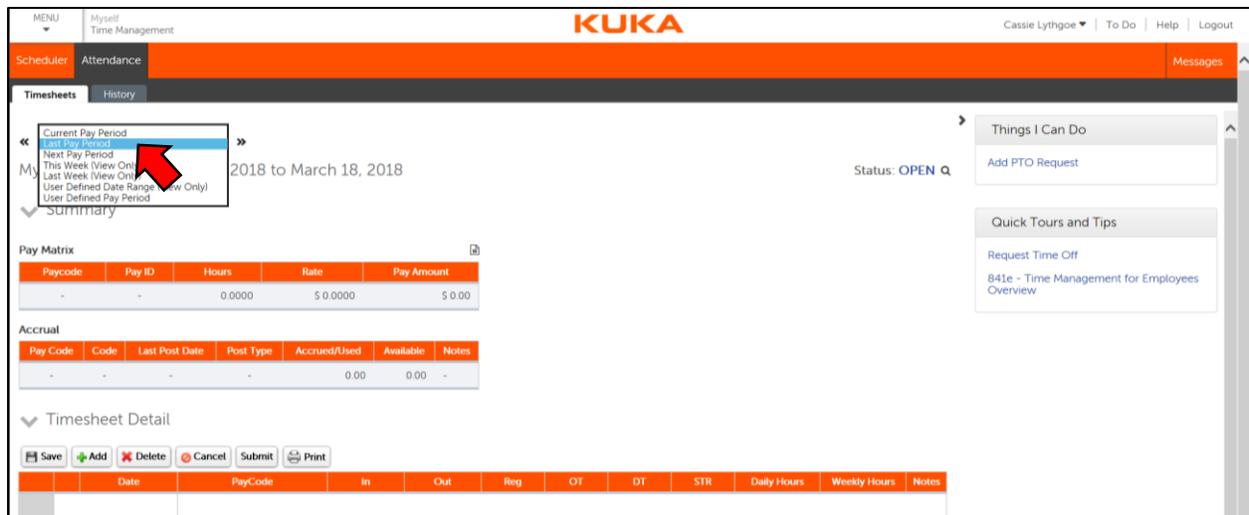


# UltiPro for Employees

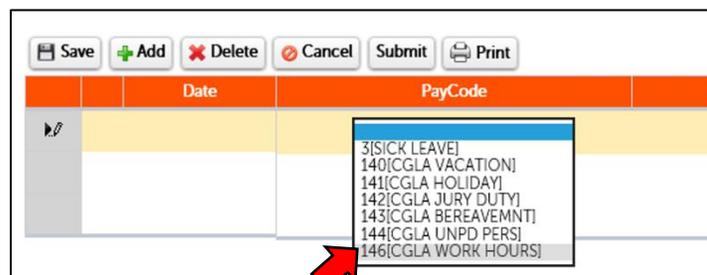
2. Click the **Attendance** tab and the **Timesheets** link.



3. Select the pay period from the dropdown at the top. The defaults Date Selection is current pay period.



4. First, you will enter your time worked before taking lunch. In the *Timesheet Detail* section, click on the first row and select the *Date* and *PayCode* from each dropdown menu. For normal work days, you will select **CGLA WORK HOURS**.



# UltiPro for Employees

- Type in the time you started working to the *In* column. Then type in the time you took your **lunch break** in the *Out* column. **IMPORTANT: Be sure to type AM and PM with each entry.** Click the **Save** button, and the hours worked will auto-populate in the *Reg* column.

Timesheet Detail

Save Add Delete Cancel Submit Print

Date	PayCode	In	Out	Reg	OT	DT	STR	Daily Hours	Weekly Hours	Notes
Mon 06/11/2018	146(CGLA WORK HOURS)	09:00AM	12:00PM	3.00	0.00	0.00	0.00	3.00	3.00	

- Now, you will enter your time worked after lunch for the same day. The procedure is the same as the previous step. If you work longer than 8 hours, it will appear in the OT (Over Time).

Timesheet Detail

Save Add Delete Cancel Submit Print

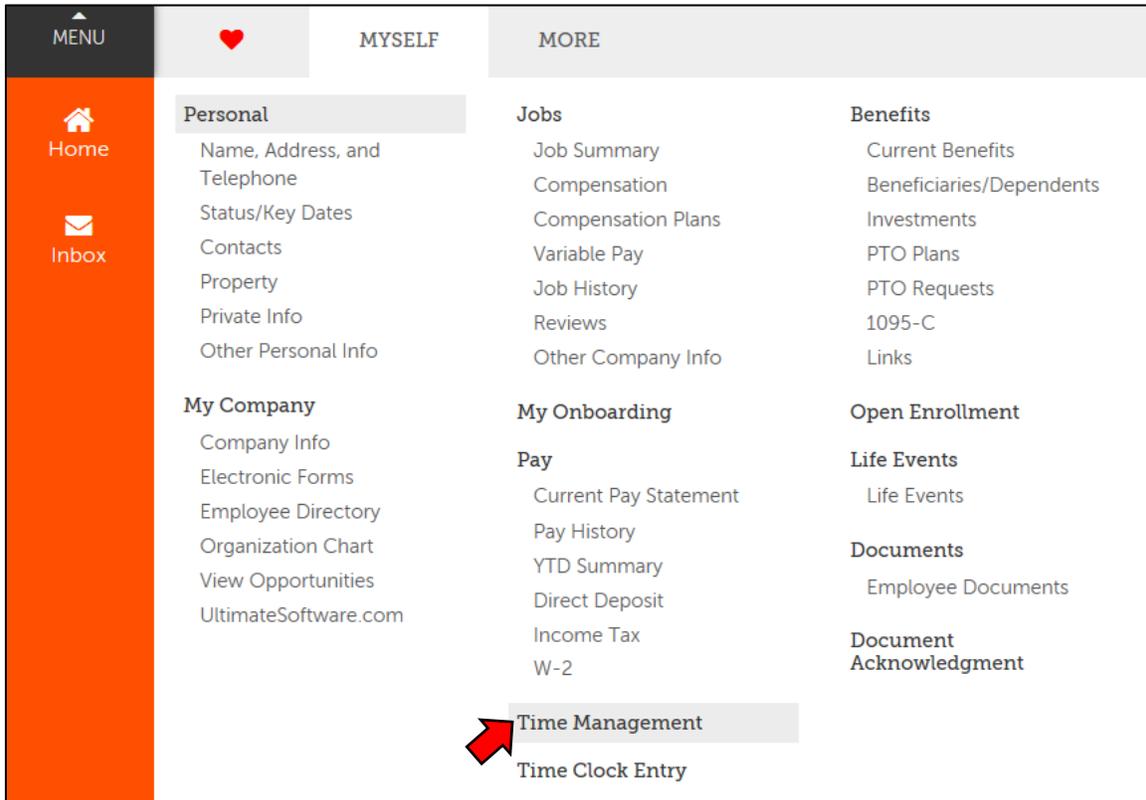
Date	PayCode	In	Out	Reg	OT	DT	STR	Daily Hours	Weekly Hours	Notes
Mon 06/11/2018	146(CGLA WORK HOURS)	09:00AM	12:00PM	3.00	0.00	0.00	0.00	0.00	3.00	
Mon 06/11/2018	146(CGLA WORK HOURS)	01:00PM	04:00PM	3.00	0.00	0.00	0.00	6.00	6.00	

- You can repeat this procedure daily. Remember you must enter time in twice for each day and save after each session. Be sure to click the **Submit** button every Friday.

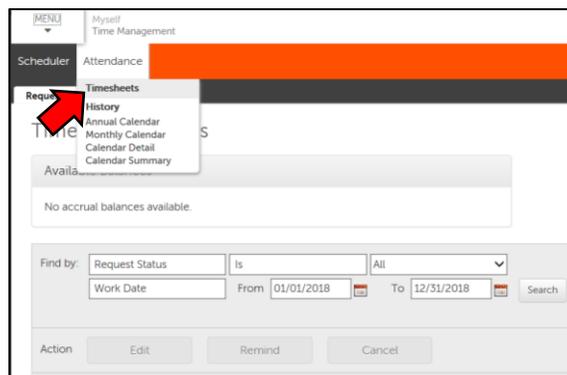
# UltiPro for Employees

## How to Enter Holiday Time

1. If the work week includes a holiday (e.g., Independence Day), you will enter time differently. Click the **MENU** button, the **Myself** tab, and then the **Time Management** tab.



2. Click the **Attendance** tab and the **Timesheets** link.



# UltiPro for Employees

3. Select the pay period from the dropdown at the top.

4. In the *Timesheet Detail* section, select the **Holiday** Date and select the **PayCode 141[CGLA HOLIDAY]** from the dropdown menu.

5. In the *Reg* column, type "8". **DO NOT ENTER TIME IN THE IN and OUT fields for company holidays.**

Date	PayCode	In	Out	Reg	OT
Mon 07/02/2018	140[CGLA VACATION]			8.00	0.00
Tue 07/03/2018	140[CGLA VACATION]			8.00	0.00
Wed 07/04/2018	141[CGLA HOLIDAY]			8	

# UltiPro for Employees

## How to Request Time Off

All employees must request time off through UltiPro, whether you enter time in this system or not.

1. Click the **Time Management** tab and the “**add**” button in the top right corner.

2. Enter the description, type, from and to fields in the provided form to describe the leave you are requesting. Type options include the following:

- CGLA JURY DUTY
- CGLA BEREAVEMENT
- CGLA UNPD PERS
- CGLA VACATION
- CGLA SICK SALRY

## UltiPro for Employees

- The **Show Advanced Options** button will become enabled after all data is entered. If your leave falls over your normally scheduled non-work days, click this button. In the *Advanced Options* window, click the “x” to remove all days that would be normally considered your days off. (e.g., Saturday and Sunday for salaried).

Time-Off Requests

save reset cancel print

**Available Balances**  
 No accrual balances available.

**New Request**

Description:

Type: CGLA VACATION

From:

To:

Total: 48

Notes:

Hide Advanced Options

**Advanced Options**

	Date	Day	Type	Hours	Start	End	Available Hours	Remaining Hours
x	07/09/2018	MON	CGLA VACATION	8.00			0	-8.00
x	07/10/2018	TUE	CGLA VACATION	8.00			0	-8.00
x	07/11/2018	WED	CGLA VACATION	8.00			0	-8.00
x	07/12/2018	THU	CGLA VACATION	8.00			0	-8.00
x	07/13/2018	FRI	CGLA VACATION	8.00			0	-8.00
x	07/16/2018	MON	CGLA VACATION	8.00			0	-8.00

- Click the **save** button and your request will be sent to your manager for approval. You can check the status of your request in the **Time Management** tab.

Success  
 • Your new request was successfully saved and submitted. Click the + button to add additional requests.

Time-Off Requests

+ print

**Available Balances**  
 No accrual balances available.

Find by: Request Status Is All

Work Date: From 01/01/2018 To 12/31/2018 Search

Displaying 1 to 1 of 1 record(s)

Action: Edit Remind Cancel

Type	Description	Date Submitted	Hours	Request Status	Supervisor	Date Approved
○ CGLA VACATION	07/09/2018 to 07/16/2018: Bermuda Vacation	03/19/2018 03:17 PM	48.00	Pending		

Page Size: 10

**Things I Can Do**  
[Add PTO Request](#)  
[View Calendar](#)

**Quick Tours and Tips**  
[Requesting Time Off Quick Tour](#)  
[Requesting Time Off Quick Tip](#)

## UltiPro for Employees

- You can cancel the request at any time by selecting the leave and clicking on one of the Action buttons.

Find by: Request Status  All   From  To

Displaying 1 to 1 of 1 record(s)

Action

Type	Description	Date Submitted	Hours	Request Status	Supervisor	Date Approved
<input checked="" type="checkbox"/>	CGLA VACATION	07/09/2018 to 07/16/2018: Bermuda Vacation	03/19/2018 03:17 PM	48.00	Pending	

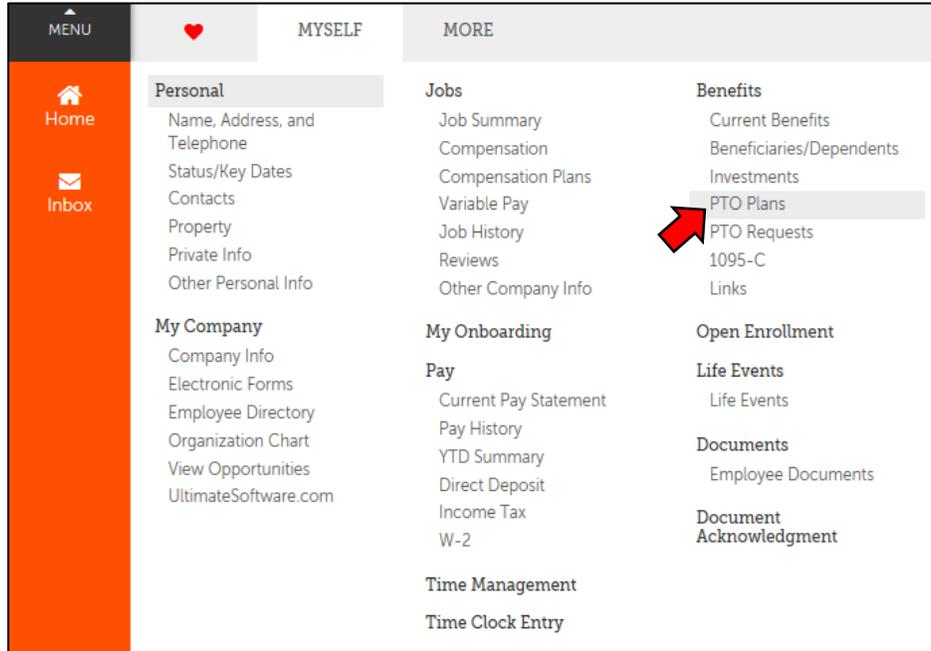
Page Size:

**NOTE:** For a video tutorial of this process, click on the [Request Time Off](#) link from the *Quick Tours and Tips* tab on the right.

# UltiPro for Employees

## How to View Vacation Time Balances

1. Click the **Myself** tab from the **MENU** button across the top. Under the “Benefits” category, click the **PTO Plans** link.



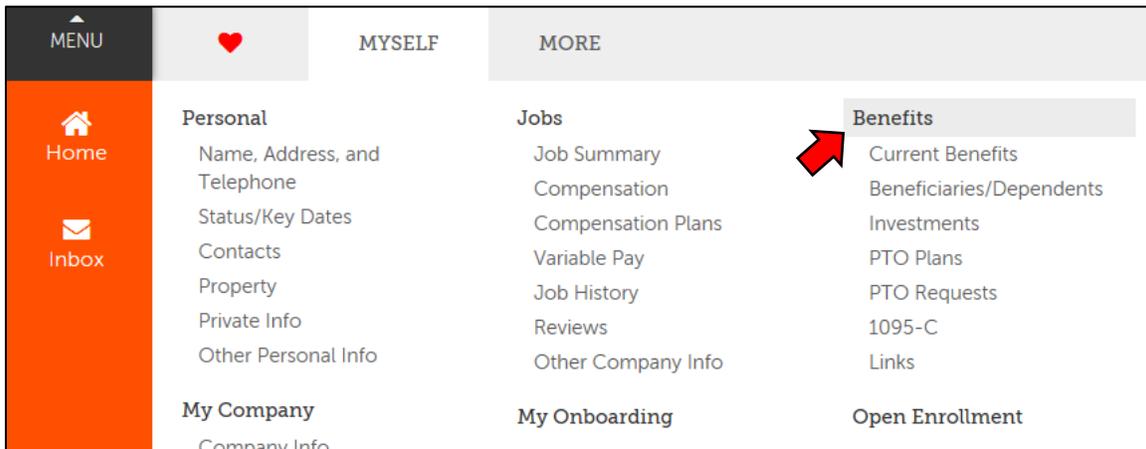
2. The screen will change to show your length of service, plan, earned vacation time, processed vacation time, available vacation time, etc.

Current Benefits	Beneficiaries/Dependents	Investments	PTO Plans	PTO Requests	1095-C	Links																		
<p>PTO Plans</p> <p>Length of service as of 05/13/2018 6 months 28 days</p> <table border="1"> <thead> <tr> <th>Plan</th> <th>Earned</th> <th>Processed</th> <th>Available</th> <th>Last</th> <th>Unprocessed Approved</th> <th>Estimated Total Plan</th> <th>Earned Through</th> <th>Reset Date</th> </tr> </thead> <tbody> <tr> <td>WDS Vacation</td> <td>120.0000</td> <td>48.0000</td> <td>72.0000</td> <td>120.0000</td> <td></td> <td></td> <td>12/31/2017</td> <td>01/01/2018</td> </tr> </tbody> </table>							Plan	Earned	Processed	Available	Last	Unprocessed Approved	Estimated Total Plan	Earned Through	Reset Date	WDS Vacation	120.0000	48.0000	72.0000	120.0000			12/31/2017	01/01/2018
Plan	Earned	Processed	Available	Last	Unprocessed Approved	Estimated Total Plan	Earned Through	Reset Date																
WDS Vacation	120.0000	48.0000	72.0000	120.0000			12/31/2017	01/01/2018																

# UltiPro for Employees

## Benefits and Open Enrollment

You can access your benefits information by clicking the **MENU** button and clicking the **Myself** tab. Select the **Benefits** tab set or the page links under this category to view/edit information. The **Open Enrollment** tab will only be available during Open Enrollment periods.



Once you select a link, you'll see two tabs on the right column:

- **Things I Can Do** tab will provide a link for each edit you can make for a specific page and tab set.
- **Quick Tours and Tips** tab will provide users with information on specific application topics and features. Overviews are high-level summaries of various areas of the application. Tours are short, detailed demonstrations of how to use specific features. QuickTips are short job aids that contain procedural and conceptual information to support completing UltiPro tasks.

