swisslog

UltiPro for Employees Guide

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Changes History

Version	Date	Author	Remarks
1.0	January 2019	Swisslog CGLA - Americas	Initial document
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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 (mmddyyyy)

Contact HR if you are unable to login.

Features:

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

Appearance:

UltiPro will display KUKA in the top ribbon.



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.

MENU	MYSELF	MORE	
Home Monoral Inbox	Personal Name, Address, and Telephone Status/Key Dates Contacts Property Private Info Other Personal Info Other Personal Info Electronic Forms Employee Directory Organization Chart View Opportunities UltimateSoftware.com	Jobs Job Summary Compensation Compensation Plans Variable Pay Job History Reviews Other Company Info My Onboarding My Onboarding Current Pay Statement Pay History YTD Summary Direct Deposit Income Tax W-2 Time Management Time Clock Entry	Benefits Current Benefits Beneficiaries/Dependents Investments PTO Plans PTO Requests 1095-C Links Open Enrollment Life Events Documents Employee Documents

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

MENU	Myself Personal KUKA								
Name, Addr	ess, and Telephone	Status/Key Dates	Contacts	Property		Other Personal Info	Find		
Name,	Name, Address, and Telephone								
Name Preferred Former last							Telephone Add Alternate Phone Number		
Marital stat	tus						Add Contact		
Mailstop							Enter Contacts Tour		



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.

MENU	•	MYSELF	MORE	
Home	Personal Name, Addre Telephone Status/Key D Contacts Property Private Info Other Person	ess, and Pates nal Info	Jobs Job Summary Compensation Compensation Plans Variable Pay Job History Reviews Other Company Info	Benefits Current Benefits Beneficiaries/Dependents Investments PTO Plans PTO Requests 1095-C Links
	My Company Company In Electronic Fo Employee D Organizatior View Opport UltimateSoft	fo orms irectory o Chart cunities ware.com	My Onboarding Pay Current Pay Statement Pay History YTD Summary Direct Deposit Income Tax W-2 Time Management Time Clock Entry	Open Enrollment Life Events Life Events Documents Employee Documents Document Acknowledgment

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

MENU Myself Pay			Cassie Lyth	ythgoe ▼ To Do Help Logout								
Current Pay Statement	Pay History	YTD Summary	Direct Deposit	Income Tax	W-2		Find					
Form W-2 Wa	orm W-2 Wage and Tax Statement											
Year 👻 No records found		Form	Co	ompany		*	Preference Add/Change Withholding Form (W-4)					
							Quick Tours and Tips 🛛 😨					
							View Your Form W-2 Tour Pay Section Overview Add a Direct Deposit Account Tour					

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.

MENU	•	MYSELF	MORE	
Home Notes	Personal Name, Addre Telephone Status/Key D Contacts Property Private Info Other Perso My Company In Electronic Fe Employee D Organization View Opport UltimateSoft	ess, and Dates nal Info 7 fo orms irectory n Chart tunities tware.com	Jobs Job Summary Compensation Compensation Plans Variable Pay Job History Reviews Other Company Info My Onboarding My Onboarding Current Pay Statement Pay Mistory YTD Summary Direct Deposit Income Tax W-2	Benefits Current Benefits Beneficiaries/Dependents Investments PTO Plans PTO Requests 1095-C Links Open Enrollment Life Events Life Events Employee Documents
			Time Clock Entry	



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

MENU	Myself Time Management		
heduler	Attendance		
Reque	Timesheets		
Тме	History Annual Calendar Monthly Calendar Calendar Detail	s	
	C 1		
Availa	rual balances available		
Availa No acc	rual balances availabl	e.	
Availa No acc	rual balances availabl	e.	
Availa No acc	Request Status Work Date	e. Is All V From 01/01/2018 To 12/31/2018	Search

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

MENU	Myself Time Management			KL	JKA			Cassie Lythgoe 🔻 📔 To Do 🍴 Help 🛛	Logout
Scheduler	Attendance								ssages 🔨
Timesheets	History								
Current	Pay Period] »					>	Things I Can Do	^
My Next Par This We Last We	y Period eek (View Only eek (View Only	2018 to March 18, 2	2018			Statu	is: OPEN Q	Add PTO Request	
User De User De Sum	efined Date Range (New Only) efined Pay Period								
								Quick Tours and Tips	_
Pay Matrix			۵.					Request Time Off	
Paycode	ie Pay ID Hou - (rs Rate	Pay Amount \$ 0.00					841e - Time Management for Employed Overview	es
Accrual									
Pay Code	Code Last Post Date	Post Type Accrued/Used	Available Notes						
		- 0.00	0.00 -						
🗸 Time	esheet Detail								
Save 6	🗣 Add 💢 Delete 🥝 Cance	l Submit 🖨 Print							
	Date	PayCode In	Out	Reg OT	DT STR	Daily Hours Weekly Hou	irs Notes		

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**.

Save	Add X Delete	Ocancel Submit	
	Date	PayCode	
¥0		3[SICK LEAVE] 140[CGLA VACATION] 141[CGLA HOLIDAY] 142[CGLA JURY DUTY] 142[CGLA BEREAVEMNT] 144[CGLA UNPD PERS] 146[CGLA WORK HOURS]	

5. 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.

V T	Timesheet Detail										
🗎 Sav	e 👍 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	

6. 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).

V T	V Timesheet Detail										
🗎 Sav	🖹 Save 🛊 Add 💥 Delete 🕜 Cancel Submit 🖨 Print										
	Date	PayCode	In	Out	Reg	ОТ	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	

7. 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.

How to Enter Holiday Time

 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.

MENU	•	MYSELF	MORE	
Kome Inbox	Personal Name, Addre Telephone Status/Key E Contacts Property Private Info Other Perso My Company In Electronic Fe Employee D Organization View Oppor UltimateSoft	ess, and Dates nal Info 7 fo orms irectory n Chart tunities tware.com	Jobs Job Summary Compensation Compensation Plans Variable Pay Job History Reviews Other Company Info My Onboarding Pay Current Pay Statement Pay History YTD Summary Direct Deposit Income Tax W-2 Time Management Time Clock Entry	Benefits Current Benefits Beneficiaries/Dependents Investments PTO Plans PTO Requests 1095-C Links Open Enrollment Life Events Life Events Documents Employee Documents

2. Click the Attendance tab and the Timesheets link.

MENU	Myself Time Management
Scheduler	Attendance
Reque	Timesheets
Availa	Itistory Monsul Calendar Monthly Calendar Calendar Calendar Stanmary Ial balances available.
Find by:	Request Status Is All Work Date From 01/01/2018 To 12/31/2018 Search
Action	Edit Remind Cancel



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

MENU Myself Time Management	KUKA	Cassie Lythgoe 🔻 📔 To Do 🍐 Help 📋 Logout
Scheduler Attendance		Messages 🔨
Timesheets History		
Current Pay Period	*	Things I Can Do
Next Pay Period My Last Week Niew Only Last Week Niew Only 2018 to March 18, 2018	Status: OPEN Q	Add PTO Request
User Defined Date Range Sew Only) User Defined Pay Period		
- Junnury		Quick Tours and Tips
Pay Matrix		Request Time Off
Paycode Pay ID Hours Rate Pay Amount 0.0000 \$ 0.0000 \$ 0.000		841e - Time Management for Employees Overview
Accrual		
Pay Code Code Last Post Date Post Type Accrued/Used Available Notes		
0.00 0.00 -		
👽 Timesheet Detail		
📑 Save 🐳 Add 💥 Delete 🥝 Cancel Submit 🖨 Print		
Date PayCode In Out Reg OT	DT STR Daity Hours Weekly Hours Notes	

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

	Date	PayCode	
k0		3[SICK LEAVE]	
		140[CGLA VACATION] 141[CGLA HOLIDAY] 42[CGLA JURY DUTY]	

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

v T	imesheet Detail					
💾 Sav	ve 🕂 Add 🗶 Delete 🥥	Cancel Submit 🖨 Print				
	Date	PayCode	In	Out	Reg	ОТ
	Mon 07/02/2018	140[CGLA VACATION]			8.00	0.00
	Tue 07/03/2018	140[CGLA VACATION]			8.00	0.00
2	Wed 07/04/2018	141[CGLA HOLIDAY]			8	



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.

Time-0	Off Requests					add print >
Available	e Balances					
No accrua	al balances available.					
Find by: [Request Status Work Date	Is From 01/01/2018	All To 12/31/2018	Search		Displaying 0 to 0 of 0 record(s)
Action	Edit	Remind	Cancel			
Туре	Description	Date Submitted	Hours	Request Status	Supervisor	Date Approved
						Page Size: 10 🗸

- 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

vailable Balances			
o accrual balances a	vailable.		
ew Request			
Description	Bermuda Vacation		
Туре	CGLA VACATION		
From	07/09/2018		
То	07/16/2018	in the second se	
Total	48		
Notes			

3. 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 Rec	uests									save reset	Sancel Drint
Available Balances											
No accrual balances av	ailable.										
New Request			Adv	anced Op	tions						
Description	Bermuda Vacation			Date	Day	Туре	Hours	Start	End	Available Hours	Remaining Hours
Type •			×	07/09/2018	MON	CGLA VACATION	8.00			0	-8.00
Type			×	07/10/2018	TUE	CGLA VACATION	8.00			0	-8.00
From •	07/09/2018	Contract (Contract)	×	07/11/2018	WED	CGLA VACATION	8.00			0	-8.00
Te	07/45/2040	1000	×	07/12/2018	THU	CGLA VACATION	8.00			0	-8.00
10 •	07/16/2018		×	07/13/2018	FRI	CGLA VACATION	8.00			0	-8.00
Total	48		×	07/16/2018	MON	CGLA VACATION	8.00			0	-8.00
Notes											
	Hide Advance	ced Options									

4. 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.

Requests	
 Success Your new request was successfully saved and submitted. Click the + button to 	dd additional requests.
Time-Off Requests	and report > Things I Can Do
Available Balances	Add PTO Request View Calendar
No accrual balances available.	Quick Tours and Tips
Find by: Request Status Is All Work Date From 01/01/2018 To 12/31/2018	Search Requesting Time Off Quick Tour Displaying 1 to 1 of 1 record(s) Requesting Time Off Quick Tip
Action Edit Remind Cancel	
Type Description	Date Submitted Thours Request Status Supervisor Date Approved
O CGLA VACATION 07/09/2018 to 07/16/2018: Bermuda Vacation	03/19/2018 03:17 PM 48.00 Pending
	Page Size: 10 V

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

Find by:	Request Status	Is	~						
	Work Date	From 01/01/2018	To 12/31/2018	Search				Displaying	1 to 1 of 1 record(s)
Action	Edit	Remind Cance	t						
Ту	pe De	escription		Date Submitted	Ψ.	Hours	Request Status	Supervisor	Date Approved
O	GLA VACATION 07	7/09/2018 to 07/16/2018: Bermuda	Vacation	03/19/2018 03:17 PM		48.00	Pending		
M									Page Size: 10 🗸

NOTE: For a video tutorial of this process, click on the <u>Request Time Off</u> link from the *Quick Tours and Tips* tab on the right.

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.

MENU	•	MYSELF	MORE	
Home Inbox	Personal Name, Address, Telephone Status/Key Date Contacts Property Private Info Other Personal My Company Company Info Electronic Form Employee Direc Organization C View Opportun UltimateSoftwa	and es Info story hart ities re.com	Jobs Job Summary Compensation Compensation Plans Variable Pay Job History Reviews Other Company Info My Onboarding Pay Current Pay Statement Pay History YTD Summary Direct Deposit Income Tax W-2 Time Management Time Clock Entry	Benefits Current Benefits Beneficiaries/Dependents Investments PTO Plans PTO Requests 1095-C Links Open Enrollment Life Events Documents Employee Documents
			Time Clock Entry	

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/Depe	endents	Investments	PTO Plans	PTO Requests	1095-C	Links				
PTO Plans	3									Pri) (?) >
Length of service	e as of 05/13/2018 ys										
Plan		Earned	Processed	Availab	le L	.ast	Unprocessed Approved	Estimated Total Plan	Earned Through	Reset Date	×
WDS Vacation	12	0.0000	48.0000	72.0000	120.000	0			12/31/2017	01/01/2018	

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.

MENU	•	MYSELF	MORE			
*	Personal		Jobs	Benefits		
Home	Name, Addre	ess, and	Job Summary	Current Benefits Beneficiaries/Dependents		
	Telephone		Compensation			
	Status/Key Dates Contacts Property Private Info		Compensation Plans	Investments		
Inbox			Variable Pay	PTO Plans		
			Job History	PTO Requests		
			Reviews	1095-C		
	Other Persor	nal Info	Other Company Info	Links		
My Company		My Onboarding	Open Enrollment			
	Company Inf	io.				

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.

	MENU	Myself Benefit	s	KUKA Cassie Lyti					
¢	Current Ber	efits	Beneficiaries/Dependents	Investments	PTO Plans	PTO Requests	1095-C	Links	Find
F	orm 1	Things I Can Do For this page							
	Inf Pe If; cc in ele or Tr in	OTMA you do insent is effect u ection a iline de ie provi dividual	Change Form 1095-C Consent Quick Tours and Tips Benefits Section Overview						
	Find by	′ear ∨		Search Form		ALE			×
	No records	found							