

INTRODUCTION TO ULTI^{PRO}

Youth Advocate Programs,
Inc. Employee Self-service
Web Portal



Agenda

- What can I see?
 - Where is my pay check information?
 - Company information
- Who do I contact if I can't log in?

View my
paycheck

Manage my
contacts/
dependents

Check my
withholdings


**What am I going to
be able to do in the
new system?**

See company
information

Update
personal
information

Pay Check Information

- Viewable from home page or under Myself/Current Pay Statement
- You can download or print your pay statement from the statement screen.




Myself 

Personal
Employee Summary
Name, Address, and Telephone
Status/Key Dates

Employee Timesheet

Pay
Current Pay Statement ←
Pay History
YTD Summary
W-2

Benefits
COBRA

  
download print help

Check Withholdings

- Under Pay/Income Tax – view all taxes and history.
- Under Pay/W-2 – view your W-2s when available.

Requests Myself

Personal Employee Timesheet **Pay** Benefits

Current Pay Statement Pay History YTD Summary **W-2**

Form W-2 Wage and Tax Statement

print help

i Information

- Per your election, you will receive a paper copy of U.S. Form W-2.
- If you do not consent to receive your Forms W-2 electronically, you will receive a paper Form W-2. Consent applies to all Forms W-2 and W-2C issued after consent is given and will remain until consent is withdrawn by changing your election. To obtain a paper copy you may change your election at any time; however changes will not take effect for forms already issued. You can withdraw consent to online delivery at any time by changing your selection.
- The provision of an employee's Form W-2 by electronic format may or may not cease upon cessation of individual's employment. Contact your employer for details.

Find by Tax Year is [] + - Search

Year	Form	Company
2009	W-2	Youth Advocate Programs, Inc.




Update Personal Information

- Any information you have been given permission to change will display an “Edit” button at the top right.
- Simply click on the button and follow the instructions.

Personal | Employee Timesheet | Pay | Benefits

Employee Summary | **Name, Address, and Telephone** | Status/Key Dates

Name, Address, and Telephone

  
edit | print | help

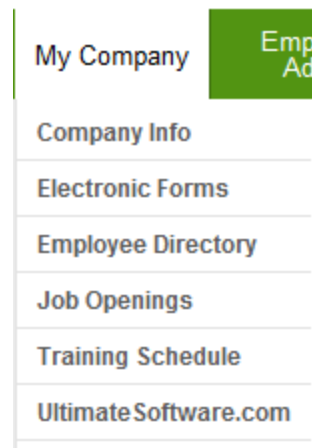
Name	E Smith	Primary Home Phone	(Private)
Preferred		Primary Work Phone	
Former last		Work extension	
Marital status	Single	Primary e-mail	
Address	Hershey, PA 17033 United States	Alternate e-mail	
Mailstop			

Alternate Phone Numbers

Type ^	Phone	Extension	Country	Country Prefix	Private	▼
No records found						

See Company Information

- My Company will allow you to see information about the company.



Manage Contacts/Dependents

- On the personal/contacts screen you can click the + button to add a new contact.
- You can also click on the name of a current contact to update it.

Note: To add a contact to a benefit such as medical or dental, you will need to use Life Events under Myself/Life Events.

Requests	Myself	My Team	My Company	Employee Admin	Payroll Processing	Reporting	Business Intelligence	Transfer
Personal	Jobs	Career & Education	Career Development	Employee Timesheet	Pay	Benefits	Open	
Employee Summary	Name, Address, and Telephone	Status/Key Dates	Contacts	Property	Private Info	Identific		

Contacts

Status		
Active <input type="button" value="v"/>		
Name ^	Relationship	Designation
Michelle		<input type="checkbox"/> Beneficiary <input type="checkbox"/> Dependent <input checked="" type="checkbox"/> Emergency contact

What do I do if I can't login

- If you have forgotten your password please attempt to use the “forgot your password?” link first.
- If you are a current or past employee of **Youth Advocate Programs, Inc.** and you are still unable to log in please open a support ticket: support@yapinc.zendesk.com