

Welcome to the UltiPro Employee Self Service (ESS) Web Portal. The Web Portal is your gateway to view and/or make changes to your personal information via the Web. The Web Link to access the ESS Web Portal is listed below. This is a secure Web site as noted by the 's' at the end of the **http**.

<https://ultimate.yapinc.org>

Everyone at YAP has been provided with a login to access their information regardless if they have a YAP email account.

Your **User name** is your last name plus the last four digits of your Social Security Number (SSN).

Your **Default Password** is your birth date in the format: **mmddyyyy**

**Example:**      **Employee: Mary Baxter**  
                    **SSN: 123-12-1234**  
                    **Birth Date: 01/15/1980**

**User Name = baxter1234 (last name + last 4 digits of SSN)**

**Password = 01151980 (birth date; no slashes or dashes)**



**Language**

- [View in English](#)
- [Afficher en français](#)
- [Ver en español](#)

To login to the UltiPro web portal, please use your Internet browser to go to the following address:

<https://ultimate.yapinc.org> , then follow the steps below:

## Login Screen

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1. Enter your "User name".
2. Next, enter your "Password".
3. Next, click the "Log in" button.



#### Language

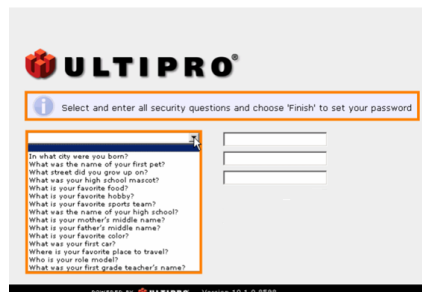
- [View in English](#)
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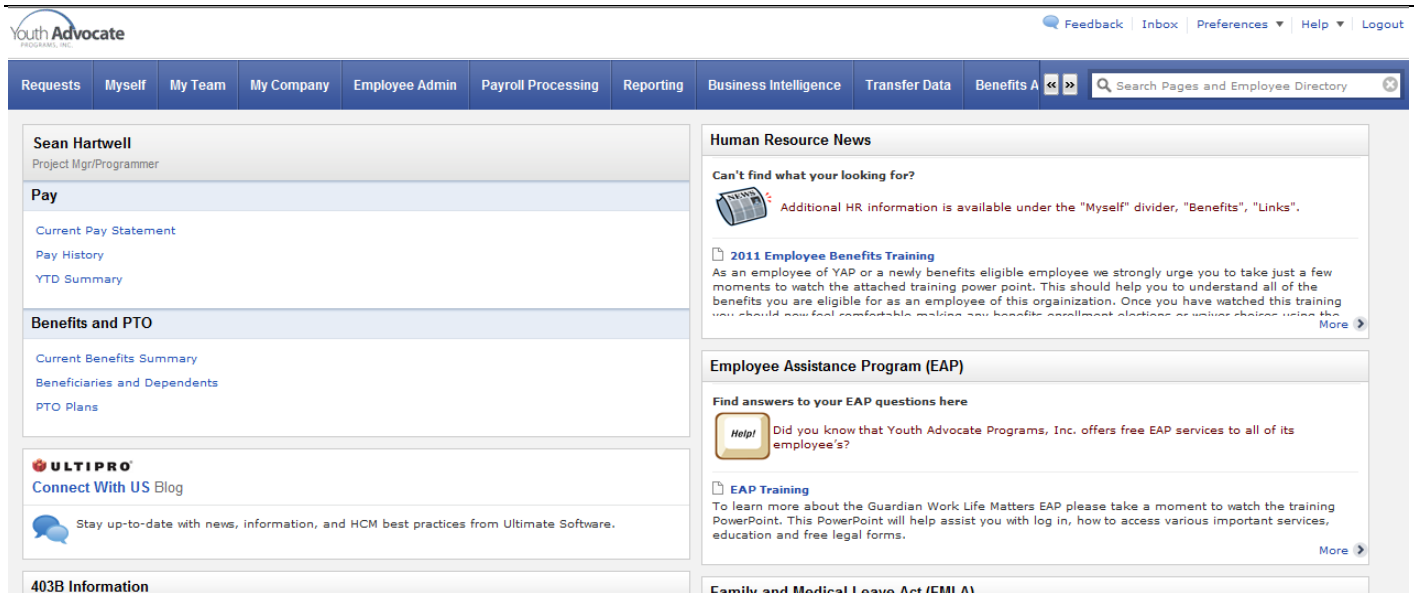
4. Next, enter your "Current Pasword". This is the password that you just logged in with.
5. Next, enter your "New Password". This password can be anything you want. It must be atleast 4 charactors and can be no larger than 15 charactors.
6. Next, click the "OK" button.



Password Requirements	
Length	4-15
Character types	
Alpha	0
Uppercase	0
Lowercase	0
Numeric	0
Special	0
Examples	!@#5%^&*() -+={} ~\ ;'"<,>./~'

7. Next, choose your challenge questions and enter the answer for each one to the right of the question.
8. When you are done, click the "Finish" button.





The Home page contains 3 Dividers: **Requests**, **Myself**, and **My Company**.

**Human Resource News** - currently contains **Web Tours** explaining the Myself Divider and Life Events. Click on the links and follow the prompts to learn more about these features. The information in this sections will be updated regularly by HR.

**Menu Bar** (To the right of the YAP Logo)

Clicking the **“Inbox”** link allows you to check any messages you may have.

Clicking the **“Preferences”** link allows you to change your password and user settings.

Clicking the **“Help”** link displays help about the page you are viewing.

Clicking the **“Logout”** link logs you out of the UltiPro web portal. Then close the Internet Explorer browser.

# Requests Divider

Feedback | Home | Inbox | Preferences | Help | Logout

Requests | Myself | My Team | My Company | Employee Admin | Payroll Processing | Reporting | Business Intelligence | Transfer Data | Benefits A | Search Pages and Employee Directory

Inbox | Out of Office | Life Events -- Manage Employees

### Requests

Requests  
To do

Find by: Initiated date range From 07/18/2011 To 07/25/2011 Search

Filtered by: Initiated date range is between 07/18/2011 and 07/25/2011 [Clear Filters]

				Initiated		Status		
Initiated	Type	Description	Priority	For	By	Approval	Update	
No records found								

The **Requests** divider shows all requests you submitted to HR or Payroll for changes in address, marital status, dependents, etc. and waiting approval. Changes in telephone numbers, contact persons, and beneficiaries do not require approval. Select the appropriate filter settings and then click the “Find” button to show all requests.

# Myself Divider

The screenshot shows the 'Myself' divider in the Youth Advocate HR system. The top navigation bar includes 'Requests', 'Myself', 'My Team', 'My Company', 'Employee Admin', 'Payroll Processing', 'Reporting', 'Business Intelligence', 'Transfer Data', and 'Benefits A'. A search bar is located on the right. Below the navigation bar, the 'Life Events' section is active. It contains a table with four rows of life events, each with a description and a status.

Description	Message	Status
<a href="#">I am a new employee</a>	This life event is for all new hires, rehires and company transfers. Please make certain that you have your new hire packet along with paperless benefits enrollment letter when you begin this process. If you have any questions or encounter any problems during this enrollment process please sxtop and contact Pamela Hammaker at 717-232-7580 x1131 or <a href="mailto:pammaker@vapinc.org">pammaker@vapinc.org</a>	In Progress
<a href="#">I have a Marital status change</a>	This life event is for any employee who has had a legal change in marital status. It includes marriage, divorce, legal separation, annulment, Death of spouse or any other change in marital status. Copies of Marriage Certificate, Divorce Decree or Legal Separation is required to be provided to HR for this Qualified Life Event.	Not Started
<a href="#">I have a new dependent</a>	This life event is for any employee adding a new dependent. It includes the birth of a child, adoption, a legal directive, or a spouse who lost his/her coverage. If your marital status has changed and you want to add your new spouse, select the "I have a change in my marital status" life event.	In Progress
<a href="#">I have had a change in status</a>	This Life Event is for those employees that have a change in status from Hourly to Salary or Salary to Hourly. This Life Event requires that a Change PAF is completed and sent to the TSC before initiating the benefits change. If you have questions regarding this option please contact your benefits administrator.	Cancelled

The "Myself" divider contains information all about **YOU**. Please note that not all of the features listed in this divider are being utilized at this time.

**Personal** - shows a Summary about you, your location, and your job, address, status, contacts, property, and EEO/19.

**Jobs** - shows a Summary of your Job, Compensation, History, Reviews, and Other.

**Career and Education** shows any licenses, skills, tests, awards, and education.

**Pay** - shows your pay history, year-to-date summary, W-4 and W-2 information.

**Benefits** - shows your current benefits, dependents, investments, and Benefit links.

**Training** - shows a history of classes you have completed.

**Benefits Enrollment** - contains Open Enrollment sessions where you can enroll in benefits during the open enrollment period.

**Life Events** - allows you to change your marital status, remove dependents, and add new dependents. All changes will follow a workflow process alerting an HR or Payroll person to approve or not approve a change. The status of the change will appear under the Status column.

**You can learn more about the "Myself" divider by taking the Web Tours.**

## My Company

- **Company Info** - contains links to YAP information or uploaded forms.

**Company Info Links**

- [YAP Complete Personnel Policy Manual](#)  
YAP EMPLOYEE PERSONNEL POLICY MANUAL (rev. 09/2010)
- [YAP Benefits - Section VII](#)  
YAP BENEFITS - Section VII (rev. 07/01/2009)
- [YAP General Leaves Policies Section VIII](#)  
YAP GENERAL LEAVE POLICIES - Section VIII (rev. 09/22/2009)
- [YAP Disability Policy - Section IX](#)  
YAP DISABILITY POLICY - Section IX (rev. 09/22/2009)
- [YAP Grievance Procedure - Section XIX](#)  
YAP GRIEVANCE PROCEDURE - Section XIX (rev. 06/2008)
- [YAP Program Directory](#)  
PDF copy of the YAP Program Directory. (Last Rev. 05/05/2011)
- [YAP Email](#)  
Access your YAP Outlook account.
- [YAP University](#)  
Employee Training
- [YAP Web Site](#)

- **Employee Directory** - helps you find other employee's information such as Job Title, Email address, Business Phone, and Location

**Employee Directory**

Find by Last name starts with

Filtered by Last name - starts with [\[Clear Filters\]](#) Displaying 1-20 of 2599 records

Name	Job	Work	Home	Region	Company
<a href="#">Abate, Jo Ann R.</a>	Therap Staff Support		(Private)	Carbon/Monroe BH, PA	Youth Advocate Programs, Inc.
<a href="#">Abbington, James R.</a>	Clerical/Office Assistant		(Private)	Chicago PSS	Youth Advocate Programs, Inc.
<a href="#">Abdullah, Salahudin S.</a>	Recreation Aide		(Private)	Atlantic RWJF	Youth Advocate Programs, Inc.