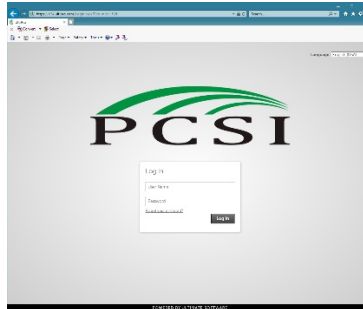


UltiPro HCM Portal Access for PCSI Employees

To access PCSI's new UltiPro HR/Payroll portal:

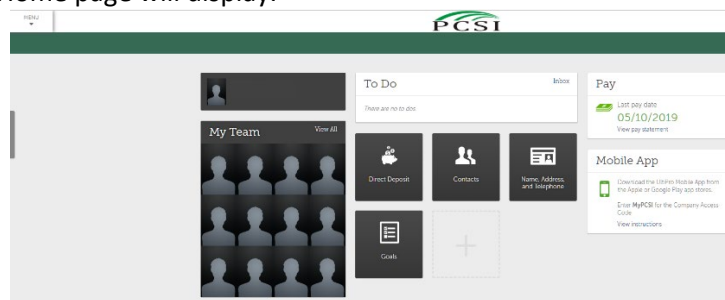
1. Go to: <https://n34.ultipro.com>
2. Enter PCSI and employee number for your User Name. Example: PCSI12345
3. Enter your birthdate as your default password. Format is MMDDYYYY. Example: 01012019
4. Select Log in to access the UltiPro portal.



5. Change the default password. The Current Password is your birthdate. Format is MMDDYYYY. The New Password needs to include the following; at least 8 characters long, with a minimum of 4 letter, 1 uppercase, 1 lowercase, 1 number and 1 special character.

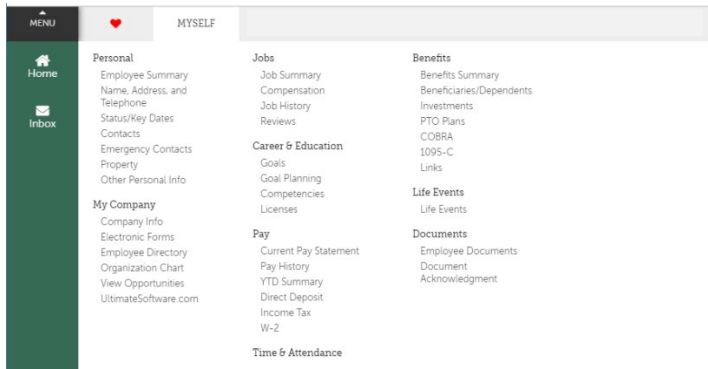
6. Select and answer 3 questions from the list. These questions will be used to reset your password if needed. Once you log in, the Home page will display. Click Continue.

7. Once logged on, the Home page will display.



The UltiPro portal provides important information to you 24 hours a day, 7 days a week via the Internet. From the home page, you can access a variety of information and can review personal information as well as relevant HR, payroll, and benefits data.

To access your own data, select the MYSELF tab from the main menu dropdown arrow.



The MYSELF menu offers a number of options, including:

MYSELF Features	Descriptions
Personal	Displays general personal and employment information, including name, address, phone, emergency contacts, organization information, and key employment dates
Jobs	Displays job and compensation information and job history
Career & Education	Displays employee license and certifications, job skills, awards, education, and previous employment details
Pay	Displays employee pay statements, pay history, year-to-date summaries, direct deposit details, and federal and state withholding information
Benefits	Displays employee current benefits information, dependents and beneficiaries, investment details (401k), and paid-time-off plan descriptions and requests

Too many failed login attempts will set your account to inactive, you can use the Forgot My Password process to reset the account.

If you have any questions or need an administrator, please contact IT Helpdesk.