



Thompson Health Associate “Ultipro” Self Service portal

(Where you can find your pay statements, personal and other information)

Keep in mind, in order to access this website from within Thompson Health, you are required to know your network pc login credentials.

Each Associate has been assigned a network pc log in.

If you do not have this information, you must contact IT Helpdesk at 585-396-6675.

There are 3 ways to get to “Ultipro”

1. Find “Ultipro” on the **Intranet** home page under **Useful Links** or find “Ultipro Associate Access website” along with instructions under **Departments**, under **Associate Services**.
2. Find “Ultipro Associate Access” under **Careers Opportunities, Compensation & Benefits**, on our Thompson Health Corporate Website, www.thompsonhealth.com
3. From any computer, anywhere you can get on the **Internet Explorer**, type in this URL address: <https://E14.Ultipro.com>

This is the login screen that will appear.

Language: [View in English](#) | [Afficher en français](#) | [Ver en español](#)

UltiPro

Log In

User Name

Password

[Forgot your password?](#)

Log In

Log In:

Your **User Name** is your **Associate** (employee) **Number with either a leading Zero (0) or the letters TH**.

- Associate numbers that are 4 numbers will need a leading 0. Therefore, if your number is 1234, your user name for Ultipro is 01234.
- Associate numbers that are 5 numbers will need a leading TH. Therefore, if your number is 12345, your user name for Ultipro is TH12345.
- Associates that have been rehired please call Payroll at extension 6417 for your user name.

Places you can find your Associate number if you do not know it:

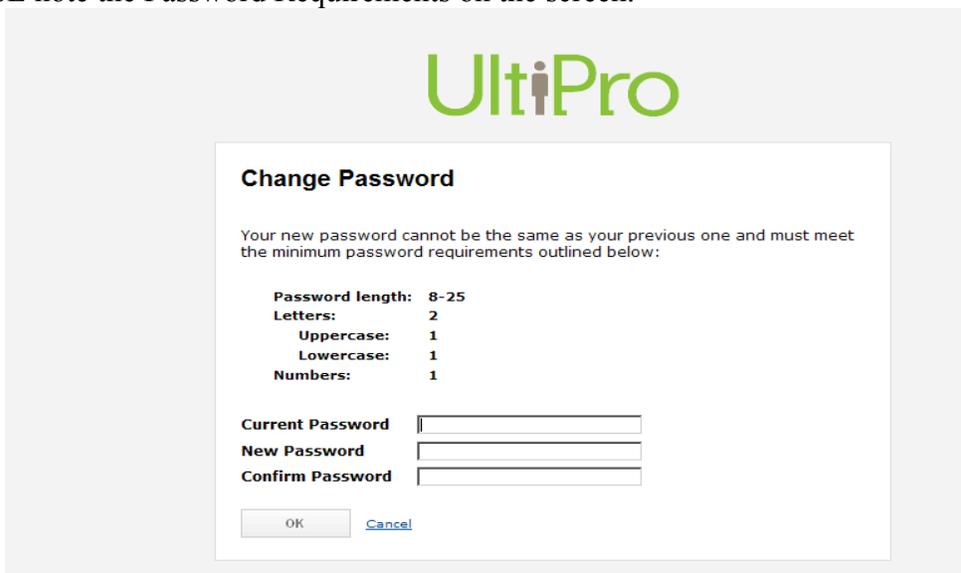
- First pay statement will show your Associate number with one or two leading zeros
- Ask Your Manager
- Ask Payroll
- Ask Associate Services

The first time you log in, **your current, default Password** is your 4 digit birth year (eg. 1980) plus the last 4 digits of your Social Security Number. This makes it an eight digit password.

The **first time you log in** you will see the following screen:

This screen is asking you to immediately change your current, default password.

PLEASE note the Password Requirements on the screen.



UltiPro

Change Password

Your new password cannot be the same as your previous one and must meet the minimum password requirements outlined below:

Password length: 8-25
Letters: 2
 Uppercase: 1
 Lowercase: 1
Numbers: 1

Current Password
New Password
Confirm Password

IMPORTANT NOTE: *Security Enhancement*****

Upon initial login, you are REQUIRED to choose and provide answers to three (3) security questions.

So if/when you forget your password, you can use the link on the login page, "Forgot your Password?" to help yourself.

If you still need assistance, contact Payroll at 585-396-6417 or HRIS at 585-396-6024.

The next time you log in, you will use the same User name and the new password that you created.

Once logged in you will see this “Home” screen. Go to “MENU”

2016 W2 Statements

If you elected to receive your W-2 statement electronically follow the instructions below to print.

Go to MENU>Myself,>Pay> W2 >Tax year 2016>Print

Print as often as you need

Did you know you can change your personal information in ULTIPTRO ?

Did you know you can change your State and Federal Tax Withholdings in ULTIPTRO ?

Did you know you can request W-2 electronically ? (on the MYSELF tab look on the right for "Things I Can Do")

WOW, no paperwork to fill out.

That was EASY !!!

Finding your pay statement:

On the Myself page click **Current Pay Statement**, under section labeled **Pay**.

MYSELF

Pay

- Current Pay Statement
- Pay History
- YTD Summary
- Direct Deposit
- Income Tax
- W-2

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Print Pay Statement:

Click on the printer friendly icon to print, but be careful while at work.

Make sure to pick it up from the printer!

Personal Jobs Career & Education Career Development **Pay** Benefits Open Enrollment Training Life Events Documents

Current Pay Statement Pay History YTD Summary Direct Deposit Income Tax W-2

Current Pay Statement

download print help

This is a statement of earnings and deductions. This pay statement is non-negotiable.

If you have been issued a paper pay statement or received direct deposit, you will see the most recent statement here on the **Current Pay Statement** page. (You may also choose **Pay History** to see all Pay Statements in chronological order)

Choose the pay statement you wish to print. Click on the **Print** button and follow the instructions on the screen.
NOTE: You will be prompted to indicate wheater or not you wish to print your social security number.

You may click on the ? button for help or view the **Quick Tour** at any time to get more information and detailed instructions.

FOR THIS TAB SET
[Change W-2 Consent Form](#)

Quick Tours and Tips ?
[Pay Section Overview](#)
[Adding a Direct Deposit Account Tour](#)
[Viewing Your Form W-2 Tour](#)

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Logging out of Ultipro:

Click on Logout on the top right hand corner.

your name & ID here

Home Inbox Preferences Help Logout

Be SURE to click LOGOUT to exit. Then close the browser window

Requests Myself My Company Find...