UKG (Formerly UltiPro)

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First Time Login

Updated 7/21/2022.

Initial Login & Creating your Password

For first time users, visit https://ew33.ultipro.com/ and use the following information to login:

Company Access Code: ISS03

User Name: FIRSTNAMELASTNAME@I (I as in Igloo)

Password: your birthday (MMDDYYYY)

> As an example, if my name were **John Smith** and my birthday was on **1/1/1999**, my username would be **JOHNSMITH@I** and the password would be **01011999**

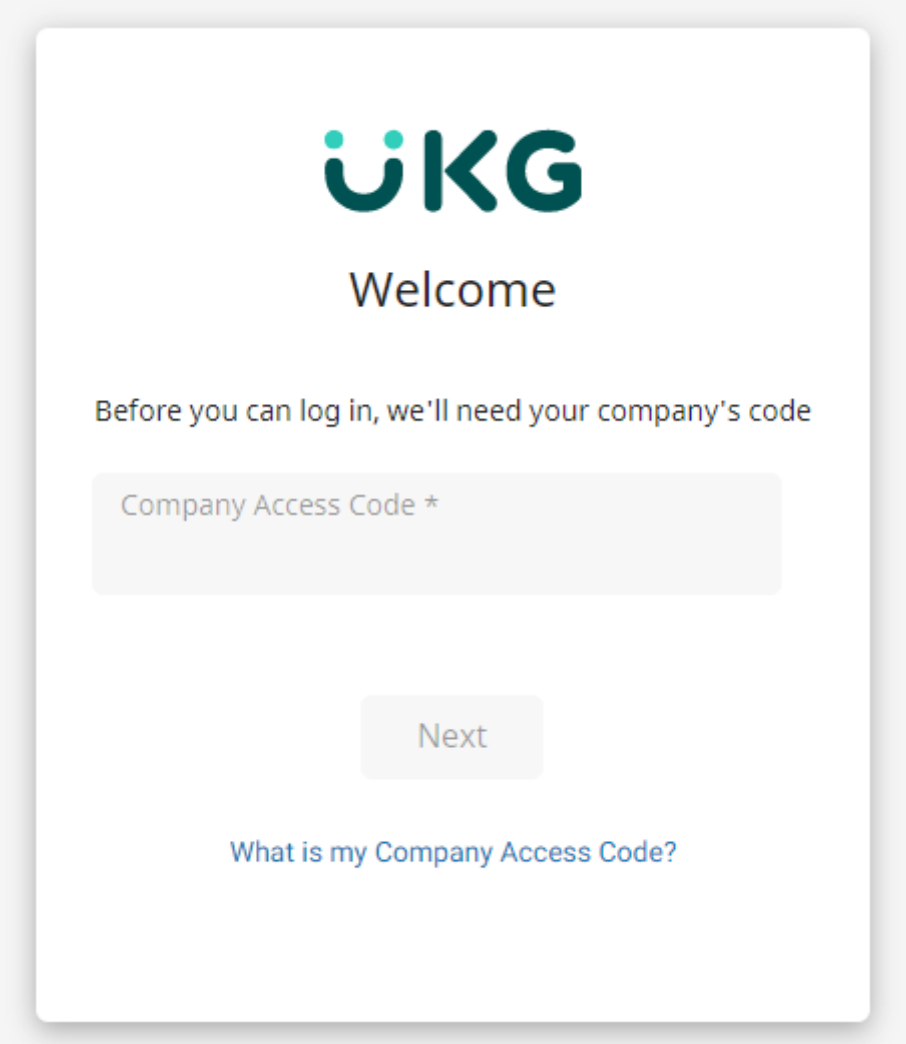
Once you log in using these credentials, you will be prompted to create a new password. Your account can be accessed through the UKG app, the UKG widget on your portal home page or on the desktop website of ew33.ultipro.com

Company Access Code

First Time Logging in

When logging into UKG for the first time, you will be asked for a company access code. ISS' Company Access Code is **ISS03**

> This is required only for the first time you login. However, if you ever delete the App, you'll have to put the code in again.



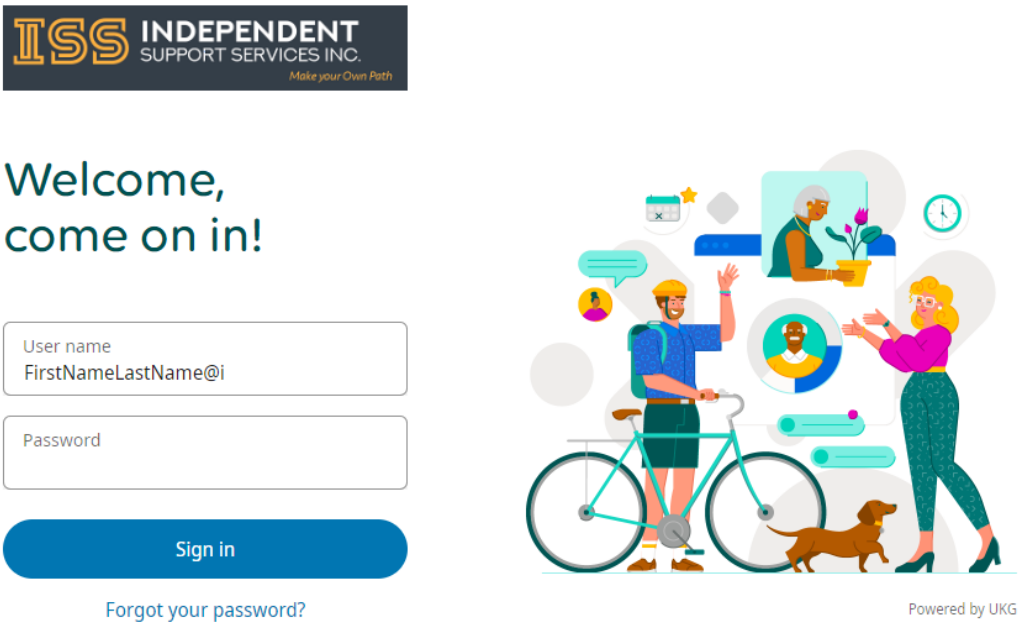
Updated 08/09/24.

How to Check your Pay Statements

Updated 10/19/2022.

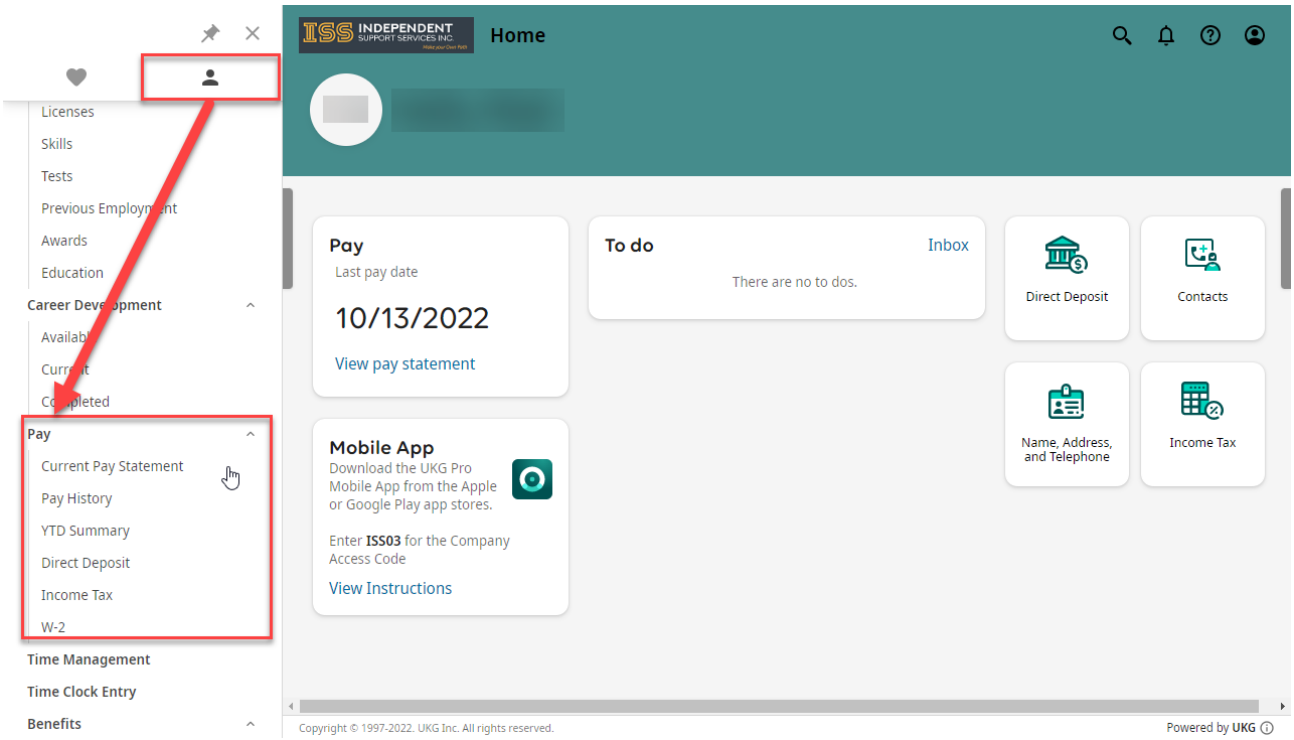
> ⚠ Payday is Friday. UKG is the source for your paystubs. Please get them there. Paystub and check information on the Portal is not guaranteed to be displayed.

In your web browser, go to https://ew33.ultipro.com/ and log in using your user name and password.



Click on the menu icon (≡) at the top left. Under the "**Myself**" tab, locate the "**Pay**" section. Under that section, you can choose the following options:

- **Current Pay Statement** – This allows you to see the most recent Paystub. Alternatively, you can quickly access this by clicking on "View pay statement" link in the Pay section of your homepage.
- **Pay History** – This allows you to see everything, going as far back as 2016.

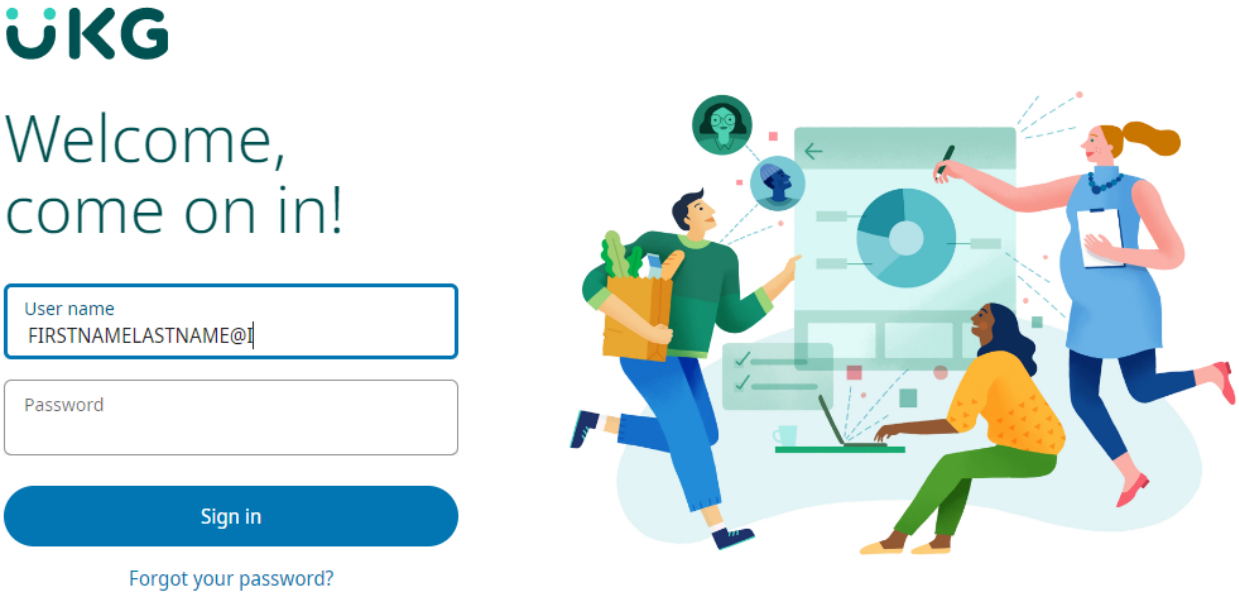

Licenses
Skills
Tests
Previous Employment
Awards
Education
Career Development
Available
Current
Completed
Pay
Current Pay Statement
Pay History
YTD Summary
Direct Deposit
Income Tax
W-2
Time Management
Time Clock Entry
Benefits
ISS INDEPENDENT SUPPORT SERVICES INC.
Home
Pay
Last pay date
10/13/2022
View pay statement
To do
Inbox
There are no to dos.
Direct Deposit
Contacts
Name, Address, and Telephone
Income Tax
Mobile App
Download the UKG Pro Mobile App from the Apple or Google Play app stores.
Enter ISS03 for the Company Access Code
View Instructions
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Powered by UKG

How to Find Your W-2

Updated 7/21/2022.

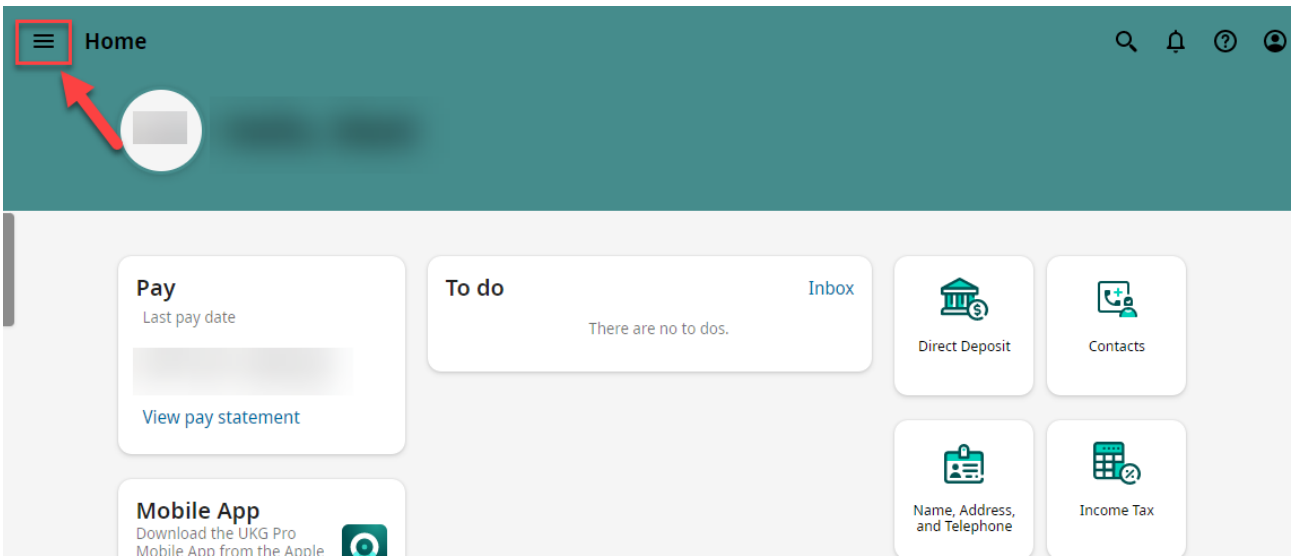
Login to UKG

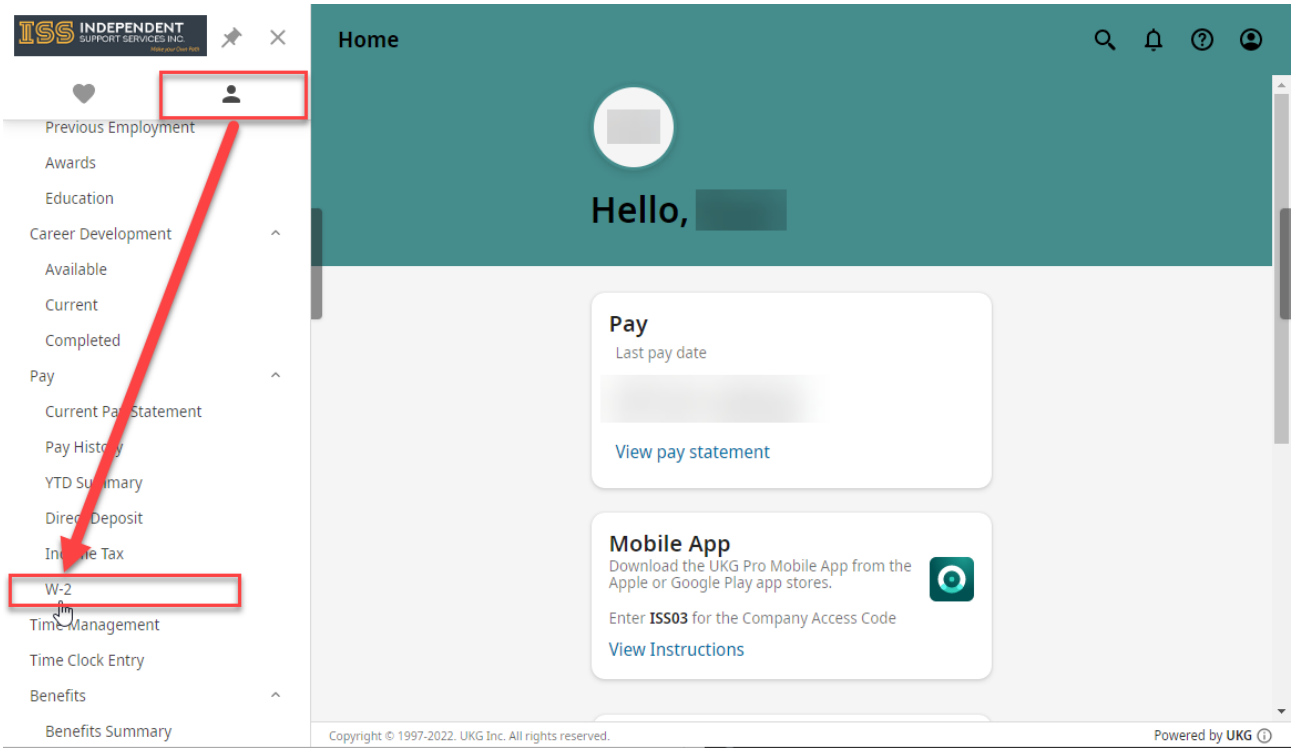
Login to UKG by going to https://ew33.ultipro.com/ and using your username and password.



Access W-2 from the Menu

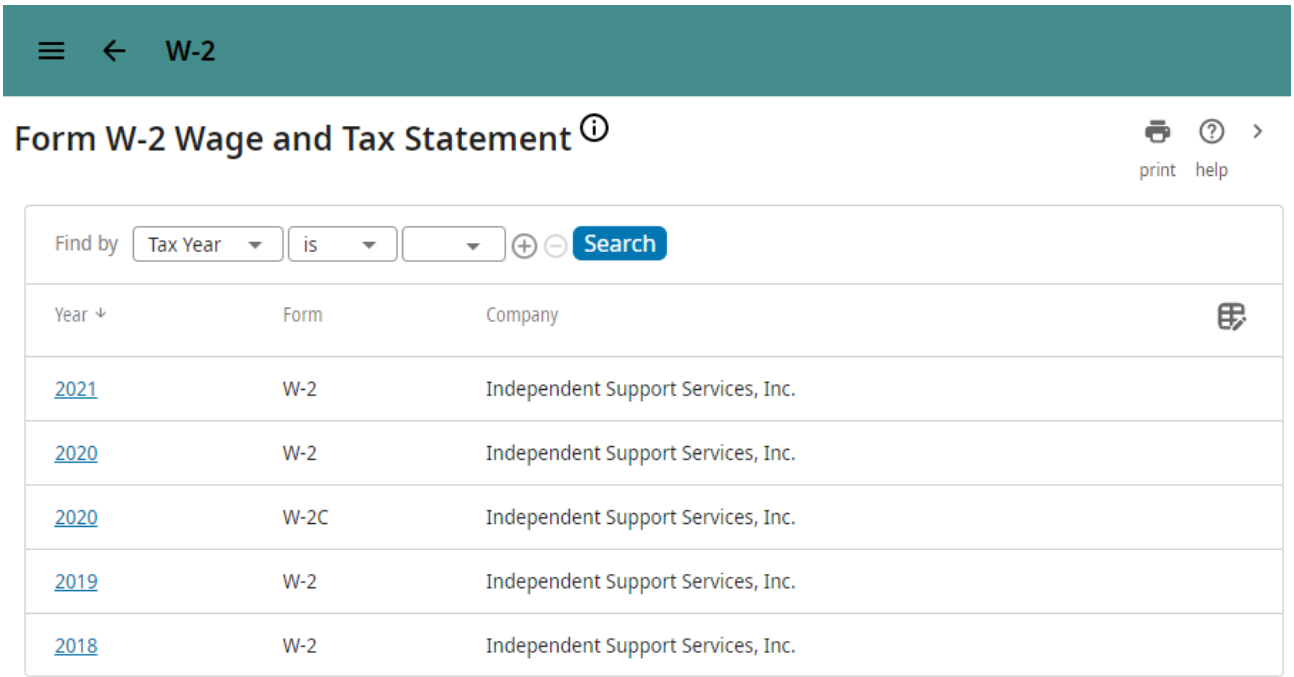
Click on **Menu**, at the top left of the webpage. Click on the **Myself** tab, Scroll down to the **Pay** Section, and click on the **W-2** link.

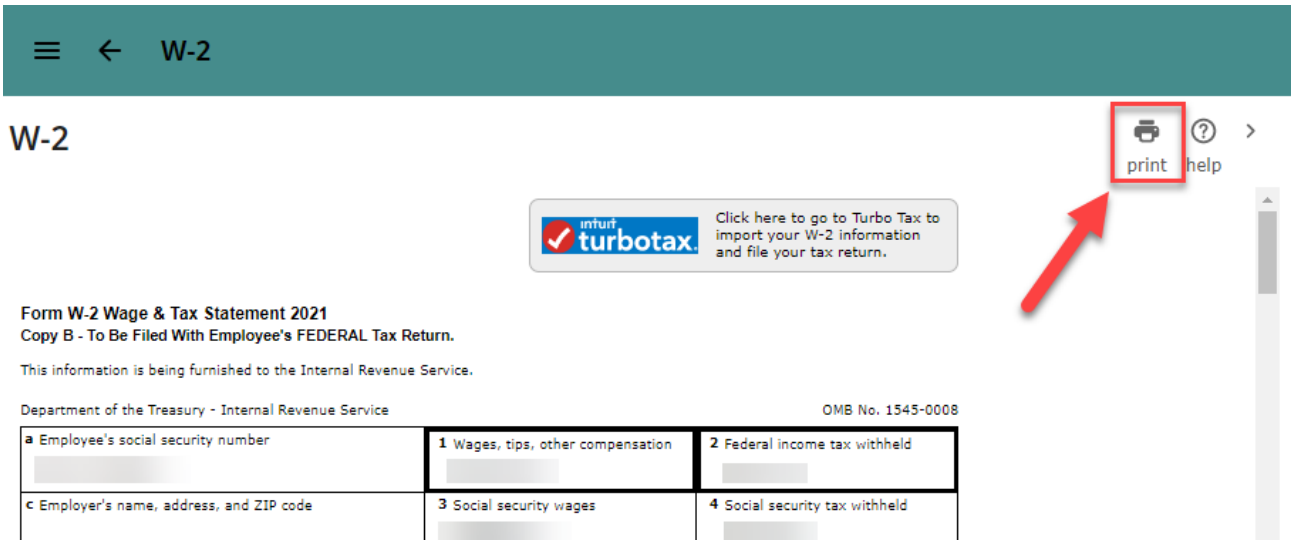




Selecting the Year & How to Print

Here, you can click on the year of the W-2 you are looking for to access it. You can also print the document by clicking on the Print Icon, at the top right of the screen.




W-2
W-2
print
help
intuit turbotax
Click here to go to Turbo Tax to import your W-2 information and file your tax return.
Form W-2 Wage & Tax Statement 2021
Copy B - To Be Filed With Employee's FEDERAL Tax Return.
This information is being furnished to the Internal Revenue Service.
Department of the Treasury - Internal Revenue Service
OMB No. 1545-0008
a Employee's social security number
1 Wages, tips, other compensation
2 Federal income tax withheld
c Employer's name, address, and ZIP code
3 Social security wages
4 Social security tax withheld

Update Contact Info on UKG

Updated 05/10/22.

To update any of your contact information on UKG (formerly UltiPro), please email peopleservices@issny.org with your full name, what is being changed, and what it should now be.

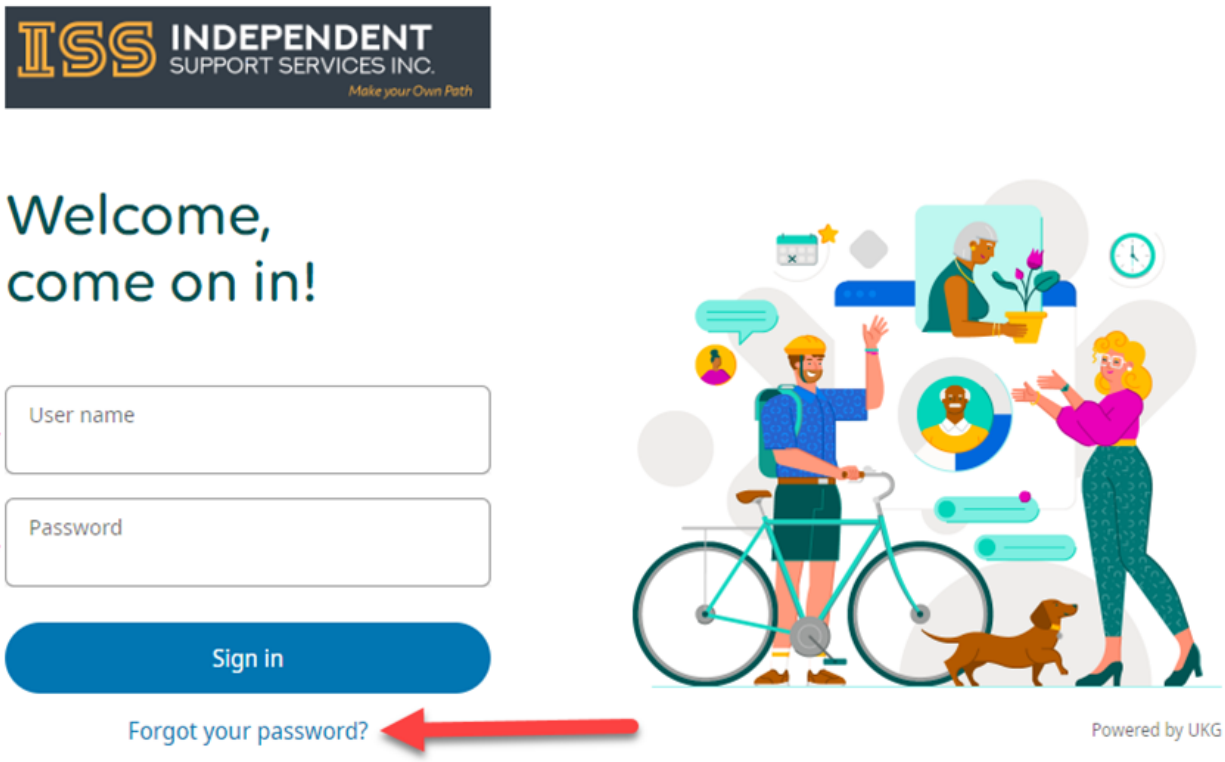
For legal name changes, you must provide a copy of your new Social Security Card.

FAQ

Updated 10/19/2022

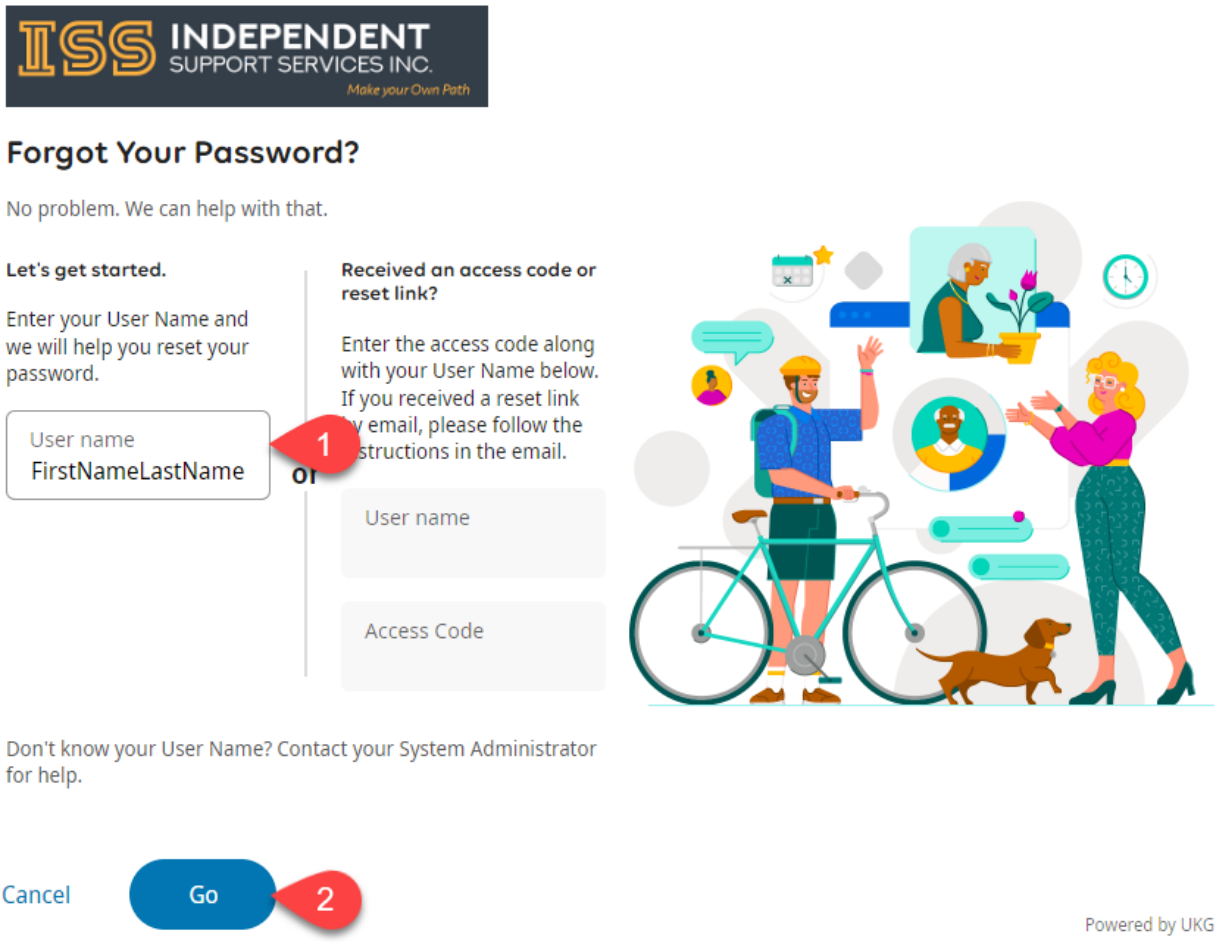
How can I reset my password?

At the login page, click on the “**Forgot your password?**” link



You will then be prompted to enter your User Name. Enter your user name and click "**Go**". You will then be asked to answer the security questions you made when your account was initially set up. When the security questions are answered correctly, you will be prompted to create a new password.

User Names are created using the staff’s first name followed by their last name then “@i”. For example, a staff named “Joe Dirt” would be “JoeDirt@i”

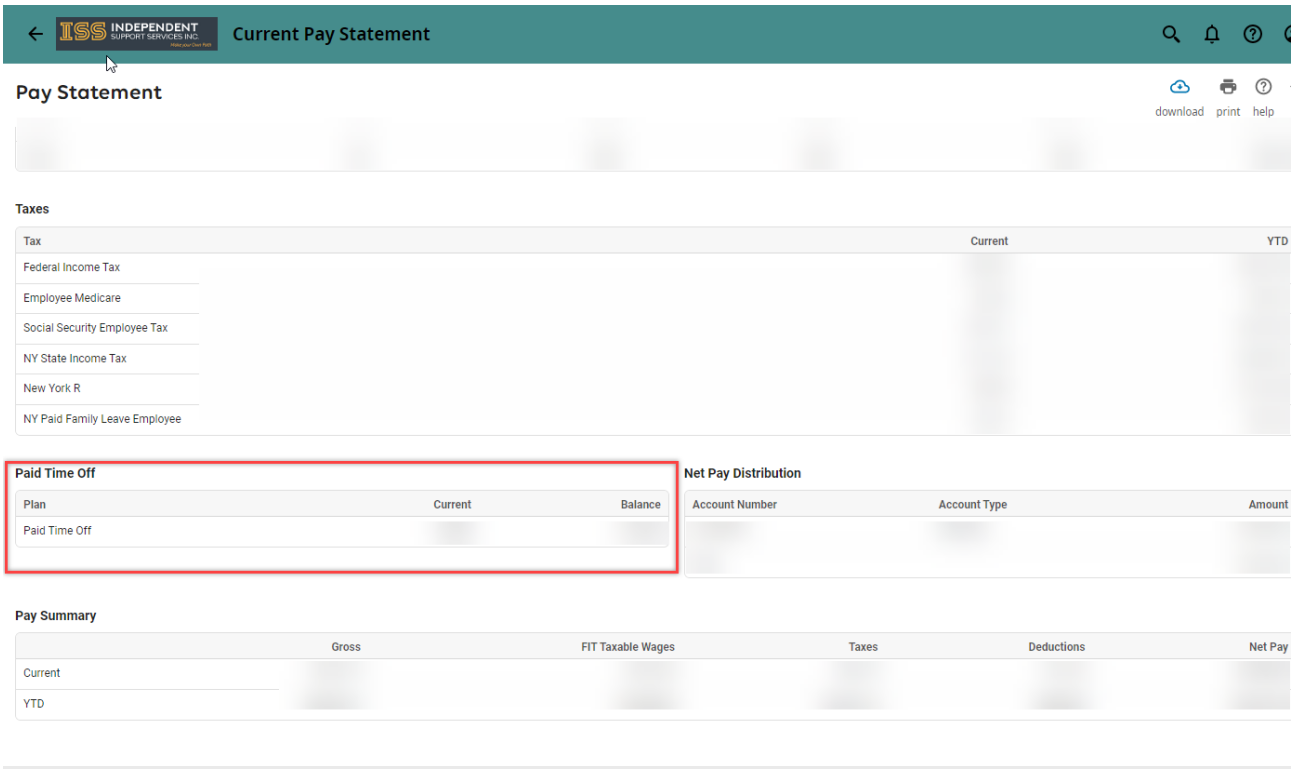


If you have further issues with this, please reach out to staffsupport@issny.org

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Where can I find my Paid Time Off (PTO)?

Accumulated Paid Time Off can be found on your Pay Statement in the **Paid Time Off** section. To learn how to access your Pay Statement, please see our help page here: How to Check your Pay Statements


Current Pay Statement
Pay Statement
download
print
help
Taxes
Tax
Current
YTD
Federal Income Tax
Employee Medicare
Social Security Employee Tax
NY State Income Tax
New York R
NY Paid Family Leave Employee
Paid Time Off
Plan
Current
Balance
Paid Time Off
Net Pay Distribution
Account Number
Account Type
Amount
Pay Summary
Gross
FIT Taxable Wages
Taxes
Deductions
Net Pay
Current
YTD