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August 30, 2016

All Employees:

Back in June we announced a new payroll system however we were not comfortable going live in June due to some concerns and put it on hold. We have rectified our concerns and as of September 2, 2016 your paychecks will be processed through Ultipro.

Due to the change, you will no longer need the dual paystubs you currently receive. You will now have one paystub from UltiPro. The new paystub will show you the hours you worked, the participant you worked for and your rate of pay. As well as, your gross and net pay, your withholdings, deductions and PTO (paid time off) accruals.

The UltiPro, portal and its online features will be available on **September 2, 2016**.

With the addition of this new system there will need to be a few changes in how job additions are reported to us. Specifically, if you are hired by a new participant to work with, we must receive notice from the participant, family or broker as to what your title and pay rate will be prior to you starting or you will not be able to be paid for working with that participant without that information.

We have created a form which is available on our website at [www.issny.org](http://www.issny.org) under the HR tab in the forms section entitled **New Hire Form** that can be emailed, faxed or mailed to us. Similarly any changes in not working with a particular participant or the agency as a whole should be reported to us using the **Employee Exiting Form** also available on our website under the forms section in the HR tab.

Please remember you can go to our website at any time to get updated information and forms.

The following page gives you detailed instructions on how to login to UltiPro. Please note: the previous login instructions sent in May have changed you must follow the instructions attached to this letter.

Thank you for your cooperation and remember once we move to UltiPro you will no longer be using ADP.

Sincerely,  
Laurie Cirillo  
Director of Human Resources

### Instructions on How to Access UltiPro®

In order to access the new system you will need to login for the first time following these instructions:

- Go to this Website: <https://ew33.ultipro.com>
- You will see a login screen
- Type in your User Name as: Full first name and full last name with the first letter of each name capitalized followed by @I ( it is a capital I as in Igloo ) example: JaneDoe@I
- Type in your Password which is a default password as: birthday (MMDDYYYY format) no slashes should be added

The first time you successfully log into self- service, you are required to change your password. Your new personalized password must meet the following requirements:

- Must contain at least one upper-case alphabetic character, one lower-case alphabetic character, one numeric character, and one special character
- Your personalized password can be any combination of numeric and alpha characters that meets the above requirements
- Note: No spaces or apostrophes are allowed. Your password is case sensitive.

### *Remember your password!*

It is always best to record your user name and passwords in a safe place for future reference

Additionally, you will also be asked 3 challenge questions prior to setting up your personal password.

In the event you forget your password if you select the "forgot my password" icon the system will then prompt you to give the answers to those challenge questions you answered at the setup of your password.

Upon successful entry of the 3 challenge question answers the system will then give you an opportunity to enter a new password.

If you are having trouble logging in please email us at [hr@issny.org](mailto:hr@issny.org) and we will get back to you within 24 hours to help fix your issue and get you logged in.