

Learning Path – Employee Administrator

Help for You

There are four main security roles in the UltiPro system. These roles are Employee, Manager, Timekeeper and Employee Administrator. This Learning Path is designed for the manager role at the Salvation Army.

Just getting set up in UltiPro? View [Learning Path – All Employees](#) to orient yourself to UltiPro

New to the Employee Administrator role? See step 1.

Are you looking for a review?

- **I need help hiring/rehiring employees?** See steps 2-11.
- **I need help modifying the employee records of an existing employee?** See steps 3-19.
- **I need help with PTO plans?** See steps 8-10.
- **I need help creating reports, printing tax slips and delegating duties?** See steps 20-22.

To access the hotlinks in the table below, hover over the link, press *ctrl* button and click your mouse. To go directly to the Employee Administrator job aids page [click here](#).

What do you want to do?	Printed instructions (PDF)	Demonstration Video
1. How can I get an overview of what Employee Administrators do in UltiPro?	UltiProTask and Role Access Chart	Overview for Managers and Timekeepers
2. How do I hire/rehire an employee in UltiPro?	Adding New Employees Hire/Rehire	Hire/Rehire Employee
3. How do I assign/change the security role of an employee?	Changing Employee Security Roles	Changing UltiPro Security Role
4. How do I assign a time clock to an employee?	Setting Up Time Clock	
5. How do I edit employee's tax forms?	Edit Employee Taxes	Editing Employee Taxes
6. How do I make an employee autopaid?	Modifying Employees to Autopaid	
7. How can I add/modify a shift or shift pattern?	Changing Shifts and Shift Patterns	Adding Shifts
8. Where is a listing of PTO Plans available for selection in UltiPro?	PTO Plans at Salvation Army	
9. How do I add a PTO Plan?	Adding Paid Time Off (PTO) Plans	Add/Edit PTO Plans
10. How and when are PTO balances updated?	PTO Balance Synchronization Schedule	
11. How do I edit an employee's existing PTO plan?	Editing Paid Time Off (PTO) Plan Balances	Add/Edit PTO Plans
12. How do I change the manager of employee(s)?	Assigning Employees to Different Managers	Changing Managers

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What do you want to do?	Printed instructions (PDF)	Demonstration Video
13. How do I change employee status – leave of absence, on strike, laid off, or suspended?	Change Employee Status	
14. How do the Manager and Employee Administrator add/manage an employee's secondary job(s)?	Adding and Managing Secondary Jobs	Adding Secondary Job
15. How do I make an employee's secondary job their primary job?	Making a Secondary Job a Primary Job	
16. How can I allocate pay between different departments?	Allocating Labour Across Multiple Cost Centers	Add Labour Allocations
17. How do I adjust employees past records for hours, rates, or paid time off?	Payroll Adjustments	
18. How do I terminate an employee?	Terminate an Employee	
19. Describe the employee information change approval process between the employee administrator and employee manager.	Authorizing Employee Additions and Changes	Applying Employee Profile Changes
20. How do I create reports on employee personal and pay information?	Creating Reports on Employee Records	
21. How do I print employee tax slip?	How to print employee tax slip	
22. How do I have someone else take my role to change/approve employee changes while I am away?	Delegating Employee Change Approval Duties	