

Learning Path – All Employees

Overview

There are four security roles in UltiPro. These are: Employee, Manager, Timekeeper and Employee Administrator. This *Learning Path* is for use by Salvation Army employees to orient themselves with the software. Managers, Timekeepers and Employee Administrators should also review the Learning Paths designed for their respective role.

New to UltiPro? View steps 1-11.

First time in UltiPro? View steps 3-11.

Seeking a review of Ultipro? View steps 4-8.

Need to print reports, tax slips? View steps 10-11

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 job aids page [click here](#).

What do you want to do?	Print instructions (PDF)	Demonstration Video
1. How do I log into MyArmy? 2. How do I access UltiPro?	<ul style="list-style-type: none"> Accessing UltiPro for the First Time 	Log into MyArmy and UltiPro
3. How do I move around in UltiPro? 4. How can I view and change my bank deposit information? 5. How can I view and change my personal information?	<ul style="list-style-type: none"> Access and Navigation How to view and change your pay information How to view and change your personal information 	How to use UltiPro to view personal and pay information, edit personal information and add direct deposit accounts. (view on site)
6. How can I access UltiPro from a mobile device?	Accessing UltiPro from a Mobile Device	
7. Tell me about the entry of time off requests and manager approval?	Time Entry Tip Sheet	
8. How do I use UltiPro to request time off?	How to Request Paid Time Off	How to request paid time off (view on site)
9. I can't see the Time and Attendance screens.	How to turn off Pop-up blockers	
10. How do I print my year- end tax slips in February?	How to print my year-end tax slips	
11. How do I create and print a report in Time and Attendance?	Producing Reports in Time and Attendance	