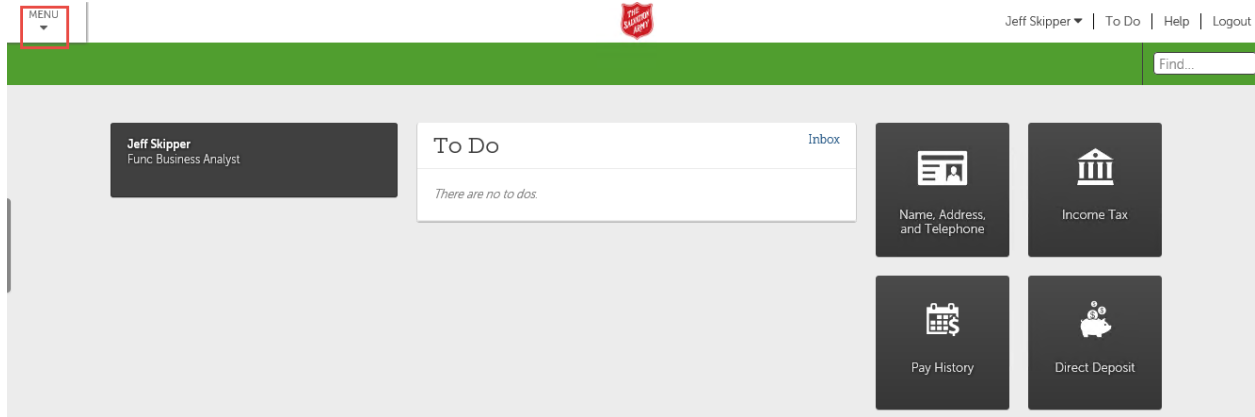


## Viewing and Changing Personal Information in UltiPro

The **Personal** section in **UltiPro** contains personal information - name, address, telephone, and key employee dates. You can view all the information here and submit changes to name, address, and telephone.

[UltiPro Home page](#)

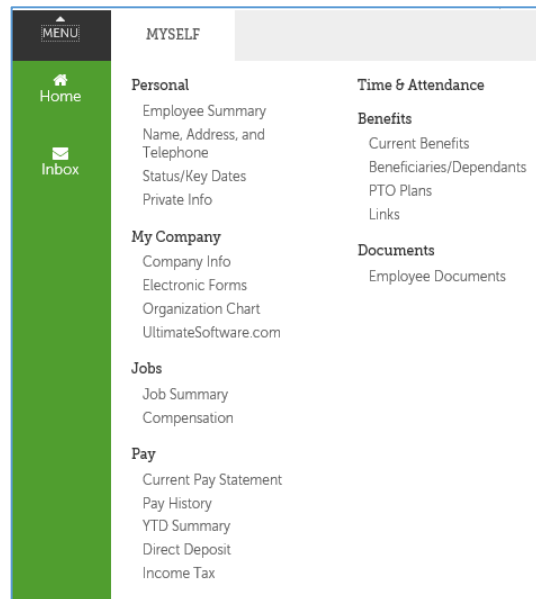
Click **Menu** to display the entire list of information tabs and pages available to you.



### Main Menu

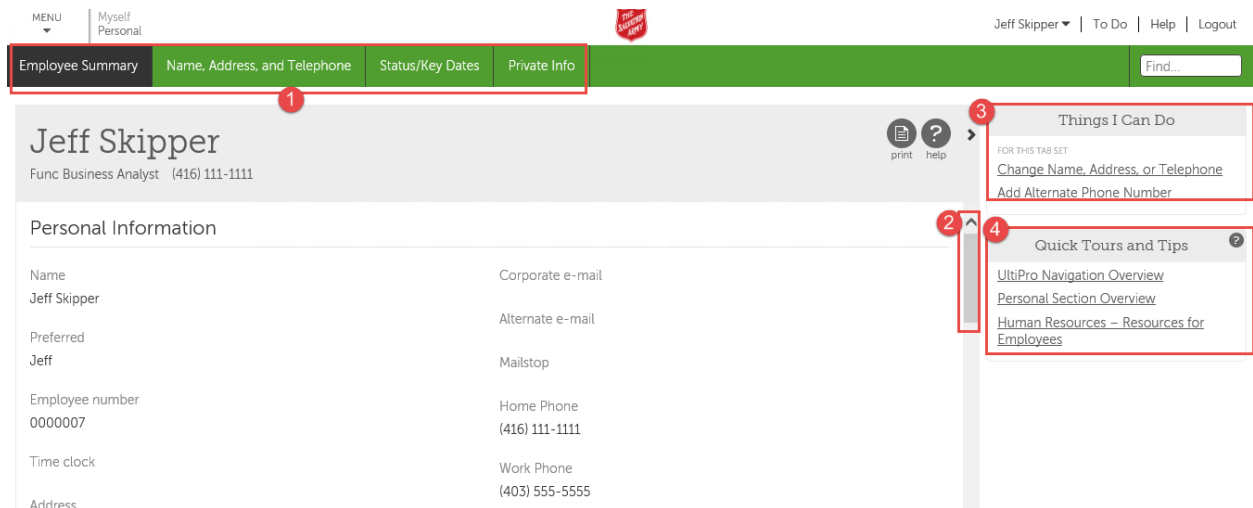
Click **Personal** or one of the links below it to go directly to a page within the **Personal** tab.

For this demonstration we will click **Personal**.



## Personal Tab - Employee Summary

The first page on the **Personal** tab – **Employee Summary** – is displayed. This page is a summary of all your personal information.



MENU Myself Personal Jeff Skipper | To Do | Help | Logout

Employee Summary Name, Address, and Telephone Status/Key Dates Private Info Find...

Jeff Skipper  
Func Business Analyst (416) 111-1111

Things I Can Do  
FOR THIS TAB SET  
[Change Name, Address, or Telephone](#)  
[Add Alternate Phone Number](#)

Quick Tours and Tips  
[UltiPro Navigation Overview](#)  
[Personal Section Overview](#)  
[Human Resources – Resources for Employees](#)

Personal Information

Name	Corporate e-mail
Jeff Skipper	
Preferred	Alternate e-mail
Jeff	
Employee number	Home Phone
0000007	(416) 111-1111
Time clock	Work Phone
	(403) 555-5555
Address	

1. The **Personal** pages you can access are listed in the navigation bar at the top. The black area indicates we are on the **Employment Summary** page.
2. Scroll down to see more of the **Employee Summary** page.
3. **Things I Can Do** describes actions you can take in this tab area or this particular page. Click an action to go directly to that change area.
4. **Quick Tours and Tips** links to help documents. Note that these are not specific to the Salvation Army's use of **UltiPro**.

## Personal Tab - Name, Address, and Telephone

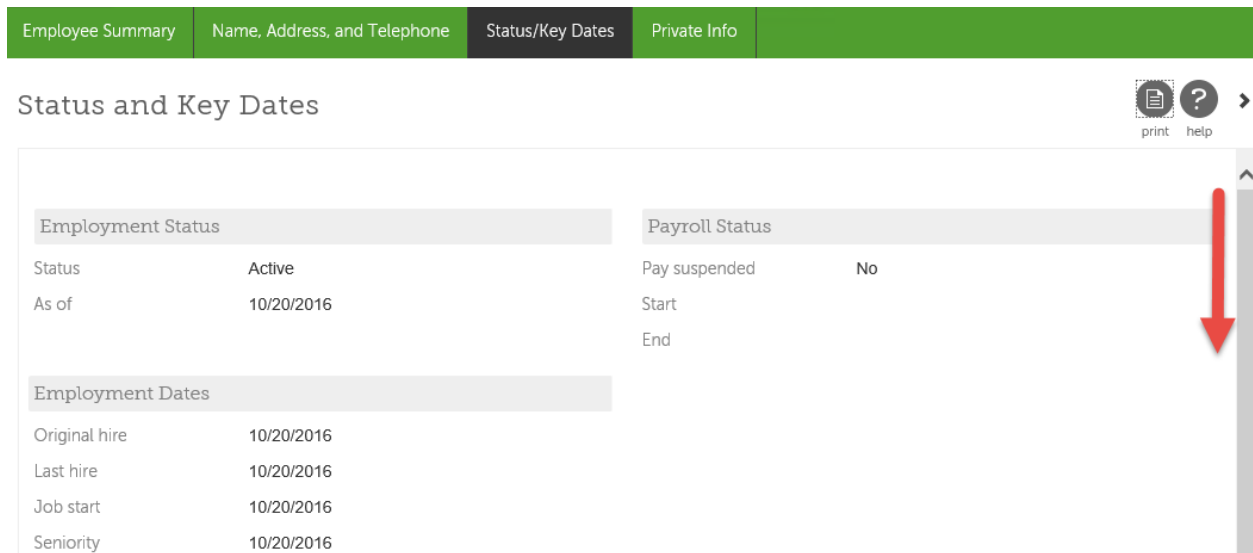
On the menu bar, click **Name, Address and Telephone** to display your name, personal address, personal telephone number and alternate phone numbers.

1. You can print the document or click **Edit** to make changes.

2. When **Edit** is selected the text fields can be changed. Scroll down to see all fields. Click in a field to edit. The **Effective** date field allows you to specify when you want this change to take effect (e.g, you will be moving to a new address).
3. Click **Save**. The change will be listed in your **Inbox** (To Do list) as a pending action waiting for approval. Once approved an approval message will also display in your **Inbox**.

## Personal Tab - Status/Key Dates

Click **Status/Key Dates**. This page displays your employment status, payroll status, employment dates, retirement dates, and benefit seniority dates. You can print this information.



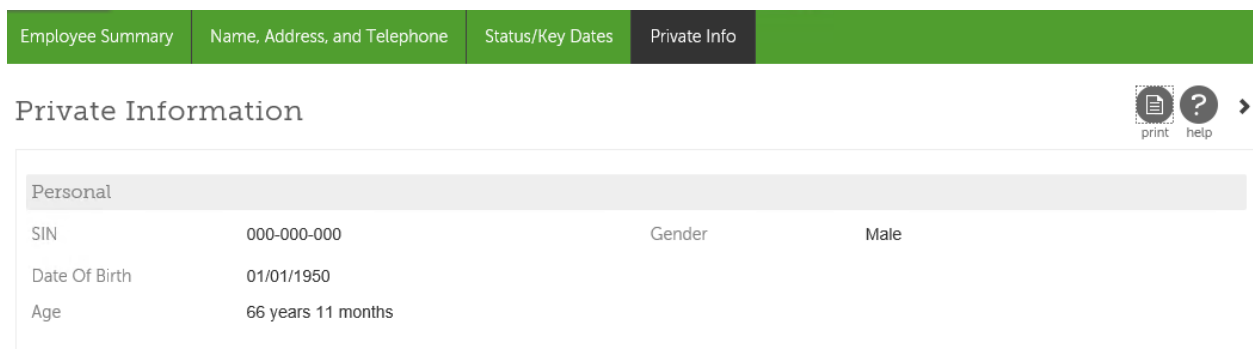
Employment Status		Payroll Status	
Status	Active	Pay suspended	No
As of	10/20/2016	Start	
		End	

Employment Dates	
Original hire	10/20/2016
Last hire	10/20/2016
Job start	10/20/2016
Seniority	10/20/2016

## Personal Tab - Private Information

Click **Private Info**. This page lists personal information - SIN, date of birth, age and gender. You can print this information.



Personal			
SIN	000-000-000	Gender	Male
Date Of Birth	01/01/1950		
Age	66 years 11 months		

## Menu, Home page or Exit



When you have finished with the pages of the **Personal** tab:

1. Click **Menu** to select another tab or page to work on.
2. Click the **Salvation Army** logo to return to the **home** page.
3. Click **Logout** to exit the **UltiPro** system.