

UltiPro: Saving You Time!

November 2, 2016

To: All THQ staff including Jackson's Point and officers assigned to THQ. References to THQ below include all parties.

Are you a fan of delays? We're sure you aren't. And that's one of the many things UltiPro - our new system for ER (Employee Relations) and Payroll - aims to reduce. By improving and moving our payroll and human resource processes online, we can save time in many areas:

- Approval of time off requests
- Receiving pay statements
- Processing timesheets
- Updating your personal information
- Completing, scanning, signing and sending paper forms
- Receiving tax slips at the end of the year

While it won't pick up your dry cleaning, it will free up time so you can focus on other aspects of your job.

As a member of the first group receiving access to UltiPro the **first week of January**, we want to answer more of the questions you've been asking.

1. When do we get training? How will it be delivered?

Our goal is to begin providing training material in a variety of forms beginning November xx. We will start with some video walkthroughs and cheat sheets showing how people access their pay information. Shortly after we will be offering the opportunity to get your hands directly onto the application with support from our trainers so you can see and learn how easy it is to use.

Managers, administrators and coordinators involved in the hiring process or approval of time off will received specific materials and training options for those processes.

2. What does it look like?

We just released some initial views of the application. To see a sample of the interface, [click here](#).

3. When does everyone receive UltiPro?

You are receiving UltiPro in the first of 3 phases planned for 2017. (Phase 1 goes live the first week of January). For a full view of all three phases, we created a [one-page timeline](#). Phases 2 and 3 are still being planned, but we have a good idea of when they will run.

Did you miss our last note? For previous news items, check out our [news page](#)!

Stay tuned for more information. Leaders will receive additional information to help answer questions your staff may be asking.

Send us a note if you have any questions!

Yours truly,

UltiPro Implementation Team

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