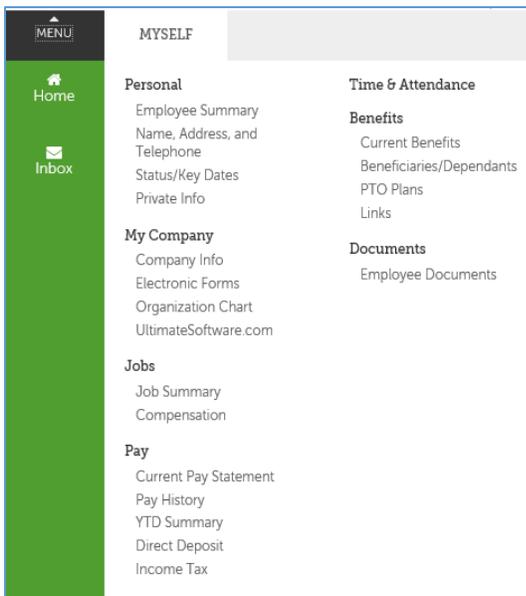
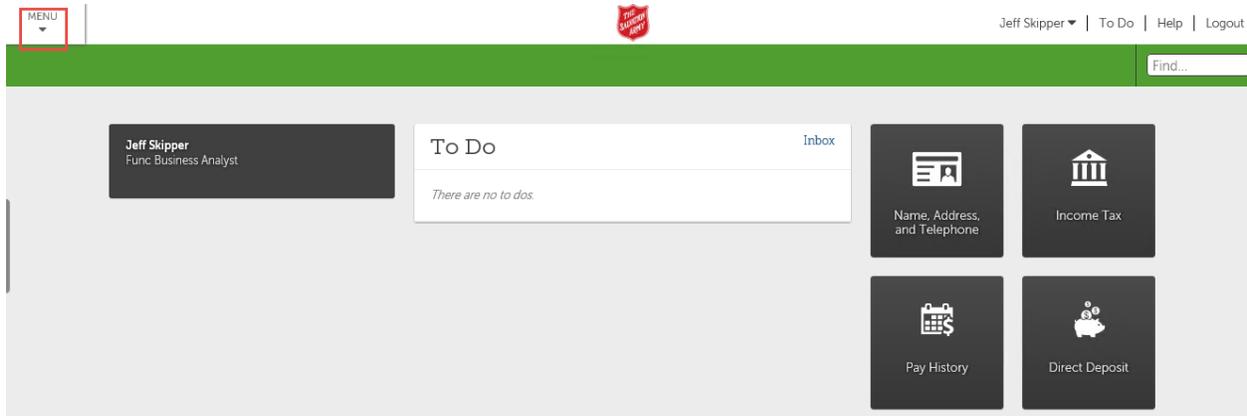


Viewing and Changing Personal Information in UltiPro

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.



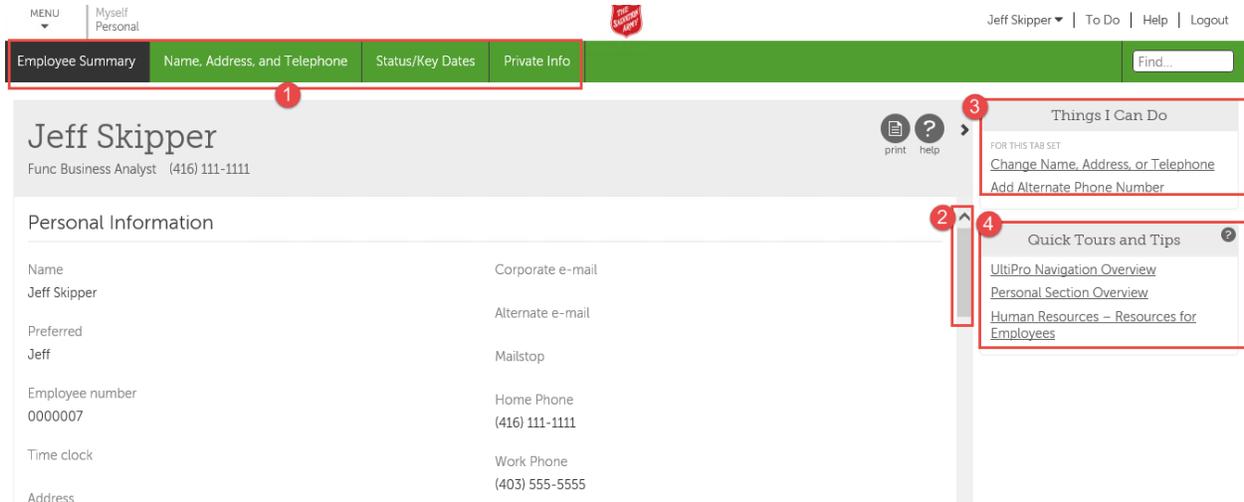
Main Menu

To go to the **Personal** area click **Personal**, or click one of the subpages to go directly to a page within **Personal**.

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 – name, employee number, home address, division, location, seniority, last hired date, job name, pay group, employee type and supervisor.



1. The Personal pages you can access are listed in the navigation bar at the top. The black area indicates we are on the **Employee 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** shows documents to help you use the **UltiPro** site. Note that these are not specific to the Salvation Army 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.

Employee Summary | **Name, Address, and Telephone** | Status/Key Dates | Private Info

Name, Address, and Telephone

edit | print | help

Name	Jeff Skipper	Home Phone	(416) 111-1111 (Private)
Preferred	Jeff	Work Phone	(403) 555-5555
Marital status	None	Work extension	
Address	2 48th St.SW Calgary, AB T3T 1T1 Canada	Corporate e-mail	

Alternate Phone Numbers

Type	Phone	Extension	Country	Country Prefix	Private
Home	(403) 555-5556		Canada		<input checked="" type="checkbox"/>

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

Employee Summary | **Name, Address, and Telephone** | Status/Key Dates | Private Info

Change Name, Address, or Telephone

save | cancel | print | help

Effective: 12/13/2016

Prefix: [v]

First: Jeff

Middle: [v]

Last: Skipper

Preferred first: Jeff

Marital status: None

Address

Quick Address Search

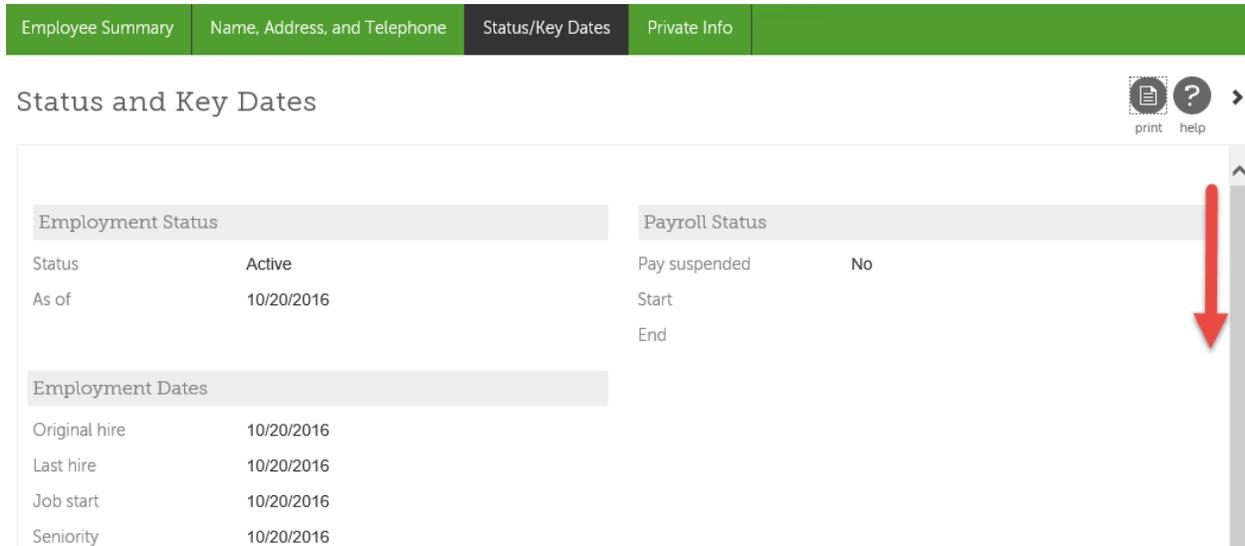
Country: Canada

Address: 2 48th St.SW

When **Edit** is selected the fields open for editing. Scroll down to see all fields. Once all changes are made, click **Save**. This action will show in your **Inbox** (To Do list) as a pending action waiting for approval from Human Resources.

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.

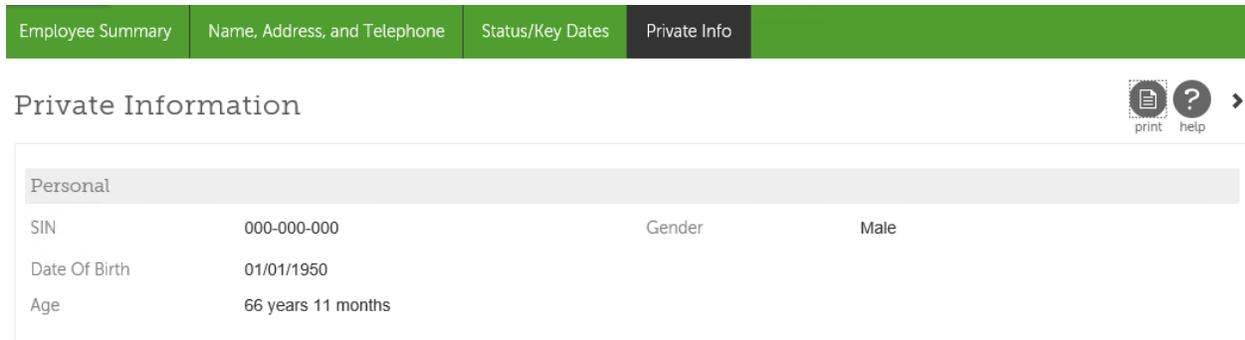


Employment Status		Payroll Status	
Status	Active	Pay suspended	No
As of	10/20/2016	Start	
		End	

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.



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.