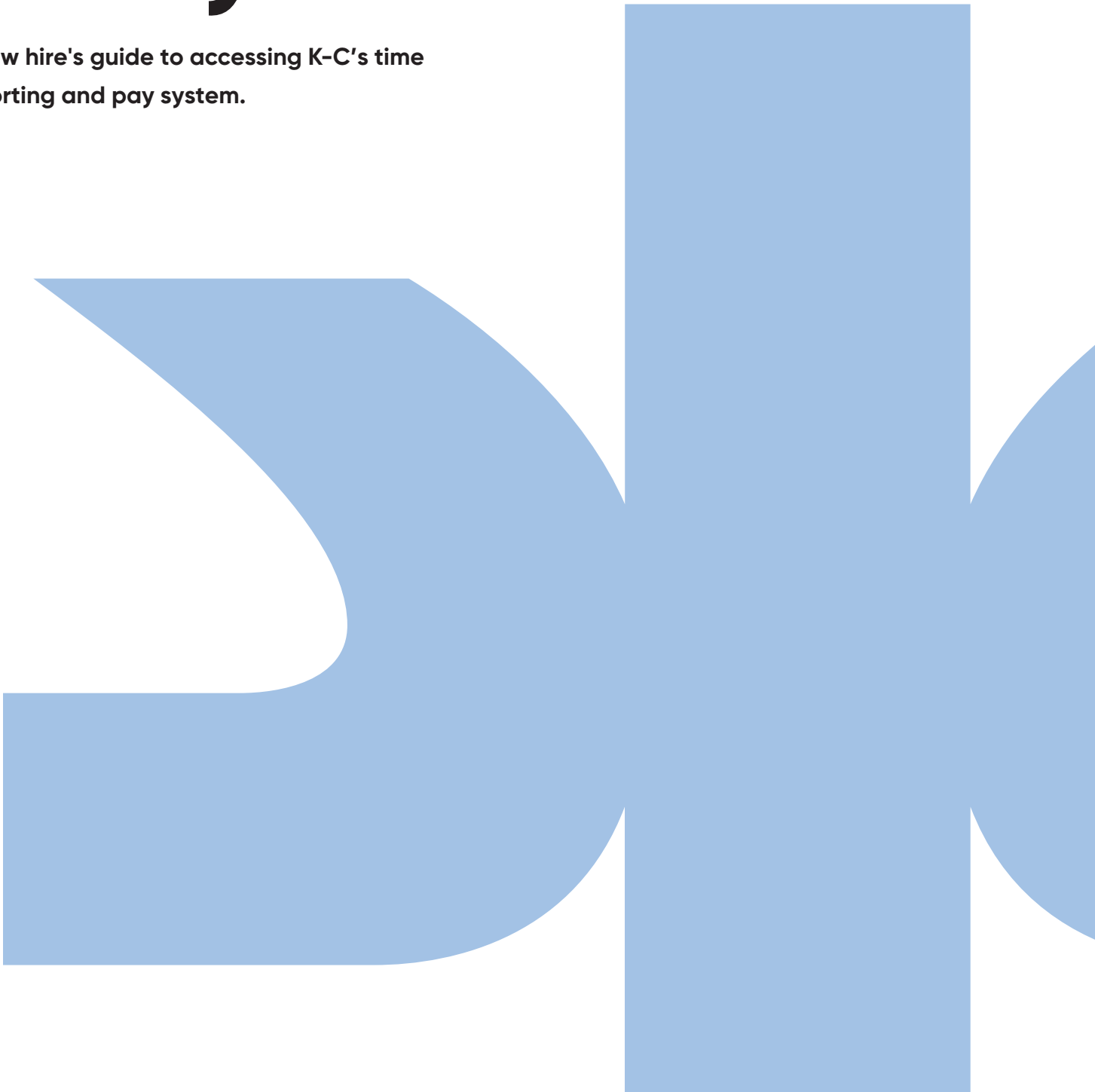


# My Time & Pay

A new hire's guide to accessing K-C's time reporting and pay system.



# My Pay

## Accessing your Time & Pay Information

The UltiPro portal is the new website you'll use to view your time and pay information. You'll be able to access the UltiPro portal using a K-C or personal computer.

## UltiPro Log-In from a K-C Computer

To log in to the UltiPro portal from work for the first time, follow the steps below.

### Access UltiPro

1. You'll be able to connect to UltiPro from work once you setup your single sign-on credentials (SSO). This will allow you to automatically sign in without entering your username and password. To get started, go to [@myHR](#) and then select the *Time & Pay* icon.

### Activate SSO

2. To activate your account using SSO, enter your K-C email address and select *OK*.

A screenshot of a 'New User Activation' dialog box. The dialog has a white background with a blue border. At the top, the title 'New User Activation' is in bold. Below the title, the text 'Welcome to the Single Sign On activation page.' is displayed. Then, the label 'Employee Email Address:' is followed by a text input field. Below the input field, an example email address 'Example: jdoe@mycompany.com' is shown. At the bottom left of the dialog, there is an 'OK' button.

**New User Activation**

Welcome to the Single Sign On activation page.

**Employee Email Address:**

Example: jdoe@mycompany.com

OK

3. Within a few minutes, you'll receive a verification email to your K-C email address from **noreply@ultipro.com**. Click the link in the email to complete the activation process for SSO.



If you already accessed UltiPro using your personal computer

and created your own password, you won't be prompted to reset your password when accessing UltiPro from work for the first time. Simply, sign-in using your default username and the password you've created.

## Complete Additional Security Authentication

- After you activate your UltiPro SSO, you'll be prompted to complete an additional security authentication by receiving another access code. You can receive your access code by text, voice, or email. The contact options shown in the drop-down menu come directly from the personal information you've entered into Workday.

Select Delivery Method

For additional security, we need to send you a time sensitive access code. Choose how you would like to receive this access code and click Submit. On the next page you will enter the access code.

☐ Text  Standard message and data rates may apply.

☐ Voice  If your voice number requires an extension, we will not be able to reach you.

☐ E-mail

[Cancel](#)

## Reset Password

- After entering your access code, you'll be prompted to reset your password. Your current default password is your birthday as MMDDYYYY (e.g., 01012020). After entering your default password, you can create a new password using the password requirements.

Change Password

Your new password cannot be the same as your previous one and must meet the minimum password requirements outlined below:

Password length: 10-50

Letters: 2

Uppercase: 1

Lowercase: 1

Numbers: 1

Special characters: 1 (Examples: !@#\$%^&\*()\_-=+{}|/;:|'<>.,?/~)

Current Password

New Password

Confirm Password

[Cancel](#)

## Complete Account Set-up

- After selecting *Ok*, your UltiPro account has been set-up with SSO at work. This means when you access UltiPro directly from [@myHR](#), you'll automatically sign in without entering your username and password. However, you'll always be required to complete additional security authentication as part of the UltiPro portal's security requirements.

# UltiPro Log-In Using Your Personal Computer

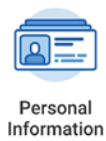
To log in to the UltiPro portal for the first time using your personal computer, follow the steps below.

## Find Your Workday Employee ID

1. Your Workday Employee ID number is what you'll use as your username to access the UltiPro portal. To find your Workday Employee ID number, go to [Workday](#) > Personal Information > About Me > Job. Your Workday Employee ID number will appear at the top of the page. You can also call the K-C Payroll Service Centre at **833-442-5275** to get your Workday Employee ID.



**Note:** Your Workday Employee ID is a different number than your K-C ID (e.g., K12345). You cannot access UltiPro using your K-C ID.



Personal Information

View

→ About Me

Addresses

Email Addresses

Address Changes

Name

Career

Performance

Compensation

Job ←

Personal

## Access UltiPro

2. Go to [n12.ultipro.com](https://n12.ultipro.com).

Log In

User Name

Password

[Forgot your password?](#)

Log In

3. Enter kcsi00 followed by your Workday Employee ID as your username (e.g., kcsi00123456). Kcsi00 + your Workday Employee ID will be your permanent username for UltiPro, so it's important to document it somewhere safe so you don't forget it.



If you already accessed UltiPro using a work computer and

created your own password, you won't be prompted to reset your password when accessing UltiPro from your personal computer for the first time. Simply, sign-in using your default username and the password you've created.

4. If this is your first time accessing the UltiPro portal, enter your birthday as your default password as MMDDYYYY (e.g., 01012020).
5. Select log in to access the UltiPro portal.

## Complete Security Authentication

6. When you log in to your account, you'll be asked to authenticate by receiving an access code by phone, text, or email.

The contact options shown in the drop-down menu come directly from the personal information you've entered into Workday.

Select Delivery Method

For additional security, we need to send you a time sensitive access code. Choose how you would like to receive this access code and click Submit. On the next page you will enter the access code.

☐ Text  Standard message and data rates may apply.

☐ Voice  If your cell number requires an extension, we will not be able to reach you.

☐ E-mail

[Cancel](#)

## Reset Password

7. After entering your access code, you'll be prompted to reset your password. Your current default password is your birthday as MMDDYYYY (e.g., 01012020). After entering your default password, you can create a new password using the password requirements.

Change Password

Your new password cannot be the same as your previous one and must meet the minimum password requirements outlined below:

Password length:	10-50
Letters:	2
Uppercase:	1
Lowercase:	1
Numbers:	1
Special characters:	1 (Examples: !@#\$%^&*()_-=+{} /;:~'<>.,?/~)

Current Password

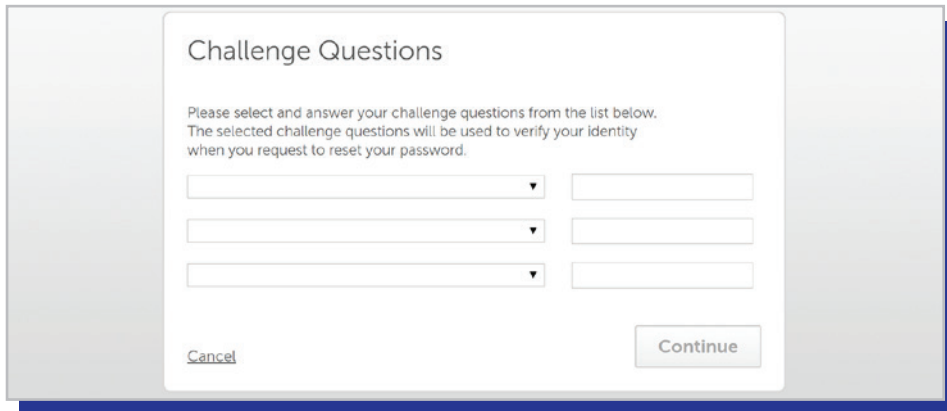
New Password

Confirm Password

[Cancel](#)

## Set Security Questions

8. After changing your default password, you'll be asked to select three security questions from the drop-down menu to answer. These questions/answers will be used if you forget your UltiPro username and password.



The screenshot shows a web interface titled "Challenge Questions". Below the title, there is a paragraph of instructions: "Please select and answer your challenge questions from the list below. The selected challenge questions will be used to verify your identity when you request to reset your password." Below this text, there are three rows, each consisting of a drop-down menu and a text input field. At the bottom left, there is a "Cancel" link, and at the bottom right, there is a "Continue" button.

## Complete Account Set-up

9. After selecting *Continue*, your UltiPro account will be set-up for access from your personal computer. Moving forward, you can use your default username and new password to sign-in into your account online by going to [n12.ultipro.com](https://n12.ultipro.com).



