

How to Enter Hours in UltiPro

1. Log into UltiPro: <https://n22.ultipro.com/login.aspx> Your username: _____

Password: _____ Default: DOB MMDDYYYY

2. Select **4000 Archdiocese of Seattle Payroll Svc** from the company list

3. Under the “Myself” tab, select **Time Management**. A new window will open. If new window does not appear, look for popup blocker and turn off.

** Exempt employees: COMPLETE STEP 5 ONLY. **

4. The new window contains a timesheet where hours need to be entered. To enter hours, select a Pay Code from the drop down menu. For the most part you will only use Code “11 [Regular Hours]”. After selecting the code, enter hours worked for each day in that week. You will need to reselect the Pay Code again for entering hours in the second week. THEN CLICK SAVE (upper left).

5. If you also have sick, vacation, or personal time to enter, click the PLUS SIGN to the right of TOTAL to add extra rows. Select the second Pay Code, enter your hours, and CLICK SAVE (upper left). Enter additional rows for additional pay codes as needed. Once all hours have been entered for a two-week period, CLICK SUBMIT (upper left).

6. That’s it!

