**Obtaining Your Payroll Information - Ultipro**

You will be able to obtain your payroll information by logging into our payroll system, Ultipro.

To access your account, you must login using your secure login credentials (see below). Your account will not be active until the date of your first pay.

**Ultipro Log In**

To access Ultipro, you can either:

1. select this link: <https://n12.ultipro.com/login.aspx>
2. or you can access Ultipro by following these steps:

**•** Open Chrome internet browser (Google)

**•** Select “Managed Bookmarks” from the top left corner of your screen

**•** Select the HR Folder and then select “Ultipro”

Login Credentials:

**Username is**: first initial of first name, full last name\* (i.e. jlewis) \**with a few exceptions* **Password is**: last 4 digits of your Social Insurance Number (SIN)

**If you cannot log in**, please contact HR Support at [hrsupport@jjei.com](mailto:hrsupport@jjei.com)

Once you log in, you will be prompted to change your password – please do so and ensure you remember this password, and never share this password with anyone

**Accessing Pay Statements**

* Pay statements will be accessible in Ultipro on the applicable pay date
* You can access your most recent pay statement by selecting “View pay statement” on the homepage
* You can access historical pay statements by selecting “View pay statement” and then selecting “Pay History”

**Ultipro Mobile App Instructions**

1. **Install the App -** Go to the Apple App Store or Google Play Store on your mobile device and download the UltiPro Mobile app
2. **Enter the Company Access Code -** Company Access Code = federal
3. **Sign In -** Enter your Ultipro username and password (login credentials are the same as the above)