

City of Ann Arbor Employee Self-Service Portal Training



Main Navigation

Website address:

www.intersourcing.com

- Login – your username is your first initial and full last name (*if you have a common last name, you may have a number at the end of your login, in which case, HR will e-mail you your user name*)
- Password – the initial password is the last four digits of your social security number and your four digit birth year; i.e. 67891969



User name

Password

Myself Tab

- ▶ Requests
- ▼ Myself
 - Personal
 - Jobs
 - Career & Education
 - Time & Attendance
 - Pay
 - Benefits
 - Training and Performance
 - Model Your Pay Check
- ▶ My City

Legend

◆ Indicates required field

Personal Node

Summary | Address | Contacts | Property | EEO/19

▶ Requests

▼ Myself

Personal

Jobs

Career & Education

Time & Attendance

Pay

Benefits

Training and Performance

Model Your Pay Check

▶ My City

Legend

◆ Indicates required field

Ann Arbor - 78562

Preferred

SSN 123-45-6789

Address 100 North 5th Ave E-mail aaarbor@a2gov.com
Ann Arbor, MI 48104

Home (734) 555-1234 Mailstop
Work (734) 994-2600 Time clock

Company

Company City of Ann Arbor Service Area CITYAD - City Administrator
Location 012 - Human Resources Service Unit HR - Human Resources
GL Account HRADM - 001001210001000
Function 1000 - ADMINISTRATION

Job

Job Human Resource Assistant Pay group SALNON - Salary NonExempt
Status Active Type REG - Regular

You are able to change the following information on the **Personal** node:

- Add your work phone ** Please do this at your earliest convenience
- Change name and address
- Add a home or cellular telephone number
- Add an emergency contact

Career & Education Node

Use the **Career & Education** node to add and update license, certification and education information.

▶ Requests

▼ Myself

Personal

Jobs

Career & Education

Time & Attendance

Pay

Benefits

Licenses | Education

Date received	License/certification	Number	Type	Provider	Renewal date
01/01/2006	Drivers License	A123456789	License		

Additional Nodes

The **Requests** tab is used to track your pending and completed system changes.

Use the **Jobs** node to view information about your current job, compensation and job history with the City.

The **Time & Attendance** node will take you to UltiPro Time and Attendance to enter your timesheet.

You can view your benefit summary and access links to the city's benefit providers on the **Benefits** node.

The **Model Your Paycheck** node takes you to the "Paycheck City" website – this tool will enable you to see how changes that you make in your benefit elections and taxes will affect your net pay. Changes are for your own purposes – and are NOT made as a result of changing information on this website. The "Retirement Calculator" is NOT associated with the city's pension plan, but is simply a tool to calculate retirement needs based on your age, savings, etc.

Pay Node

Pay History | **Year to Date Summary** | Direct Deposit Summary | W-4 | W-2

Pay Statement

[View pay history](#)

City of Ann Arbor
100 North 5th Avenue
Ann Arbor, MI 48104

ANN ARBOR
100 NORTH 5TH AVE
ANN ARBOR, MI 48104

SSN XXX-XX-XXXX

Date 07/27/2007

Document no 711

Net pay 967.29

Employee no	78562	FIT	S 0	Period start	07/08/2007
Location	012	SIT res	S 0	Period end	07/21/2007
Service Area	CITYAD	SIT work	S 0	Pay group	SALNON - Salary NonExempt
Service Unit	HR			Job	000250
GL Account	HRADM			Pay frequency	Biweekly
Function	1000			Pay rate	14.4231

On the **Pay** node, you can:

- View and print a copy of your payroll checks / advices
- View, add and delete your direct deposits
- Elect to only receive your direct deposit advice in an electronic form
- View and print W-2 forms
- Elect to only receive your W-2 in an electronic format

** Note: Use [View pay history](#) link to view prior UltiPro checks and advices

To elect to only receive an electronic copy of your direct deposit advice:

- Click the **Pay Node**
- Click **Direct Deposit Summary** tab
- Click the **Change** button
- Select **I want an Electronic Copy Only** and save.

My City Tab

The screenshot shows the 'My City Tab' interface. At the top, it says 'ULTIPRO' and 'City of Ann Arbor Ann Arbor - 78562'. The main section is titled 'Electronic Forms' and lists several forms with brief descriptions:

- [Course Sign-in Sheet](#): Traininers - Use this form to have course participants sign in.
- [Dependent Reimbursement Form](#): Use this form to request reimbursement for qualified dependent care expenses.
- [Early Check Request](#): Use this form to request to pick up your check a day early.
- [Federal W-4](#): Use this form to change your federal tax withholdings or flat amount withheld.
- [Flores Direct Deposit Form](#): Use this form to request direct deposit of your Flexible Medical Care, Dependent Care and HRA Reimbursements.
- [HRA and Flex Med Reimbursement](#): Use this form to request reimbursement from your HRA and Flexible Medical Care accounts.

All HR and payroll information is available here, including HR Policies and Procedures, Union Contracts and Benefit Summaries.

On the **Electronic Forms** node, you can access and print most HR, Benefits and Payroll forms by clicking on the blue link to the desired form.

Adding Information Instructions

Summary | **Address** | Contacts | Property | EEO/I-9

Name Ann Arbor Address 100 North 5th Ave
Preferred Ann Arbor, MI 48104-
Former last Washtenaw
Marital status Single
Home (734) 555-1234 Keep private
Work (734) 994-2600
E-mail aarbor@a2gov.com

Type	Phone	Ext	Country	Country prefix	Keep private
Cellular	(123) 456-7890		U.S.A.		No
Fax	(734) 111-2222		U.S.A.		No

Add other telephone

Change name, address, telephone

To add your **Work Telephone** number:

- Click the **Personal Node**
- Click the **Address** tab
- Click the **Change name, address, telephone** button
- Scroll to the bottom of the screen and add your number in the **Work** field
- Click the **Submit** button
- Add comments, if desired
- Click the **Submit** button.

To add **License, Certification & Education** information:

- Click the **Career & Education Node**
- Click the appropriate tab
- Click the **Add** button
- Enter all required information
- Click the **Submit** button
- Add comments, if desired
- Click the **Submit** button.

UltiPro Employee Self Service QUICK REFERENCE GUIDE

Underlined = links

Italicized = buttons

To view HR News and City Info	<u>Home</u>
To view and change Name and Address information	Myself > Personal > Address > <i>Change name, address, telephone</i>
To add or change Work Phone information	Myself > Personal > Address > <i>Change name, address, telephone</i>
To add or change Cellular, Fax or Other telephone numbers.	Myself > Personal > Address > <i>Add other telephone</i>
To view, add or change Emergency Contact Information	Myself > Personal > Contacts
To view Job information	Myself > Job > Summary
To view and add License and/or Certification information	Myself > Career & Education > Licenses
To view and add Education information	Myself > Career & Education > Education
To access your Timesheet ** If applicable	Myself > Time & Attendance
To view and print a copy of your last Paycheck/Advice	Myself > Pay > Pay History
To view and print a copy of previous Paychecks/Advices	Myself > Pay > Pay History > <u>View Pay History</u>
To view, add or delete Direct Deposits	Myself > Pay > Direct Deposit Summary
To request only an Electronic Copy of your Paycheck	Myself > Pay > Direct Deposit Summary > <i>Change</i>
To view and print W-2 forms	Myself > Pay > W-2
To request only an Electronic Copy of your W-2 form	Myself > Pay > W-2 > <i>Change</i>
To view a Benefit Summary	Myself > Benefits > Current
To access information on Benefit Providers	Myself > Benefits > Links
To HR Policies, Benefit Summaries and Union Contracts	My Company > Company Info
To access and print all HR and Payroll Forms	My City > Electronic Forms
To view City Employee phone, job and e-mail information	My City > Employee Directory

Please note, when adding information a BLUE dot indicates a required field.