# City of Ann Arbor Employee Self-Service **Portal Training**



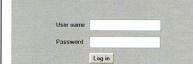
## **Main Navigation**

#### 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







#### Myself Tab



### Personal Node



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.



#### **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 a 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 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

**Function** 

Date

07/27/2007

711

Document no

Net pay 967.29

Employee no 78562 FIT S 0 Period start 07/08/2007 Location 012 S O Period end SIT res 07/21/2007 Service Area SIT work S 0 CITYAD Pay group SALNON - Salary NonExempt

Service Unit HR Job **GL** Account HRADM

1000

Pay frequency Biweekly

Pay rate 14.4231

000250

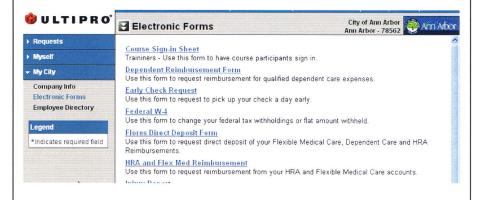
On the Pay node, you can:

- 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



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 Preferred Former last

Ann Arhor

Address

Keep private

100 North 5th Ave

Ann Arbor, MI 48104-

Washtenaw

Marital status Single

Home Work

(734) 555-1234

(734) 994-2600

E-mail aarbor@a2gov.com

Type 🔺	Phone 4	Ext	Country (	Country prefix	Keep private
Cellular	(123) 456-7890		U.S.A.		No
Fax	(734) 111-2222		U.S.A.		No
Add ot	her telephone	Change na	me, address, te	elephone	

To add your **Work Telephone** number:

- Click the Personal Node
- Click the Address tab
- Click the Change name, address, telephone
- 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

<u>Underlined</u> = links <u>Italicized</u> = buttons

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

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