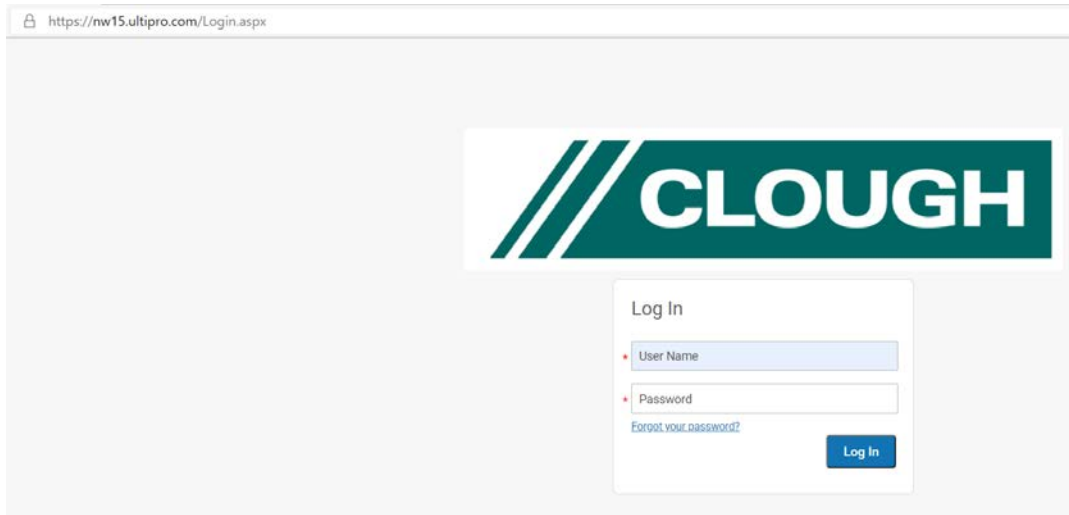


Welcome to Ultipro – the HRIS/Payroll System created and supported by UKG (Ultimate Kronos Group)

Phase 1 of 3 Accessing the system <https://nw15.ultipro.com/Login.aspx?ReturnUrl=%2f>

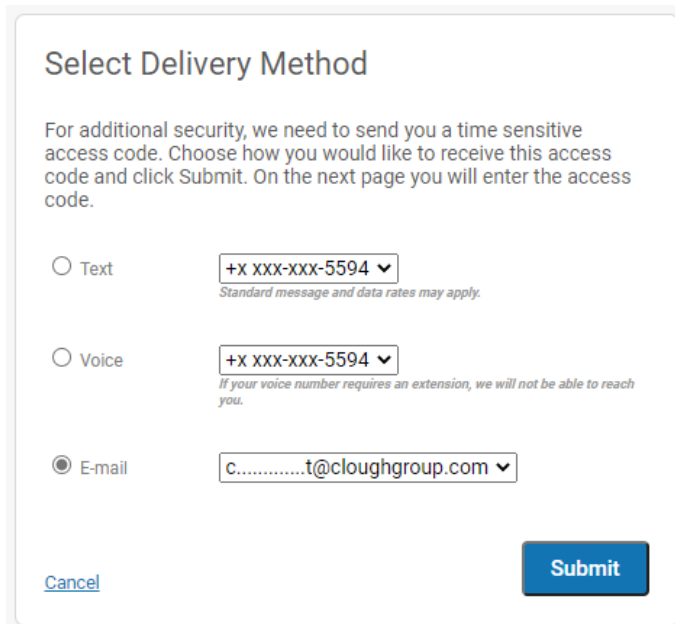
You might need to copy and paste the link above. Please save this link in your **Favorites** for future use.

Log-In Screen:



User-Name – Last Name and First Initial, ie. **(MouseM)** for Mickey Mouse

Password – DOB October 1, 1928, ie. **(10011928)** for Mickey Mouse



Please select **email address** on the above multi-factor authentication as the phone number(s) in the system are not yet confirmed by all employees. You should receive an email containing a 5 digit access code to enter. The system allows 5 minutes for this entry to be made and click "Submit"...

Enter Access Code

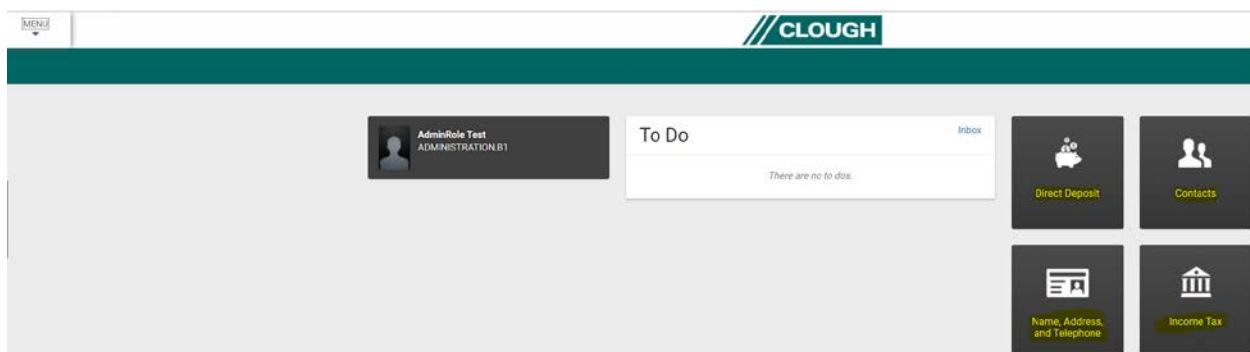
The security access code is valid for a limited time. When this time expires, you will be required to request a new security access code.

04:55

[Cancel](#)

This will prompt you to reset your password with specific requirements as well as have you choose 3 security questions and provide answers to each.

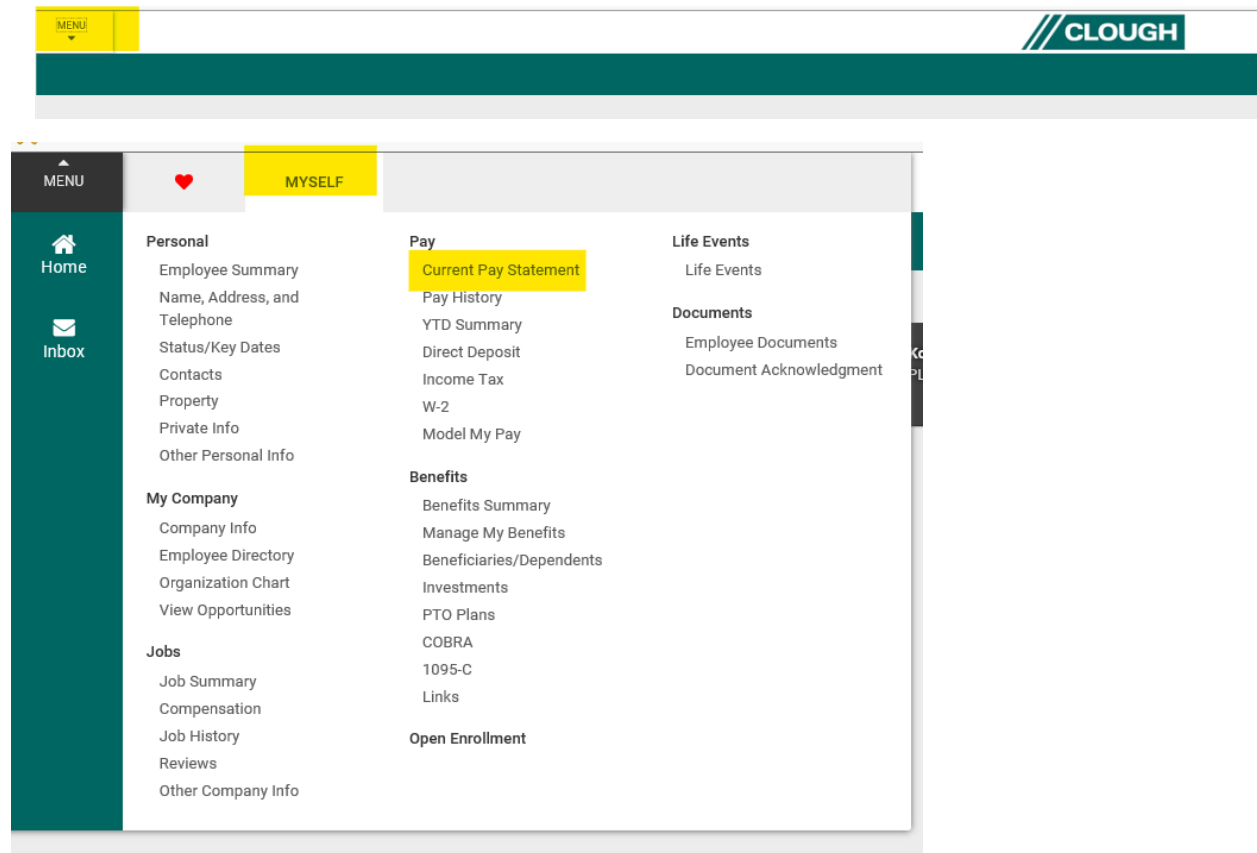
Employee Home Page:



Please click on each of the 4 highlighted icons above to assure your information in the new system is accurate. Use the back arrow to get out of the respective page and back to the main screen. Currently, the edit and/or update feature has been turned off.

If something needs to be changed, please send an email to [NAPayroll@cloughgroup.com](mailto:NA Payroll@cloughgroup.com) and we will get the item(s) updated immediately and notify you when it is ready for your review.

Reviewing Pay Stubs:



When you click on this option, it will open a window that shows your most recent paycheck stub where you can review, download, and/or print if need be.

The first Paystubs that will appear in this system will be for the Pay Date:

AB – Monday, November 30, 2020

BC – Friday, November 20, 2020

Your 2020 payroll information has been uploaded to Ultipro for T4 and ROE reporting purposes only. Your former paystubs will not appear in the new system.

Clough has maintained all old paystubs from Ceridian in the event you need them in the future.

Please email napayroll@cloughgroup.com if you have any questions or issues accessing Ultipro and/or locating your personal information within the system.