

Employee Self-Service Portal

Go to our UKG Website: <https://n23.ultipro.com>



UserName =

D + your 6-digit employee ID

(If ID is less than 6 digits, fill in with zeros.)

Examples

If your employee ID is 12345:

D012345

If your employee ID is 6789:

D006789

Password =

**Last 4 of Social Security Number +
Year You Were Born**

Example

If your SSN is xxx-xx-5678

You were born in 1993

56781993

Navigating UKG & Updating Your Profile

Useful Tips

If you will be accessing your account via a mobile device (like a cell phone):

- ✓ Please DO NOT allow the device to store/save your password, so that it will be automatically filled in for you each time you login.
- ✓ Please DO set up a lock code for your device.

If you need assistance with either of these security measures, please contact your Supervisor or IT. For log-in or password assistance, please contact HR (HRHelpdesk@goodwillcolorado.org).



Click on the Menu drop down at the top left of the page.

Under the MYSELF heading you can:



MYSELF

Personal ①

- Employee Summary
- Name, Address, and Telephone
- Status/Key Dates
- Contacts
- Property
- Private Info
- Other Personal Info

My Company

- Company Info
- Electronic Forms
- Employee Directory
- Organization Chart
- View Opportunities

Jobs

- Job Summary
- Compensation
- Job History
- Other Company Info

Pay ②

- Current Pay Statement
- Pay History
- YTD Summary
- Direct Deposit
- Income Tax
- W-2

Benefits ③

- Current Benefits
- Beneficiaries/Dependents
- PTO Plans
- Health Care Eligibility
- 1095-C

Open Enrollment

Life Events

- Life Events

Documents

- Employee Documents

- ① PERSONAL:**
- *Update your Name, Address, and Telephone
 - *Add an Emergency Contact
- ② PAY:**
- *View/Print Your Pay Stubs
 - *View/Change W-4 Tax Withholdings
 - *View/Print Your W-2 Tax Documents
 - * Sign-up for Paperless Paystubs
- ③ BENEFITS:**
- *View Benefits
 - *View Beneficiaries/Dependents