

How to upload Benefit Documentation to UltiPro:

Items you can upload:

1. Dependent Verification Documents
2. 401k Hardship Documentation

Step 1: Login to [UltiPro](#) and go to Myself > Employee Documents



The screenshot shows the UltiPro user interface. The top navigation bar includes 'MENU', a heart icon, 'MYSELF' (highlighted in yellow), 'MY TEAM', 'ADMINISTRATION', and 'SYSTEM CONFIGURATION'. The left sidebar contains 'Home', 'Inbox', 'Learning Center', 'Customer Success Portal', and 'Go To Assist'. The main content area is divided into several sections: 'Personal' (Employee Summary, Name, Address, and Telephone, Status/Key Dates, Contacts, Emergency Contacts, Property, Private Info, Identification Documents), 'My Company' (Company Info, Electronic Forms, Employee Directory, Organization Chart, View Opportunities), 'Jobs' (Job Summary, Compensation, Job History, Reviews, Other Company Info), 'Career & Education' (Goals, Goal Planning, Licenses, Skills, Previous Employment, Awards, Education), 'Pay' (Current Pay Statement, Pay History, YTD Summary, Direct Deposit, Income Tax, W-2), 'Time Management', 'Benefits' (Benefits Summary, Beneficiaries/Dependents, Retirement, PTO Plans, COBRA, Health Care Eligibility, 1095-C, Links, Open Enrollment), 'Benefit Changes (Life Events)', and 'Documents' (Employee Documents - highlighted in yellow, Document, Acknowledgment).

Step 2: Click “Add”

Employee Documents



Step 3: Choose file, title the document, select the category as “Benefits,” and do NOT put in an expiration date. Hit “Save” and then “Submit”

Document

• No file chosen
File types supported: doc, docx, pptx, ppt, xlsx, xls, xlt, xlsx, txt, rtf, tif, png, jpg, jpeg, gif, b

Document Title

•

Category

•

Expiration Date



Notes

Type any additional notes you have related to documentation here