EMPLOYEE SELF SERVICE

GUIDE TO ACCESS YOUR PAY STATEMENT INFORMATION

LINK:

https://infosync.ultipro.com

Type this link in the address bar at the top of the screen

LOG IN:

1st time users:

Login = Last Name + 1st Initial of 1st name + Last 4 of SSN

Example: John Smith SSN 123-45-6789 is smithj6789

Password = 8 digit date of birth MMDDYYYY

You will have to change your password and answer 3 security questions after initial log in

Things I can do:

View my pay statement

Change address and contact information

Change federal and state tax withholding information

View my W-2 and change preferences if I want to receive electronically

Forget Your Password:

Click on forgot Password on the log in screen and follow the directions

Select Log Out when exiting the system

Questions:

Ask your manager or area manager if you need assistance with employee self service

Contact InfoSync Ulti Tech Support Help Desk at (855) 285-1198 if further assistance is needed