



Acuren HRIS

UltiPro Overview

# Acuren HRIS, Powered by UltiPro

- Searchable employee directory and automated org charts
- Centralized access to key corporate documents
- Single location for reviewing benefits, pay and PTO
- Business process controls (request, notify, approve)
- Internal communications website for news, events, and updates
- HR-based reporting (headcount, turnover, demographics, etc...)



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# Employee Dashboard

The screenshot shows the UltiPro Employee Dashboard for Devonne Jahrike, Departmental Manager. The dashboard is organized into several key sections:

- My Team:** A grid of employee photos with a 'View All' link. A callout box states: "Managers have access to view information about their team."
- To Do:** A section titled 'To Do' with a sub-header 'Inbox' and the text 'There are no to do's'. Below it are icons for 'PTO Requests', 'Direct Deposit', and 'Contacts'. A callout box states: "Common things you can view and do."
- Time Off:** A section titled 'Time Off' showing 'Vacation - FT' with '300 hrs earned' and '300 hrs available'. A 'Request Time Off' button is present. A callout box states: "Transparent information on your PTO."
- Pay:** A section titled 'Pay' showing 'Last pay date' as '01/04/2018' and a 'View pay statement' link. A callout box states: "Direct access to pay stubs and history."

At the bottom of the dashboard, there is a copyright notice: "Copyright © 2017-2018, The Ultimate Software Group, Inc. All rights reserved." and a logo for "POWERED BY ULTIMATE SOFTWARE".

# Easy Access to Relevant Information

The screenshot shows a web browser window displaying a user interface for a human resources system. The interface is organized into several main sections: 'MYSELF', 'MY TEAM', and 'ADMINISTRATION'. The 'MYSELF' section includes a 'Personal' menu with options like 'Employee Summary', 'Name, Address, and Telephone', and 'Status/My Data'. The 'MY TEAM' section includes a 'Jobs' menu with options like 'Job Summary', 'Compensation', and 'Job History'. The 'ADMINISTRATION' section includes a 'Career & Education' menu with options like 'Goals', 'Goal Planning', and 'Competencies'. There are also sections for 'Pay', 'Benefits', 'Open Enrollment', 'Life Events', and 'Documents'. A 'Pay' widget shows the last pay date as 01/04/2018. A 'Contacts' widget shows a list of team members. A 'My Company' section is also visible. The interface is designed to be user-friendly and accessible.

Quick menu access to everything you can do, catered for you.

All employees can access their personal records.

Managers can view information about their teams.

HR, Payroll, Accounting, and IT Administrators have additional features available.

# Corporate Homepage

The screenshot shows the UltiPro corporate homepage dashboard. The dashboard is divided into several sections: **ONBOARDING**, **RECRUITING/ONBOARDING**, **TALENT MANAGEMENT**, **HUMAN RESOURCE NEWS**, **2018 IRS LIMITS**, and **REPORTS**. A navigation menu on the left includes links for Pay, Performance, Benefits and PTO, COMPANY WEBSITE, and COMPENSATION MANAGEMENT. An orange arrow points from a text box to a left-pointing arrow icon in the navigation menu. The text box contains the following text:

A new corporate home page is directly linked to the dashboard.

Acuren can use this as a place for sending out company news, events, and updates.



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# Personal Summary

Additional tabs offer supplement the summary with more detail.

Your employee record is consolidated into one summarized location.

On every page, things you can do are highlighted.

From your employee record, you can change your address or phone numbers, for example.

If you ever need help with the platform, quick tips and video instructions are directly available from the same page.



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# Personal Summary

The screenshot shows the 'Name, Address, and Telephone' section of a user's profile in the UltiPro system. The user's name is Ms. DeVonne M. Jahnke, and her preferred name is DeVonne. Her address is 5 Maumee Drive, Pottsville City, PA 19000, United States. Her primary home phone is (215) 555-1082 (Private), and her primary work phone is (215) 555-8000. Her work extension is 3112, and her primary e-mail is devonne.jahnke@ultimate.com. An 'Edit' button is visible in the top right corner of the main content area, indicated by an orange arrow. A text box at the bottom of the screenshot states: 'You can edit your personal information whenever the Edit button is available.'

Type	Phone	Extension	Country	Country Prefix	Private
No records found					

# Key Corporate Documents

The screenshot displays the UltiPro web portal interface. At the top, there is a navigation bar with the UltiPro logo and the text "BY ULTIMATE SOFTWARE". Below this, a green navigation bar contains several menu items: "Company Info", "Electronic Forms", "Employee Directory", "Organization Chart", and "View Opportunities". The main content area is divided into three columns: "Company Benefits", "Company Information", and "Company Discounts".

- Company Benefits:** Includes links for "401k FAQs", "401k Summary", and "Benefit Summary".
- Company Information:** Includes links for "Employee Handbook", "Company Holidays", and "Conference Room Listings".
- Company Discounts:** Includes links for "AAA Member Discounts", "AT&T", and "Hertz Member Discounts".

An orange arrow points from a text box to the "Company Information" section. The text box contains the following text:

Key corporate documents are organized into one consolidated location.

At the bottom of the page, there is a footer with the text "Copyright © 2017-2018, The Ultimate Software Group, Inc. All rights reserved." and "POWERED BY ULTIMATE SOFTWARE".



# Employee Directory

A full, current and searchable employee directory will be available...

Photo	Name	Job	Work	Ext	Home	Primary E-Mail	Location	Company
	<a href="#">Soltes, Arisnette</a>	Shipping Clerk	(298) 774-2898		(Private)	<a href="mailto:arisnette_soltes@company.com">arisnette_soltes@company.com</a>	Columbus, OH	ABC Company(2)
	<a href="#">Soltes, Alyce M.</a>	Assembler	(218) 555-8000	2363	(Private)	<a href="mailto:alyce_soltes@gmail.com">alyce_soltes@gmail.com</a>	Ft. Lauderdale, FL	ABC Company(2)
	<a href="#">Sooder, Angela M.</a>	Programmer	(512) 555-4500	1252	(Private)	<a href="mailto:angela_sooder@ultimate.com">angela_sooder@ultimate.com</a>	Dallas, TX	ABC Company(2)
	<a href="#">Stambaugh, Jerald M.</a>	Admin Assistant 2	(718) 555-0000	1152	(Private)	<a href="mailto:gerald_stambaugh@ultimate.com">gerald_stambaugh@ultimate.com</a>	Denver, CO	ABC Company(2)
	<a href="#">Stim, Arnette M.</a>	Assembler	(215) 555-8000	2363	(Private)	<a href="mailto:arnette_stim@gmail.com">arnette_stim@gmail.com</a>	Ft. Lauderdale, FL	ABC Company(2)
	<a href="#">Sukhu, Andrea E.</a>	Director of HR	(954) 555-3600	2122	(Private)	<a href="mailto:andrea_sukhu@ultimate.com">andrea_sukhu@ultimate.com</a>	Ft. Lauderdale, FL	ABC Company(2)

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# Org Charts

The screenshot shows the UltiPro web interface. The navigation bar includes 'Company info', 'Electronic Forms', 'Employee Directory', 'Organization Chart', and 'View Opportunities'. The 'Organization Chart' menu item is highlighted, and an orange arrow points from it to a text box that says '...as are org charts.' The main content area displays an organization chart with a grid of employee avatars. A detailed profile for 'DeVonne Jahnske' is visible on the right, including her title 'Departmental Manager', company 'ABC Company (Q)', and various contact and organizational details.

Field	Value
Company	ABC Company (Q)
E-mail	<a href="#">DeVonne_Jahnske@abc.com</a>
Work phone	<a href="#">704-555-1234</a>
Work extension	2112
Manager	Rajat Swain Singh
Division	Administration Division
Department	Human Resources
Region	Southeast

# Pay Details

The screenshot displays the UltiPro web interface for a user named Devonne M. Jarke. The navigation menu includes options like 'Current Pay Statement', 'Pay History', 'YTD Summary', 'Third Party Pay', 'Direct Deposit', 'Income Tax', 'W-2', and 'Model My Pay'. The main content area is titled 'Pay Statement' and contains a 'Pay Details' section with employee information, an 'Earnings' table, a 'Deductions' table, a 'Taxes' table, and a 'Paid Time Off' table. Three callout boxes highlight key features: 'You can access historical pay as well as YTD summaries.' (pointing to the 'Pay History' and 'YTD Summary' menu items), 'Current pay information is readily available.' (pointing to the 'Pay Details' section), and 'Easily change direct deposit information or update your tax forms.' (pointing to the 'Things I Can Do' sidebar menu).

**You can access historical pay as well as YTD summaries.**

**Current pay information is readily available.**

**Easily change direct deposit information or update your tax forms.**

# Paid Time Off - Requests

The screenshot displays the 'Add/Change PTO Request' interface in the UltiPro system. The page is divided into two main sections: 'Request Details' and 'Plan Information'. The 'Request Details' section includes a dropdown for 'Type' (set to 'Vacation - FT'), a 'Hours/Wages' field (set to 'Hours'), and date pickers for 'From' (11/08/2018) and 'To' (11/09/2018). The 'Total' field is highlighted with a callout box and shows a value of 18,0000. The 'Plan Information' section provides a summary of the PTO plan, including 'Estimated Available' (0.0000), 'Requested' (18.0000), 'Remaining Estimated' (0.0000), and 'Estimated Unearned' (120.0000). The interface also features a navigation menu at the top, a 'Things I Can Do' sidebar, and a footer with copyright information and the UltiPro logo.

Request Details

Type: Vacation - FT

Hours/Wages: Hours

From: 11/08/2018

To: 11/09/2018

Total: 18,0000

Notes:

Plan Information

See help for a definition of terms.

Estimated Available: 0.0000

Requested: 18.0000

Remaining Estimated: 0.0000

Estimated Unearned: 120.0000

See how much time off you've accrued, and file requests to use it.

# Paid Time Off - Approvals

PTO Employee Detail - Herbette M. Agelastos

Length of service as of 01/05/2018  
22 years 4 days

PTO Plans

Plan	Earned	Processed	Available	Last	Unprocessed	Approved	Estimated Total Plan	Earned Through	Reset Date
Sick - FT	360.0000	0.0000	360.0000	15/0000		32.0000	340.0000	12/15/2007	12/31/2007
Vacation - FT	2,520.0000	0.0000	2,520.0000	180.0000		0.0000	2,520.0000	06/15/2007	

PTO Requests  
PTO requests pending approval do not display on this page

Find by: Date range From: MM/DD/YYYY To: MM/DD/YYYY Search

Plan	From	To	Amount	Processed	Notes
Vacation - FT	12/21/2007	12/21/2007	8.0000		
Sick - FT	11/01/2007	11/01/2007	8.0000		
Vacation - FT	09/10/2007	09/14/2007	40.0000		
Sick - FT	12/09/2003	12/09/2003	24.0000		

PTO Plans and PTO Requests can be deleted by clicking on the individual plan or request.

Managers can track their team's PTO and approve new requests as they come in.

# Benefits

Benefits Summary

Status:

Benefit Seniority Date: 01/01/1997

History	Benefit	Plan	Benefit Status	Deduction			Coverage		Employee		Employer	
				Start	Stop	Coverage	Start	Stop	Last	YTD	Last	YTD
	Deferred Compensation	401k	Active	09/04/2002		8.00 %	09/04/2002		\$18.82	\$18.82	\$0.94	\$0.94
	Flexible Spending Account	Dependent Care Spending Account	Active	01/05/2004		\$15.00	01/01/2004		\$15.00	\$15.00	\$0.00	\$0.00
	Prescription Drug	Prescription Drug Program	Active	05/01/1997		\$4.00	05/01/1997		\$4.00	\$4.00	\$18.50	\$18.50
	Flexible Spending Account	Health Care Spending Account	Active	01/01/2004		\$12.00	01/01/2004		\$12.00	\$12.00	\$0.00	\$0.00
	Medical	MRO Medical	Active	09/04/2002		1 - Employee Only	09/04/2002		\$58.00	\$58.00	\$244.00	\$244.00

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Easily update your beneficiaries and dependents.

Your current benefits and coverage are available. During open enrollment, you can elect or change your benefits from here as well.

Access your 401k contribution, allocation, and performance.

## And More...

Once the core modules are live, we will circulate more information about what's to come...

### Q1 2019

- Certifications/Qualifications are available on employee profiles

### Q2 2019

- New online learning portal
- Modules focused on Recruiting and Onboarding new hires
- Additional modules specific to HR administration

# How to learn more?

- Watch your email inbox for more updates:
  - News on timelines
  - How to access and log into the platform
  - Basic training for many of the topics highlighted here
- We are posting updates here at <https://www.acuren.com/hris>
- Contact the project team with questions at [hrtech@acuren.com](mailto:hrtech@acuren.com)



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