



UltiPro Web

Employee

Documentation

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Getting Started

Log in

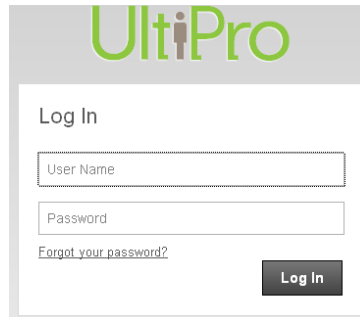
The Texas Rangers Baseball HR, Payroll and Time and Attendance system, referred to as UltiPro, can be accessed on any computer that has an internet connection. If you can get to the internet, you can get to UltiPro Web.

Please refer to the Browser Compatibility section of this manual for more detailed information on browser configuration.

Open an internet browser, and type **https://n12.ultipro.com** as the website address.

**This website is specific to the Rangers Organization.
You CANNOT use a search to get to Ultipro.**

* *Hint* - Save the web address as a “Favorite” so you don’t have to retype the address each time.



Your **User name** is your **Last Name + last 4 digits of your Social Security #**.

The first time you log in, your **Password** (Current password) is **your birthday mmddyyyy**.

You will need to change your password the first time you get into the system.

Change Password

Your new password cannot be the same as your previous one and must meet the minimum password requirements outlined below.

Password length: 8-15
Letters: 2
 Uppercase: 1
 Lowercase: 1
Numbers: 1
Special characters: 1 (Examples: !@#\$%^&*()_-+=|}{:;'"<>,./~`)

Current Password
New Password
Confirm Password

[Cancel](#)

Your new password needs to :

- be between 8 & 15 characters
- contain at least 1 uppercase letter
- contain at least 1 number
- contain at least 1 special character

Passwords will expire every 180 days. The system remembers the last password, so you have to rotate.

Write down your password and keep it in a secure location.

You are the only one that knows your password.

Do not share your password!!

This site contains your personal confidential information.

RELEASE AND INDEMNITY. By using the UltiPro system, Rangers employees (“Users”) agree to the terms posted on this website, including this provision. Users should keep their log-in information strictly confidential and not share this information with anyone else. If User violates this confidentiality provision and shares his or her information, he or she is solely responsible for any damages associated with such violation, including but not limited to, any loss of payroll funds, and User shall indemnify the Rangers for any damages resulting from User’s violation of the confidentiality provision.

Choose 3 security questions.

Challenge Questions

Please select and answer your challenge questions from the list below.
The selected challenge questions will be used to verify your identity when you request to reset your password.

| | |
|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> |

You only need to choose a new password and select security questions the first time you log in. These questions will be asked when you request a password change in the future.

Component Company

When you log in, you will be asked to select a Component company.

Our component company is TRB. Click on Rangers Baseball LLC.

Find by

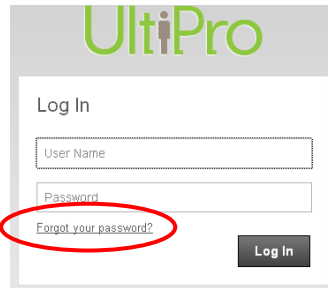
Code starts with Find

| Code | Component company |
|------|-------------------------|
| SSG | Hicks Sports Group, LLC |
| TRB | Rangers Baseball LLC |

You are now logged into UltiPro Web, which is the portal to Payroll data, Time and Attendance and other UltiPro features.

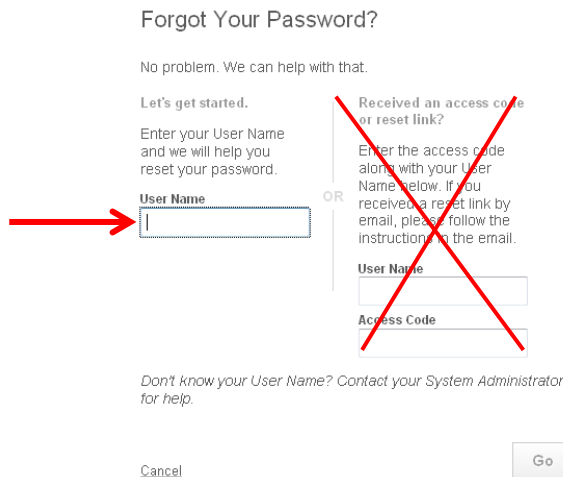
Forgot your Password / Locked out

If you forget your password, click the **Forgot your password?** link on the login page.



The image shows the UltiPro login interface. At the top is the 'UltiPro' logo. Below it is a 'Log In' section with two input fields: 'User Name' and 'Password'. A link labeled 'Forgot your password?' is positioned below the password field and is circled in red. To the right of the password field is a 'Log In' button.

Enter your username and click GO. You do not have an access code or reset link.



The image shows the 'Forgot Your Password?' page. The title is 'Forgot Your Password?'. Below it is the text 'No problem. We can help with that.' and 'Let's get started. Enter your User Name and we will help you reset your password.' There is a 'User Name' input field with a red arrow pointing to it. To the right, there is an 'OR' section with a red X over it. The text in this section says 'Received an access code or reset link? Enter the access code along with your User Name below. If you received a reset link by email, please follow the instructions in the email.' Below this are 'User Name' and 'Access Code' input fields. At the bottom, there is a 'Cancel' link and a 'Go' button. A note at the bottom says 'Don't know your User Name? Contact your System Administrator for help.'

You will be asked to answer the security questions you designated when you first set your password. Successfully answering those questions will then enable you to reset your password.

There are times when your login gets locked due to unsuccessful logins. If this happens, you must contact a system administrator to unlock your account.

Log Out

It is a good practice to log out of UltiPro Web and UTA when you leave the system unattended. This prevents anyone else from performing inquiries or making changes in the system using your user name.

If you do not log out of UltiPro Web manually, the system will log you off after a certain timeout period.

To log out of **UltiPro Web** :

Click Logout in the upper right corner.



To log out of **UTA** (Time and Attendance) :

From the upper right corner of the screen, click Log Out .



Click Close. You will be back on your Ultipro Web page.

UltiPro Web

UltiPro Web is the portal to your HR/payroll information, various Company information/resources, and Time and Attendance (UTA).

Home Page Content

The screenshot shows the UltiPro Web Home Page for Mandy Test. The page has a green header with the Texas Rangers logo and navigation tabs for 'Myself' and 'My Company'. A search bar is located in the top right. The main content area is divided into three columns. The left column shows the user's profile (Mandy Test, FT Security) and links for 'Pay' (Current Pay Statement, Pay History, YTD Summary) and 'Direct Deposit Reminder'. The middle column displays a 'Thanks' message to the Texas Rangers Baseball family with a baseball graphic and a 'for a GREAT 2013 Season !!' message. The right column contains a 'Keep Personal Information Updated' notice and a link to the employee manual.

The UltiPro Web Home Page contains miscellaneous information to be communicated to employees, and will change as appropriate. It is important to keep updated on information appearing on the home page.

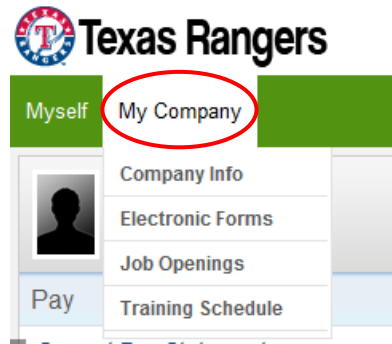
Main Navigation Menu – Myself

Hover your mouse over the **Myself** label to see options for viewing your personal information. Click on any of those links to view your personal information that is stored in the HR/payroll system. (Paycheck information is found in Pay History under the PAY category.)

The screenshot shows the UltiPro Web Main Navigation Menu. The 'Myself' tab is highlighted with a red circle. A red arrow points to the 'Pay' link under the 'Jobs' category. The menu is organized into three columns: Personal, Career & Education, Benefits, Time & Attendance, and Training. The 'Pay' link is located under the 'Jobs' category, which is highlighted with a red arrow.

Main Navigation Menu – My Company

Hover your mouse over the **My Company** label to see various information related to our organization.



Information and features are updated and added to this portal on a continual basis. Employees will be advised when new features become available and/or will be directed to the appropriate area when new information is posted.

Main Navigation Menu – Other Options

Other options may be available depending on your role and access level within the organization. Department Managers responsible for hiring will have the Recruitment option, for example.

Employee Self-Service

Personal Information Access

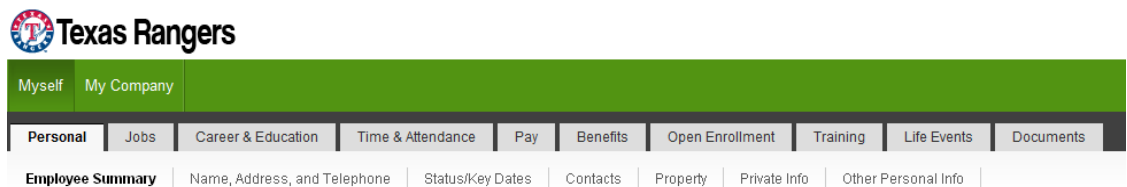
In addition to using the **Myself** navigation option to **view** personal information located in the HR/payroll system, some categories of personal information can be **updated** by the employee directly in Ultipro Web.



Click on the Personal category or any of the subcategories within Personal.....

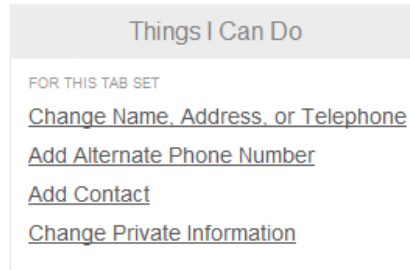


..... to open the personal information portal.

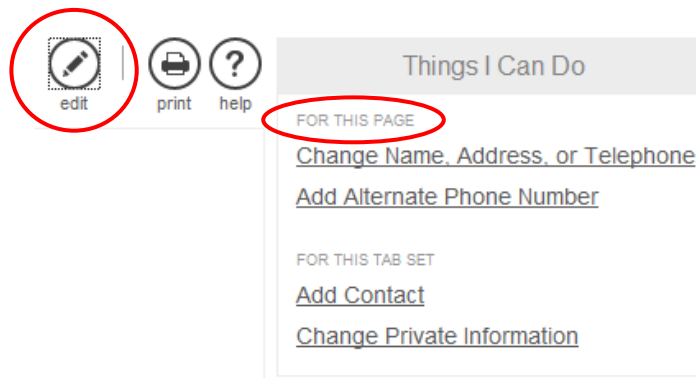


Information Updates

If the category contains any segment that is open for employees to update, a “**Things I Can Do**” box will display to the right on the page.

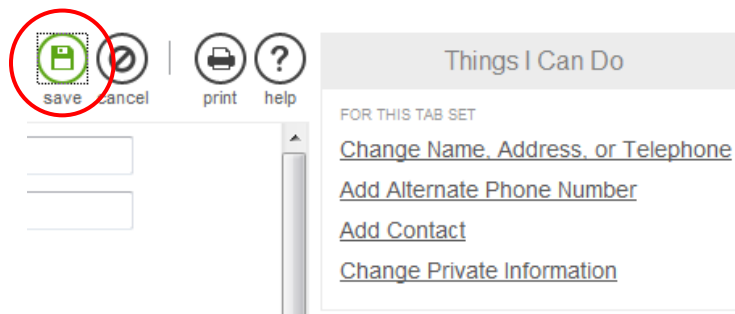


When a tab contains information that is open for updates, an **Edit** icon will display on that page.



To change information, either click the **Edit** icon, or click the hyperlink in the **Things I Can Do** box

Click the **Save** icon when finished to save changes.



** Seasonal employees with questions pertaining to Employee Self-Service should contact Eri Cuevas at 817.273.5164 or ecuevas@texasarangers.com. All other employees should direct their questions to the HR Department at 817.273.5221.

Time and Attendance - UTA

Opening UTA

The Time and Attendance link is found within the Myself navigation option.



Clicking the Time & Attendance option will open another browser window for the UTA system.

** Trouble-shooting Tip* - if the second browser window does not open, or if it opens with a blank screen, double check the pop up blocker settings.

Pop up blockers need to be disabled for UTA to open!
Refer to the Browser Compatibility section for more information.

UTA Launch Pad

When you log into UTA, you will automatically open to the Launch Pad.


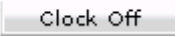
The screenshot shows the UltiPro Time and Attendance Launch Pad. At the top, there are navigation tabs: Launch Pad, Messages (4), My TS, Daily TS, Proxy, Leave Request Form, and My Reports. The main area displays a 'My Timesheet' for the period 01/26/2014 - 02/08/2014. The timesheet shows a grid of days with scheduled times and meal breaks. Below the timesheet, there are sections for Alerts, To Do's, Week-To-Date Summary, and Balance Summary. The Week-To-Date Summary shows UAT and UNPAID amounts. The Balance Summary shows Carryover, Personal, and Vacation balances.

The Launch Pad is a summary screen that shows the following:

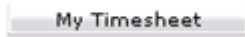
- Your Schedule for the next 2 weeks,
- Alerts,
- To Do's,
- Week-To-Date Summary and
- Balance Summary.

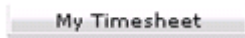
Note : Not all sections will be relevant for all users.

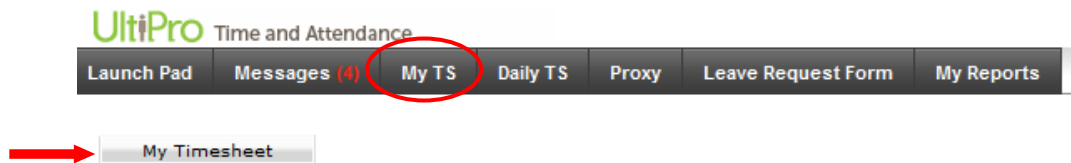
Full Time Security and other selected employees only :

  buttons display on the Launch Pad.
This allows for clocking On and Off by logging into UTA from any computer.

UTA Timesheet

Clicking  will take you to your timesheet for the week in a view-only format. Employees cannot edit their own timesheets or schedules.

Clicking  is the same as selecting “My TS” on the header bar.



A Timesheet shows all your transaction detail, such as Schedule Start, Schedule End, Clock On, Clock Off, Hours worked, Hour Type Summary, etc.

Timesheet (daily) 07/25/2010 - 07/31/2010 Page 1 of 1 [Back to Selection Screen](#)

| Apply | Auth | Comments | Issues | Detail | Sched Start | Sched End | Clocks | On | Off | On | Off | Time Code Summary | Hour Type Summary |
|--------------------------|--------------------------|--------------------------|-------------------------------------|----------------|-------------|-----------|------------|-------|-------|-------|-------|-------------------|-------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 07/25/2010 Sun | 00:00 | 00:00 | 07/25/2010 | | | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 07/26/2010 Mon | 08:30 | 17:30 | 07/26/2010 | 07:26 | 11:34 | 12:41 | 16:39 | LE 0:51, WRK 8:06 | REG 8:06 |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 07/27/2010 Tue | 08:30 | 17:30 | 07/27/2010 | 07:40 | 16:42 | | | LE 0:48, WRK 9:02 | REG 9:02 |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | 07/28/2010 Wed | 08:30 | 17:30 | 07/28/2010 | 08:01 | 12:24 | 13:42 | 16:41 | LE 0:49, WRK 7:21 | REG 7:21 |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | 07/29/2010 Thu | 08:30 | 17:30 | 07/29/2010 | 07:40 | 17:00 | | | LE 0:30, WRK 9:20 | REG 9:20 |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | 07/30/2010 Fri | 08:30 | 17:30 | 07/30/2010 | | | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 07/31/2010 Sat | 00:00 | 00:00 | 07/31/2010 | | | | | | |

Submit Page 1 of 1 [Back to Selection Screen](#)

Code Summary


| | REG | Total |
|--------------|--------------|--------------|
| WRK | 33.82 | 33.82 |
| Total | 33.82 | 33.82 |

Every employee has a timesheet for every day, whether they are scheduled or not scheduled to work.

Any transaction line that is shown in a highlight represents a transaction that has yet to be authorized by your supervisor.

Only authorized transactions will be passed over to the payroll system to be processed and paid.

The **Code Summary** section in the bottom left corner gives you a snapshot of all the hours for the week.

To look at the inline details of any particular transaction on a timesheet, click  on the far left side of that transaction.

Inline details show specifically how the system is accounting for the labor expense. This can be changed by supervisors to accurately allocate the labor expense.

Supervisors have additional responsibilities within UTA that are not covered in this document. Please refer to the Supervisor Training Manual for UTA for more detailed instruction. If you do not have a Supervisor Training Manual, please contact HR at 817.273.5221.




** Seasonal employees with questions pertaining to Time and Attendance should contact Eri Cuevas at 817.273.5164 or ecuevas@texastrangers.com. All other employees should direct their questions to Donna Ebersole at 817.273.5247.

Browser Compatibility

Internet Explorer 8.0 is currently recommended for the best Ultipro experience. Additional support is also provided for a wide range of IE, Firefox and Chrome browsers. To ensure you always have the best possible experience with Ultipro, new web browsers are continually tested for compatibility and performance.

It is also recommended to disable third-party toolbars as there have been some compatibility issues with some vendors.

Compatibility Guide

| | 8.0 | 9.0 | 10.0 | 22.0 | 23.0 | 29.0 |
|------------------------------|-----------------------------------------------------------------------------------|-----|------|-------------------------------------------------------------------------------------|------|-------------------------------------------------------------------------------------|
| |  | | |  | |  |
| | Internet Explorer | | | Mozilla Firefox | | Google Chrome |
| UltiPro Portal | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Employee Self-Service | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Manager Self-Service | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Employee Administration | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Standard Reporting | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Open Enrollment(.NET OE) | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Life Events (.NET LE) | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Quick Tours | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Recruitment | ✓ | ✓ | ✓ | ✗ | ✗ | ✗ |
| Time and Attendance (v5.1.4) | ✓ | ✗ | ✗ | ✓ | ✓ | ✗ |

If your browser is not compatible, you will need to either uninstall the updated version(s) or download another compatible browser.

Configure Pop-up Blockers

The most current versions of Internet Explorer and Firefox contain built in pop-up blockers. You will need to configure your browser to allow pop-ups from ultipro.com since Ultipro uses pop-up windows. To make sure you have the correct pop-up setting, follow these steps:

Internet Explorer or Firefox

1. In Internet Explorer or Firefox, you may see the Information Bar (a pale yellow bar) appear just below the toolbars. This bar may warn you that a pop-up has been blocked.

2. Click on this bar and choose *Always Allow Pop-ups from This Site* to configure Internet Explorer or choose *Allow popups for ultipro.com* to configure Firefox to allow pop-ups.

To enter Pop-Up Settings manually for **Internet Explorer**

1. Open Internet Explorer and Click **Tools > Pop-up Blocker > Pop-up Blocker Settings**.
2. In the Address of website to allow, type the address (or URL) of the website that you want to allow pop-ups to display (ie ultipro.com).
3. Click the Add button. Make sure ultipro.com appears in the Allowed sites list.
4. Click Close and the OK to go back to the Internet Explorer main window.

To enter Pop-Up Settings manually for **Firefox**

1. Open Firefox and click **Tools > Options**.
2. Select **Content**.
3. Check the **Block Pop-up windows** box.
4. Click **Exceptions** to enter any website that you want to allow pop-ups to display (ie ultipro.com).
5. Click Allow to add a website to the exceptions list.
6. Click Close to go back to the Firefox main window.

Cookies

Sorry, not THOSE kind of cookies. Ultipro requires that you enable Internet Cookies when using Ultipro.

Internet Explorer

1. In Internet Explorer, click the Tools menu, and then click Internet Options.
2. Click the Privacy tab, and then move the slider to the level of privacy you prefer.

Firefox

1. In Firefox, click the Tools menu, and then select Options.
2. Select the Privacy panel.
3. From the Firefox menu, select **Use custom settings for history**.
4. Select **Accept cookies from sites** to enable Cookies.

Cache

Sorry again, not THAT kind of cash. If UltiPro's user interface is behaving unexpectedly with a supported browser, you may need to clear your browser's cache to ensure that your browser is displaying the most up-to-date versions of UltiPro pages.