

How to access your UKG/Ultipro HRIS Portal


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UKG/UltiPro URL: <https://e41.ultipro.com/Login.aspx>

nextSource, Inc payroll is processed through UKG/UltiPro. The UKG/UltiPro HRIS portal provides you with instant access to your own pay-related data—without relying on HR or payroll personnel for assistance. Get the information you want fast:

- Review pay statement details
- Print pay history for financial institutions
- View details from year-to-date pay summaries or archived pay statements
- Change/update information for direct deposits, home address, emergency contacts, etc.
- View or print W-2s, W-4s, and state and federal tax withholding information
- Enroll in benefits

*Steps are listed below on how to register your account.
Followed by step by step print screens to aide you in registering.
If you are experiencing trouble accessing the UKG/UltiPro portal, please email
payrollservices@nextsource.com for assistance.
Your email will be returned within 24 hours.*

1. Visit <https://e41.ultipro.com/Login.aspx>
2. Enter your user name and temporary password then click on the  button to get started.

USER NAME - Your User Name is the first letter of your first name followed by your last name and 4 digit month and date of birth.

For example, John Smith born on June 4th, 1975 would be JSmith0604.

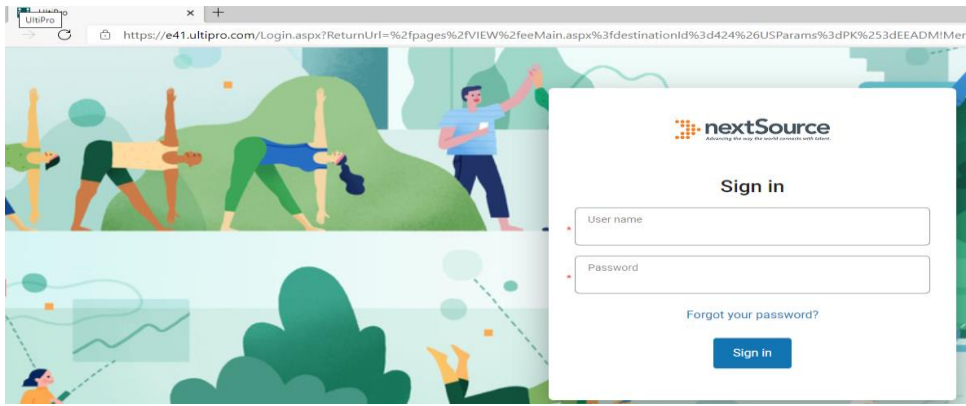
INITIAL PASSWORD - Your initial password is your 8-digit date of birth, formatted MMDDYYYY.

For example, John Smith born on June 4th, 1975 would be 06041975.

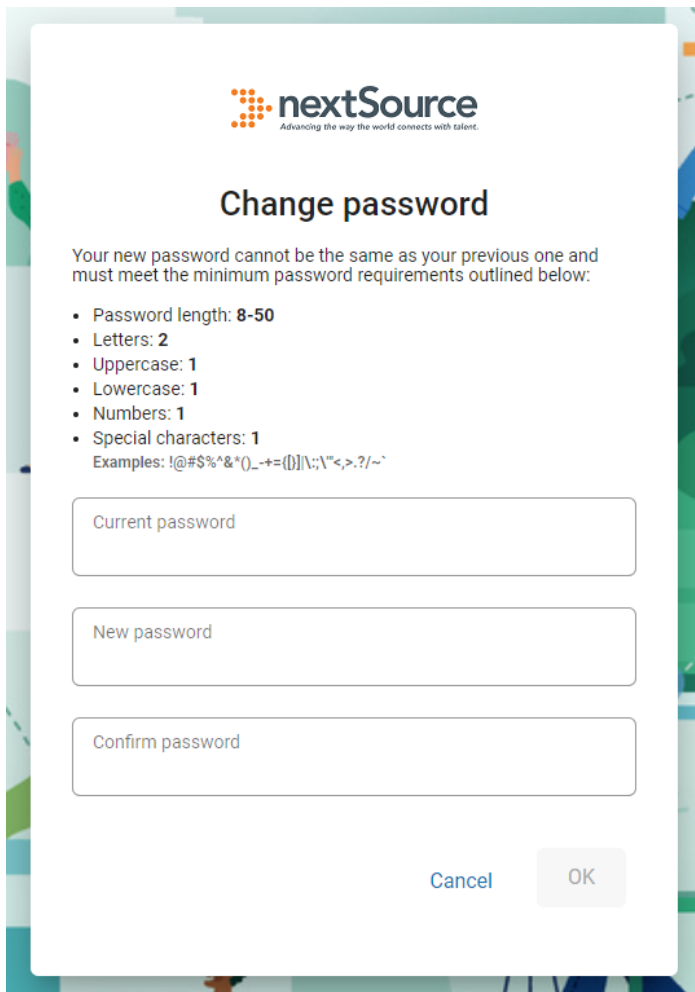
3. You will then be prompted to create your own unique password. Enter your old and new passwords then click OK.
4. You will then be prompted to create Security Challenge Questions. Choose 3 questions and answers then click Continue.
5. Choose Password Reset Delivery Method.

*****Note. If you do not see an email in the dropdown box click on Continue then follow likes to edit your personal information under the Name, Address and Telephone section to update the email address on file.*****

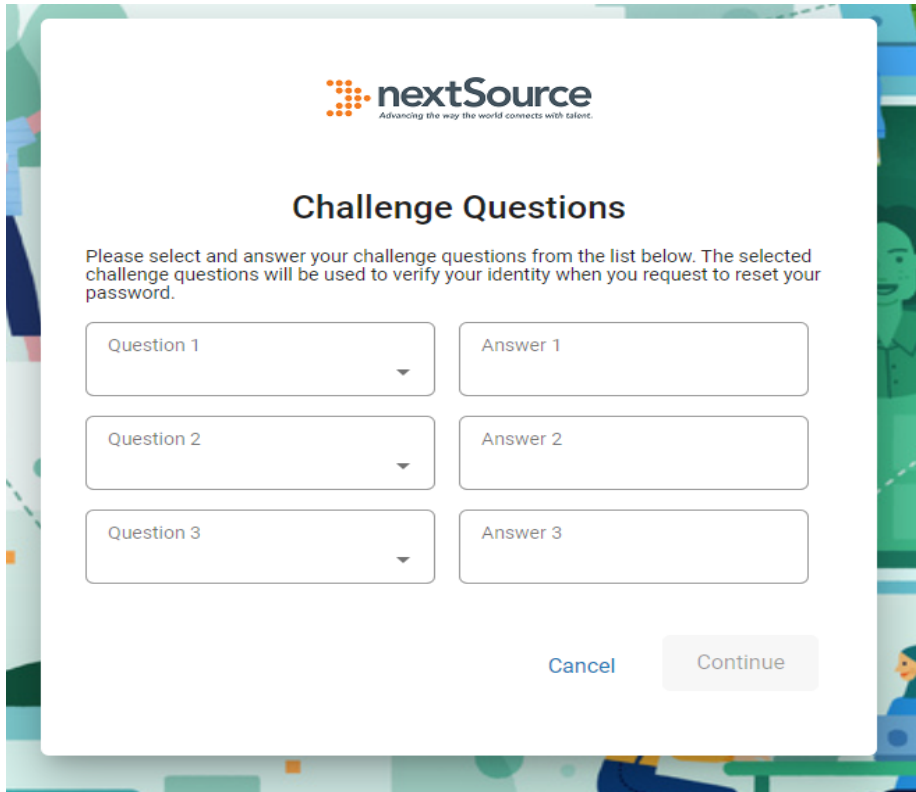
Step 1-2:



Step 3:

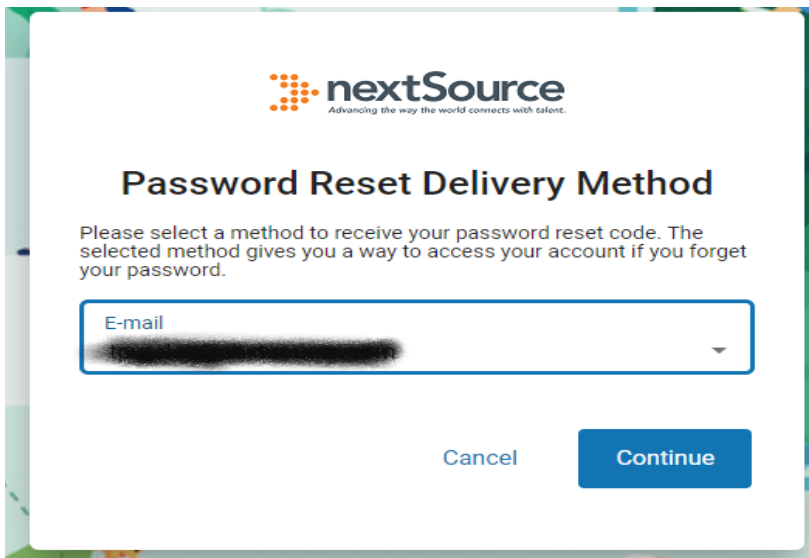


Step 4:



The screenshot shows a white modal window with the nextSource logo at the top. Below the logo is the title "Challenge Questions" and a paragraph of instructions: "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." There are three rows of input fields. Each row consists of a dropdown menu on the left (labeled "Question 1", "Question 2", and "Question 3" respectively) and a text input field on the right (labeled "Answer 1", "Answer 2", and "Answer 3" respectively). At the bottom right of the modal are two buttons: "Cancel" and "Continue".

Step 5:



The screenshot shows a white modal window with the nextSource logo at the top. Below the logo is the title "Password Reset Delivery Method" and a paragraph of instructions: "Please select a method to receive your password reset code. The selected method gives you a way to access your account if you forget your password." There is a single dropdown menu with "E-mail" selected. At the bottom of the modal are two buttons: "Cancel" and "Continue".