


QUESTIONS OR ADDITIONAL RESOURCES:

- View the Help Icon on the home page 
- Contact your UKG Representative
 - **FSE | WPF:** Jami Halliday: Jami.Halliday@lsius.net | 320-295-8185
 - **LSI:** Jami Halliday: Jami.Halliday@lsius.net | 320-295-8185
 - **PALS:** Jami Halliday: Jami.Halliday@lsius.net | 320-295-8185
 - **Turkey Valley Farms:** Jeremy Welch: Jeremy.Welch@lsius.net | 320-222-9637
 - **Nova-Tech | MinnWest:** Missy Quisberg: Melissa.Quisberg@lsius.net | 320-222-9692
 - **Select Genetics:** Jami Halliday | Jeremy Welch
 - Jami.Halliday@lsius.net | 320-295-8185
 - Jeremy.Welch@lsius.net | 320-222-9637

HOW TO LOG IN

Access via Company Provided Computer | Active Directory Access

1. Sign on to your computer using your regular Username & Password
2. Click on the UKG Pro Application

Access Via Website: <https://n13.ultipro.com/Login.aspx>

1. Open website in browser
2. User ID: (Employee ID) (3 letter company code)
 - a. Example: 106151LSI
 - b. Company Code
 - i. FSE- Farm Service Elevator
 - ii. LSI-Life-Science Innovations
 - iii. NTE- Nova-Tech Engineering
 - iv. PAL- PALS
 - v. SEL- Select Genetics
 - vi. TVF- Turkey Valley Farms
 - vii. WPF- Willmar Poultry Farms
3. Password: DOB (MMDDYYYY)



Welcome,
come on in!

User name
106151LSI

Password
.....

Sign in

[Forgot your password?](#)

Access via Mobile Application Download- UKG Pro

1. Download UKG Pro Mobile Application on Apple or Google Play

Mobile App

Download the UKG Pro Mobile App from the Apple or Google Play app stores.



2. Enter EmployeeService for company code.

3. User ID & Password: Same as above

PERSONAL

1. VIEW EMPLOYEE SUMMARY

FILE PATH: [Myself\Personal\Employee Summary](#)

- Includes Personal Information, Company Details and Job Details

2. UPDATE NAME, ADDRESS AND TELEPHONE

FILE PATH: [Myself\Personal\Name, Address, and Telephone](#)

- Click 'edit' on the top right-hand side of the screen
- Make changes and click 'save'
- Review and click 'submit' to complete the change request
- Updates to name and address will go through an approval process

3. VIEW STATUS AND KEY DATES

FILE PATH: [Myself\Personal>Status/Key Dates](#)

- Includes Employment Status, Employment Dates, Benefits Seniority and more

4. VIEW STATUS HISTORY

FILE PATH: [Myself\Personal>Status History](#)

- View your Status History, Status, and Duration of Employment

5. VIEW, EDIT, OR ADD EMERGENCY CONTACTS

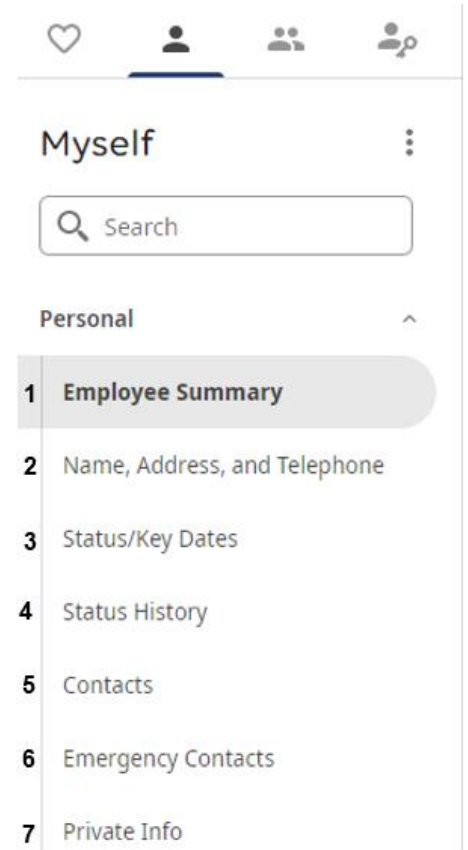
FILE PATH: [Myself\Personal\Emergency Contacts](#)

1. Click 'add' on the top right-hand side of the screen
2. Make changes and click 'save'

6. VIEW OR EDIT PRIVATE INFORMATION

FILE PATH: [Myself\Personal\Private Info](#)

- Includes Personal Information, Disability Status, Veteran information and more



MY COMPANY & JOBS

1. VIEW EMPLOYEE DIRECTORY

FILE PATH: [Myself\My Company\Employee Directory](#)

- Search for individuals within the company or view a full list of all employees including: Employee Name, Job Title, Primary E-Mail, Location, and Company

2. VIEW ORGANIZATION CHART

FILE PATH: [Myself\My Company\Organization Chart](#)

- View a full Org. Chart or search for individuals specifically

3. VIEW OPPORTUNITIES (OPEN POSITIONS)

FILE PATH: [Myself\My Company\View Opportunities](#)

- View a list of current job openings


4. VIEW JOB SUMMARY

FILE PATH: [Myself\Jobs\Job Summary](#)

- Includes Job Title, Description, Salary Grade, Supervisor, Employee ID number, Location, Division, Department and more
- Also includes your top 5 Gallup Strengths and DiSC Style (if applicable)

5. VIEW YOUR CURRENT | PAST COMPENSATION

FILE PATH: [Myself\Jobs\Compensation](#)

- Includes annual rate of pay as well as weekly and hourly rate
- Also includes Pay History chart and effective dates
 1. The Pay History chart can be edited to include various items like Job Title, Percent Change, Effective Date, and more by clicking this icon. 

6. VIEW YOUR JOB HISTORY

FILE PATH: [Myself\Jobs\Job History](#)

- View your current and previous roles as well as their effective dates

My Company

News & Information

Company Info

Electronic Forms

1 Employee Directory

2 Organization Chart

3 View Opportunities

UKG.com

Jobs

4 Job Summary

5 Compensation

6 Job History

PAY


1. VIEW OR PRINT CURRENT PAY STATEMENT

FILE PATH: [Myself\Pay\Current Pay Statement](#)

- Print your paycheck by clicking 'print' on the top right

2. VIEW OR PRINT PAY HISTORY

FILE PATH: [Myself\Pay\Pay History](#)

- Filter by date range if applicable and print on the top right
- Customize Pay History Chart by utilizing  icon

3. VIEW YTD PAY SUMMARY

FILE PATH: [Myself\Pay\YTD Summary](#)

- Includes Pay Summary by company and year.

4. VIEW, EDIT, OR ADD DIRECT DEPOSIT INFORMATION

FILE PATH: [Myself\Pay\Direct Deposit](#)

- To Edit:
 1. Click on applicable account, edit account information,
- To Add:
 1. Click 'add' on the top right-hand side
 2. Add in routing number, account number, account type, and amount details
 3. Click 'save'

5. VIEW, EDIT OR CHANGE TAX INFORMATION

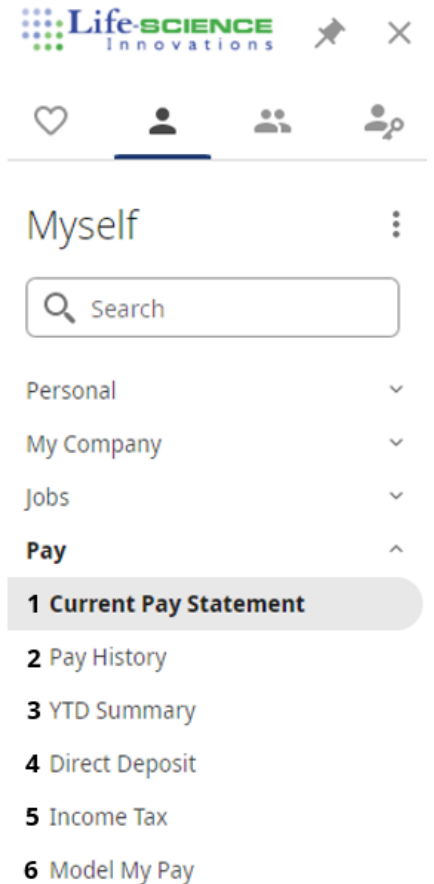
FILE PATH: [Myself\Pay\Income Tax](#)

- To Change: Click 'Add/Change Withholding Form (W-4) on the top right-hand side of the screen.
 - Choose applicable form from Federal or State list
 - Follow prompts on screen by clicking 'next' through to complete the change.

6. PAY CALCULATOR

FILE PATH: [Myself\Pay\Model My Pay](#)

- Use the UKG Model My Pay calculator to calculate your take-home pay



The screenshot shows the top navigation bar of the Life-SCIENCE Innovations portal. The header includes the company logo, a search icon, and a close icon. Below the header is a user profile section for 'Myself' with a search bar and a list of navigation options: Personal, My Company, Jobs, Pay, 1 Current Pay Statement (highlighted), 2 Pay History, 3 YTD Summary, 4 Direct Deposit, 5 Income Tax, and 6 Model My Pay.

WORKFORCE MANAGEMENT

1. WORKFORCE MANAGEMENT

FILE PATH: [Myself\Workforce Management](#)

- Click to open Workforce Ready for time and attendance in a new window

BENEFITS

2. BENEFITS SUMMARY

FILE PATH: [Myself\Benefits\Benefits Summary](#)

- View your current elections including Medical, Dental, Health Savings, 401k
- To view your history in each line item, click on the icon in the history column

3. MANAGE MY BENEFITS

FILE PATH: [Myself\Benefits\Manage My Benefits](#)

- View the current benefits guide as well as various company documents
- If you have had a qualifying life event, such as marriage or an addition to the family, update your benefits here

