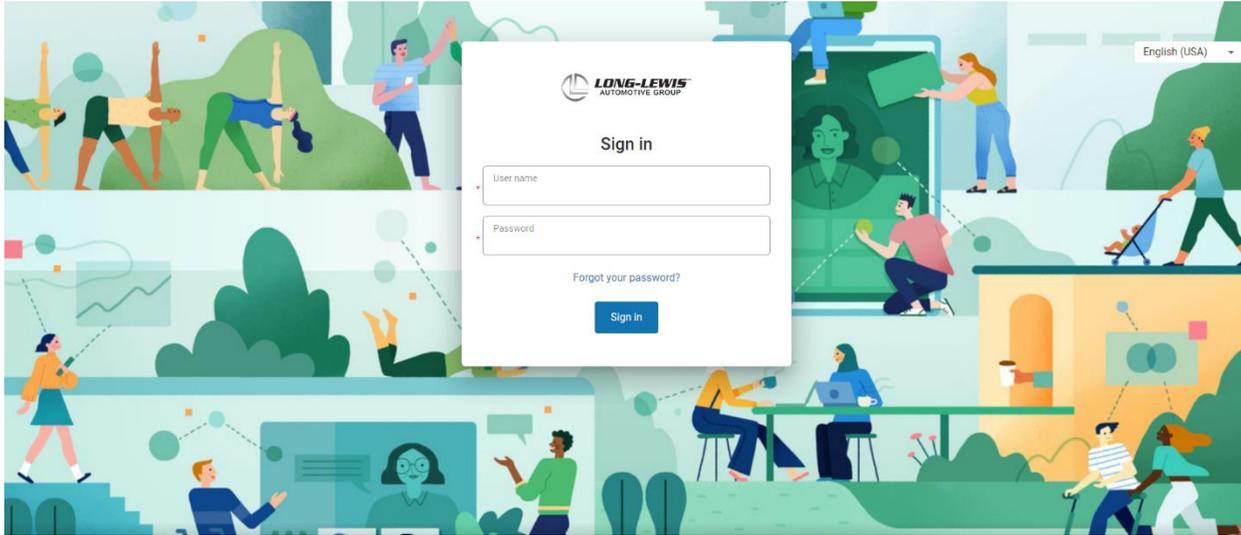


## Logging into Ultipro to Clock In and Out

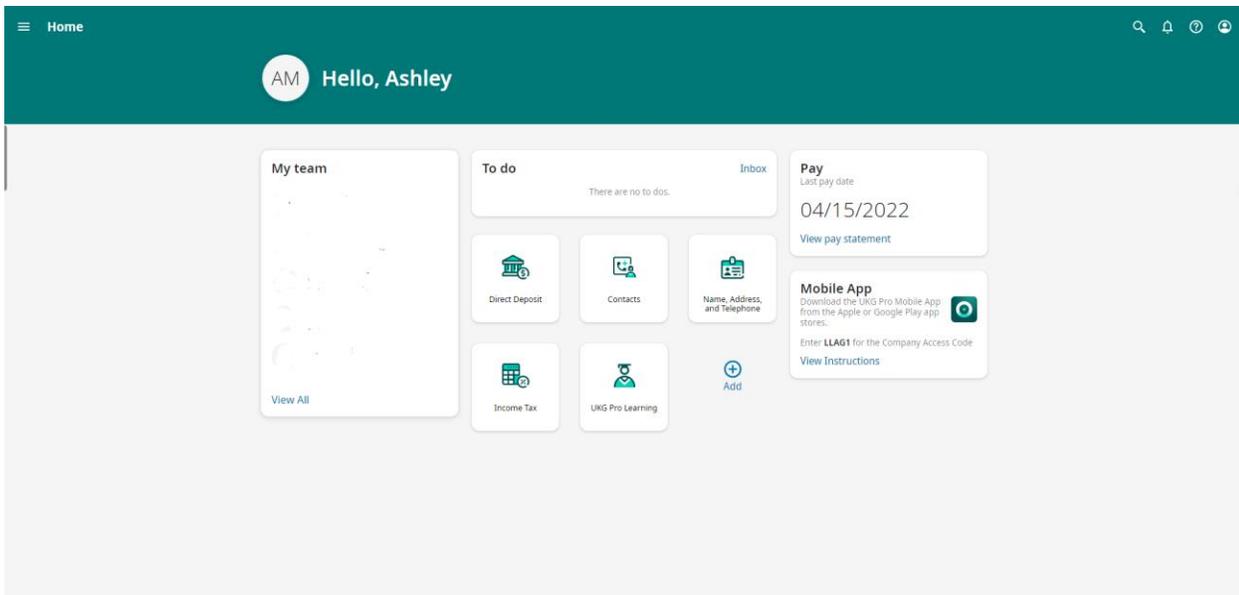
- 1) In your web browser (recommended Google Chrome) go to the following website: [nw15.ultipro.com](http://nw15.ultipro.com)

Your screen should look like this:

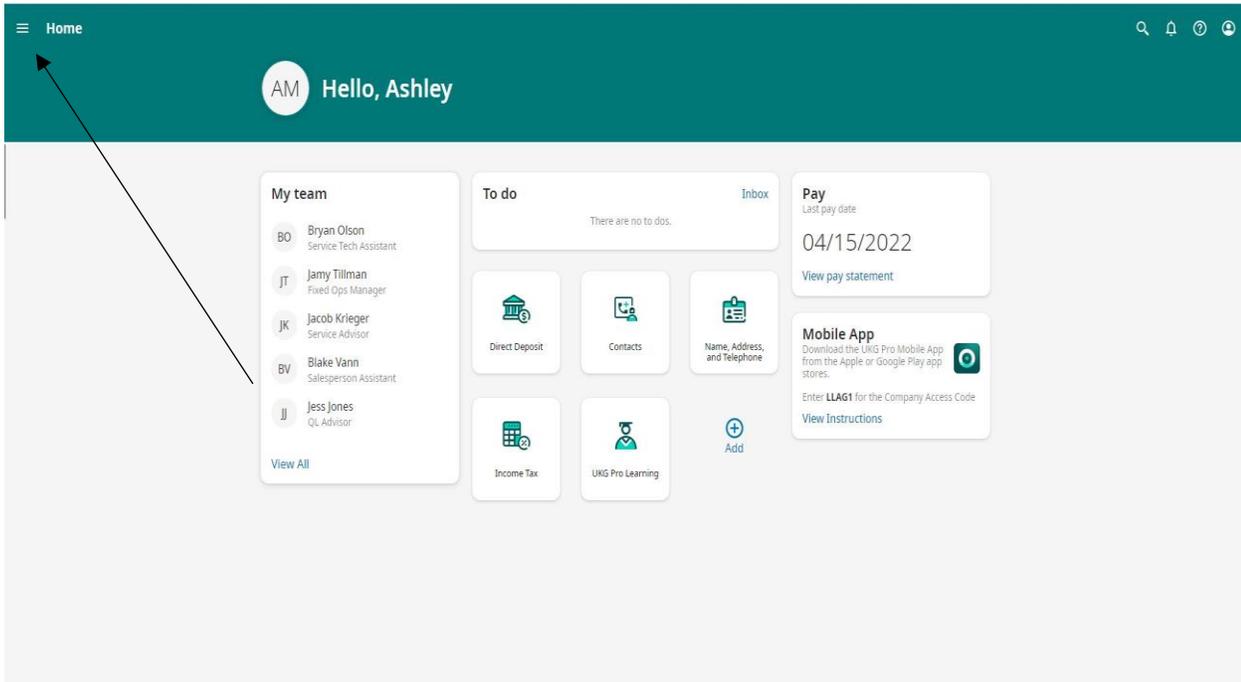


- 2) Use your Ultipro user name and password to log into the site. If you do not know your user name or password, send an email to [AG.Payroll@longlewis.net](mailto:AG.Payroll@longlewis.net)

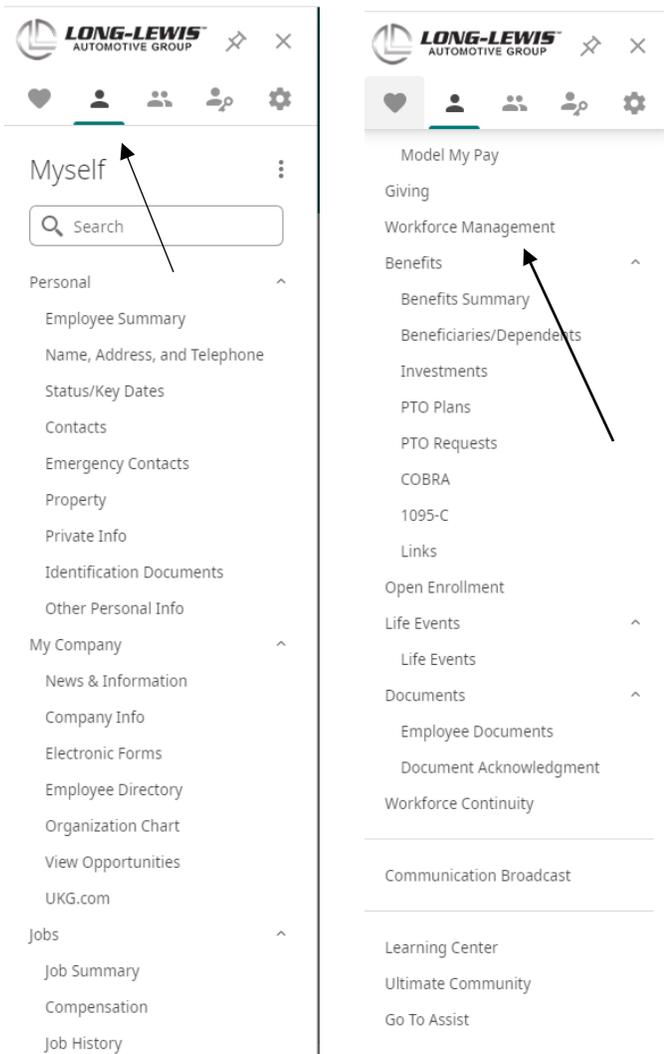
Once you have logged into your account, you will see your home screen which would look like this:



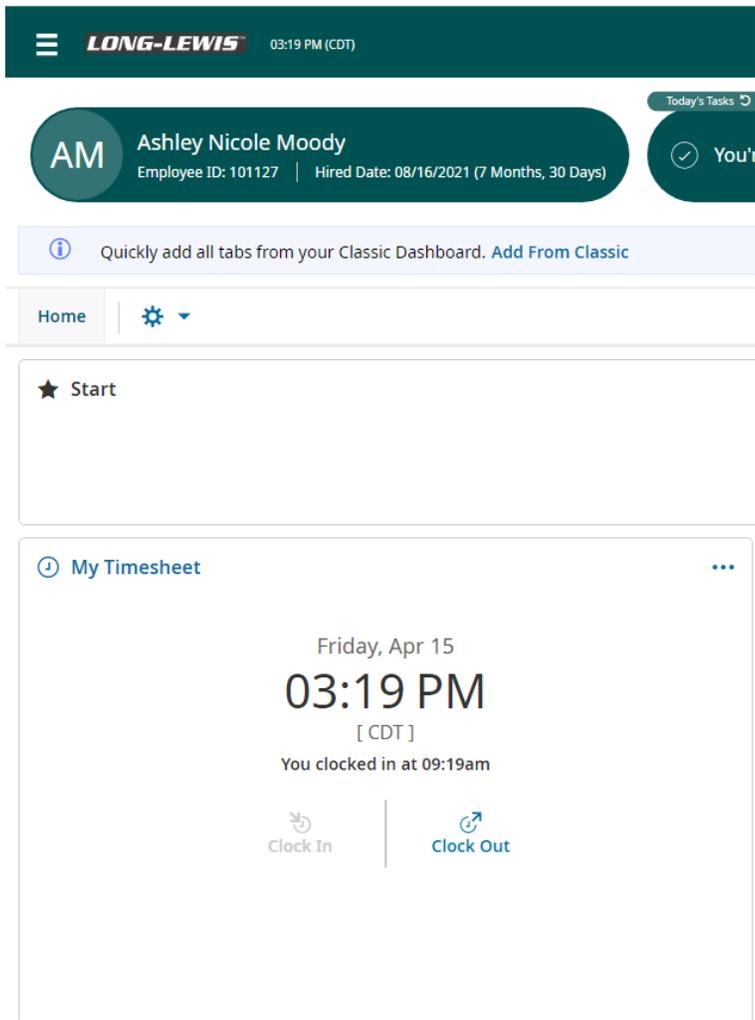
3) Click on the drop down menu button at the top of the page



4) Select the "Myself" tab & then hit "Workforce Management"



5) Workforce Management dashboard will appear and you should be able to clock in or out in the My Clock section



If you are an hourly employee who is scheduled to clock in and out, the option to clock in or out will be in this box.

If you have any problems, contact [ag.payroll@longlewis.net](mailto:ag.payroll@longlewis.net) or anyone on the payroll team.