

# UltiPro (UHR): Employee Responsibilities

## Updating Personal Information & Bank Details for Payroll



**Purpose:** This job aid will walk you through how to update your Personal Information in UltiPro (UHR) to drive accurate **employment records** and **payroll**. It is critical that you maintain the following data:

- ✓ Preferred First Name and Former Last Name
- ✓ Marital Status
- ✓ Address
- ✓ Home and Work Telephone
- ✓ Personal Email
- ✓ Bank Account Details
- ✓ Emergency Contact

### Important:

- First and Last Name must be updated by your HRBP and this must remain your legal name in UHR.
- Please reference the payroll due in dates on [team.eversana](https://team.eversana.com) on when changes need to be entered by.

### Personal: Name, Addresses, and Telephone

1. Within UltiPro (UHR), click on **Myself**
2. Click on **Personal** > **Name, Addresses, and Telephone**
3. Click **Edit**

4. What you can update:
  - Preferred first
  - Former last name
  - Marital Status
  - Address
  - Alternate e-mail (personal e-mail)
  - Telephone

Please work with your HRBP to update:

- First and Last name
- Work e-mail

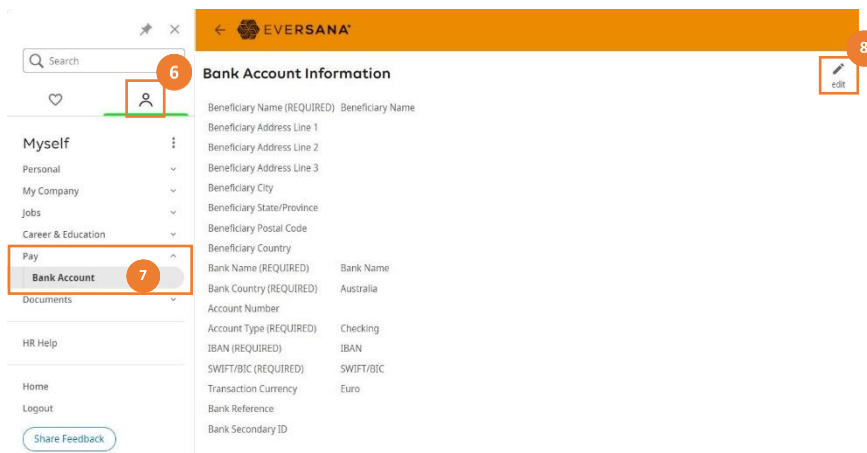
5. Click **Save**

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### Pay: Bank Account

6. Within UltiPro (UHR), click on **Myself** 
7. Click on **Pay** > **Bank Account**
8. Click **Edit**

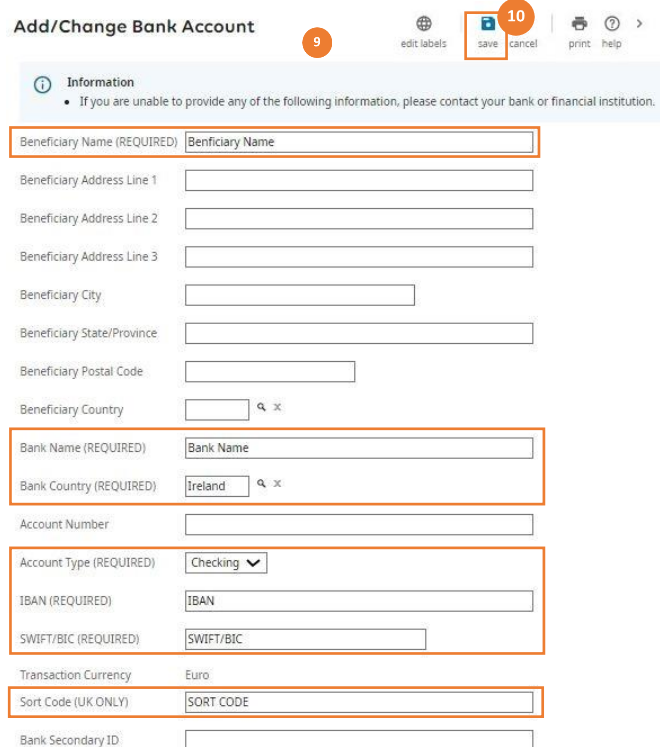


9. What you can update:

- Beneficiary Name (REQUIRED)
- Bank Name (REQUIRED)
- Bank Country (REQUIRED)
- Account Type (REQUIRED)
- IBAN (REQUIRED)
- SWIFT/BIC (REQUIRED)
- **Sort Code (UK ONLY)**
- **Important:** Do not enter in any special characters ( , \* - ) in the fields

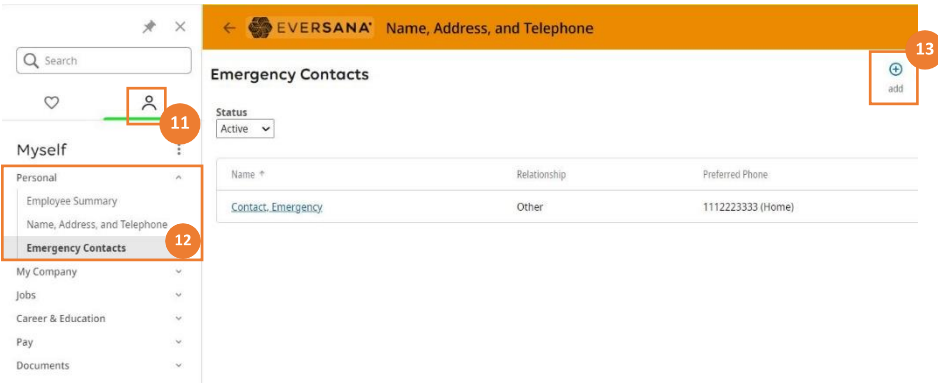
**Important:** Your bank country must be in the country of employment

10. Click **Save**



### Personal: Emergency Contacts

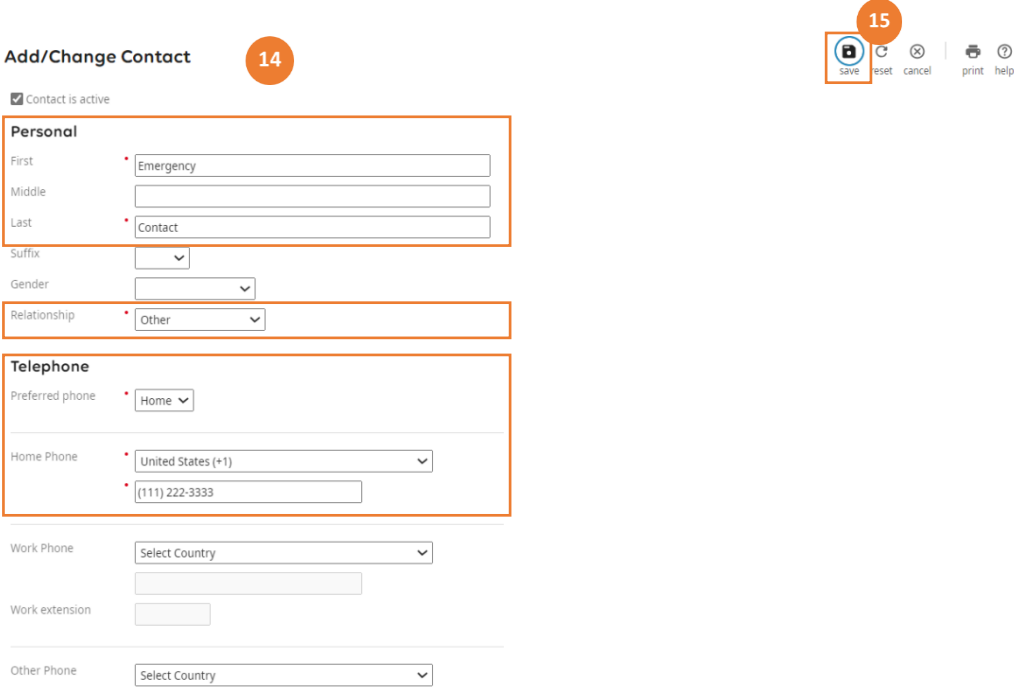
- 11. Within UltiPro (UHR), click on **Myself**
- 12. Click on **Personal** > **Emergency**  
**Contacts**
- 13. Click **Add**



The screenshot shows the UltiPro web interface. On the left, the 'Myself' menu is expanded, with 'Emergency Contacts' highlighted. On the right, the 'Emergency Contacts' page is displayed, showing a table with one contact: 'Contact, Emergency' with a relationship of 'Other' and a preferred phone of '1112223333 (Home)'. An 'add' button is visible in the top right corner.

- 14. Enter the following information:
  - First Name
  - Last Name
  - Relationship
  - Preferred phone
  - Home phone country
  - Home phone number

- 15. Click **Save**



The screenshot shows the 'Add/Change Contact' form. The 'Contact is active' checkbox is checked. The 'Personal' section includes fields for First Name (Emergency), Middle, Last (Contact), Suffix, and Gender. The 'Relationship' dropdown is set to 'Other'. The 'Telephone' section includes a 'Preferred phone' dropdown set to 'Home', a 'Home Phone' dropdown set to 'United States (+1)', and a text field for the phone number '(111) 222-3333'. There are also fields for 'Work Phone' and 'Other Phone' with country dropdowns. At the bottom right, there are buttons for 'save', 'reset', 'cancel', 'print', and 'help'.

### Common Questions

#### *Why can't I update my first and last name?*

First and last name in UHR need to be your legal name and not a preferred name. Should you need this updated, please reach out to your HRBP.

#### *What if I have issues accessing UltiPro (UHR)*

Please open an IT Service Desk ticket and the UltiPro Systems team will assist you.