On-line Pay Information

Pay information is accessible on-line by going to the web portal located at http://ultipro.monmouth.edu and following the steps listed below.

You will first be asked to enter your student ID # (with the s) as the username, and your Hawkdom password:

![UltiPro Login](image)

You will then need to verify your account by entering your date of birth, student employee # (your student ID #), and city:

<table>
<thead>
<tr>
<th>Field</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of Birth</td>
<td>1/13/1961</td>
</tr>
<tr>
<td>Enter your Employee #</td>
<td>S00123456</td>
</tr>
<tr>
<td>Enter your Home City</td>
<td>Springfield</td>
</tr>
</tbody>
</table>

Your activation is almost complete. Please check e-mail for next step.
You will receive a confirmation e-mail with the subject “Account activation.” Click on the link provided to complete your activation:

![Email Confirmation](image)

Please select the link below to complete your account activation.

Click here to complete your account activation

Your activation is complete!

To see your pay stub information (past or present) – choose “Myself” on the left side, and then “Pay”.

If you have any questions, please call the appropriate department listed below:

<table>
<thead>
<tr>
<th>Topic</th>
<th>Call</th>
</tr>
</thead>
<tbody>
<tr>
<td>Logging In</td>
<td>Helpdesk 923-4357</td>
</tr>
<tr>
<td>Paychecks, Direct Deposit or Taxes</td>
<td>Payroll 571-3469</td>
</tr>
<tr>
<td>Personal or Job Info</td>
<td>Student Employment 263-5706</td>
</tr>
</tbody>
</table>