

UltiPro Mobile App Access

The **UltiPro® Mobile App**, will be available to all employees effective today, **March 17, 2020**. Available online 24-7, the UltiPro mobile app gives you control over job-related tasks that are personal to you. Through the UltiPro mobile app, you can:

- Enable Touch ID and fingerprint login
- Enable Push Notifications
- Staff Directory
- View/Edit Employee Profile
- **HOURLY STAFF ONLY**- Clock In/Out (Requires UltiPro HR and Time Management)
- **FULL-TIME ELIGIBLE FACULTY/STAFF**-Request Time Off (Requires UltiPro HR and Time Management)
- View Current and Historical Pay Statements
- Pay Insights
- View Inbox and Complete Approvals
- View W2 | View W4
- And many more...

To get started, you will need to:

1. Download the UltiPro mobile app to your device by visiting either the Apple app store (iPhone) or the Google play store (Android).
2. Enter our Company Access Code as: **FMUHR**
3. Enter your UltiPro login credentials.

If you have any questions and encounter any issues with the UltiPro Mobile App, please contact **IT System Administrator via CyberZone**:

1. Capture a screenshot on your phone.
2. Select Menu in the mobile app to copy the support code.
3. Send both the screenshot and the support code to **CyberZone**
CyberZone@fmuniv.edu

With Warm Regards,

Y. Poteau

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