

## HMC EMPLOYMENT PORTAL LOGIN INSTRUCTIONS ULTIPRO AND WORKFORCE

### HMC SUPERVISORS AND STAFF

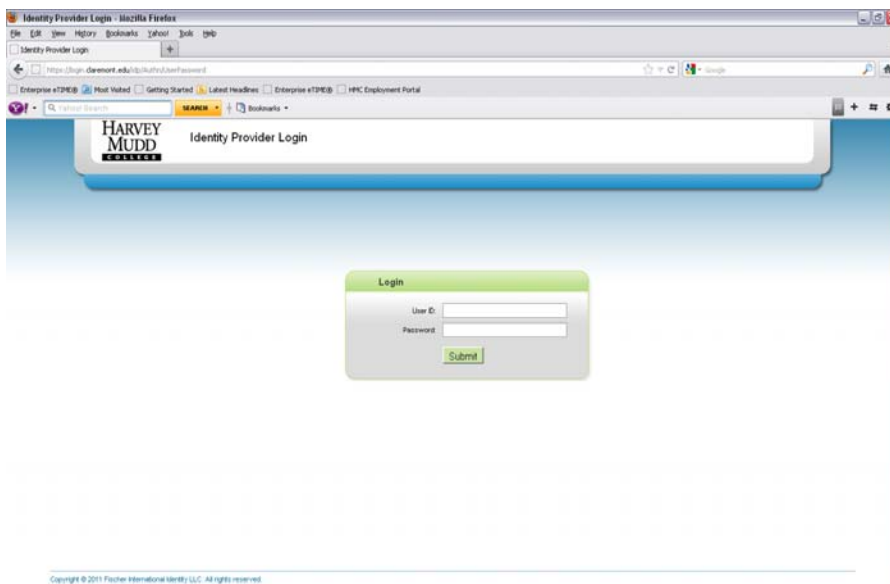
**Please Note:** The following instructions are based on using the Internet Explorer web browser on a PC. If you use a Mac or a different browser, some of the messages you receive may vary slightly; however, the steps are similar.

**Need Help?** – If you encounter difficulty with activating your account or with bookmarking the URL, please contact the HMC Help Desk at [helpdesk@hmc.edu](mailto:helpdesk@hmc.edu) or ext. 77777. Questions about using the Employment Portal should be directed to Cynthia Beckwith (ext. 18512; [cynthia\\_beckwith@hmc.edu](mailto:cynthia_beckwith@hmc.edu)) or Kimberly Taylor (ext. 74096; [kimberly\\_taylor@hmc.edu](mailto:kimberly_taylor@hmc.edu)).

**Logging Out and Security** – When you are finished with your session on the Employment Portal, logout and exit your browser or lock your screen, especially when you need to leave your desk/office.

### ACTIVATING YOUR EMPLOYMENT PORTAL ACCOUNT

**Step 1** – In your web browser, enter the URL – [hmc.ultipro.com](http://hmc.ultipro.com) [**Note:** there is no “www” in front of the HMC URL]. You will see the following HMC Identity Provider Login. The URL will change to [nll.ultipro.com](http://nll.ultipro.com).



#### **Forgot your password?**

Email the CIS Help Desk:  
[helpdesk@hmc.edu](mailto:helpdesk@hmc.edu) for a  
password reset.

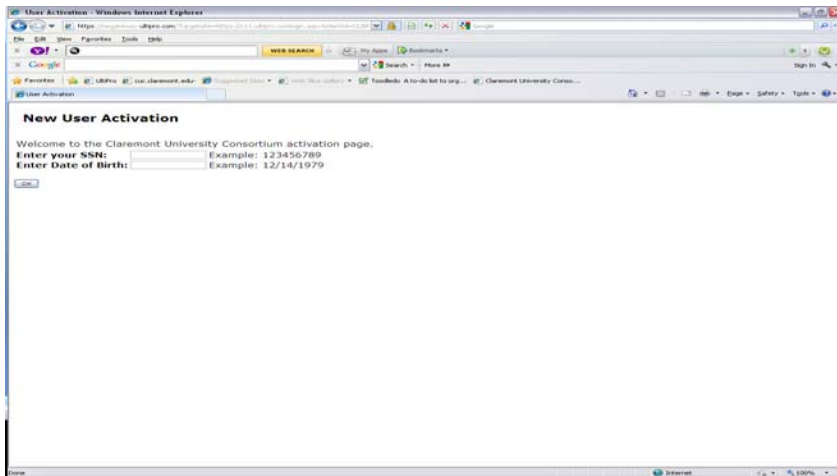
**Step 2** – Enter your User ID and Password which are your **HMC Credentials\***.

- For faculty and some staff - this is the same user name and password you use to access **Charlie**.
- For most staff – this is the same username and password you use the first time you turn on your computer or log into **Alice** (just the username itself, without “hmc/”).

**\* Information about your HMC Credentials is available from CIS at**

<http://www.hmc.edu/about1/administrativeoffices/cis1/docs1/hmccredentials.html>.

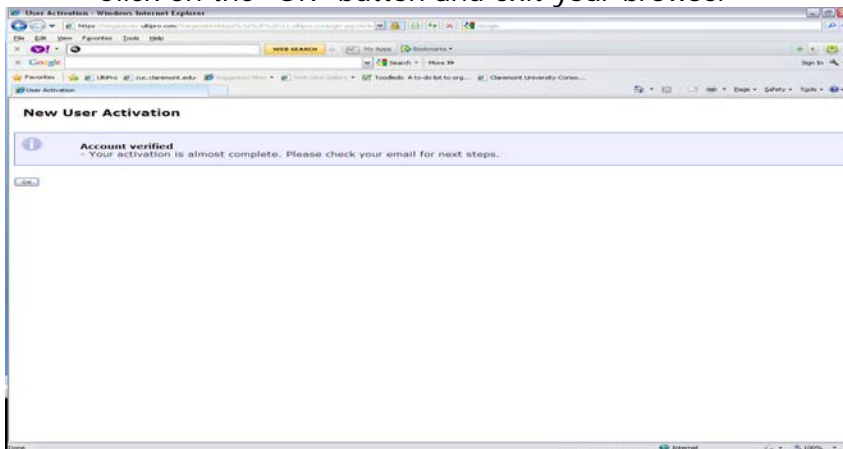
**Step 3** – On the next screen, enter your Social Security Number and date of birth to verify your right to access the Employment Portal and to activate your account please use the format in the examples on the screen. Click on the “OK” button.



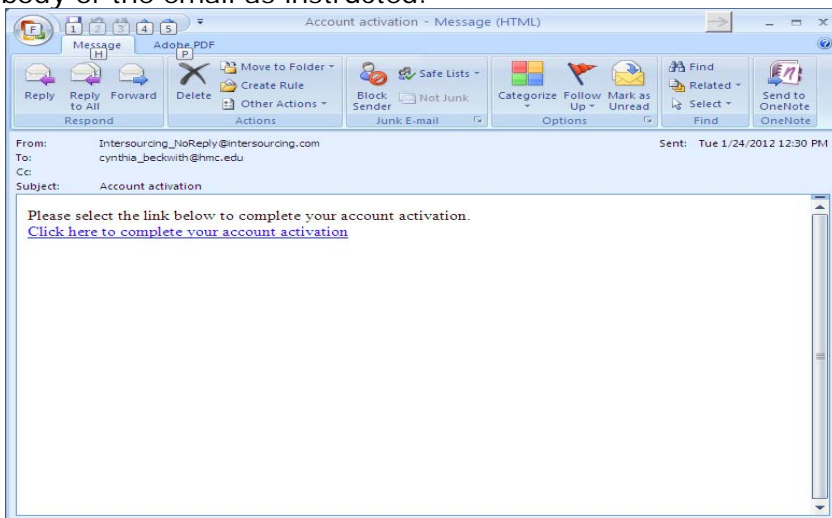
**Your Privacy is Important**  
Your SSN and DOB are sent in an encrypted code. They are used to create a SQL query which is run against the Ultipro payroll database to verify your account. Your data is stored at HMC – not with an external vendor.

**Step 4** – You will be instructed to check your email. *[Note: If you do not receive this message, close your browser and check your email Inbox. If you do not see an email, please check your spam filter or your Junk E-Mail folder.]*

- Click on the “OK” button and exit your browser



**Step 5** – You will receive an email from [Intersourcing\\_NoReply@intersourcing.com](mailto:Intersourcing_NoReply@intersourcing.com). Click on the link in the body of the email as instructed.

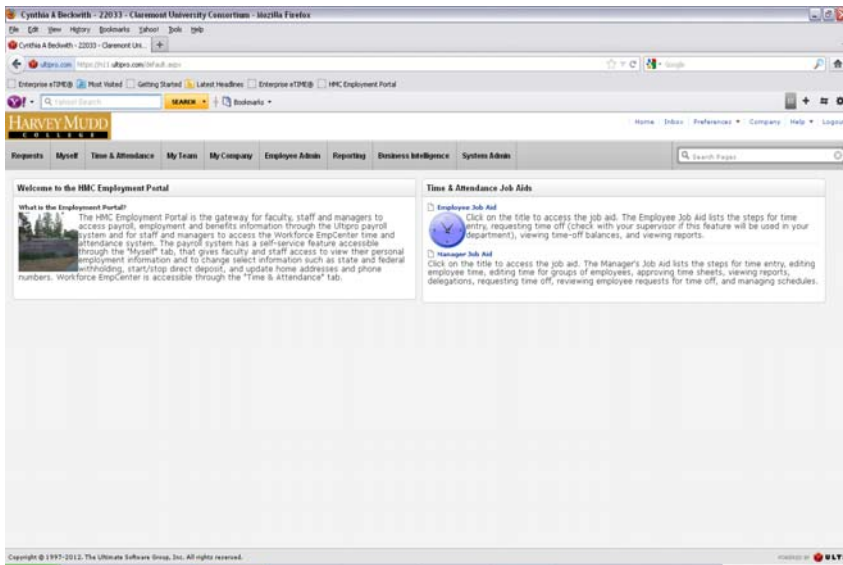


**Step 6** – After you click on the link, the HMC Identity Provider Login screen will appear. Enter your **HMC Credentials** that you entered in **Step 2**. [Note: Depending on your browser, after clicking on the link in Step 5, you may go directly to Step 7.]

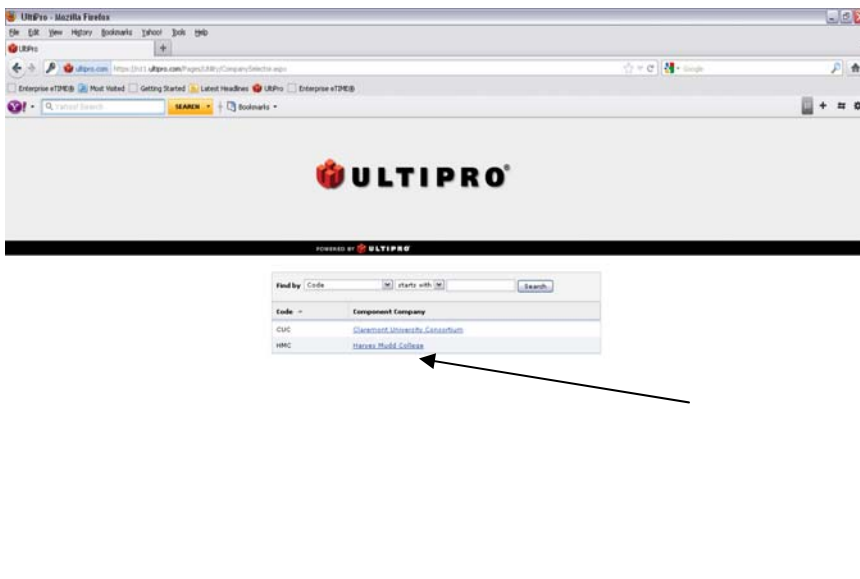
**Step 7** – After you enter your **HMC Credentials**, you will see one of two screens, depending on whether you worked for another Claremont College prior to working at HMC.

- If you did not work at one of the Colleges or CUC prior to working at HMC, you will see the HMC Employment Portal screen (**Screen A below**).
- If you worked at one of the Colleges or CUC prior to working at HMC, you will see a screen that has two or more institutions listed under “Component Company” (**Screen B below**). When you select Harvey Mudd College, the next screen will be the HMC Employment Portal (**Screen A below**).

### Screen A – HMC Employment Portal



### Screen B – Select Harvey Mudd College under Component Company



## ACCESSING WORKFORCE EMPCENTER (Time and Attendance System)

**Access:** To access the Workforce EmpCenter system, place your mouse over the “Time and Attendance” icon and click on “Time and Attendance.”

### POP-UPS

The default setting on the majority of browsers will block the EmpCenter pop-up window and EmpCenter will not open unless you allow pop-ups for the site.

#### What to do:

- When you click on “Time and Attendance,” If you receive a “pop-up blocked” message near the top of the browser, right-click on it and select the option that allows pop-ups for this site.
- You can also add the Ultipro/EmpCenter URL to the list for allowed pop-ups via “Tools” on the menu bar. If you need help with this, please contact the CIS Help Desk at [helpdesk@hmc.edu](mailto:helpdesk@hmc.edu) or ext. 77777

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## ACCESSING SELF-SERVICE (Ultipro payroll system)

The Employment Portal will allow you to view your personal employment data and make changes to select information (e.g. W-4, direct deposit and home address) through the **Myself Tab**. Hold your mouse over the tab and a menu of items you can view will appear. Click on the menu item you wish to see. You will be able to navigate through various screens once you have accessed your data.

- **Things I Can Do** - On the right side of the screen, you will see “Things I Can Do” which lists what you can change or add on the selected screen.
- **Quick Tour** – On the right side of the screen, you will see “Quick Tours” which offers information about certain topics on each screen.

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## LOGGING OUT –PROTECT YOUR CONFIDENTIAL INFORMATION

- To **logout**, click on the “Logout” link located on the top right corner of the screen.
- **IMPORTANT – EXIT YOUR BROWSER:**
- **Exit your browser when you are finished as a security measure** – by exiting your browser, you will ensure that your data cannot be accessed by another individual who may have access to your computer or shares a computer.

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## LOGGING IN AGAIN

- In your browser, enter: **hmc.ultipro.com** and your HMC credentials on the login page, or
- Bookmark the URL (must bookmark **hmc.ultipro.com** – see Bookmark Instructions for assistance)