

UltiPro Mobile App for Doyon, Limited employees

How to get the app



Download the “UltiPro” app from the App Store or Google Play Store

- ❖ Do NOT select UltiPro Learning

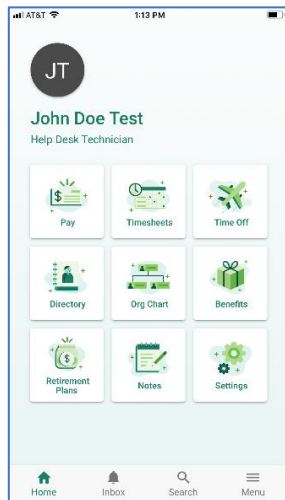
Once downloaded, open the app

The company access code is “Doyon”. This is not case sensitive.

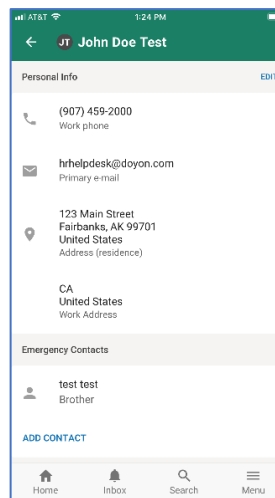
Sign in using your UltiPro credentials

- ❖ Note: You can enable fingerprint sign-in

Employee Details and Emergency Contacts

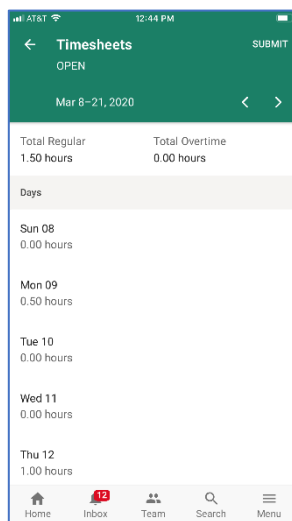


Tap on your photo (or initials if you have no photo) to access your job and personal details.



Tap EDIT to update your contact and emergency contact details if need be.

Time Entry



Tap the *Timesheets* icon

- ❖ Note: If your timesheet opens to the current day use the < > buttons to move to the current pay period and to move between days

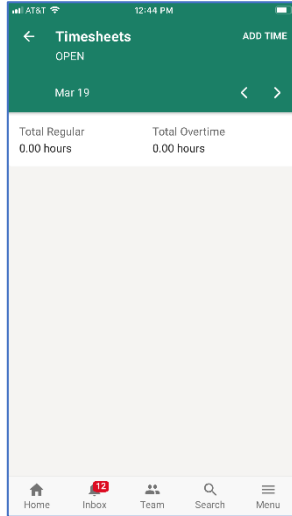
Tap on a day to begin

- ❖ Note: Salaried employees only enter exception time, not hours worked. If your timesheet is correct, tap “Submit”

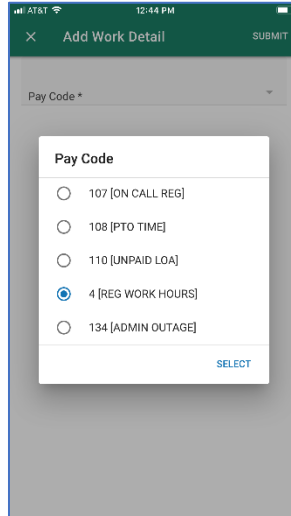
Proceed through the steps shown on the next page

Basic Steps for Hourly Time Entry

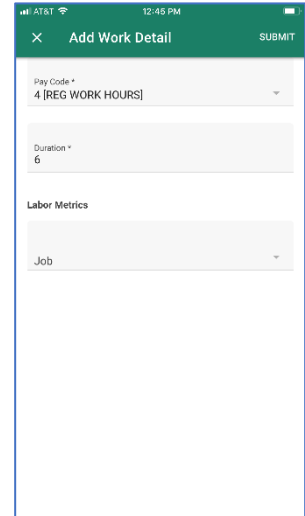
Tap “Add Time”



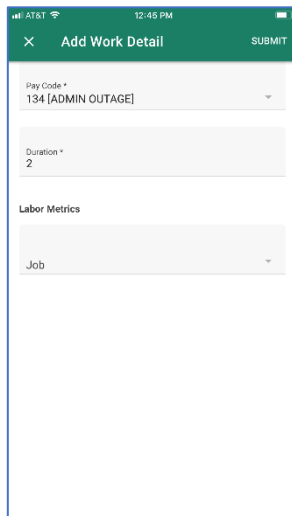
Select a pay code



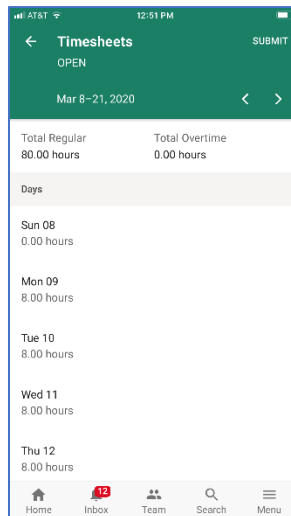
Enter hours under duration then save



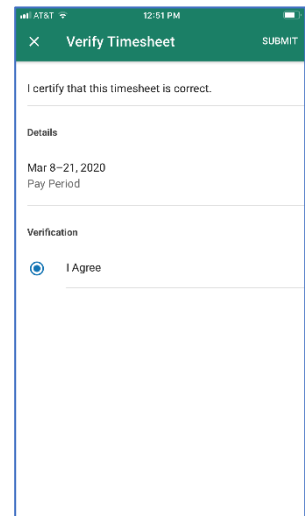
Enter additional pay codes per day



Once all days and hours are entered tap “Submit”



Tap “I Agree” and then “Submit”



Supervisor Approval

Tap “Team Timesheets”

Tap on each of your team’s names to review their timesheet

If the hours are correct and they are at *Submit* tap “Approve”

