

Change Your 401 K Deferral Percentage

Step by Step

Step 1. Log into UltiPro, Click on Menu then Myself

	ADMINISTRATION	SYSTEM CONFIGURATION
MENU		
HOME		
INBOX		
LEARNING CENTER		
CUSTOMER SUCCESS PORTAL		
GO TO ASSIST		
PERSONAL	JOBS	CAREER DEVELOPMENT
Employee Summary	Job Summary	Available
Name, Address, and Telephone	Compensation	Current
Status/Key Dates	Reviews	Completed
Contacts	Other Company Info	
Emergency Contacts	Career & Education	PAY
Property	Goals	Current Pay Statement
Private Info	Goal Planning	Pay History
	Competencies	YTD Summary
MY COMPANY	Personal Development	Direct Deposit
Company Info	Talent Profile	Income Tax
Electronic Forms	Licenses	W-2
Employee Directory	Skills	Model My Pay
Organization Chart	Tests	TIME MANAGEMENT
View Opportunities	Previous Employment	TIME CLOCK ENTRY
UltimateSoftware.com	Awards	
	Education	
		BENEFITS
		Benefits Summary
		Beneficiaries/Dependents
		Investments
		PTO Plans
		COBRA
		Links
		OPEN ENROLLMENT
		Life Events
		Life Events
		DOCUMENTS
		Employee Documents
		Document
		Acknowledgment

Step 2. Click on life events, then Change my 401 K Contribution

Life Events

About Life Events

Life Events are changes that happen to you or your family affecting your benefits. Below is a list of events that you are eligible to complete. Begin by selecting an event that most closely

Description	Message
Change my 401K Contribution	<p>Currently enrolled 401K participants may change the amount of their withholding at any time.</p> <p>New employees are auto-enrolled for 5%, however please register with John Hancock on their website to select your own personal investments.</p> <p>Use the following guide and enter the contract #118133</p> <p>JH+Participant+Website+Registration+Guide.pdf</p>

Step 3. In the drop-down box, choose either change or stop this deduction

About This Life Event



Life Event Effective Date 12/22/2014

What was the reason?

If you are currently enrolled in our 401K plan, you may make changes to your contribution amounts at any time. If you will be 50 or over in this calendar year, please select the "Catch Up" | Annual Contribution Goal.

If you would like to change your investments, please Register on the John Hancock Website using the attached Participant Website Registration Guide. (Contract number is 118133)

[JH+Participant+Website+Registration+Guide.pdf](#)

Step 4. Go through each screen, make the appropriate selections then be sure to click the green submit button on the last page.

Confirm Your Elections or Changes



Step 5. You are done. People Services will review and approve.