Welcome to the New Story Management Human Capital Management System

This resource will help you login successfully for the first time and provides helpful links to UKG learning materials.

Employee Job Aid & Resources

The UKG Employee Self Service Job Aid includes instructions on how to login to the UKG Core system and the Dimensions Time Keeping system for first time users. It will also help you customize your UKG user experience with the items you are most interested in viewing on your home page. This resource also includes step by step instructions on making changes using Employee Self-Service.

- New Employee – ESS (Employee Self-Service) Job Aid - Employee Self Service Job Aid
- Employee Call to Action Items to be completed during your first 3 business days of gaining access - Call to Action
- Employee UKG Resource Library - HCM Resources for Employees (sharepoint.com)
- Employee UKG Pro Navigation Video - UKG Core and Dimensions Employee Recorded Demo
- Need UKG Support - Click here to locate contact details for your local HR Support Team

Your First Login

The recommended browser to utilize for the optimal User interface (UI) is Chrome. There are two ways to complete your initial login, using the SSO link below or access the Ultipro through Office 365.

Option 1:

Your HR Administrator should validate your account email address is correct in UKG and provide your employee username (company email address) and default Office365 password upon your first login. Your HR Administrator will notify HCM UKG Support if they are required to update your information in UKG.

- Visit https://NewStory.ultipro.com/ *(save this link to your Favorites):*
    - o Login username: **Your company e-mail address**
    - o Login password: **Windows credentials (Office365)**
- Following this process, you will login to UKG via single sign-on (using your e-mail address and current network/computer password or login automatically if you are already signed into the network).
- If you have difficulty accessing UKG, please email your local HR team to validate your UKG email address is aligned with your Office 365 email address.
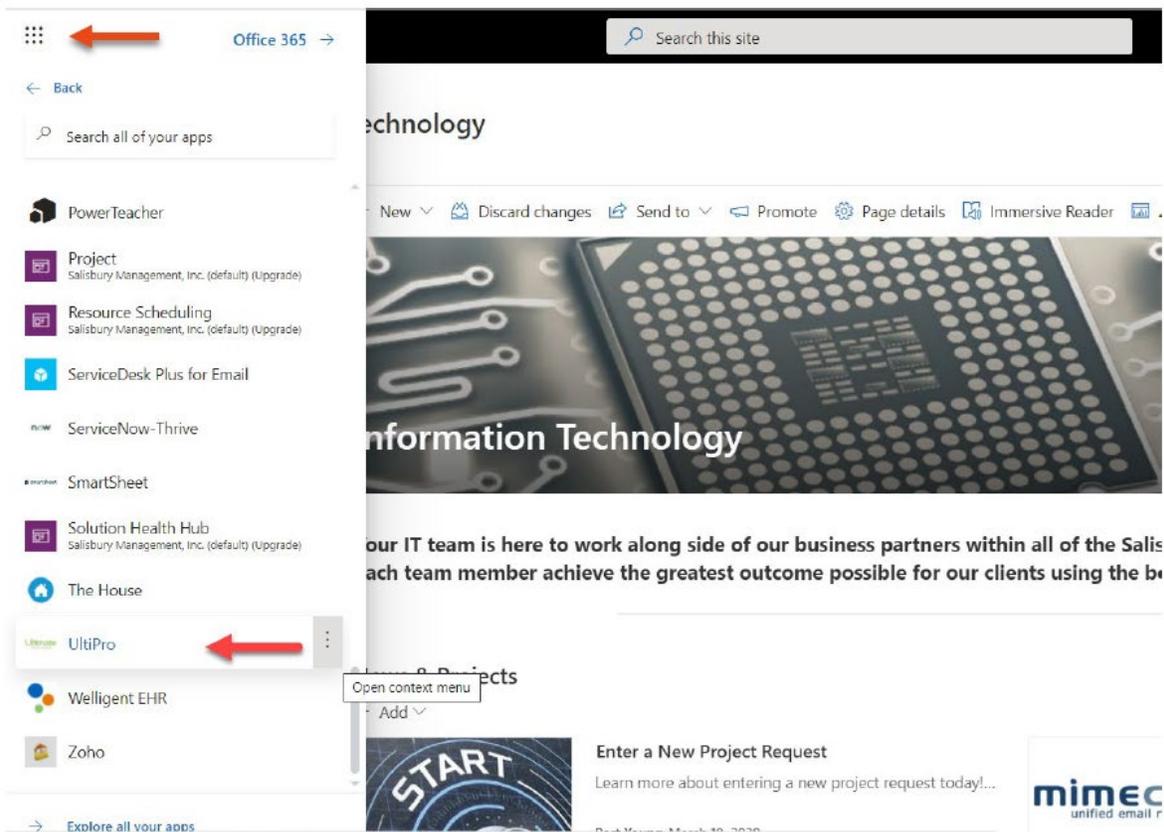- If you experience issues accessing UKG, contact HCM UKG Support.

Option 2:

You may also access the UKG platform through Office 365.

- Click on the following link to access the New Story Management SharePoint site Information Technology (sharepoint.com)
- Click on the waffle icon in the upper lefthand corner and scroll until you locate the UltiPro (UKG) icon.

Following your initial setup, you may access UKG by visiting Office 365 or using the SSO link.