If they would like Direct Deposit, they need to log into ULTIPRO and go under MYSELF - PAY - and choose DIRECT DEPOSIT –  
<https://n21.ultipro.com/Login.aspx?ReturnUrl=/>   
Their default login is below for all employees that receive a payroll check from us.  
  
They need to enter their last name and last 4 of your SSN - Simpson1234   
For your password, enter your birthday, in all numerical - 09241976   
  
You will need to change it once in, please use something along the format of : Spring2014@   
Or the same type format - If they have any issues, please let the hall know.