

SWN PAYROLL



New Hire Direct Deposit and W-4 Information

You will enter your direct deposit and W-4 information directly into the payroll system, UltiPro.

To ensure this information is up-to-date before your first pay check, you must enter it by noon on the Monday prior to your first pay date.

If you are unable to enter this information by noon on the Monday prior to your first pay date, you will receive a paper check and your Federal W-4 information will default to 'single with no other adjustments' until you enter this information into UltiPro by a subsequent pay period deadline. (Instructions for accessing payroll calendars are included below*).

Below are the steps to follow to enter your direct deposit and W-4 information.

There are two ways to access UltiPro.

1. From [SWNet](#), via Single Sign-On (SSO)
 - a. Select Quick Links, and then select Enter Time/UltiPro Self Service
 - b. Enter Date of Birth (formatted mm/dd/yyyy) and Last Name, select OK to continue
 - c. Select OK on the New User Activation page
 - d. An email will be sent to your SWN email address from noreply@ultipro.com
 - e. Select the *Click here* link in the email, and you will be directed to the UltiPro Log In screen: Username = SWN email address, Initial Password = birthday (formatted MMDDYYYY)
 - f. You will be prompted to change your password and answer 3 security questions
2. When SWNet is not available, via the External Link:
<https://nw12.ultipro.com/Login.aspx?ReturnUrl=%2f>
 - a. Username = SWN email address, Initial Password = birthday (formatted MMDDYYYY)
 - b. You will be prompted to change your password and answer 3 security questions
3. Once logged into UltiPro, select Menu, then Myself, then Electronic Forms under the My Company header
 - a. From the UltiPro Training Guides section, select the UltiPro Self Service Training Guide for New Hires and follow the instructions
 - b. *Note: SWN Payroll Calendars are located at the top of the Electronic Forms page

These desk guides and payroll calendars are also posted on SWNet, under [Pay & Benefits](#) and under [Payroll's Corporate Policies / Forms](#).

If you have questions, please contact SWN's Payroll department at SWNCorp_Payroll@SWN.COM.

