

EMPLOYEE'S GUIDE TO OPT-IN TO ON DEMAND PAY (ULTIPRO [UKG Pro])

The following must be met to opt-in to On Demand Pay:

- An employee must have a first and last name both with 2 or more letters (special characters are excluded)
- An employee must have a valid email in UKG Pro

Navigation: > Menu > Myself > Pay > Direct Deposit > Things I Can Do > Opt-In for On Demand Pay

On Demand Pay Opt-In

Email

Integration Partner: rapid! On Demand

Employee Opt-In Message: By enrolling in the OnDemand pay Program, you expressly agree that your employer may share your Personal Information with one or more third parties providing the Program services consistent with the Policy. You are also authorizing your employer to deduct from your paycheck when requesting an OnDemand Pay Advance.

NOTICE: Participation in the Program is voluntary and enrollment is your choice. ONCE YOU HAVE ENROLLED YOU MAY NOT CANCEL.

Consent to Opt-in

Things I Can Do

For This Tab Set

- [Add Direct Deposit](#)
- [Change Pay Statement Preference](#)
- [Opt-In for On Demand Pay](#)
- [Add/Change Withholding Form \(W-4\)](#)
- [Change W-2 Consent Form](#)

Learning Resources

- [Pay Resources for Employees](#)

1. Select **Edit**.
2. Ensure that you have an email address in the Email field. If there is not an email address, see below on how to add an email to your profile.
3. Check the **Consent to Opt-in** check box.
4. Click **OK** on the message that appears.

Important After you complete the steps to opt-in, rapid! OnDemand sends an email communication that contains additional instructions. The email address that appears on this page is the email address rapid! OnDemand uses for communications.

Adding Email Address to Profile

Navigation: > Menu > Myself > Personal > Name, Address, and Telephone > Things I Can Do > Change Name, Address, or Telephone

1. Enter email address in the **Primary e-mail** field.
2. Click **Save**.
3. Click **Submit**.

GUÍA DEL EMPLEADO PARA OPTAR A PAGA POR ADELANTADO (ULTIPRO [UKG Pro])

Se debe cumplir lo siguiente para optar a On Demand Pay(Paga Adelentada) :

- Un empleado debe tener un nombre y apellido con 2 o más letras (se excluyen los caracteres especiales)
- Un empleado debe tener un correo electrónico válido en UKG Pro

Navegación: > Menú(Menu) > Yo mismo(Myself) > Pagar(Pay) > Depósito directo(Direct Deposit) > Cosas que puedo hacer (Things I can do) > Optar por el pago a pedido (Opt-in for On Demand Pay)

The screenshot shows the 'Direct Deposit' page in UKG Pro. The main heading is 'On Demand Pay Opt-In'. There is an 'Email' input field. Below it is an 'Integration Partner' dropdown menu currently set to 'rapid! On Demand'. An 'Employee Opt-In Message' section contains a paragraph of text and a 'Consent to Opt-In' checkbox which is checked. A 'NOTICE' below the message states: 'Participation in the Program is voluntary and enrollment is your choice. ONCE YOU HAVE ENROLLED YOU MAY NOT CANCEL.' To the right, there is a 'Things I Can Do' sidebar with links for 'Add Direct Deposit', 'Change Pay Statement Preference', 'Opt-in for On Demand Pay', 'Add/Change Withholding Form (W-4)', and 'Change W-2 Consent Form'. There is also a 'Learning Resources' section with a link for 'Pay Resources for Employees'.

1. Seleccione **Editar (Edit)**.
2. Asegúrese de tener una dirección de correo electrónico en el campo Correo electrónico. Si no hay una dirección de correo electrónico, consulte a continuación cómo agregar un correo electrónico a su perfil.
3. Marque la casilla de verificación **Consentimiento para participar (Consent to Opt-in)** .
4. Haga clic en **Aceptar(OK)** en el mensaje que aparece.

Importante Después de completar los pasos para suscribirse, ¡rápido! OnDemand envía una comunicación por correo electrónico que contiene instrucciones adicionales. La dirección de correo electrónico que aparece en esta página es la dirección de correo electrónico rápida! OnDemand usa para comunicaciones.

Agregar dirección de correo electrónico al perfil

Navegación: > Menú(Menu) > Yo(Myself) > Personal(Personal) > Nombre, Dirección y Teléfono (Name,Address, or Telephone) > Cosas que puedo hacer (Things I can do) > Cambiar nombre, dirección o teléfono (Change Name, Address, or Telephone)

1. Ingrese la dirección de correo electrónico en el campo **Correo electrónico principal (Primary e-mail)** .
2. Clic en **Guardar (Save)**.
3. clic en **Enviar (Submit)**.