



compass

Charting Your Journey @ JBT

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Accessing & Navigating JBTcompass Online

It's important that you know how to access and navigate the JBTcompass Online and mobile application. JBTcompass online offers a helpful self-service portal so you can view and make changes to your personal and payroll information.



How to Access JBTcompass Online

To access JBTcompass online, click **here** or go to <https://n34.ultipro.com/Login.aspx>



Log in and Password Instructions

To log in to JBTcompass online, you will need your UserID and Password.

- Your UserID is your EmployeeID number.
- Your Password is the **first six letters** of your **last name** plus the **first letter** of your **first name**. The first letter of both the last name and first name are capitalized.

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For example, if your name is John Doe, your password would be DoeJ. If you have a longer last name (longer than six letters), be sure to only use the first six letters. For example, if your name is John Doeringer, your password would be DoerinJ.

- At your **first log in**, you will be asked to **change your password**. Your password must be **8-50 characters** and include both a number and a special character (! # % & \$ @ * ^).
- Next, set your **security/challenge questions**. There are three security/challenge questions. Select from the prompts provided; your answers will ensure your personal information is secure and protected.
- Last, determine a method for **authentication** (text and/or email).



JBTcompass On-the-Go – Using the UltiPro Mobile Application

For easy access to JBTcompass on-the-go, be sure to install the UltiPro mobile application. Instructions are provided in a separate factsheet – [Accessing & Navigating JBTcompass On-the-Go](#).



Helpful Self-Service Information

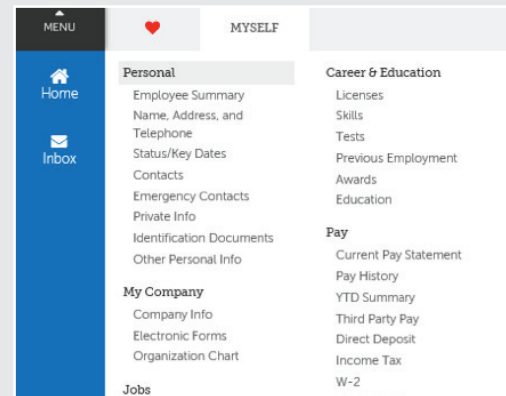
Site Navigation Using JBTcompass Online

You can navigate JBTcompass online using the **Menu** drop down located in the **upper left corner** of the site.

To use the **Menu** feature, click on Menu and you will see a list of more pages you can access, by clicking on one of the options under each topic (e.g., Emergency Contacts under **Personal**, Direct Deposit under **Pay**). Once you are in a topical area featured on the **Myself** tab, you may access other topics from the tabs at the top of the page.



To **Edit** or **Add** information in JBTcompass, simply use the icons on each page that appear in the upper righthand corner.



Employee Information

It's important that you keep your **employee information** up to date. To view or make changes to your personal information:

- Review your **Personal Information** (for example: your legal name, address, direct deposit allocations, and income tax forms).
- Add your **Emergency Contacts** in JBTcompass as the information is not being brought over from the current system:
 - Go to the **Menu**.
 - Select **Emergency Contacts** under **Personal**.
 - On the next screen, use the **Add** icon that appears at the top righthand side of the page, or from the *Things I Can Do* section select Add Emergency Contact. The box labelled “Relationship” will require you to search for and select the correct code by clicking on the eyeglass icon. A pop-up box will appear and you should select Search to get a list of available Relationships. Scroll to the desired choice and select; remember to select **Save** at the top of the screen when you are done.

Helpful Self-Service Information (cont.)



Direct Deposit

To view/update your **Direct Deposit** allocations:

- Go to the **Menu**.
- **Important!** If your pay frequency is changing from monthly to biweekly, or from weekly to biweekly AND you have a flat rate amount in your Direct Deposit and/or Tax Withholdings, Review/Change by December 27 for the January 3 pay date and by January 3, 2020 for the January 10 pay date.
- **Helpful links** are available by clicking on the **Routing Number** and **Account Number** fields. **Tutorials** are also available in the navigation bar (located on the righthand side of the site) to assist you in completing your Direct Deposit.



W-4 Withholding

To view your current filings, go to **Income Tax** under **Pay** on the **Menu**. To update your filings, click on the **Add/Change Withholding Form (W-4)** from the upper righthand corner of the page and select **Save** when you are done.



Pay

- You will see no information under the following tabs: Current Pay Statement, Pay History, YTD Summary and W-2. These areas will collect data as pay is processed for employees in 2020.
- The Third Party Pay tab is where historical pay stubs from the previous payroll system will be housed. These will be loaded to JBTcompass in spring 2020.
- Model My Pay: This calculator allows you to model your paycheck with various tax withholding and other deduction assumptions.



Contact Support for Questions and Issues

If you have questions about how to view or change any of your personal information in JBTcompass, there are a few helpful support resources you can use.

Option 1: Contact your local HR/Payroll support staff.

Option 2: If you have questions about JBTcompass, how to log in (or issues logging in), or how to navigate the site, send an email to JBTcompass@jbt.com.