



REPUBLIC PLASTICS, Ltd.



## UKG Pro Portal Access for Republic Plastics and American Film & Printing Employees

Republic Plastics and American Film & Printing utilize UKG Pro to provide employees with a wealth of payroll, HR, and benefits details as well as access to company information and their own personal contact data.

Within 3 business days of your start date, you will be able to access Republic Plastics and American Film & Printing's UKG Pro People Center and Pay portal. To access the UKG Pro portal, please follow the instructions below:

1. The first time you log in to UKG, you **must** do it from a web browser (via either computer or the browser on your phone).
  - You cannot log in through the UKG mobile app until after your first login via browser to reset your default password
2. Go to: <https://ukg.republicplastics.com/>
  - If you are using the browser on your phone, make sure to click on the "View Desktop Version" link (see below)
3. Enter **your email address** for your username. If you have a company email account, your username will be that email. Otherwise, use the email address you provided when you applied with the company
4. Enter your birthdate (**MMDDYYYY**) as your default password.
5. Select **Log in** to access the UKG Pro portal.
6. If you have any problems logging in, please contact Human Resources at [HR@republicplastics.com](mailto:HR@republicplastics.com) or:
  - Mary Rodden – [mrodden@republicplastics.com](mailto:mrodden@republicplastics.com), ext. 1932
  - CJ Rhoades – [crhoades@republicplastics.com](mailto:crhoades@republicplastics.com), ext. 1931
  - Laurie Magnon – [lmagnon@republicplastics.com](mailto:lmagnon@republicplastics.com), ext. 1908
  - Robbie Chance – [rchange@republicplastics.com](mailto:rchange@republicplastics.com), ext. 1918

Computer Browser

Republic Plastics

Sign in

User name

Password

[Forgot your password?](#)

Sign in

Phone Browser

10:17

rw17.ultipro.com

UltiPro  
By ULTIMATE SOFTWARE

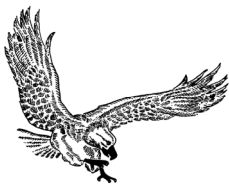
User name

Password

Log in

[Forgot Your Password?](#)

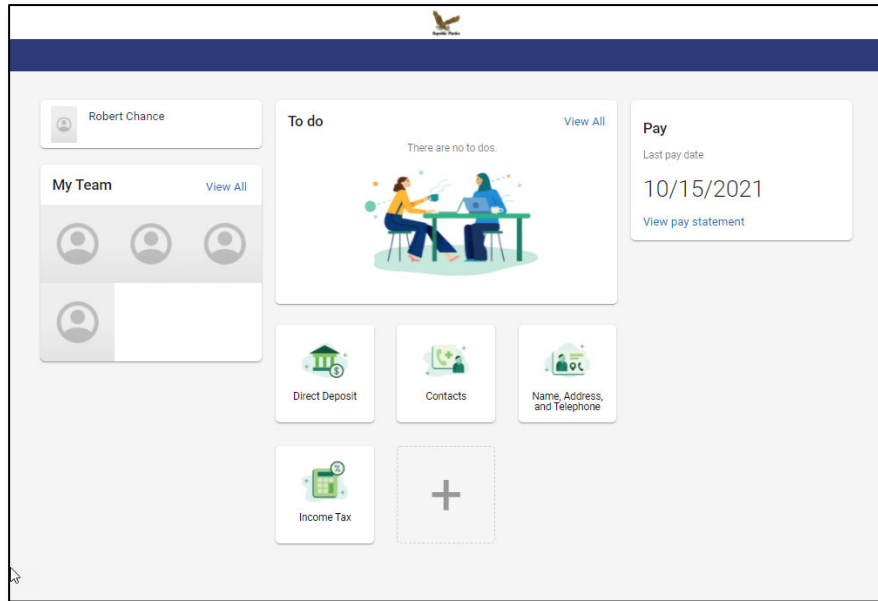
[View Desktop Version](#)



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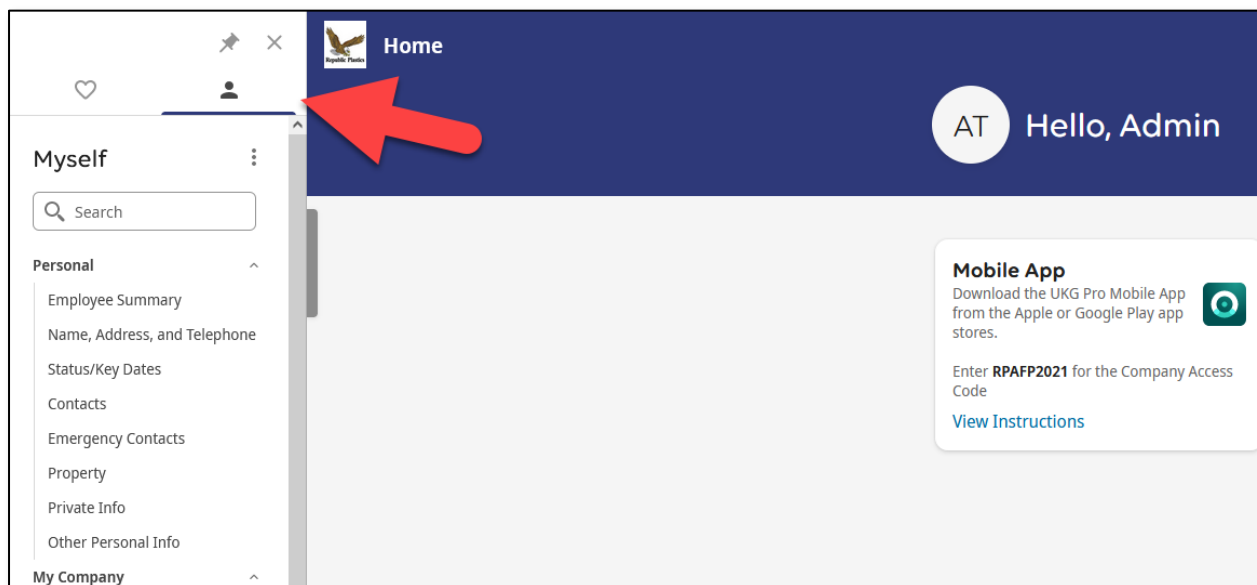
Once you log in, the Home page will display.



### Personal Information

The UKG Pro portal provides employees with anytime, anywhere access to review personal information as well as relevant HR, payroll, and benefits data.

To access your own data, use Myself navigation pane on the left hand side.



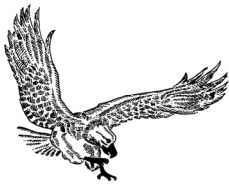


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The Myself menu offers a number of options, including:

<b>Myself Feature</b>	<b>Description</b>
Personal	Displays general personal and employment information, including name, address, phone, emergency contacts, organization information, and key employment dates
Jobs	Displays job and compensation information and job history
Career & Education	Displays employee license and certifications, job skills, awards, education, and previous employment details
Pay	Displays employee pay statements, pay history, year-to-date summaries, direct deposit details, and federal and state withholding information
Benefits	Displays employee current benefits information, dependents and beneficiaries, investment details (401k), and paid-time-off plan descriptions and requests



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## Frequently Asked Questions

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**Q. Is access to the UKG Pro portal available 24 hours a day?**

**A.** Yes. All Republic Plastics and American Film & Printing employees have 24/7 access from anywhere an Internet connection is available.

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**Q. How do I log in?**

**A.** Go to <https://ukg.republicplastics.com/> and enter your email and password to log in. If you are unsure what email to use, contact your Administrative Supervisor or Human Resources.

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**Q. What is my password the first time I log in?**

**A.** The first time you log in, you will use your birthdate (MMDDYYYY) as your password. After the first log in attempt, UKG Pro requires you to change the default password to a unique password.

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**Q. What if I forget my password?**

**A.** Select the Forgot Your Password link on the log-in page. You must provide answers to the security questions. Then an email will be sent with a link. Once you select the link, you will be able to enter a new password.

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**Q. Is my information secure?**

**A.** The security for your UKG Pro portal access is state-of-the-art, offering the best protection available for your data. You also have a key role in protecting your information by following these best practices:

- Create passwords that are not easily associated with you.
  - Change your password regularly.
  - Keep your password confidential so that it is not compromised.
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**Q. How do I change my password?**

**A.** From the Home Page, select your name at the top of the page and then select the Change Password link. The Change Password page appears.

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**Q. Who do I call if I have questions?**

**A.** Contact Human Resources regarding any questions. You can email us at [HR@republicplastics.com](mailto:HR@republicplastics.com) and/or:

- Mary Rodden – [mrodden@republicplastics.com](mailto:mrodden@republicplastics.com), ext. 1932
  - CJ Rhoades – [crhoades@republicplastics.com](mailto:crhoades@republicplastics.com), ext. 1931
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