

Electronic Pay Statement FAQs (Frequently Asked Questions)

Question	Answer
How do I view my electronic pay statement?	Your electronic pay statements are available through UltiPro Self-Service or the Mobile App. You can see your pay statements listed under Pay. You can view pay statements back to January 1, 2009.
When will my electronic pay statement be available?	Your electronic pay statements are available each pay date.
I don't have a work computer. What computer can I use at work to view and/or print my electronic pay statements?	This information is accessible from most any computer, you do not need to use a Milton CAT computer to access the information. You can also use a home computer or the UltiPro mobile app. Please remember to sign out when complete so your information is not accessible to the next person using the computer. If you have questions regarding computer access at work, please see your supervisor.
Can I print my electronic pay statement?	Absolutely. You can print pay statements using the print option or download them from the mobile app. If using a computer in a common area (work, library, etc.) remember to pick up your printout quickly to protect the private information on your printout.
How secure is the electronic pay stub?	<p>Security is our number one priority. We have many checks and balances in place to ensure that your confidential data remains safe and secure. Electronic pay statements are even more secure than paper statements. Paper statements can be thrown away or left on a desk...increasing the risk of exposing confidential, personal information. Online Pay Statements reduce the risk of identity theft since less people handle an electronic statement than a paper statement.</p> <p>Employee pay statements can be safely accessed from any computer using a secure employee login and password. Only employees have access to their username and password. We encrypt the data transmissions between your computer and our services using industry-standard SSL (secure socket layer) protection. Social Security Numbers are not displayed on your online statement for increased security.</p>
Who do I call for assistance with my online Pay Statement?	If you have questions or need help with Employee Self-Service, email Human_Resources@miltoncat.com or call 508-482-5740.