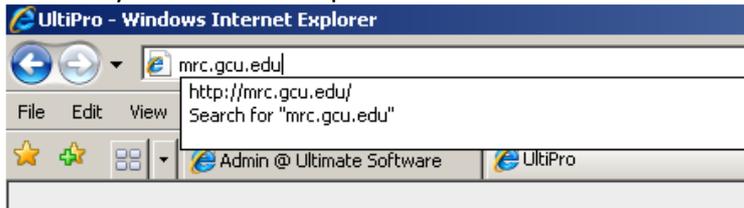


Grand Canyon University –My Resource Center Handbook for Adjunct Faculty

My Resource Center (MRC) is an employee website powered by UltiPro that allows employees to track and change their personal information online. GCU's Adjunct Faculty members have the ability to view and update their address and phone numbers, direct deposit and federal tax information on mrc.gcu.edu.

Getting Started

To access MRC type mrc.gcu.edu into your web browser and press enter. This will redirect you to GCU's Ultipro website.



The standard username for MRC is your first initial plus your last name. In the screenshot below, the person's name is Example Person, therefore their user ID is `eperson`. If your first initial plus last name yields a user name that already exists, the system will append a number to the end of your user name (example: `eperson1`, `eperson2`, etc.). If the standard user ID does not work for you, please contact the main Human Resources office for your username. HR can be reached by emailing hr@gcu.edu.

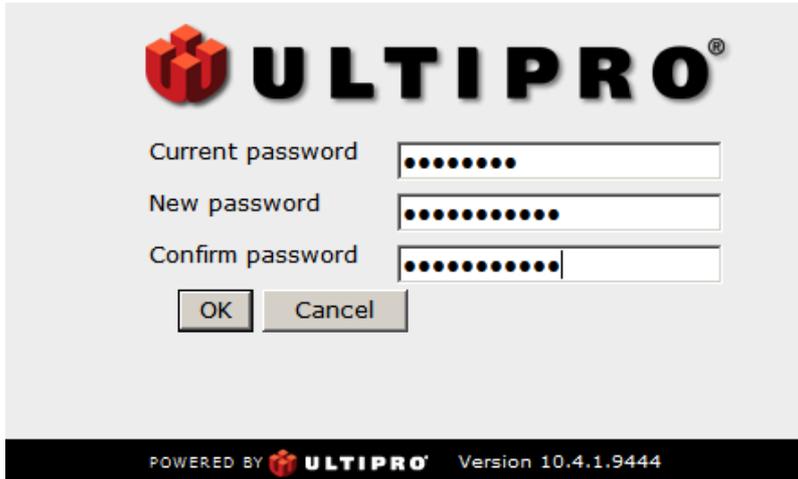
The first time you access the site, you will use a default password. The default password for all users is the user's date of birth in the format `mmddyyyy`. As an example, December 1, 1980 would be entered as `01011980`.

Once the username and default password are entered, click Log in.

A screenshot of the UltiPro login page. At the top left is the UltiPro logo, which consists of a red 3D cube icon followed by the word "ULTIPRO" in a bold, black, sans-serif font. Below the logo are two input fields: "User name" with the text "eperson" entered, and "Password" with ten black dots representing a masked password. Below these fields is a "Log in" button. Underneath the button is a link that says "Forgot your password?". At the bottom of the page, there is a black footer bar with the text "POWERED BY" followed by the UltiPro logo and the text "ULTIPRO" and "Version 10.4.1.9444".

Grand Canyon University –My Resource Center Handbook for Adjunct Faculty

You will then be asked to set up a new password. Enter your date of birth again in the current password field. You will then need to come up with a new password that meets the password requirements seen in the screenshot below. Be sure to include a special character as well as a number, at least one uppercase letter and at least one lowercase letter in your password. Enter it in the New password and Confirm password fields. Click OK.



ULTI PRO[®]

Current password

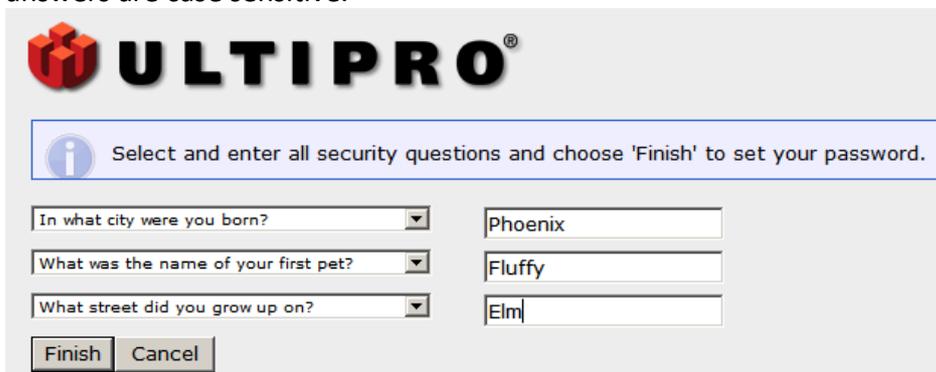
New password

Confirm password

POWERED BY **ULTI PRO** Version 10.4.1.9444

Password Requirements	
Length	8-15
Character types	
Alpha	2
Uppercase	1
Lowercase	1
Numeric	1
Special	1
Examples	!@#\$%^&*() -+={ }\ :;'"<,>./~`

Select security questions that you will remember the answers to. If you forget your password you will need to enter an answer to one of the questions to reset it. The answers are case sensitive.



ULTI PRO[®]

 Select and enter all security questions and choose 'Finish' to set your password.

In what city were you born?

What was the name of your first pet?

What street did you grow up on?

The home page will display company information regarding university policies, information and employee

Grand Canyon University –My Resource Center Handbook for Adjunct Faculty

discounts.

Human Resource Information

Policies & Forms
Policies and Forms can be found under My Company/Company Info.
[GCU's HR Team](#)
Click on the link to view an org chart of the Human Resources department: with contact information and areas of responsibility.
[GCU Privacy Notice Reminder](#)
Click on the link to view a Privacy Notice Reminder. [more...](#)

Employee Discounts

Corporate Perks
Grand Canyon University is pleased to introduce [Grand Canyon University Perks](#), our new U.S. national and local merchant employee discount website. The site provides you and your family with access to private shopping events and exclusive discounts on thousands of brand name products and services.
To access the site, simply click on the following link and register with your Grand Canyon University email address: <http://gcu.corporateperks.com>. You can access Grand Canyon University Perks from any [more...](#)

Welcome to GCU

New Training Available on My Company Page
Check out the new training links for Microsoft Office 2007! Go to My Company --> Company Info.
[Employee Handbook Changes](#)
Go to My Company --> Company Info for an overview of changes to the new Employee Handbook. [more...](#)

University Information

[Trip Reduction Link](#)
Help Clean our Valley & Win a Prize
Alternative methods include carpooling, vanpooling, riding your bike, taking the light rail or bus, or walking. Every month, two lucky winners will receive gift certificates valued at \$25. If you're already using an alternate mode, make sure to click on the link and fill out the form for entry into the monthly drawings. For more information please contact Human Resources at 602-639-6210. [more...](#)

Personal Data

Move your mouse over the Myself button on the left side of the screen. A menu of available data types will appear. In this section you will be able to view data that is associated to your employee file. You will also be able to update your address, federal tax withholdings and direct deposit information.

Personal

- Summary
- Address
- Status/Key Dates
- Contacts
- Private Info

Career & Education

- Licenses
- Education

Pay

- Direct Deposit
- W-4/W-5
- Federal W-4
- State Withholding

Benefits

- Current
- Beneficiaries/Dependents
- Benefit Plan Info

Grand Canyon University –My Resource Center Handbook for Adjunct Faculty

Click the Summary link to view a summary of your personal data. Note the “Things I Can Do” section on the right side of the screen. This section provides links to actions you can take on your data from the Personal screens. You can use the link listed to update your address and phone information.

Home | Preferences | Help | Change password | Logout

Myself My Company

Personal | Career & Education | Pay | Benefits

Summary | Address | Status/Key Dates | Contacts | Private Info

Employee Summary

print help

Name	Example Person		
Preferred	Example		
Employee number	009305		
Time clock			
Address	12345 Sesame Street Phoenix, AZ 85044 United States		
E-mail			
Mailstop			
Home			
Work			
Work extension			
Company			
Company	GCUZ - Grand Canyon University	Area	
Location	AZPHX - Phoenix, Arizona	Division	71170 - Online Instruction
Department		Unit	
Job			
Job	Adjunct Faculty-Online	Pay group	REG - Regular
Status	Active	Employee type	ADO - Adjunct Faculty Online
As of	04/30/2010	Full/Part time	Part Time
Supervisor		Last hired	04/30/2010
		Seniority	04/30/2010

Things I Can Do

For This Tab Set
[Change Name & Address](#)

Quick Tours

[UltiPro Navigation Overview](#)

When you click on the Address tab within Personal data your address details and additional phone numbers will display. You can use the edit button in the right corner to update this information. The edit button and the link from the “Things I Can Do” box will take you to the same Address Update action.

Personal | Career & Education | Pay | Benefits

Summary | Address | Status/Key Dates | Contacts | Private Info

Name and Address

print help

Name	Example Person	Home	(Private)
Preferred	Example	Work	
Former last		Work extension	
Marital status		E-mail	
Address	12345 Sesame Street Phoenix, AZ 85044 United States		
Mailstop			

Additional Phone Numbers

Type	Phone	Extension	Country	Country prefix	Private
No records found					

Grand Canyon University –My Resource Center Handbook for Adjunct Faculty

Enter your new address and phone information on the Change Name, Address, or Telephone screen. Once you complete all of the data you are changing, click the Save button in the upper right corner. Please note: All last name changes require proof of change from the Social Security Administration. Please contact hr@gcu.edu for more information on this process.

Change Name, Address, or Telephone

Effective: 04 /30 /2010

Prefix: [Dropdown]

First: Example

Middle: [Text]

Last: Person

Suffix: [Dropdown]

Preferred first: Example

Former last: [Text]

Marital status: [Dropdown]

Address

Country: United States

County: [Text]

Address: 12345 New Address

Address line 2: [Text]

City: Tempe

State/Province: Arizona

Zip/Postal code: 85283

Telephone

Home: [Text]

Private: Yes

Work: [Text]

Extension: [Text]

save reset cancel print help

save - save changes

After you click save, the system will expect you to choose an approver for the Change Address task. The default approver that appears should be left in the approver box and the save button should be clicked again. An email will be sent to the HR Administrator who will approve your change.

Summary

Workflow Approvals

This request requires one or more approvals. Select the reviewers who are appropriate for your situation.

Approver Level 1: HR Administrator

Comments: [Text Area]

Request Information

	Before	Submitted
Effective		04/30/2010
Prefix		
First	Example	Example
Middle		

Show: All fields

Grand Canyon University –My Resource Center Handbook for Adjunct Faculty

Click on the Status/Key Dates tab to view your hire date and status. You will not be able to make any changes to the information on this page.

Personal		Career & Education		Pay		Benefits			
Summary		Address		Status/Key Dates		Contacts		Private Info	
Status and Key Dates									
Employment Status					Payroll Status				
Status	Active				Pay suspended	No			
As of	04/30/2010				Start				
					End				
Employment Dates					Retirement Dates				
Original hire	04/30/2010				Early	01/01/1980			
Last hire	04/30/2010				Regular	01/01/1980			
Job start	04/30/2010								
Seniority	04/30/2010								
Performance Review Dates					Salary Review Dates				
Last					Last				
Next	04/30/2010				Next	04/30/2010			
Other Dates									
Benefit seniority	04/30/2010								

Click on the Contacts page to view contacts associated to your record, you will not be able to make any changes to this page.

Personal		Career & Education		Pay		Benefits			
Summary		Address		Status/Key Dates		Contacts		Private Info	
Contacts									
Status									
Active									
Name Relationship Designation									
No records found									

Click on the Private Info tab to ensure that your date of birth and social security number are correct, you will not be able to make any changes to this page.

Personal		Career & Education		Pay		Benefits			
Summary		Address		Status/Key Dates		Contacts		Private Info	
Private Information									
Personal									
SSN	123-45-6123				Ethnic ID	Not specified			
Birth date	01/01/1980				Gender	Male			
Birth country					Disabled	No			
Birth location					Disability type				
Visa type					<input type="checkbox"/> Smoker				
Payroll					Work Permit				
Preferred language for pay statement	English				Country				
					Reference ID				
					Application Date				
					Approval Date				
					Expiration date				
Veteran									
Veteran	No								
I-9									
Verified Work authorization	Pending				Document A				
Document number					Document B				
Expiration date					Document C				

Grand Canyon University –My Resource Center Handbook for Adjunct Faculty

Career & Education

Click on the Career & Education link in the black menu bar to view your Licenses and Certifications and your Education history that is on file with Human Resources.

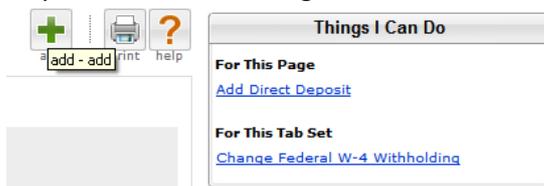


Pay

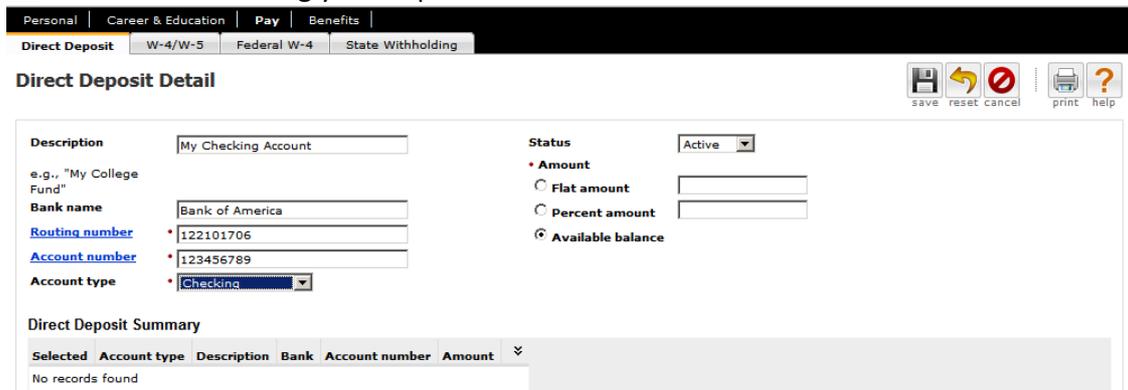
Click on the Pay link in the black menu bar to view/update your direct deposit and Federal Tax withholdings.



Direct Deposits can be added by using the green + sign or by using the link Add Direct Deposit under the Things I Can Do menu.



Enter the information for your direct deposit. Please note that choosing a percent amount for your direct deposit is not supported by our payroll system. Requests with a percent amount selected will be rejected. Direct Deposits can take up to two payrolls to start, please notify hr@gcu.edu if your direct deposit has not started after two payrolls. Click save after entering your deposit information.



Grand Canyon University –My Resource Center Handbook for Adjunct Faculty

After you click save, the system will expect you to choose an approver for the Add Direct Deposit task. The default approver that appears should be left in the approver box and the save button should be clicked again. An email will be sent to the HR Administrator who will approve your change.

Direct Deposit | W-4/W-5 | Federal W-4 | State Withholding

Summary

save reset cancel print help

Workflow Approvals

This request requires one or more approvals. Select the reviewers who are appropriate for your situation.

Approver Level 1

Comments

Request Information Show

Add/Change Direct Deposit

	Before	Submitted
Inactive	New	No
Bank name	New	Bank of America
Routing number	New	122101706

Once submitted your pending transaction will appear on your direct deposit page.

Personal | Career & Education | Pay | Benefits

Direct Deposit | W-4/W-5 | Federal W-4 | State Withholding

Direct Deposit Summary

add print help

There is 1 pending transaction

Pay Statement Preference Paper and electronic copies

Account number	Description	Bank	Account type	Amount	Status
No records found					

You can view the details of the transaction by clicking the down arrow next to the pending item and clicking the Pending approvals link.

Personal | Career & Education | Pay | Benefits

Direct Deposit | W-4/W-5 | Federal W-4 | State Withholding

Direct Deposit Summary

There is 1 pending transaction

- Pending approvals (1)

Initiated	Type	Description
04/30/2010 1:34:31 PM	Employee Add/Change	

Request Details

Employee Add/Change Direct Deposit

Initiated for	Example Person	Priority	High
Initiated by	Example Person	Approval status	Pending
Initiated	04/30/2010 1:34:31 PM	Update status	Pending
Last modified	04/30/2010 1:34:31 PM	Initiator	
Apply		Initiator comments	

Approver Information

Current Approver Acero, Miriam

Grand Canyon University –My Resource Center Handbook for Adjunct Faculty

Click the W-4/W-5 tab to view your current Federal and State tax set up.

Personal		Career & Education	Pay	Benefits	
Direct Deposit	W-4/W-5	Federal W-4	State Withholding		
Tax Summary					
Description	Filing status	Allowances		Additional amount	Exempt from W/H
		Claimed	Additional		
Federal Income Tax	SINGLE	0	0	\$0.00	
AZ State Income Tax	10.7 % OF FEDERAL WITHHOLDING TAX	0	0	\$0.00	

To change Federal Withholdings choose the Change Federal W-4 Withholding link in the Things I Can Do section.

Things I Can Do

For This Tab Set

[Add Direct Deposit](#)

[Change Federal W-4 Withholding](#)

Enter your new tax data and click the save button in the upper right corner.

W-4

save - save changes

Employee's Federal Withholding Allowance Certificate (Form W-4)

Form **W-4**
Department of the Treasury
Internal Revenue Service

Employee's Withholding Allowance Certificate

OMB No. 1545-0074
2010

► **Whether you are entitled to claim a certain number of allowances or exemption from withholding is subject to review by the IRS. Your employer may be required to send a copy of this form to the IRS.**

1 Type or print your first name and middle initial <i>Example</i>	Last name <i>Person</i>	2 Your social security number 123 45 6123
Home address (number and street or rural route) 12345 Sesame Street		3 <input checked="" type="radio"/> MARRIED <input type="radio"/> MARRIED, WITHHOLD AT SINGLE RATE <input type="radio"/> SINGLE <i>Note: If married, but legally separated, or spouse is a nonresident alien, check the "Single" box.</i>
City or town, state, and ZIP code Phoenix, AZ, 85044		4 If your last name differs from that shown on your social security card, check here. You must call 1-800-772-1213 for a replacement card. <input type="checkbox"/>
5 Total number of allowances you are claiming (from line H above or from the applicable worksheet on page 2)		5 2
6 Additional amount, if any, you want withheld from each paycheck		6 \$0.00
7 I claim exemption from withholding for 2010, and I certify that I meet both of the following conditions for exemption: Last year I had a right to a refund of all Federal income tax withheld because I had no tax liability and This year I expect a refund of all Federal income tax withheld because I expect to have no tax liability. If you meet both conditions, write "Exempt" here.		7 Blank
If you select "Exempt", you are requesting not to have tax amount withheld from your pay, however, your wages will be reportable on your W-2.		
Under penalties of perjury, I declare that I have examined this certificate and to the best of my knowledge and belief, it is true, correct, and complete.		
Employee's signature (Form is not valid unless you sign it.) ► Please click on the Save button above to enter your signature.		
8 Employer's name and address (Employer: Complete lines 8 and 10 only if sending to the IRS.) GCU2 - Grand Canyon University 3300 W. Camelback Road, Phoenix, AZ 85017		9 Office code (optional) 20 3356009
10 Employer identification number (EIN)		

For Privacy Act and Paperwork Reduction Act Notice, see Page 2. Cat. No. 10220Q Form W-4 (2010)

Grand Canyon University –My Resource Center Handbook for Adjunct Faculty

You must confirm your password to verify your identity in the Confirm password pop up box and click Agree for the change to be submitted.

Confirm password ? help

Under penalties of perjury, I declare that I have examined this certificate and to the best of my knowledge and belief, it is true, correct, and complete.

Signature Date 4/30/2010

User Name:

Password:

The workflow approvals should be left at their defaults on the request summary page. Click save for the change to be sent to the HR and Systems Administrators for approval.

Personal | Career & Education | **Pay** | Benefits

Direct Deposit | **W-4/W-5** | Federal W-4 | State Withholding

Summary

Workflow Approvals

This request requires one or more approvals. Select the reviewers who are appropriate for your situation.

Approver Level 1

Approver Level 2

Comments

Request Information Show

W-4

	Before	Submitted
Filing status	S	M
[TotalAllowances]	0	2
Additional exemptions	0	0
[ExtraTaxDollars]	\$0.00	\$0.00
[LastNameNotSameAsSSCard]	No	No
Block tax amount	N	N

Grand Canyon University –My Resource Center Handbook for Adjunct Faculty

Benefits

Adjunct faculty members are eligible to participate in the GCU 401k plan. GCU practices an automatic deferral of 3% for all new hires. Your current 401K deferral percentage can be seen on the Current Benefits screen. For information on the 401k plan regarding enrollment, changes, etc click on the Benefit Plan Info tab.

Personal | Career & Education | Pay | **Benefits** |
 Current | Beneficiaries/Dependents | **Benefit Plan Info**

Current Benefits

Benefit seniority date 04/30/2010

Benefit ^	Plan	Coverage	Coverage		Employee		Employer		▼
			Start	Stop	Last	YTD	Last	YTD	
Deferred Comp(USA)	401k Def Contribution	0.00 %	04/30/2010		\$0.00	\$0.00	\$0.00	\$0.00	

Personal | Career & Education | Pay | **Benefits** |
 Current | Beneficiaries/Dependents | **Benefit Plan Info**

401(k) Retirement Plan

Save for retirement through the GCU Employees 401(k) Plan! Fidelity Investments administers the plan and provides investment options. Go online to www.netbenefits.com or contact 1-800-294-4015 for more information.

- [401k Overview Webinar](#)
- [Summary Plan Description](#)
- [Fidelity Welcome Booklet](#)
- [401k Designate Beneficiary](#)
- [401k Rollover Contribution](#)

Company Info

The Company Info link in the black menu bar will bring you to a page with helpful GCU employee and company information.

Company Info

<p>Employee Guides</p> <p>MRC Employee Guide Click on the link to view the MRC employee training guide. Faculty Handbook GCU's Faculty Handbook.</p> <p style="text-align: right;">more...</p> <hr/> <p>Information</p> <p>2010 Holiday Schedule GCU's Holiday schedule for 2010 Jean Clery Act The Jean Clery Act is a Federal Law that requires colleges and universities in the United States to provide information to members of the campus community, and prospective students and employees, outlining its campus safety policies and procedures and crime statistics which have been reported on campus during the past</p> <p style="text-align: right;">more...</p>	<p>Employee Handbook</p> <p>GCU Employee Handbook Click here to review changes to the new handbook Detailed policy info can be found here</p> <p style="text-align: right;">more...</p> <hr/> <p>Contagious Illness Info Center</p> <p>Contagious Illness Policy H1N1 (Swine Flu) Info Click on the attached link to go to the CDC's H1N1 - Swine Flu Information site. H1N1 Things You Can Do Department of Health and Human Services Click on the link to go to the U.S. Department of Health & Human Services (HHS) website for information on contagious illnesses and other health related information. Flu Season Health Tips</p> <p style="text-align: right;">more...</p>	<p>Training Resources</p> <p>GCU is upgrading to Microsoft Office 2007 beginning February 1, 2010. The following handouts and recorded presentations will provide you with an overview of what changes to expect in Microsoft Office 2007 applications. What's New in Office 2007?</p> <p style="text-align: right;">more...</p>
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