



# MyHRBonesInfo

## LOG-IN GUIDE...

<https://infosync.ultipro.com>

Initial User Name and Password Will Be:

- Login = Last Name + 1<sup>st</sup> initial of 1<sup>st</sup> name + Last 4 of SSN
  - Example: Judy Smith 123-45-6789 is smithj6789
- Password is 8 digit birthdate – MMDDYY
  - Firestarter will have to change password and answer 3 security questions after the first login



### VIEW:

- **Pay Statements**
- **PTO Availability**
- **Benefit Elections**
- **Dependent Information**

### FIND:

- **Important “News” From RSC**
- **Documents to Acknowledge**
- **Summary Plan Descriptions**
- **Payroll & Benefits Forms**

### REMINDER:

- **If you’ve used UltiPro in the past, you may have to add “1” at end of your username. Call Human Resources for Assistance, if needed.**

### UPDATE:

- **W4’s**
- **Direct Deposits**
- **Emergency Contact Info.**
- **Beneficiaries**
- **Home Address**
- **Phone Numbers**

### CALL Your HR Team:

- **HR: 786-651-3151 or Help Desk: 407-355-5808 or [helpdesk@smokeybones.com](mailto:helpdesk@smokeybones.com)**

