

## **IATSE Local 470**

### **Payroll Company Contact Directory**

This document is intended to assist members with payroll-related questions including W-2 requests, address changes, and payroll issues.

#### ***DP Processing***

Contact: Mike Parpovich

Phone: 608-616-5701

Email: [dppayrollpro@gmail.com](mailto:dppayrollpro@gmail.com)

App/Web Portal: Intuit Workforce (for paystubs and W-2s)

#### ***Barney Monk***

Website: [www.barneymonk.com](http://www.barneymonk.com)

Portal: Employees → Existing Employee Portal

Phone: 216-672-4288

#### ***Collective Payroll***

Contact: Kelsey Roloff

Email: [Kelsey@CollectivePayroll.com](mailto:Kelsey@CollectivePayroll.com)

#### ***Cast & Crew (NEWCAPS)***

Portal: [my.castandcrew.com](http://my.castandcrew.com)

Email: [employeehelpdesk@castandcrew.com](mailto:employeehelpdesk@castandcrew.com)

Phone: 818-860-7756

**Important Notice – UKG App Users:** GES and FCPAC both use UKG-branded apps, but they are **two completely separate applications**. FCPAC uses **UKG Ready**, while GES uses **UKG Pro**. These apps are not interchangeable — please make sure you are downloading and logging into the correct app for each employer.

### ***PMI***

App: Paycom

Contact: Amy Beyer

Email: amy.beyer@pmiwi.com

Phone: 920-405-1104

*Note: You may need to contact Amy Beyer to assist with your first Paycom login setup. Amy is available Monday through Wednesday.*

### ***Fox Cities Performing Arts Center (FCPAC)***

App: UKG Ready

Contact: Adi Patton

Email: apatton@foxcitiespac.com

*Note: FCPAC uses the **UKG Ready** app — this is a different app than the UKG Pro used by GES. Do not use the UKG Pro app for FCPAC.*

### **UKG Ready Setup Guide (see pages 3–7):**

- First Login & Password Setup Instructions
- Mobile Application Setup (Company Code: 8447)
- Viewing and Printing Pay Statements

### ***GES (Global Experience Specialists)***

Phone: 1-866-590-4106

App: UKG Pro (Company Access Code: GESINC)

W-2 / Account Assistance Email: W2@ges.com

*Note: GES uses the **UKG Pro** app — this is a different app than the UKG Ready app used by FCPAC. Do not use the UKG Ready app for GES. You must email W2@ges.com before using the app for the first time to have your account activated. If you have logged in before but cannot get in, email W2@ges.com to request a reset.*

### **UKG Pro Setup Guide (see pages 8–9):**

- UKG Pro Mobile App Setup & Login Instructions
- Accessing Your W-2 via the Mobile App

### ***Weidner Center***

Contact: Corey Pinchart

Phone: 920-465-2174

Email (Preferred): pincharc@uwgb.edu

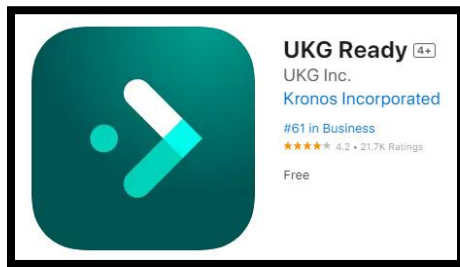
### **Need Help?**



## UKG Ready Mobile Application

The mobile application can be downloaded from the App Store on your mobile device.

From your desired store, search for UKG Ready.



Download and Install the application to your device.

Or scan the applicable QR code below

- UKG Ready Mobile for iPhone



- UKG Ready Mobile for Android



### ***First Login***

- 1.) Open the application.
- 2.) Select the region from the list.
- 3.) Enter the Company Code or Username and Password.  
**Company Short Name: 8447**
- 4.) Enter your Username and password.
- 5.) Click Login

A screenshot of the application's login screen. At the top, it says "Select your region". Below this are four radio button options: "NORTH AMERICA", "EUROPE", "AUSTRALIA", and "DIMENSIONS HCM". A blue box with the number "2" and a red line points to the "NORTH AMERICA" option. Below the radio buttons is a text input field labeled "COMPANY SHORTNAME \*". A blue box with the number "3" and a red line points to this field, which contains the text "55555". At the bottom of the form is a grey button labeled "CONTINUE".



## LOGIN TO UKG WORKFORCE READY FOR THE FIRST TIME

1. Go to <https://secure2.entertimeonline.com/ta/8447.login>

*Note: We recommend using Google Chrome as your internet browser.*

2. Enter your Username – First letter of first name + full last name
  - a. Example:
    - i. Employee Name: John Smith
    - ii. Username: JSmith
3. Select “Forgot your password?” located on the login page.
4. Enter Username.
5. Select Change Password.
6. Enter the last four digits of your social security number.
7. Select Change Password.
8. Enter new password.
9. Enter new password again under Confirm New Password.
10. Select continue.
11. Select Login
12. Next you will be required to set up a multi-factor authentication method. Depending on your settings, you will be prompted to set up either your Virtual Code settings or your Authenticator App settings. The instructions for each method are below.

### USING VIRTUAL CODE SETTINGS TO LOGIN

1. The Configure Virtual Code Settings box will appear.

*Note: this information is needed for verification purposes when the system does not recognize that computer as one the person has used in the past 30 days.*

- a. Enter your cell phone under Text Message #
  - b. Enter your work phone under Voice Phone #
  - c. Verify your work e-mail is correct
  - d. Select Save
2. Select one of the three methods to get the code
  3. Select Send Text Message box (or whichever one you chose)
  4. Enter in Code once you receive it
  5. Select the box at the bottom so that it remembers you
  6. Select Continue (You are now logged into the system)

The next time you log in

7. Enter your username and the password you were asked to create upon your first login
8. The “Please Select One of the Following Methods to Validate Your Identity” box will appear.
9. You can select Text Message, Voice, or Email.
10. Select Send Text Message, Email, or Voicemail (as applicable).
11. When you receive the code via the method you chose, enter it in the “Enter Code” field.
12. Check the box next to the paragraph that starts off, “By checking this box...” this will prevent the authentication from being required on that device in the future, (unless there are 30 days of inactivity on that device).
13. Select Continue.
14. You are now logged into the system.

### USING AUTHENTICATOR APP SETTINGS TO LOGIN

1. Install a TOTP Authenticator app on your smartphone, tablet, or similar device so that it is ready to activate and generate codes. Google, Microsoft, Authy 2-Factor, FreeOTP, or Sophos authenticator apps may be used.
2. Click add new or + within your Authenticator app
3. Scan the QR code showing in UKG Ready. After you successfully scan, the Authenticator app begins generating codes
4. Enter the Authenticator code you see on the app into the verification code field on your UKG Ready login screen
5. Press Change
6. The system will then log you in

Change Verification Code

Register your device by scanning the QR code below using an authenticator app such as Google Authenticator.

Or you can enter the following account name and secret key into your authenticator app.

Account Name  
test

Secret Key  
12NBS1

Once you have successfully registered your device, you will need to enter the code it generates as a second step during each subsequent login, separately from your username and password.

Verification Code\*

Change

The next time you login:

7. Enter your username and the password you were asked to create upon your first login.
8. Open the Authenticator app on your phone and enter the code you see into the Verification Code field of your UKG Ready login screen
9. The system will log you in

### RESETTING YOUR OWN PASSWORD

1. Select “Forgot your password?” located on the login page.
2. Enter Username.
3. Select Continue.
4. Enter your social security number.
5. Select Continue.
6. Enter new password.

7. Enter new password again under Confirm New Password.
8. Select continue.



## Viewing My Pay Statement

Use the Pay History screen to view both recent and historical pay statements.

- Once logged in to the system, follow this path:
  - ☰ (Menu) > My Info > My Pay > Pay History
  - On the Pay History screen, click either the Recent or Historical button (See 'A' below). If viewing historical, enter a date range in the From and To fields

The screenshot shows the "PAY STATEMENTS" interface. At the top, there are tabs for "RECENT" and "HISTORICAL". Below these are date range filters for "From" (09/26/2017) and "To" (09/26/2018). The main content area displays three pay periods. The first period is for Jul 06, 2018, with a net payment of \$1,754.68. The second is for Jun 22, 2018, with a net payment of \$1,754.69. The third is for Jun 08, 2018, with a net payment of \$1,754.69. Each period includes a table with columns for "Type" and "Regular", and rows for "Pay Period Start", "Pay Period End", "Gross", "Check", and "Direct Deposits". At the bottom of each period's summary, there is a blue link labeled "PAY STATEMENT" with a download icon. A red arrow labeled 'A' points to the "HISTORICAL" tab, and another red arrow labeled 'B' points to the "PAY STATEMENT" link for the Jun 22, 2018 period.

- To view and print a PDF of an individual pay statement
  - Click the Pay Statement link (See 'B' above) in the summary for the pay statement you want
  - Click Print
  - Follow your browser's prompts to save the PDF pay statement to the destination of your choice
  - To print, navigate to the location where you saved the file and open it with a PDF viewer

# UKG Pro portal access instructions

Prior to accessing this, email [W2@GES.com](mailto:W2@GES.com) to make sure we have your birthdate and a valid email address for you. Your username will be verified also as some may be different than the example below. It is needed prior to this app working for you. We will also verify with UKG that your account is ready to be logged into.

If you have logged in before but cannot get in, you just need to be reset. Send us an email.

## Mobile App Instructions

### Step 1 - Install the App



Go to the Apple App Store or Google Play Store on your mobile device and download the UKG Pro



### Step 2 - Enter the Company Access Code

Company Access Code      **GESINC**

Workspace access code or URL

[What's this?](#)

### Step 3 - Sign In

Enter the username and password you use to log in to this site.

If you have never logged in before you will need to do this:

- 4) Under 'Username' enter the first initial of your first name, your last name, @, GES
  - a.) there is NO .com at the end
  - b.) EXAMPLE: Jane Doe would be **jd**@ges
  
- 5) Under 'Password' enter you date of birth in this format: MMDDYY
  - a.) January 12, 1958 will be entered as **01121958**

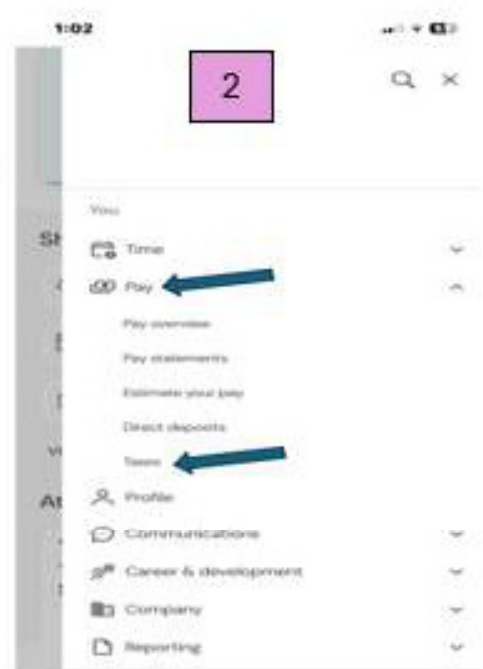
Then follow prompts to set up security questions and your own password.

Now that you are in, explore and see all the areas you can access.

We have developed an instructional guide for both desktop and mobile devices to make finding your W-2 easy.

## Log into UKG using your mobile device.

The app was updated sometime in 2025 so you will need to follow these steps to get to your 2025 W-2



1. Once you have logged into your mobile app click on the menu button in the lower right-hand corner

2. Once the menu is open click on 'Pay' and then 'Taxes'

3. In the 'Filing Forms' box you will find your available W-2's. Once you click on the year you want to see, the form will open

4. When looking at your W-2 you will see a download button in the upper right-hand corner. By clicking that button you will be able to print or save the document.

