Wisconsin Department of Vocational Rehabilitation (DVR) Internship/Temporary Work Contract
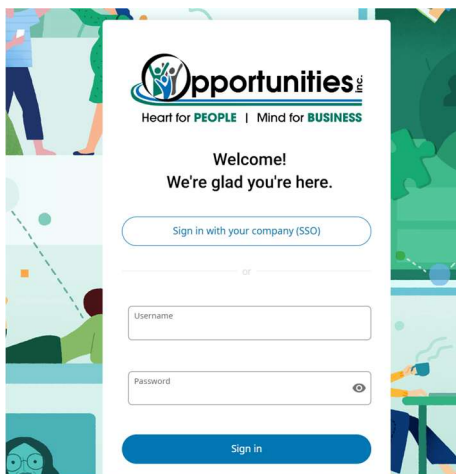
System Upgrade Getting Started   **Current Employees**

How do I see my Pay Checks and Personal Information?

In browser go to **Oppinc.com** website and click the box on very top of page called UKG Employee Portal.
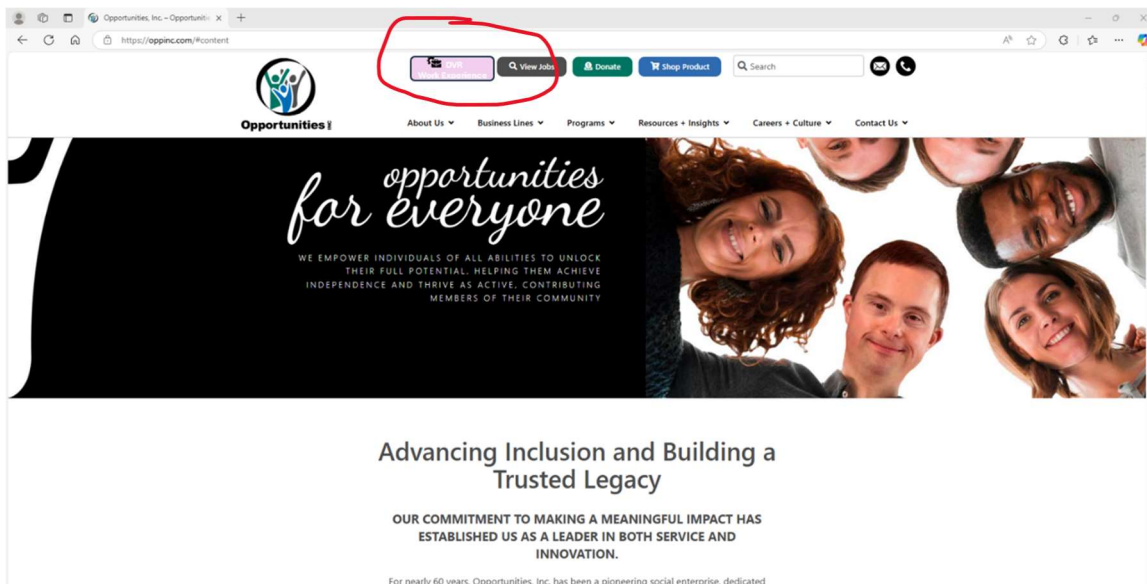
This will take you to the UKGPro Log in Screen.

Your initial Log in will be your email address and your birthdate.
Birthdate=mmddyyyy For Example February 28, 1994 would be 02281994.

You will be prompted to change the Password. This password will need to be updated every 90 days to protect your personal information. The button won't turn blue until your password meets the correct criteria.
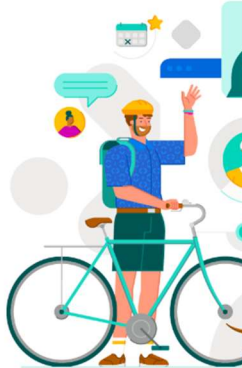
You will then need to pick and answer Challenge Questions for Additional Security in case you need to reset your password.

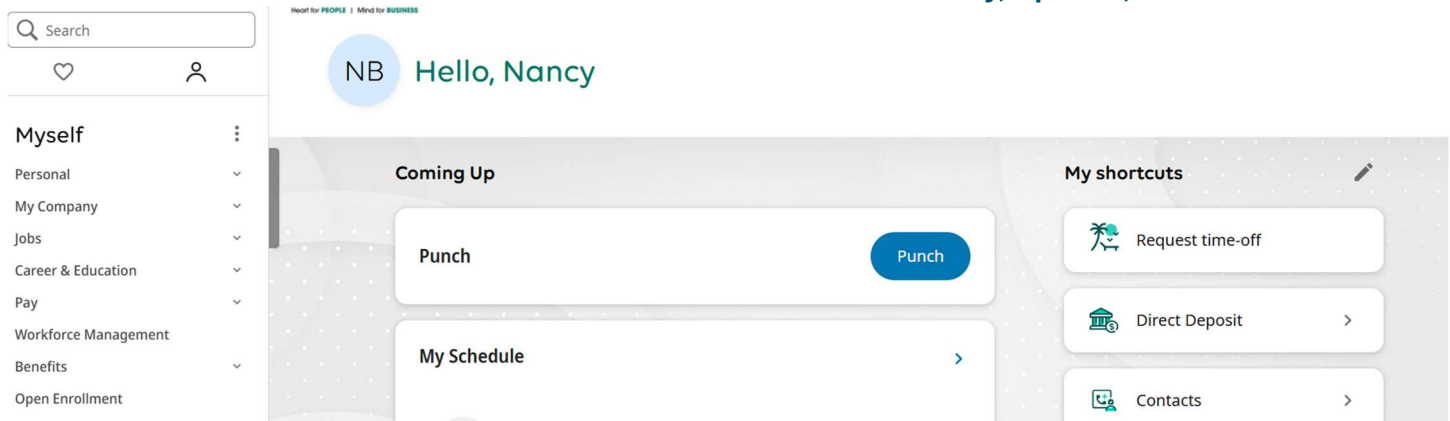Once finished, click the button to return to sign in and enter your email address with your new

password to login.

- As an employee, you have access to your personal information, pay checks and history, as well as the ability to change your tax withholding, update your direct deposit. You also will be punching in and out using this main screen.

You can also download the UKG App from Apple or Google Play App stores for free to access your personal account information. Please note that <u>first time login</u> on the App requires code: Altstaffing

Key Dates:

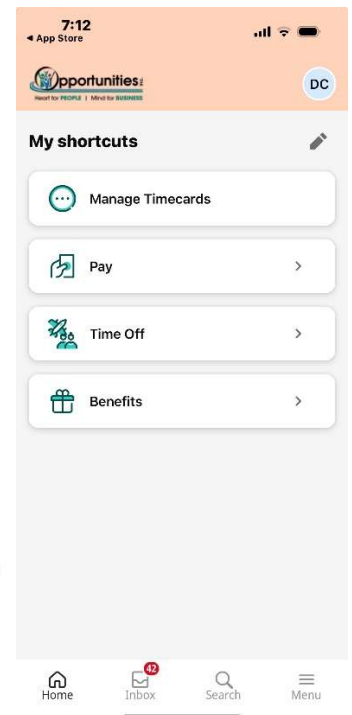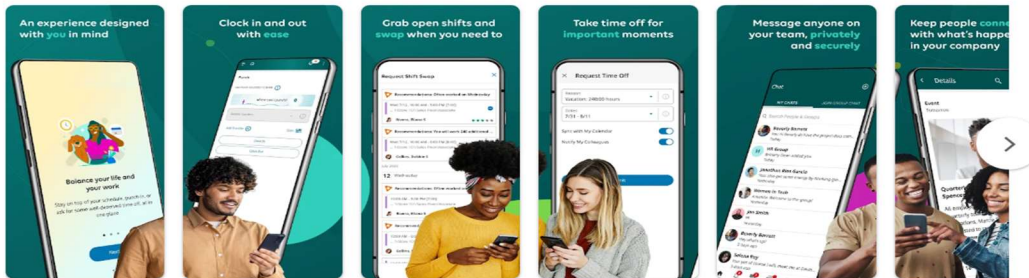By end of day on Sunday, April 20, 2025, submit your timecard for week worked 4/14-4/20 in Avionte (Current System).

Starting, Monday, April 21,2025, begin recording time in the new system. Pay data will not be available in the new system until Friday, May 2, 2025, which is the first paycheck in the new system.