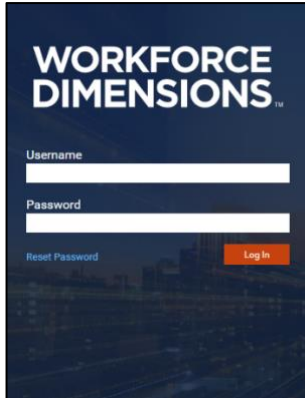




Log onto Workforce Dimensions

Log on to the Workforce Dimensions Website


To access Workforce Dimensions, enter <https://sunybuffalo-SSO.prn.mykronos.com> in a standard browser. Then enter your user name (UBIT – 1st portion of your UB Email Address) and password (same as your UB password) on the logon page.

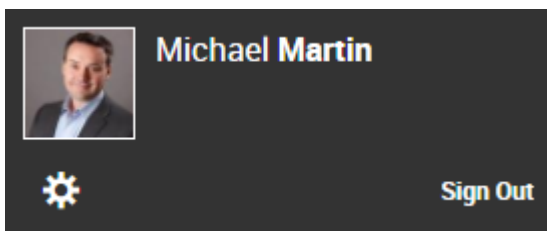


Note: Password requirements, such as required characters and case-sensitivity are specific to your organization. If you forget your password you must get it reset through UB at the Library. You can call HR if you forgot your user name or need assistance.

Sign Out

Signing Out of Workforce Dimensions:

- Close your session
- Signals to the application that you no longer require access to any of its components
 - Prevents other people from accessing your information
 - To log off Workforce Dimensions, tap the **Main Menu** icon  and click **Sign Out**.
 - If using a public PC, be sure to end your browser session and log off the computer



Recommended Practice

Kronos recommends that you always end your work session by clicking the Sign Out link, located in the top-left corner.

Tip: Save the Workforce Dimensions URL as a “favorite” in your web browser for quick access.



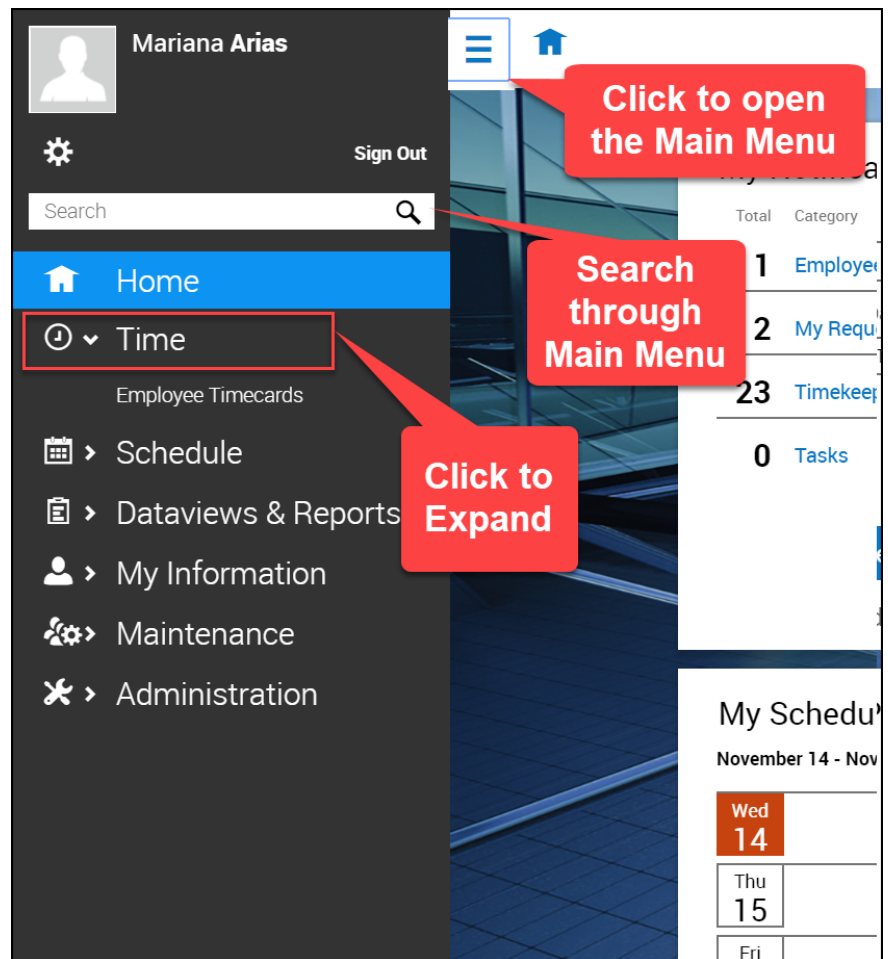
Use the Main Menu

This job aid explains how to use the main menu to navigate to pages within the application.

To use the main menu:

When you log on to the system, the Main Menu displays along the left side of the screen. The components that you can access are listed in this menu and are organized in the following categories. Only categories and links that you have access to are listed.

- **Home** — Displays your tiles.
- **Time** — Links to manager components such as Employee Timecards, Leave Cases, and more.
- **Schedule** — Links to manager scheduling components, such as Workload Planner, Current Schedule, and Future Schedule.
- **Dataviews & Reports** — Links to your Dataview Library, Report Library, and Group Edit Results.
- **My Information** — Links to your personal timecard.
- **Maintenance** — Links to administrator components such as People Information, Integrations, Transaction Assistant, and Transactional Audits.
- **Administration** — Links to configuration components including Application Setup, Setup Data Transfer, and Devices.



Access the Main Menu

To access the Main Menu components in the suite, click **Main Menu**.

Search Main Menu

To search the Main Menu:

1. In the Search box, enter the term to search and click **Search**.
2. To clear the search box, click **X**.

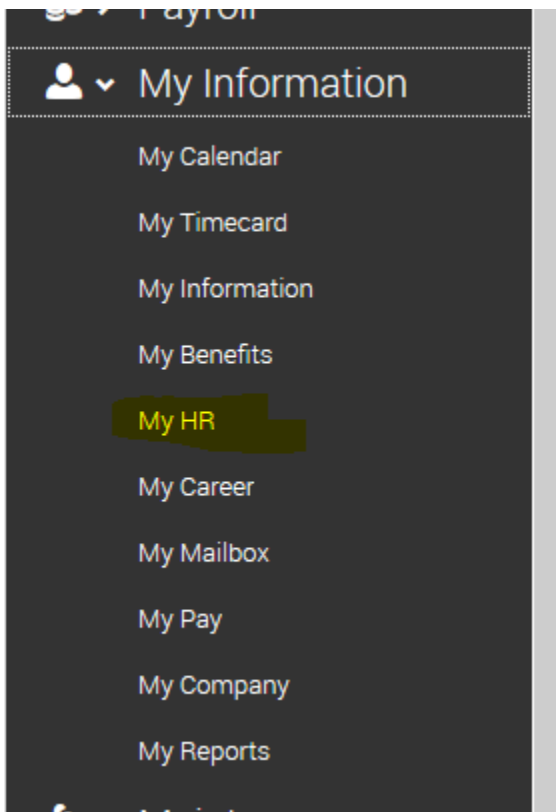
Updating your personal information

Log into Kronos at <https://sunybuffalo-sso.prd.mykronos.com> using your single sign on with your UBIT and password



Hamburger Menu

Select 'My Information', then selecte 'My HR'



Make sure at the top you are on 'HR Actions' tab and then select 'start' next to 'Personal Information Update'

HR Actions

Checklists

Forms

Contracts

Delegations

Opt-Out Agreements

AVAILABLE

OPEN

SUBMITTED

Search Actions

Direct Deposit Update

Click on the "Add New Direct Deposit" button to add account information. If you have more than 1 account you'd like to deposit to, such as a savings account, click the button again to add another account.

Start

Personal Information Update

Please complete the fields below. Provide at least 1 emergency contact.

Start

Update any incorrect information such as a new address or phone number, or on the second tab any account contacts. Once completed hit ‘SAVE’ and ‘SUBMIT’ at the top right

HR ActionsChecklistsFormsContractsDelegationsOpt-Out Agreements

Personal Information Update

← Back To List

Effective From *
08/17/2019

SAVECONTINUE

Personal Information

Account Contacts

Personal Information

Name

Nickname

First Name

Middle

Last Name

Suffix

Salutation

Birthday *

Social Security *

Address

Country *

Street *

Zip *

City *

State *

Separate Mailing Address

Cell Phone

Home Phone

Adding an account contact, select account contacts under personal information, then select Add., complete all required information and be sure to select ‘SAVE’ and ‘SUBMIT’ when complete

Personal Information Update

← Back To List

Effective From *
08/17/2019

SAVESUBMIT

Personal Information

Account Contacts

Account Contacts

Contacts

Filter contacts

All Contacts

ADD

Steven Murdoch (Primary)

Spouse

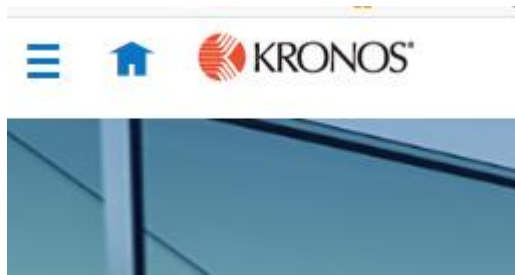
DETAILS

SAVE

SUBMIT

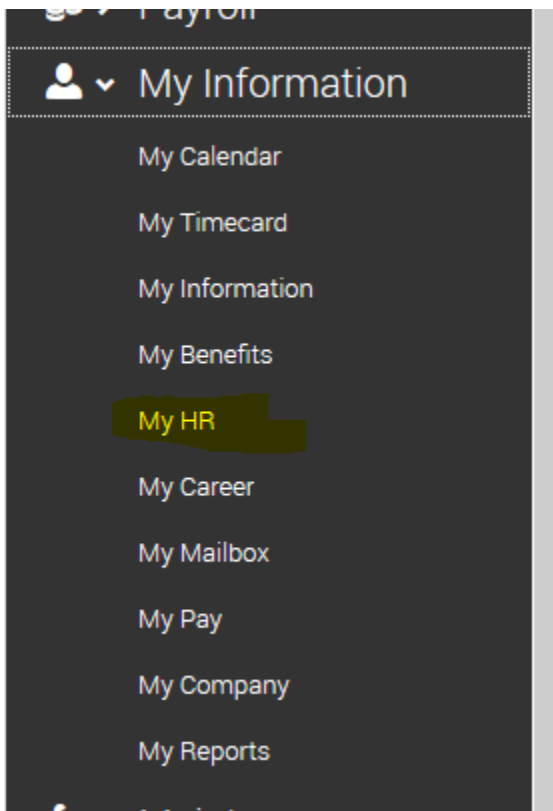
Setting up/Changing Direct Deposit

Log into Kronos at <https://sunnybuffalo-sso.prd.mykronos.com> using your single sign on with your UBIT and password

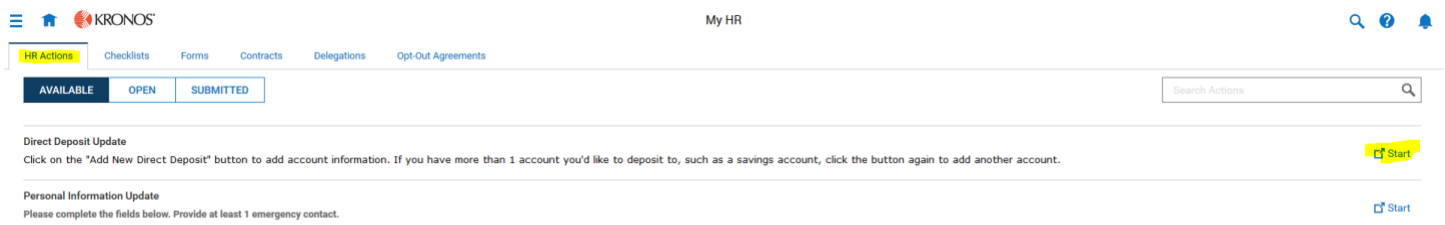


Hamburger Menu

Select 'My Information', then select 'My HR'



Make sure at the top you are on 'HR Actions' tab and then select 'start' next to Direct Deposit Update



If you are adding a new bank account, select 'Add', if you are looking to update an existing account, select the three dots and select 'edit'

[HR Actions](#) | [Checklists](#) | [Forms](#) | [Contracts](#) | [Delegations](#) | [Opt-Out Agreements](#)

Direct Deposit Update

← Back To List

Click on the "Add New Direct Deposit" button to add account information. If you have more than 1 account you'd like to deposit to, such as a savings account, click the button again to add another account.

Effective From *
08/17/2019

SAVE SUBMIT

Direct Deposit Information

Direct Deposits

Active Accounts

1 Direct Deposit (Active)

+ Add

...

If adding a new account, you must enter the bank account type, how much money out of your check you want to go into the account, the account number, and the routing number

Add New Direct Deposit X

Name	Description
<input type="text" value="Enter Name"/>	<input type="text" value="Enter Description"/>
Active From *	Active To *
<input type="text" value="08/17/2019"/>	<input type="text" value="12/31/2099"/>
Deposit Type	Bank Account Type *
<input type="text" value="Direct Deposit"/>	<input type="text" value="Checking"/>
Calculation Method *	Amount *
<input type="text" value="Flat \$ Amount"/>	<input type="text"/>
Account # *	Reenter Account # *
<input type="text"/>	<input type="text"/>
ABA# / Bank Routing# *	
<input type="text"/>	

CANCEL SAVE

Once completed, click ‘SAVE’

You must then click ‘SAVE’ and ‘SUBMIT’ on the direct deposit update page

Direct Deposit Update

Click on the "Add New Direct Deposit" button to add account information. If you have more than 1 account you'd like to deposit to, such as a savings account, click the button again to add another account.

Effective From *

08/17/2019

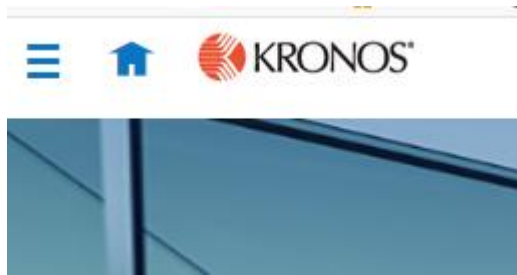
SAVE

SUBMIT

[← Back To List](#)

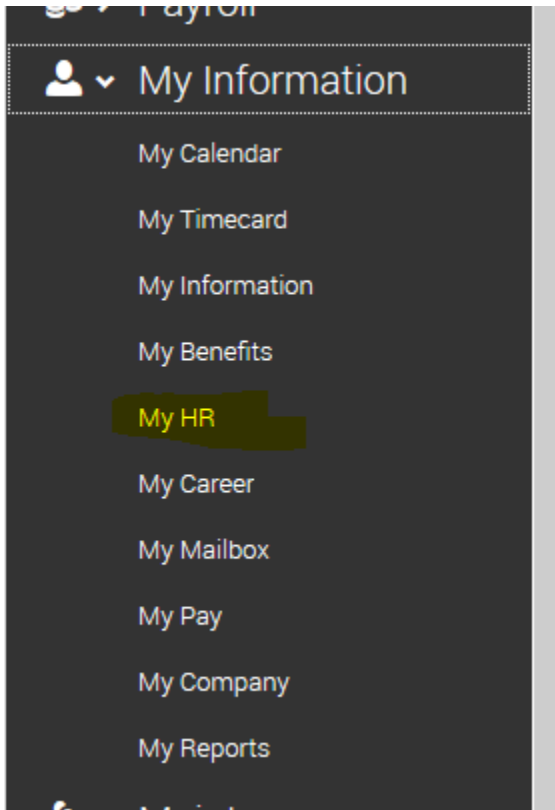
Updating tax withholdings

Log into Kronos at <https://sunnybuffalo-ss0.prd.mykronos.com> using your single sign on with your UBIT and password



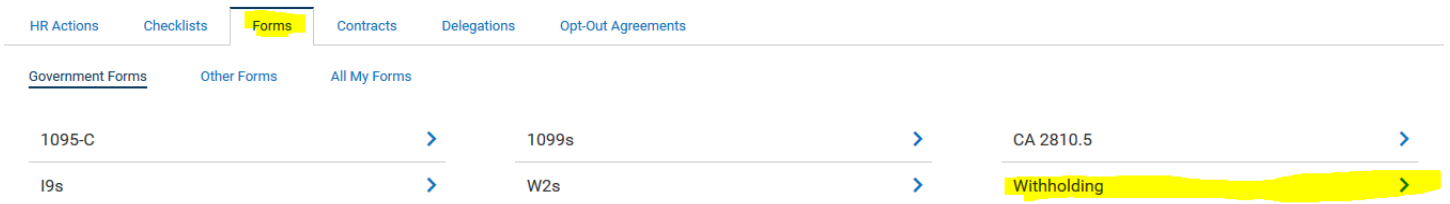
Hamburger Menu

Select 'My Information', then select 'My HR'



This will bring you to another screen and should automatically be on the 'forms' page

To update your taxes you want to click the '**Withholding**' option



This will bring you to the government forms page, where you will click 'ADD NEW' on the right corner

Government Forms Other Forms All My Forms

← Withholding

ADD NEW

Page 1 of 1 0 Rows Saved: [System]

Year	Status	State/Federal	Code	Name	Created
No Data to Display					

A new window will come up and you will select 'Add' for which withholding form you want to update:

If updating FEDERAL tax form click 'Federal' W-4 form

If updating NY tax form click 'NY' IT-2104 form **DO NOT USE THE IT21-04E**

Federal W-4 Form:

A form will generate populating your information, the lines you may need to update are:

Step 1 (a) Address

Step 1(c): Single or Married filing separately, Married filing jointly (or qualifying widow(er)), Head of Household

Step 3: Dollar amount of corresponding dependents (if any)

Step 4 (c): A dollar amount of any additional money you want withheld from each check

Form W-4 **Employee's Withholding Certificate** OMB No. 1545-0074

Department of the Treasury
Internal Revenue Service

2020

► Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay.
► Give Form W-4 to your employer.
► Your withholding is subject to review by the IRS.

Step 1:
Enter Personal Information

(a) First name and middle initial Last name (b) Social security number

Address

City or town, state, and ZIP code

(c) ☐ Single or Married filing separately
☐ Married filing jointly (or Qualifying widow(er))
☐ Head of household (Check only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual.)

► Does your name match the name on your social security card? If not, to ensure you get credit for your earnings, contact SSA at 800-772-1213 or go to www.ssa.gov.

Complete Steps 2-4 ONLY if they apply to you; otherwise, skip to Step 5. See page 2 for more information on each step, who can claim exemption from withholding, when to use the online estimator, and privacy.

Step 2:
Multiple Jobs or Spouse Works

Complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse also works. The correct amount of withholding depends on income earned from all of these jobs.

Do **only one** of the following.

(a) Use the estimator at www.irs.gov/W4App for most accurate withholding for this step (and Steps 3-4); **or**
(b) Use the Multiple Jobs Worksheet on page 3 and enter the result in Step 4(c) below for roughly accurate withholding; **or**
(c) If there are only two jobs total, you may check this box. Do the same on Form W-4 for the other job. This option is accurate for jobs with similar pay; otherwise, more tax than necessary may be withheld ☐

TIP: To be accurate, submit a 2020 Form W-4 for all other jobs. If you (or your spouse) have self-employment income, including as an independent contractor, use the estimator.

Complete Steps 3-4(b) on Form W-4 for only ONE of these jobs. Leave those steps blank for the other jobs. (Your withholding will be most accurate if you complete Steps 3-4(b) on the Form W-4 for the highest paying job.)

Step 3:
Claim Dependents

If your income will be \$200,000 or less (\$400,000 or less if married filing jointly):

Multiply the number of qualifying children under age 17 by \$2,000 ► \$

Multiply the number of other dependents by \$500 ► \$

Add the amounts above and enter the total here 3 \$

Step 4 (optional):
Other Adjustments

(a) **Other income (not from jobs).** If you want tax withheld for other income you expect this year that won't have withholding, enter the amount of other income here. This may include interest, dividends, and retirement income 4(a) \$

(b) **Deductions.** If you expect to claim deductions other than the standard deduction and want to reduce your withholding, use the Deductions Worksheet on page 3 and enter the result here 4(b) \$

(c) **Extra withholding.** Enter any additional tax you want withheld each pay period 4(c) \$

Step 5:
Sign Here

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

Employee's signature (This form is not valid unless you sign it.) Date

Once finished ensure to hit Select "SUBMIT WITHHOLDING FORM" AT THE TOP RIGHT

SAVE

DOWNLOAD PDF

SUBMIT WITHHOLDING FORM

You will want to Log back into Kronos after 24 hours to see if your forms have been accepted or rejected by HR. If they are rejected there will be a notification of why, for you to resubmit the form fixing the issues.

NYS IT-2104 form:

A form will generate populating your information, the lines you may need to update is:

Single, Married, Married but withhold at a higher single rate

Ensure that both questions are marked 'NO' for residency in New York City, unless that is where your permanent residence is

Box 1: Total number of allowances you wish to claim

Box 3: A dollar amount of additional money you want withheld from each check



Department of Taxation and Finance

Employee's Withholding Allowance Certificate

New York State • New York City • Yonkers

IT-2104

First name and middle initial		Last name		Your social security number	
Permanent home address (number and street or rural route)		Apartment number		Single or Head of household <input type="checkbox"/> Married <input type="checkbox"/>	
City, village, or post office		State NY		ZIP code	
Are you a resident of New York City? Yes <input type="checkbox"/> No <input type="checkbox"/>		Note: If married but legally separated, mark an X in the Single or Head of household box.			
Are you a resident of Yonkers? Yes <input type="checkbox"/> No <input type="checkbox"/>					
Complete the worksheet on page 3 before making any entries.					
1 Total number of allowances you are claiming for New York State and Yonkers, if applicable (from line 18)				1	
2 Total number of allowances for New York City (from line 29)				2	
Use lines 3, 4, and 5 below to have additional withholding per pay period under special agreement with your employer.					
3 New York State amount				3	
4 New York City amount				4	
5 Yonkers amount				5	

I certify that I am entitled to the number of withholding allowances claimed on this certificate.

Once finished ensure to hit Select "SUBMIT WITHHOLDING FORM" AT THE TOP RIGHT

SAVE

DOWNLOAD PDF

SUBMIT WITHHOLDING FORM

You will want to Log back into Kronos after 24 hours to see if your forms have been accepted or rejected by HR. If they are rejected there will be a notification of why, for you to resubmit the form fixing the issues.




Job Aid

Viewing My Pay Statements

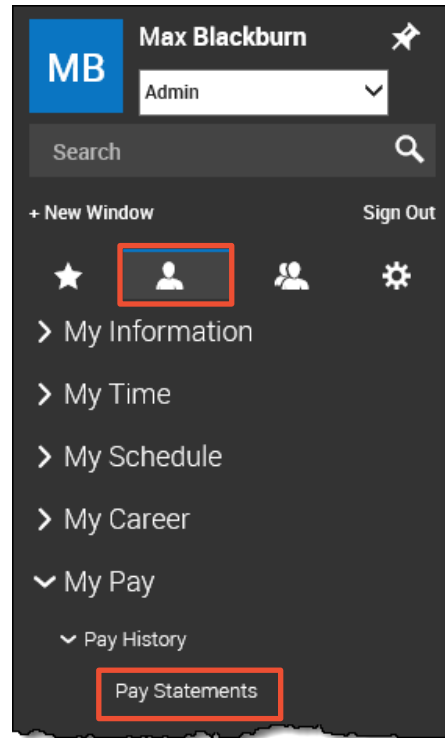
Within your **My Info** menu, you can view your personal employee information. This job aid describes how to access your pay statement information.

Accessing your pay statements

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

- 1 Click **Show Menu**, then click the **My Info** icon. 
- 2 Navigate to **My Pay > Pay History > Pay Statements**.
- 3 On the Pay Statements screen, click either the **Recent** or **Historical** button. If viewing Historical, enter a date range in the From and To fields.

The following image highlights key areas of the **Pay Statements** screen.



A Buttons for viewing recent or historical pay statement summaries.

B Links to download pay statements.

GKTCS Solutions PAY STATEMENTS

From: 09/26/2017 To: 09/26/2018

RECENT	HISTORICAL	
Jul 06, 2018 Net Payment \$ 1,754.68 Type: Regular Pay Period Start: Jun 18, 2018 Pay Period End: Jul 01, 2018 Gross: \$ 2,423.08 Check: \$ 0.00 Direct Deposits: \$ 1,754.68 PAY STATEMENT	Jun 22, 2018 Net Payment \$ 1,754.69 Type: Regular Pay Period Start: Jun 04, 2018 Pay Period End: Jun 17, 2018 Gross: \$ 2,423.08 Check: \$ 0.00 Direct Deposits: \$ 1,754.69 PAY STATEMENT	Jun 08, 2018 Net Payment \$ 1,754.69 Type: Regular Pay Period Start: May 21, 2018 Pay Period End: Jun 03, 2018 Gross: \$ 2,423.08 Check: \$ 0.00 Direct Deposits: \$ 1,754.69 PAY STATEMENT

Downloading and viewing a pay statement

To view and print a PDF of an individual pay statement, download it first.

- 1 Click the **Download Pay Statement** link in the summary for the pay statement you want.
- 2 Follow your browser's prompts to save the pay statement PDF to the destination of your choice.
- 3 Navigate to the location where you saved the file and open it with a PDF viewer.

May 25, 2018

Net Payment

\$ **1,754.67**

Type	Regular
Pay Period Start	May 07, 2018
Pay Period End	May 20, 2018
Gross	\$ 2,423.08
Check	\$ 1,754.67

↓ PAY STATEMENT

GKTCS SOLUTIONS
315 West Ohio Street
Indianapolis, IN 46202

PNC BANK, NA
70-2189
719

Check Date: 08/31/2018
Check #: 10075

Pay To The

Order Of: **Max Blackburn**

Amount: One Thousand Seven Hundred Sixty Eight Dollars and 29/100 Cents

\$ 1,768.29

Location 1/Dept 100 1033 08/31/2018 10075

Max Blackburn
101 West Washington Street
Indianapolis, IN 46204



Authorized Signature

#1033 - Max Blackburn
Location 1/Dept 100

Check # 10075

Pay Date: 08/31/2018
Pay Period: 08/12/2018-08/25/2018

Earnings

	Current	YTD
Regular	2,307.69	2,307.69
Gross Pay	2,307.69	2,307.69

Deductions

	Current	YTD
Dental Pre Tax	34.62	34.62 ¹
Medical PreTax	36.92	36.92 ¹
Vision PreTax	23.08	23.08 ¹

A Pay Date: Date of the check or direct deposit.

B Check/Voucher section: Shows a copy of the check or direct deposit voucher.

C Pay Stub section: Shows details regarding earnings, deductions, net pay and other related information.




Job Aid

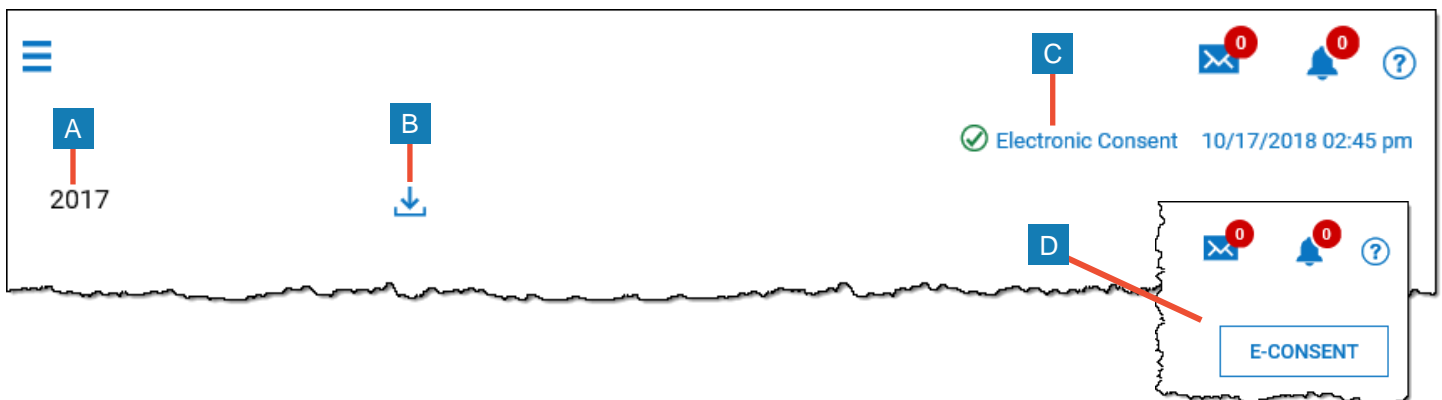
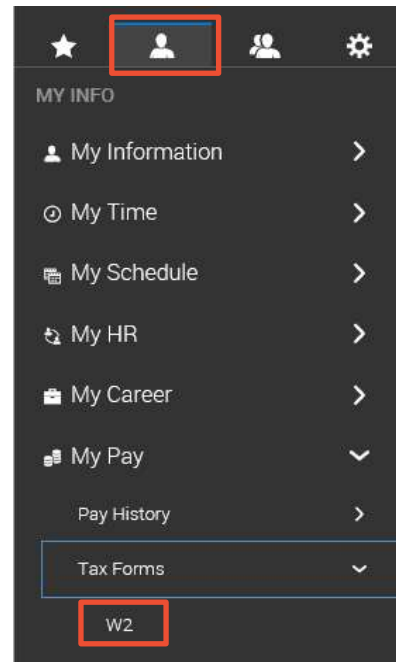
Viewing My W2s

This job aid describes how you can access your year-end W2 forms and manage your electronic consent.

Accessing the W2s screen


From the W2s screen, you can download your W2 and manage your electronic consent.

- 1 Click **Show Menu**  then select the **My Info** tab.
- 2 Navigate to **My Pay > Tax Forms > W2**.
- 3 Click **My Account > My Forms > W2s**.



Option	Description
A The W2 year	Displays the year of the W2
B Download icon	Use to download a copy of your W2 form.
C Electronic Consent	This indicates that you have provided electronic consent. Click the link to change your electronic consent.
D E-Consent	If you have not provided electronic consent, the E-Consent button appears. Click the button to add electronic consent.

Downloading and printing your W2s

- 1 On your W2s screen, click the **Download** icon. 
- 2 Save the file to the location of your choice using the appropriate method for your browser.
- 3 Navigate to the file location and open it. An example form is shown below.

Copy B -- To Be Filed With Employee's FEDERAL Tax Return.			Copy 2 -- To Be Filed With Employee's State, City, or Local Income Tax Return.		
a Employee's soc. sec. no 413-11-5742	1 Wages, tips, other comp. 94291.47	2 Federal income tax withheld 19923.21	a Employee's soc. sec. no 413-11-5742	1 Wages, tips, other comp. 94291.47	2 Federal income tax withheld 19923.21
b Employer ID number (EIN) 12-3456789	3 Social security wages 99368.61	4 Social security tax withheld 6160.86	b Employer ID number (EIN) 12-3456789	3 Social security wages 99368.61	4 Social security tax withheld 6160.86
	5 Medicare wages and tips 99368.61	6 Medicare tax withheld 1440.84		5 Medicare wages and tips 99368.61	6 Medicare tax withheld 1440.84
c Employer's name, address and ZIP code Year End Processing 315 W Ohio Street Indianapolis IN 46202			c Employer's name, address and ZIP code Year End Processing 315 W Ohio Street Indianapolis IN 46202		
d Control number WA-57364537			d Control number WA-57364537		
e Employee's name, address, and ZIP code Max Blackburn 101 West Washington Street Indianapolis, IN 46204			e Employee's name, address, and ZIP code Max Blackburn 101 West Washington Street Indianapolis, IN 46204		
7 Social security tips	8 Allocated tips	9	7 Social security tips	8 Allocated tips	9
10 Dependent care benefits	11 Nonqualified plans	12a D 5077.14	10 Dependent care benefits	11 Nonqualified plans	12a D 5077.14
13 Statutory employee <input type="checkbox"/>	14 Other	12b	13 Statutory employee <input type="checkbox"/>	14 Other	12b
13 Retirement plan <input checked="" type="checkbox"/>		12c	13 Retirement plan <input checked="" type="checkbox"/>		12c
13 Third-party sick pay <input type="checkbox"/>		12d	13 Third-party sick pay <input type="checkbox"/>		12d
15 State Employer's state ID number IN	16 State wages, tips, etc. 94291.47	17 State income tax 3045.71	15 State Employer's state ID number IN	16 State wages, tips, etc. 94291.47	17 State income tax 3045.71
18 Local wages, tips, etc. 94291.47	19 Local income tax 1804.57	20 Locality name Marion County	18 Local wages, tips, etc. 94291.47	19 Local income tax 1804.57	20 Locality name Marion County
Form W-2 Wage and Tax Statement 2017 This information is being furnished to the Internal Revenue Service.			Form W-2 Wage and Tax Statement 2017 Dept. of the Treasury -- IRS		
Copy C -- For EMPLOYEE's RECORDS			Copy 2 -- To Be Filed With Employee's State, City, or Local Income Tax Return.		

- A** The form year indicates the year for which the form was issued.
- B** The form image provides an electronic view of the form.
- C** Click **Download PDF** to download a printable PDF copy of the form.

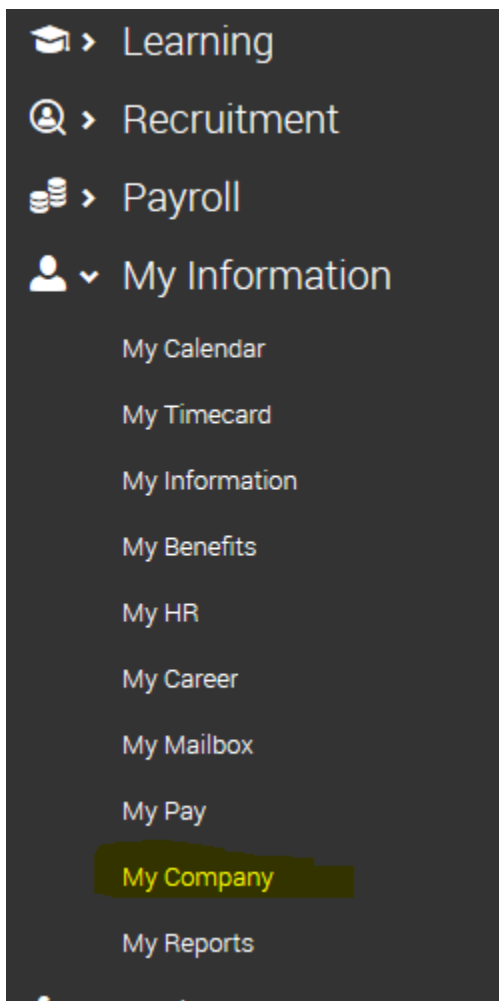
How to View Company Handbook and Documents

Log into Kronos at <https://sunnybuffalo-sso.prd.mykronos.com> using your single sign on with your UBIT and password

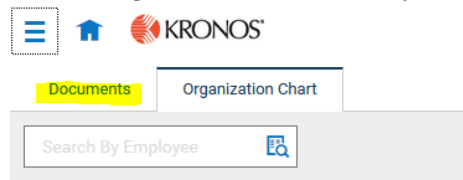


Hamburger Menu

Select 'My Information', then select 'My Company'



This will bring you to a new page, where you will be on an organizational chart and you need to switch to the



'Documents' tab on the top left

This will bring you into a screen where you can view all documents that have been uploaded relating to you:
Some options might be Benefit Plan Summaries, Employee Handbook, the Union Contract

> Name	Document Type	File Date
> Benefit Plan Summaries (22)		
✓ Handbook (1)		
Management Employee Handbook	Management	09/04/2019
✓ Union Contract (1)		
Union Contract	Open Visibility	08/17/2019

To view the document, select the downward facing arrow all the way to the right of the document, this will download and open the document for you to review

Union Contract (1)						
Union Contract	Open Visibility	08/17/2019	425,026	09/04/2019 11:26 am	/	↓

Should you feel other documents should be available to view via the My Company, Documents Page, please let HR know



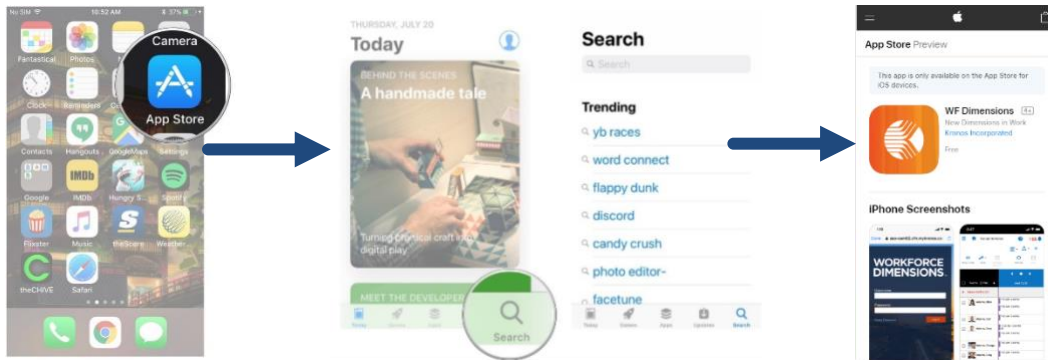
Downloading and Installing the Workforce Dimensions App

Download the Workforce Dimensions App

In either format, the tenant on the login screen will be: <https://sunnybuffalo-ss0.prd.mykronos.com>

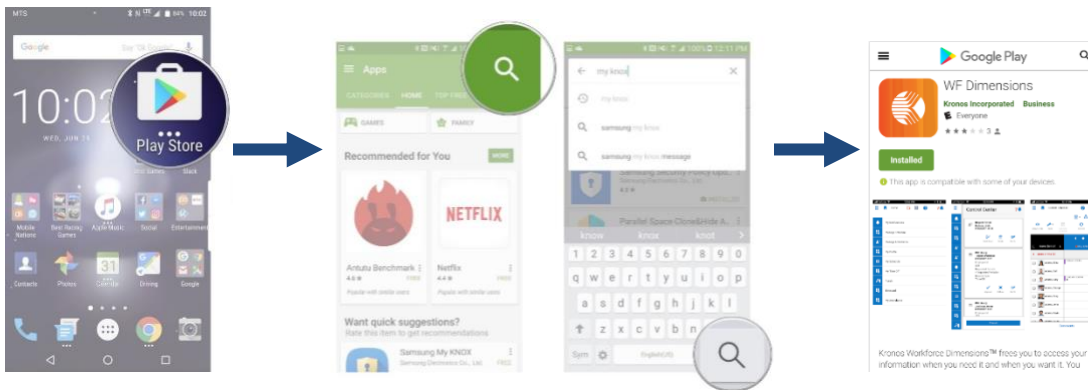
From the Apple store:

- Tap the App Store icon.
- Tap the magnifying glass in the bottom-right, type in **Workforce Dimensions**.
- Tap the Workforce Dimensions app to download it on your Apple device and tap **Install**.
- Tap the App in your Apple device to launch it.



From the Android store:

- Tap the Apps icon in the bottom-right of the home screen.
- Swipe left and right until you find the **Play Store** icon. Tap it.
- Tap the magnifying glass in the top-right, type in **Workforce Dimensions** and tap the magnifying glass in the bottom right.
- Tap **Install** and then tap **Open** to launch the Workforce Dimensions app.



Information for Terminated Employees

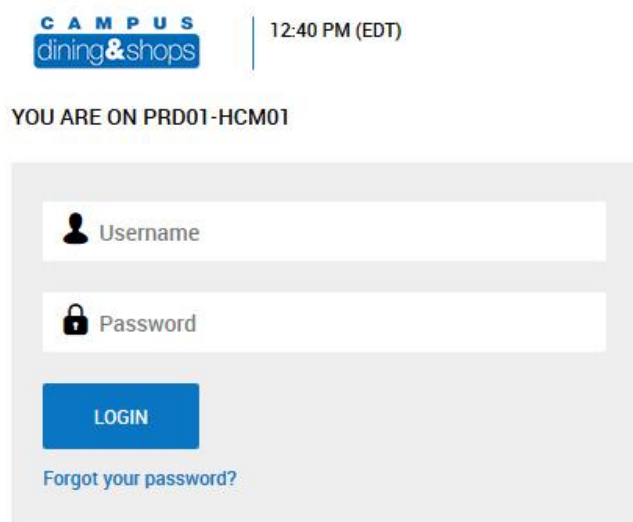
If you are a terminated employee and need to access Kronos you will NOT be able to login the same way as when you were an employee:

You will want to log into Kronos via the link below in order to view pays statements, view your W2, update your address/phone number to ensure your W2 is mailed to the correct address

To log into Kronos as a terminated employee you will need to follow this link:

<https://prd01-hcm01.prd.mykronos.com/ta/6107394.login?NoRedirect=1%3E>

You will log in using your UBIT and your default password will be **Kronos123!** this will prompt you to change your password upon your first sign in.



The screenshot shows the Kronos login interface. At the top left is the 'CAMPUS dining & shops' logo. To its right is a clock showing '12:40 PM (EDT)'. Below the logo, it says 'YOU ARE ON PRD01-HCM01'. The main login area has a light gray background and contains a 'Username' field with a person icon, a 'Password' field with a lock icon, a blue 'LOGIN' button, and a link that says 'Forgot your password?'.

Once you log into Kronos, your menu options from the hamburger menu will be the same as when you were an employee.

Select the My Info icon and follow the directions below based on your need:

To update address/phone number/direct deposit:

My HR – HR Actions

To View/Print W2:

MY HR – Forms – Government Forms – W2

To View/Print Pay Statements:

My Pay – Pay History – Pay Statements

