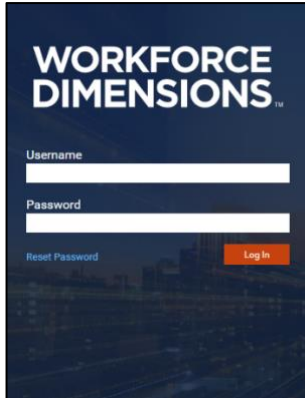




Log onto Workforce Dimensions

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.

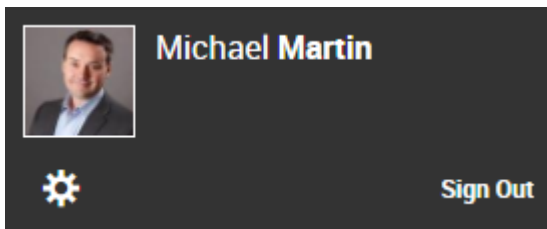


Note: Password requirements, such as required characters and case-sensitivity are specific to your organization. If you forget your password you must get it reset through UB at the Library. You can call HR if you forgot your user name or need assistance.

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.



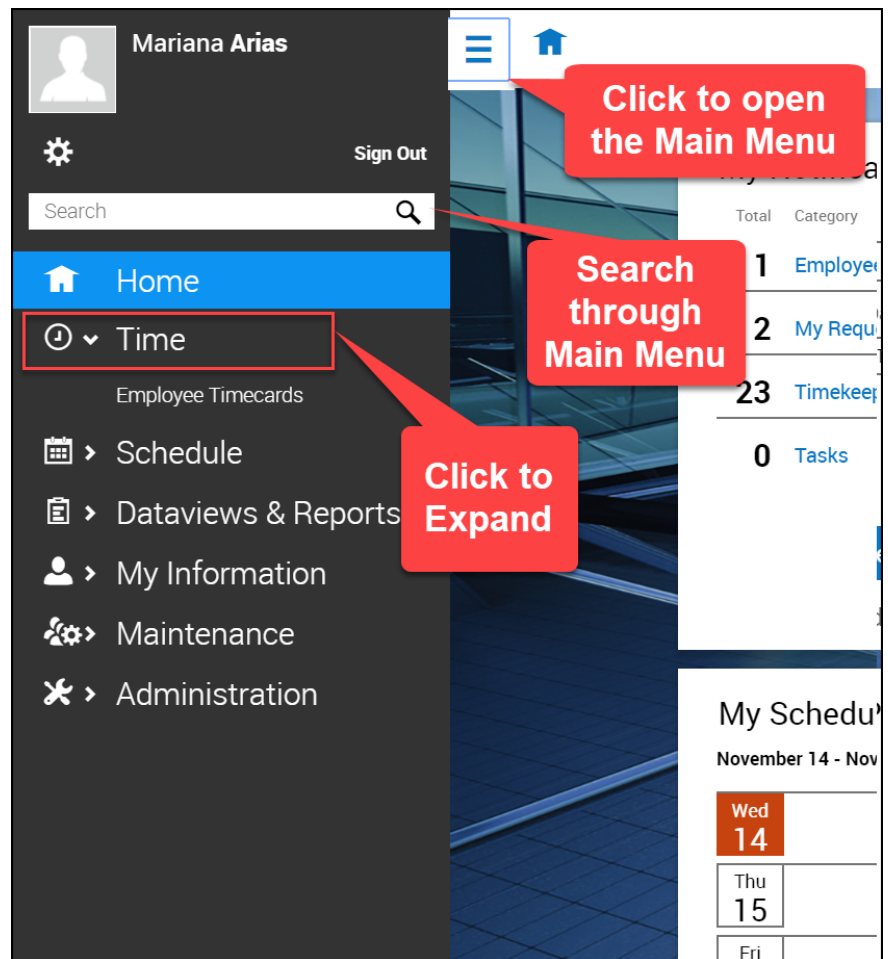
Use the Main Menu

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**.

Information for Terminated Employees

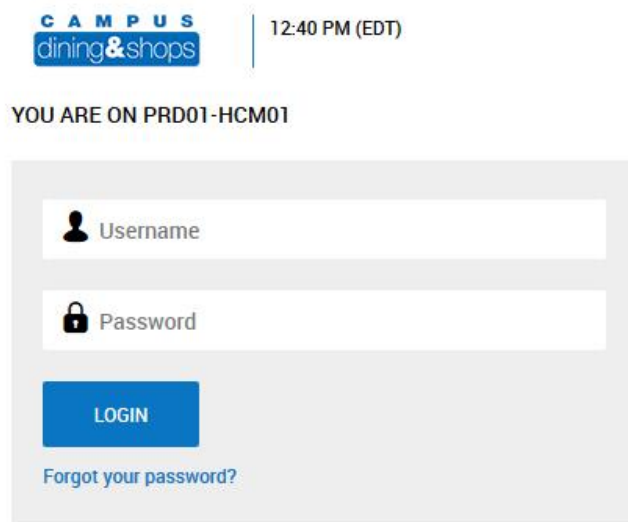
If you are a terminated employee and need to access Kronos you will NOT be able to login the same way as when you were an employee:

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 two input fields: 'Username' with a person icon and 'Password' with a lock icon. Below these is 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:

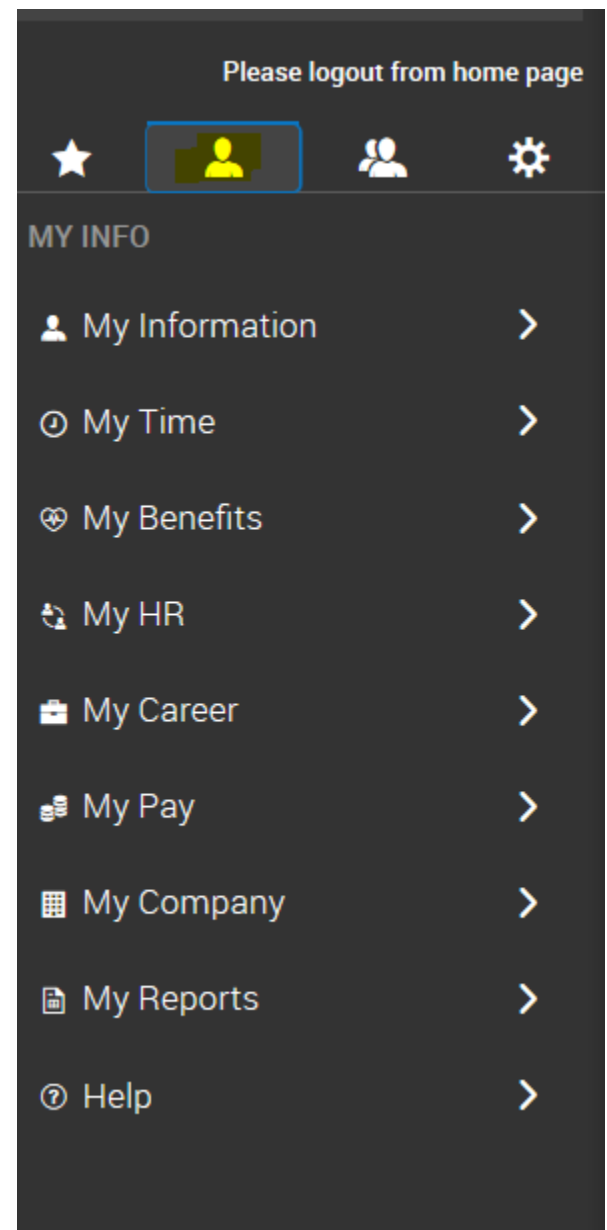
My HR – HR Actions

To View/Print W2:

MY HR – Forms – Government Forms – W2

To View/Print Pay Statements:

My Pay – Pay History – Pay Statements



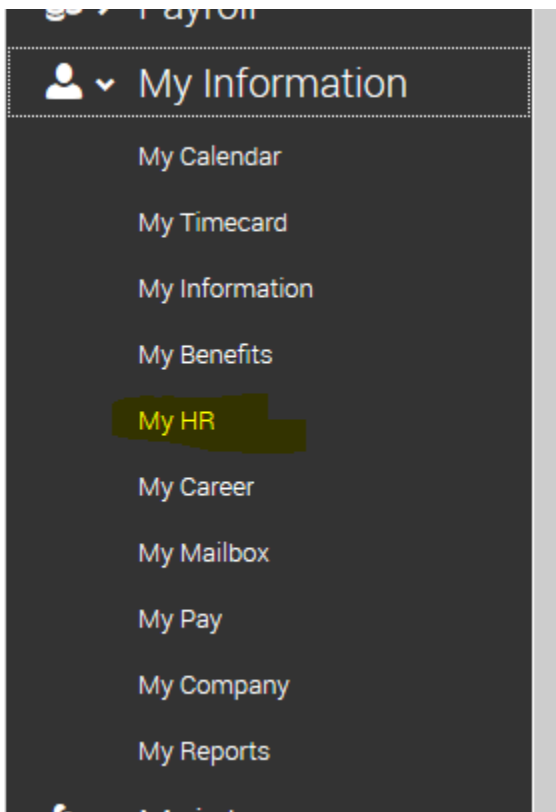
Updating your personal information

Log into Kronos at <https://sunybuffalo-ss0.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

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

Effective From *

08/17/2019

SAVE

CONTINUE

Personal Information

Account Contacts

Personal Information

Name

Nickname

First Name

Middle

Last Name

Suffix

Salutation

Birthday *

mm/dd/yyyy

Social Security *

999-99-9999

Address

Country *

United States

Street *

Zip *

City *

Choose...

State *

New York

☐ 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

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

Effective From *

08/17/2019

SAVE

SUBMIT

Personal Information

Account Contacts

Account Contacts

Contacts

Filter contacts

All Contacts

ADD

Steven Murdoch (Primary)

Spouse

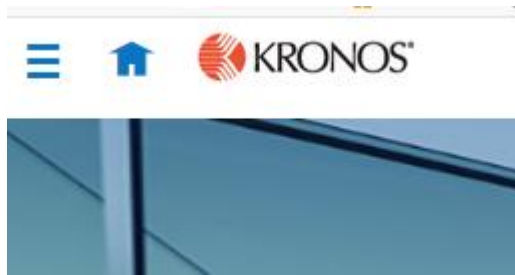
DETAILS

SAVE

SUBMIT

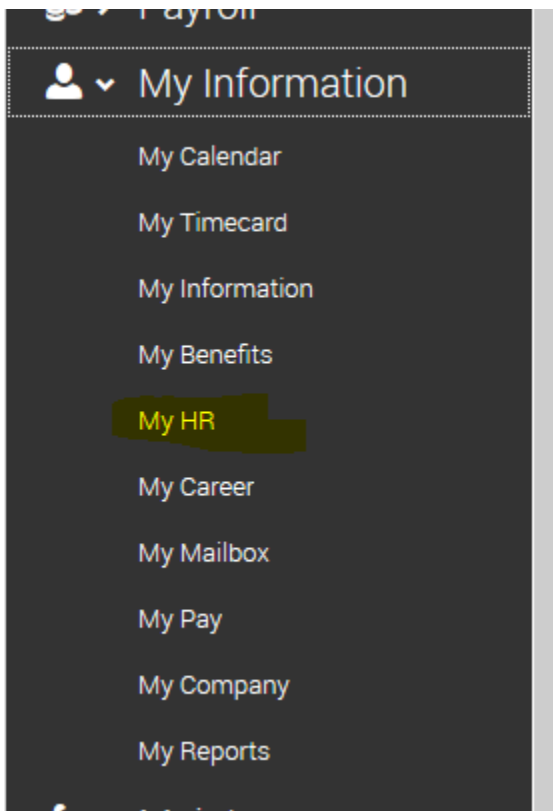
Setting up/Changing Direct Deposit

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

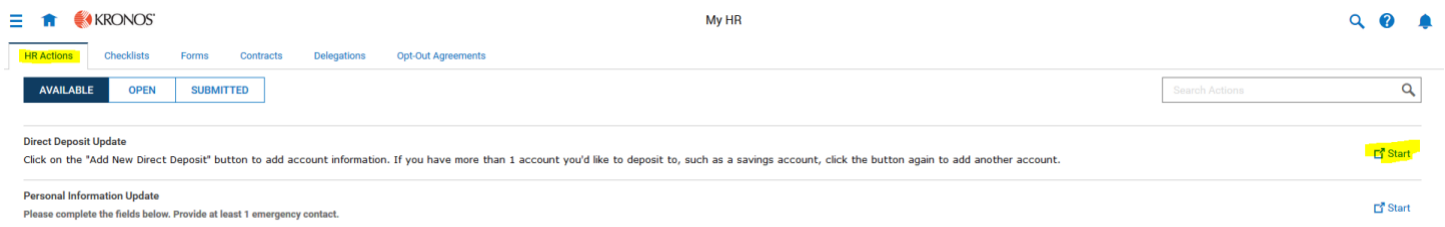


Hamburger Menu

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 ▾

+ Add

1 Direct Deposit (Active) >>>

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](#)

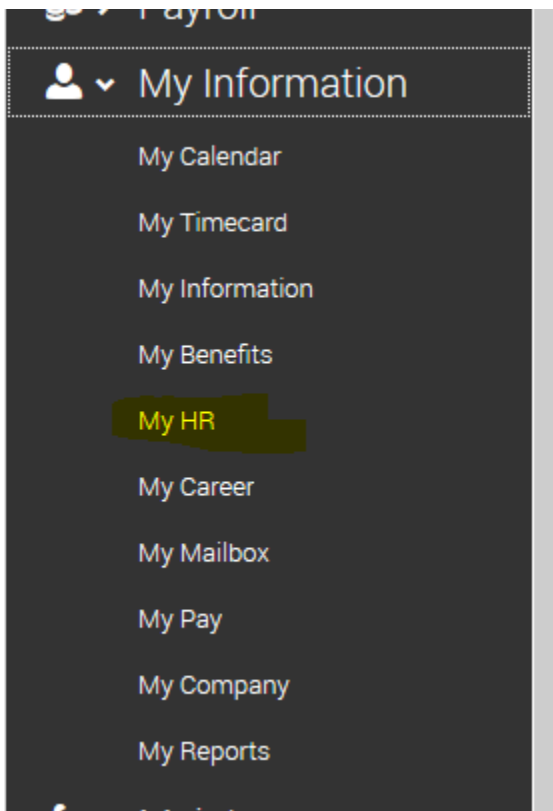
Updating tax withholdings

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



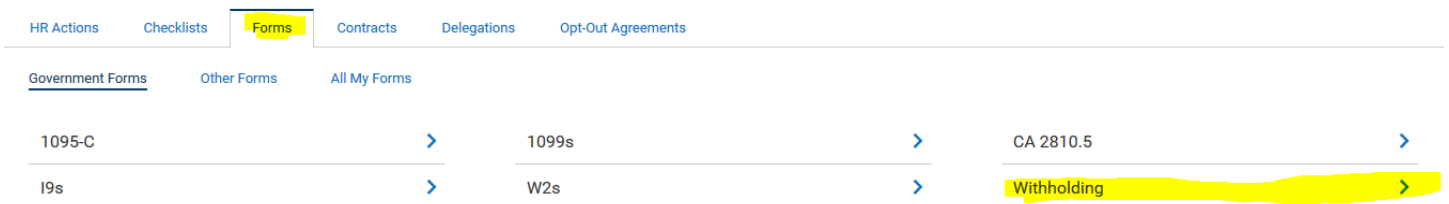
Hamburger Menu

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(b) Social

Security Number

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

**For International
Students you MUST
always select Single**

Step 2: Multiple job
Selection

Step 3: Dependents

Step 4: Additional
Money withheld

Step 4: International
Students must select

NRA in the drop

down box of Step 4

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

► 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.

2021

Step 1: Enter Personal Information

(a) First name and middle initial: _____ Last name: _____
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.)

(b) Social security number: _____
► 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 estimator at www.irs.gov/W4App, 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 2021 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 total 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 _____

Employee's name and address _____ First date of _____ Employer identification _____

Once finished completing the sections outline above ensure to hit Select “SUBMIT WITHHOLDING FORM” AT THE TOP RIGHT. This will allow you to enter your password (the default should be the last four digits of your social security number) and will electronically sign the document. You do not actually sign on that line, this is an electronic signature when you submit the form.

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 | |
| City, village, or post office | | | | State NY | ZIP code |
| Are you a resident of New York City? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Are you a resident of Yonkers? Yes <input type="checkbox"/> No <input checked="" 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 <input type="text"/> 2 Total number of allowances for New York City (from line 29) 2 <input type="text"/> | | | | | |
| 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 <input type="text"/> | |
| 4 New York City amount | | | | 4 <input type="text"/> | |
| 5 Yonkers amount | | | | 5 <input type="text"/> | |

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. This will allow you to enter your password (the default should be the last four digits of your social security number) and will electronically sign the document. You do not actually sign on that line, this is an electronic signature when you submit the form.

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

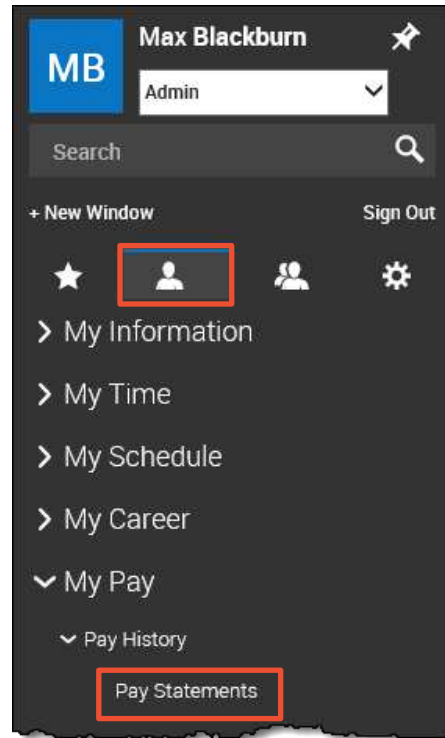
Within your **My Info** menu, you can view your personal employee information. This job aid describes how to access your pay statement information.

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 * | | To * | |
|---------------------------------|--------------|---------------------------------|--------------|---------------------------------|--------------|------------|--|
| RECENT | | HISTORICAL | | 09/26/2017 | | 09/26/2018 | |
| Jul 06, 2018 | | Jun 22, 2018 | | Jun 08, 2018 | | | |
| Net Payment | | Net Payment | | Net Payment | | | |
| \$ 1,754.68 | | \$ 1,754.69 | | \$ 1,754.69 | | | |
| Type | Regular | Type | Regular | Type | Regular | | |
| Pay Period Start | Jun 18, 2018 | Pay Period Start | Jun 04, 2018 | Pay Period Start | May 21, 2018 | | |
| Pay Period End | Jul 01, 2018 | Pay Period End | Jun 17, 2018 | Pay Period End | Jun 03, 2018 | | |
| Gross | \$ 2,423.08 | Gross | \$ 2,423.08 | Gross | \$ 2,423.08 | | |
| Check | \$ 0.00 | Check | \$ 0.00 | Check | \$ 0.00 | | |
| Direct Deposits | \$ 1,754.68 | Direct Deposits | \$ 1,754.69 | Direct Deposits | \$ 1,754.69 | | |
| ↓ PAY STATEMENT | | ↓ PAY STATEMENT | | ↓ 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

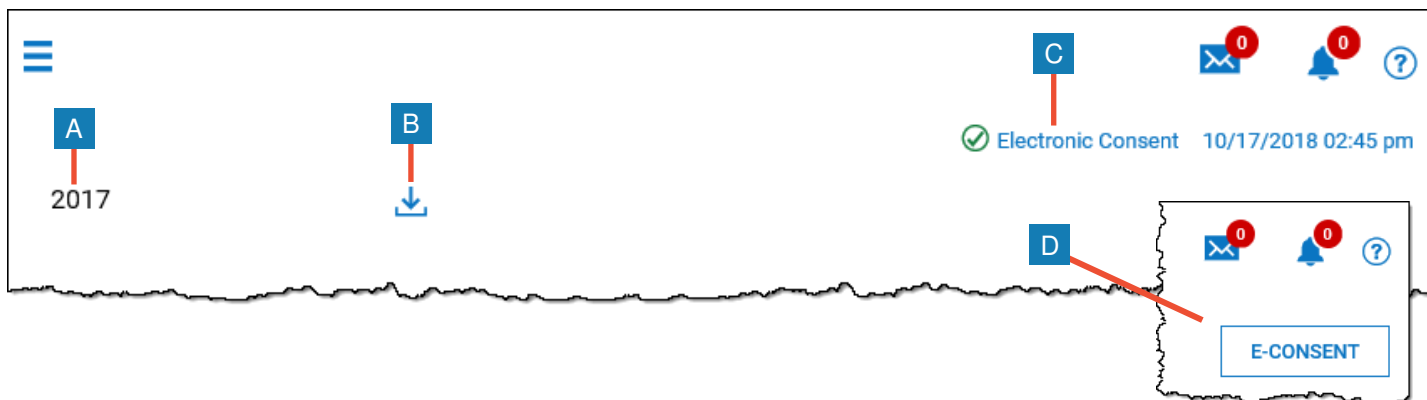
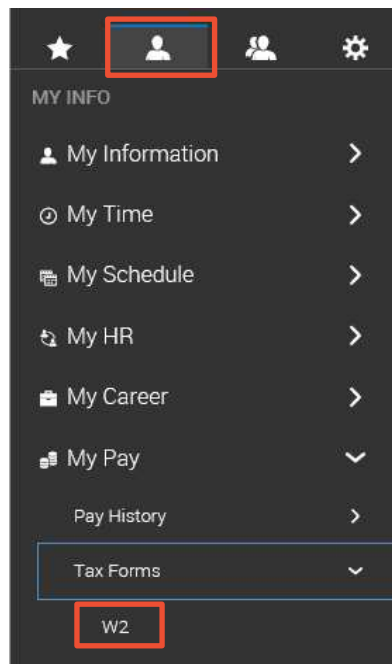
Viewing My W2s

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

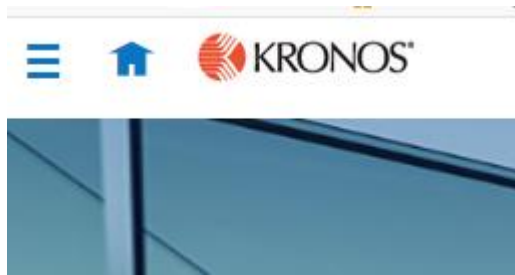
- 1 On your W2s screen, click the **Download** icon. 
- 2 Save the file to the location of your choice using the appropriate method for your browser.
- 3 Navigate to the file location and open it. An example form is shown below.

| 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.

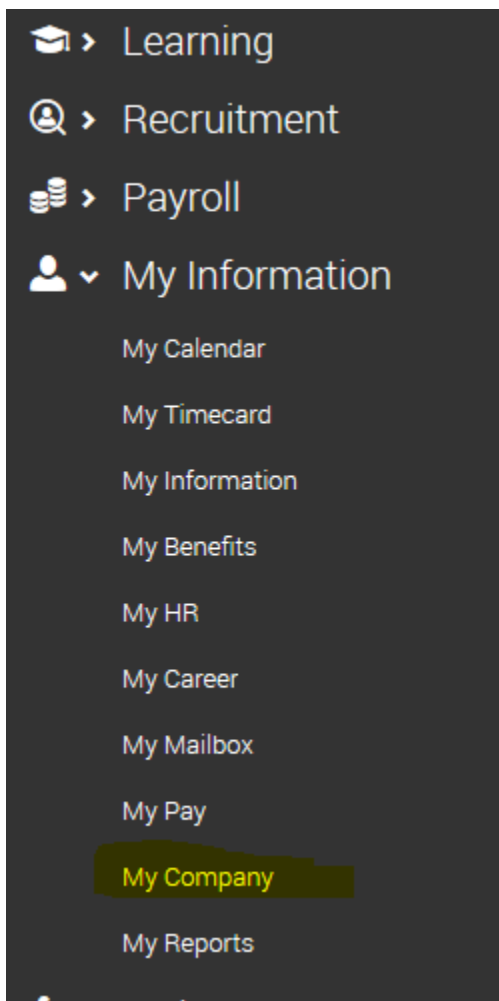
How to View Company Handbook and Documents

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

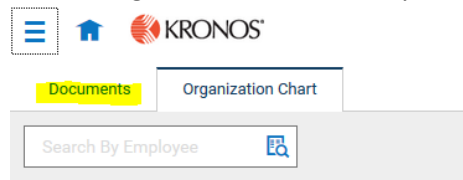


Hamburger Menu

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) | | |
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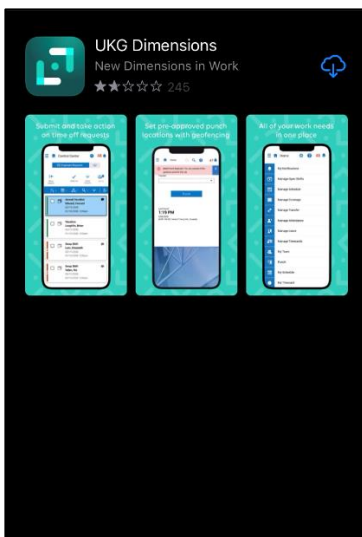
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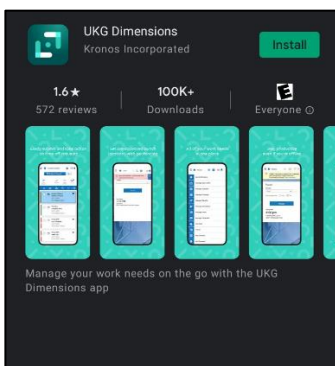
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