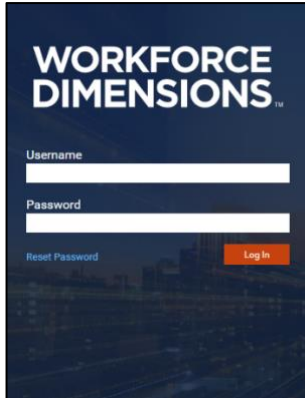




Log onto Workforce Dimensions

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.

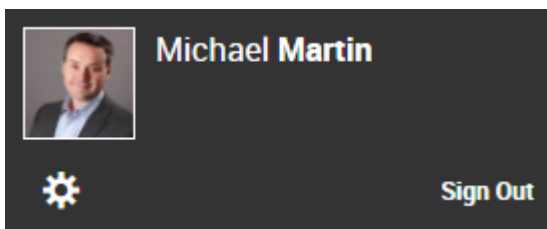


Note: Password requirements, such as required characters and case-sensitivity are specific to your organization. If you forget your password you must get it reset through UB at the Library. You can call HR if you forgot your user name or need assistance.

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.



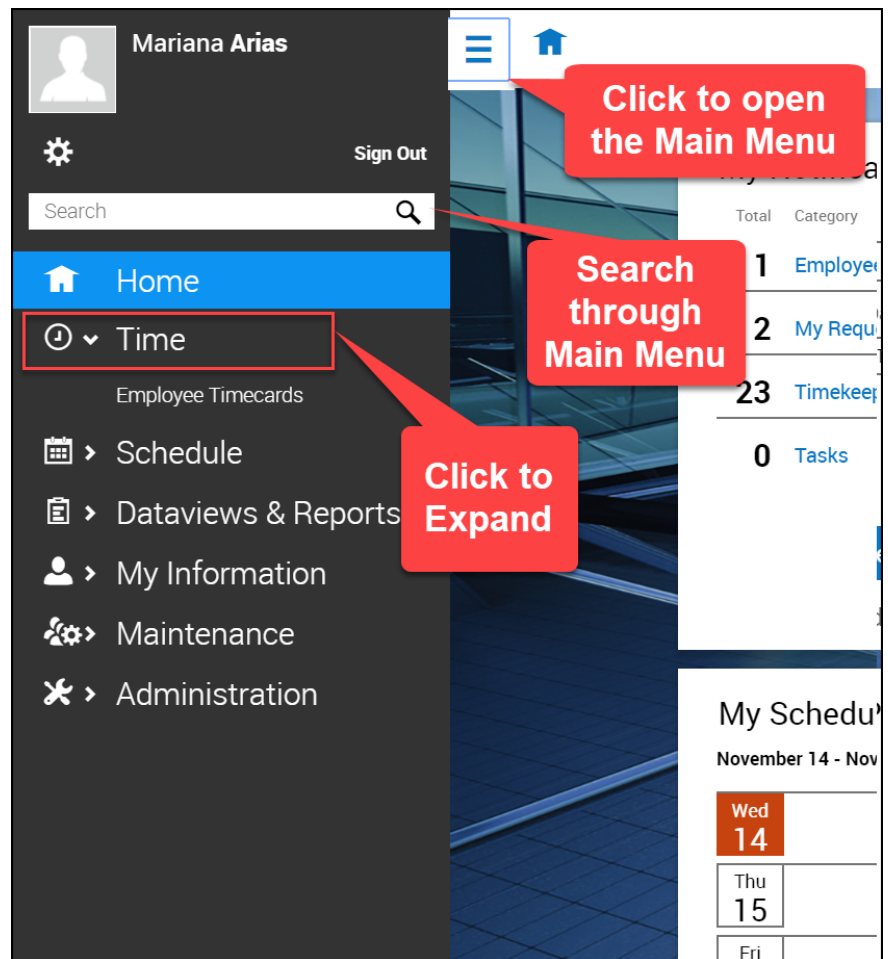
Use the Main Menu

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**.

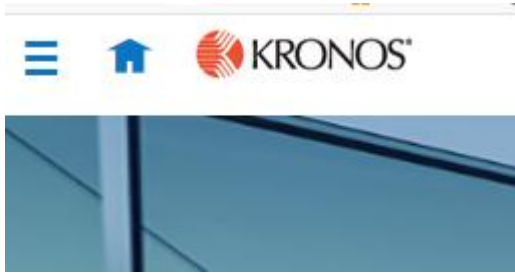
Search Main Menu

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**.

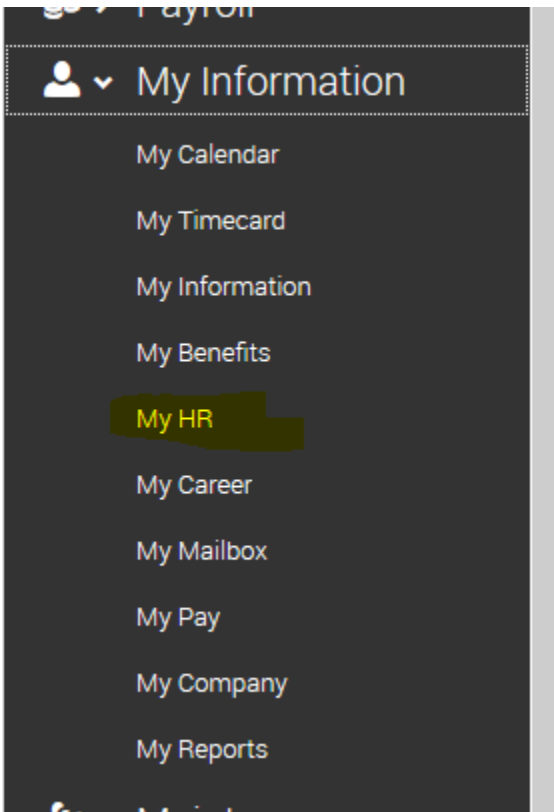
Updating your personal information

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

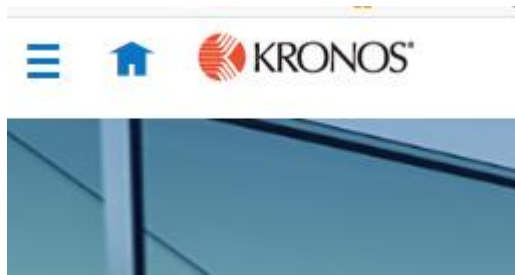
DETAILS

SAVE

SUBMIT

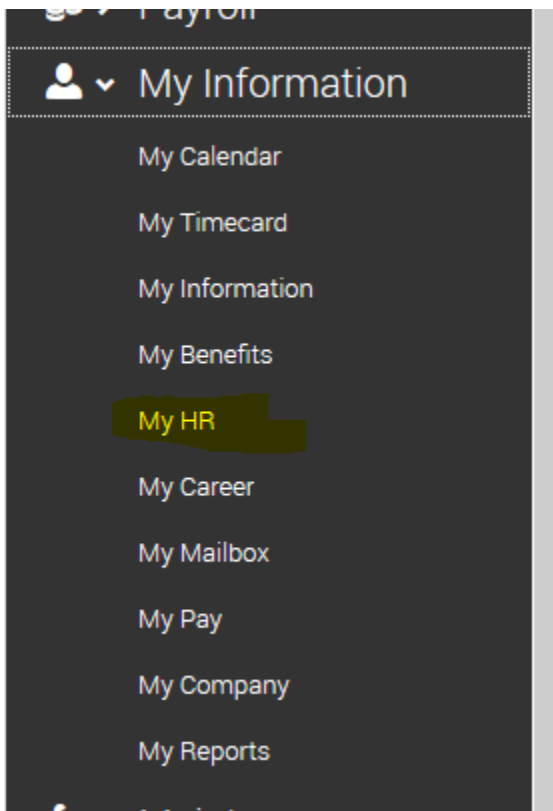
Setting up/Changing Direct Deposit

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

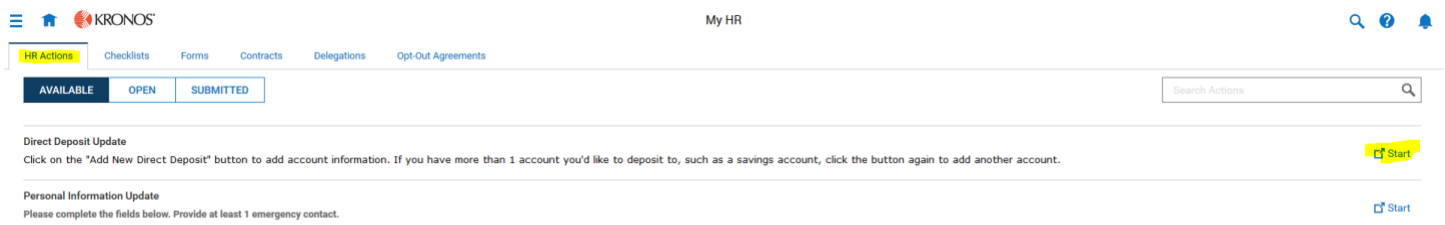


Hamburger Menu

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

Enter Name

Description

Enter Description

Active From *

08/17/2019

Active To *

12/31/2099

Deposit Type

Direct Deposit ▾

Bank Account Type *

Checking ▾

Calculation Method *

Flat \$ Amount ▾

Amount *

Account # *

Reenter Account # *

ABA# / Bank Routing# *

i

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

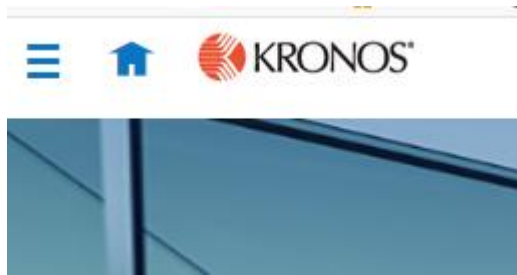
SAVE

SUBMIT

[← Back To List](#)

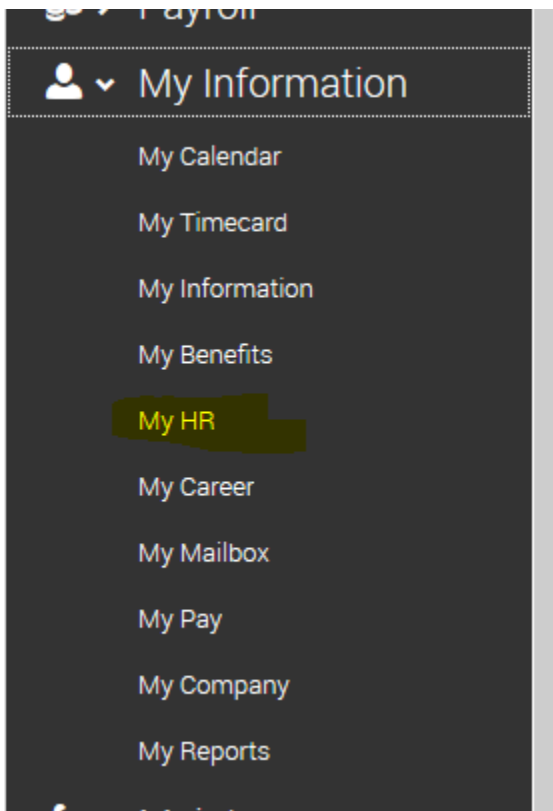
Updating tax withholdings

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



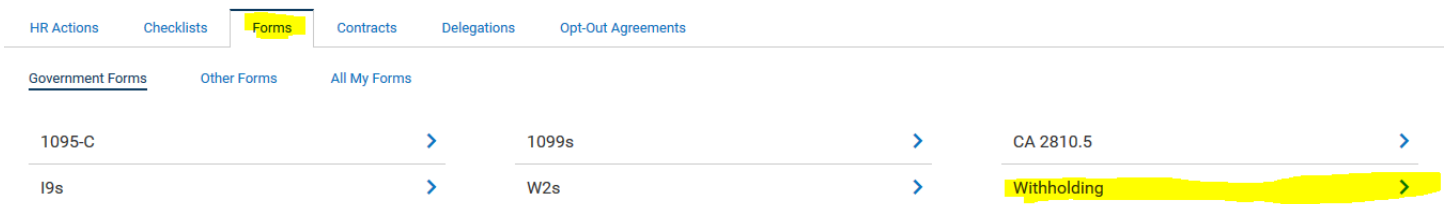
Hamburger Menu

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 is:

Box 3: Single, Married, Married but withhold at a higher single rate

Box 5: Total number of allowances you wish to claim

Box 6: A dollar amount of additional money you want withheld from each check

----- Separate here and give Form W-4 to your employer. Keep the worksheet(s) for your records. -----

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

Department of the Treasury Internal Revenue Service **2019**

Whether you're entitled to claim a certain number of allowances or exemption from withholding is subject to review by the IRS. Your employer may be required to send a copy of this form to the IRS.

1 Your first name and middle initial		Last name		2 Your social security number	
<input type="text"/>		<input type="text"/>		<input type="text"/>	
Home address (number and street or rural route)				3 <input type="radio"/> Single <input type="radio"/> Married <input type="radio"/> Married, but withhold at higher Single rate.	
<input type="text"/>				Note: If married filing separately, check "Married, but withhold at higher Single rate."	
City or town, state, and ZIP code				4 If your last name differs from that shown on your social security card, check here. You must call 800-772-1213 for a replacement card. <input type="checkbox"/>	
<input type="text"/> NY <input type="text"/>					
5 Total number of allowances you're claiming (from the applicable worksheet on the following pages)				5 <input type="text"/> 0	
6 Additional amount, if any, you want withheld from each paycheck				6 \$ <input type="text"/> 0	
7 I claim exemption from withholding for 2019, and I certify that I meet both of the following conditions for exemption.					
<ul style="list-style-type: none">• Last year I had a right to a refund of all federal income tax withheld because I had no tax liability, and• This year I expect a refund of all federal income tax withheld because I expect to have no tax liability.					
If you meet both conditions, write "Exempt" here <input type="text"/>					
Under penalties of perjury, I declare that I have examined this certificate and, to the best of my knowledge and belief, it is true, correct, and complete.					
Employee's signature (This form is not valid unless you sign it.) <input type="text"/>					
8 Employer's name and address (Employer: Complete boxes 8 and 10 if sending to IRS and complete boxes 8, 9, and 10 if sending to State Directory of New Hires.)				9 First date of employment	
<input type="text"/>				<input type="text"/>	
				10 Employer identification number (EIN)	
				<input type="text"/>	

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

IT-2104

New York State • New York City • Yonkers

First name and middle initial		Last name	Your social security number
<input type="text"/>		<input type="text"/>	<input type="text"/>
Permanent home address (number and street or rural route)		Apartment number	Single or Head of household <input type="checkbox"/> Married <input type="checkbox"/> Married, but withhold at higher single rate <input type="checkbox"/>
<input type="text"/>		<input type="text"/>	
City, village, or post office	State	ZIP code	Note: If married but legally separated, mark an X in the Single or Head of household box.
<input type="text"/>	NY	<input type="text"/>	
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

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

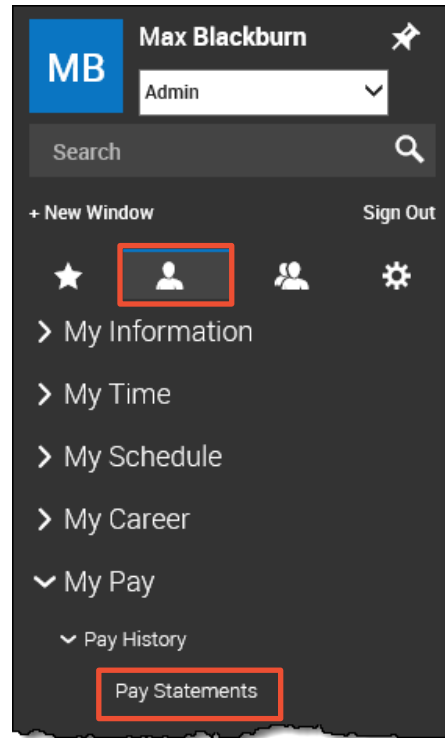
Within your **My Info** menu, you can view your personal employee information. This job aid describes how to access your pay statement information.

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

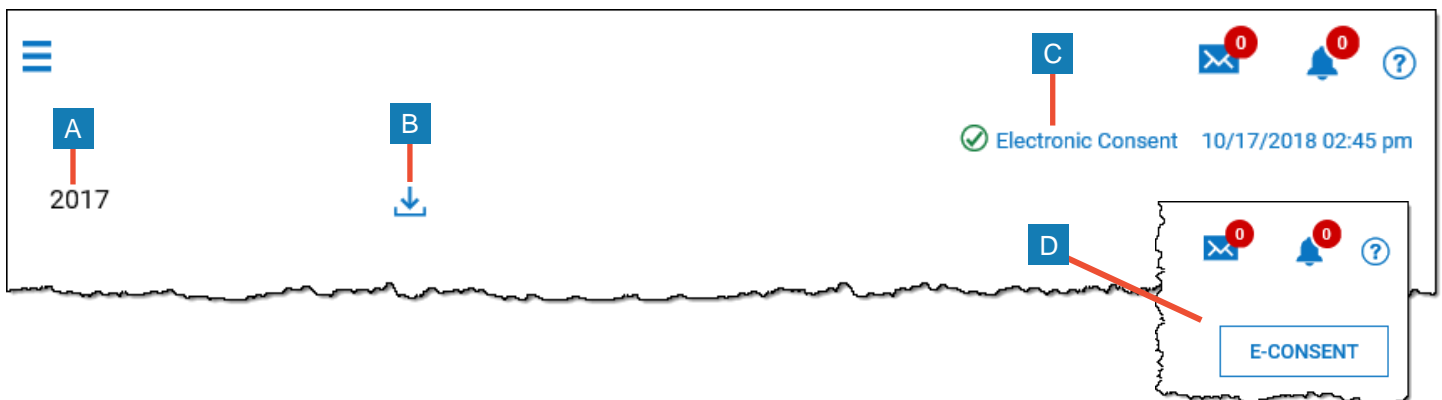
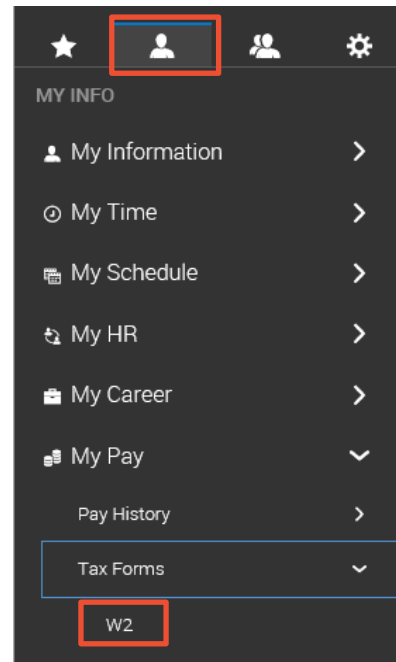
Viewing My W2s

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

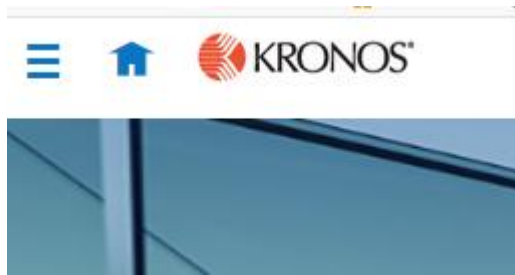
- 1 On your W2s screen, click the **Download** icon. 
- 2 Save the file to the location of your choice using the appropriate method for your browser.
- 3 Navigate to the file location and open it. An example form is shown below.

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.

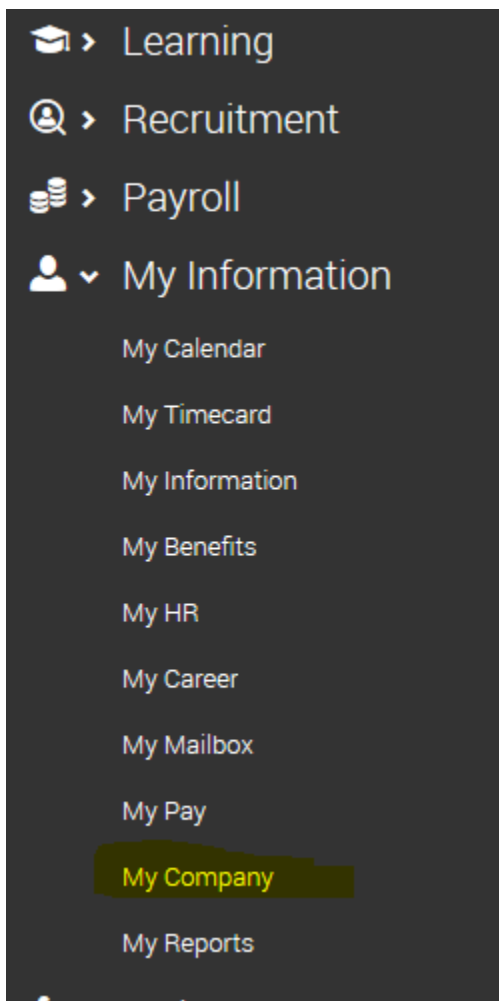
How to View Company Handbook and Documents

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

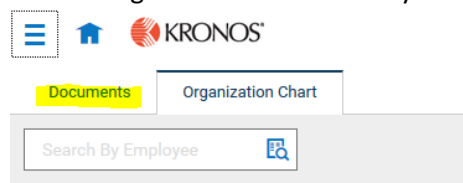


Hamburger Menu

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)		
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



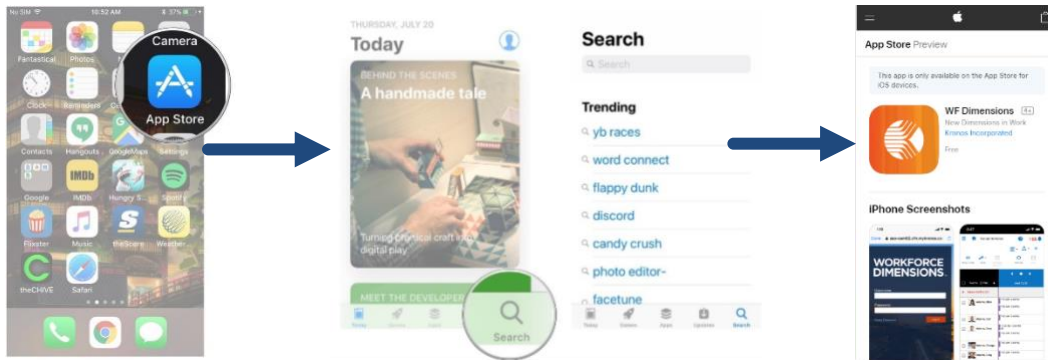
Downloading and Installing the Workforce Dimensions App

Download the Workforce Dimensions App

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

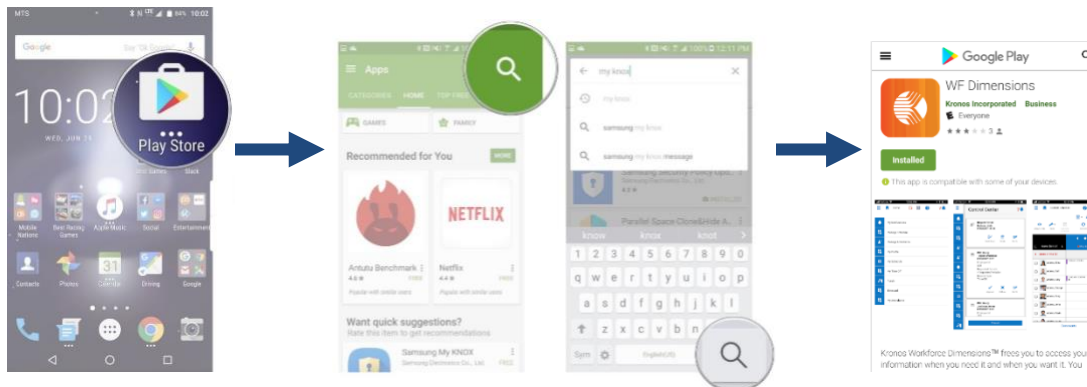
From the Apple store:

- 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

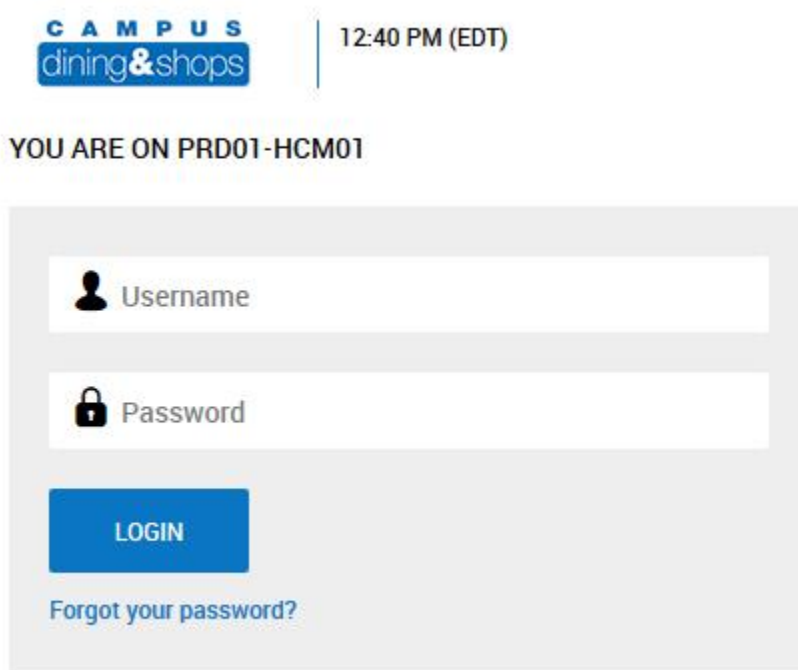
If you are a terminated employee and need to access Kronos you will NOT be able to login the same way as when you were an employee:

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 the last 4 digits of your social security number, this will prompt you to change your password upon your first sign in. This information was also provided to you in your termination letter.



The screenshot shows the Kronos login interface. At the top left is the 'CAMPUS dining&shops' logo. To its right, the time '12:40 PM (EDT)' is displayed. Below the logo, a message reads 'YOU ARE ON PRD01-HCM01'. The main login area is a light gray box containing two input fields: 'Username' with a person icon and 'Password' with a lock icon. Below these fields is a blue 'LOGIN' button. At the bottom of the login box is a blue link that says 'Forgot your password?'.

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

You will Select the My Information and then whatever you are trying to do:

My HR to do an HR action to update your personal information

My Pay to view pay statements

My Forms to view your W2