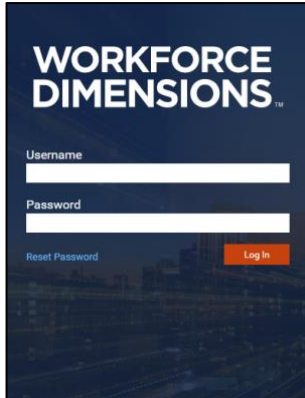




# Log onto Workforce Dimensions

## Log on to the Workforce Dimensions Website


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

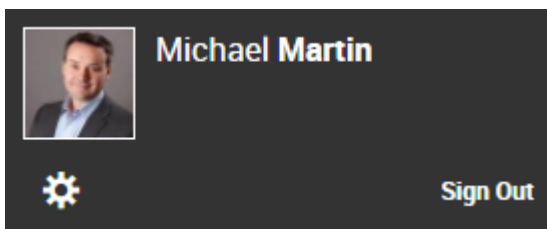


Note: Password requirements, such as required characters and case-sensitivity are specific to your organization. If you forget your password you must get it reset through UB at the Library. You can call HR if you forgot your user name or need assistance.

## 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.**



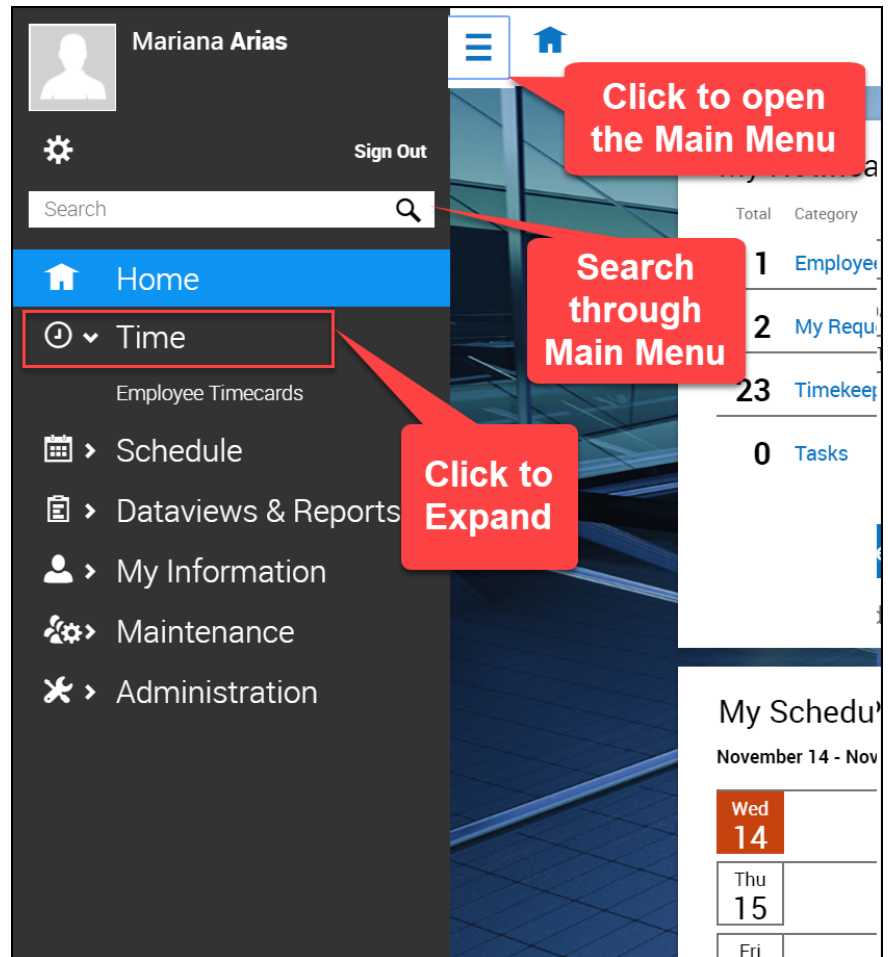
## Use the Main Menu

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**.




## Edit Personal Information

Job Aid

This explains how to edit your address/contact information.

### To edit your personal information:

#### To edit your Personal Information on file:

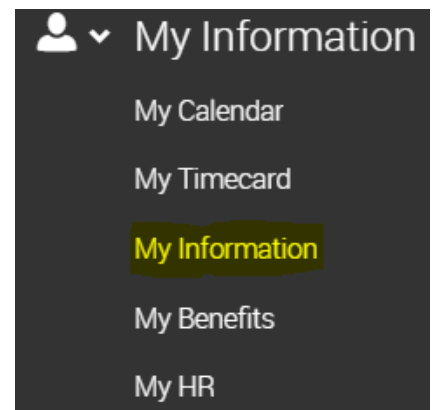
After you log on to the system, you can edit your profile. At the top left corner of the home page select the Menu Icon: 

From the opened Menu, click **My Information** to see the options, select **My Information** from the opened list to view your **Employee Profile**.

1. Review and update your Personal Information including your address, phone number, email address, etc.

**Always upkeep your personal information and ensure you are set to receive your W2 at year end, new benefit ID cards and materials after open enrollments, and other notices mailed to you by your employer.**

2. After all of your changes are made select **Save**.






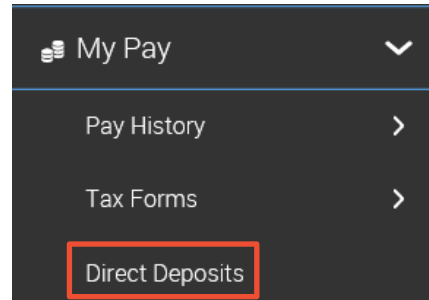
# Viewing and Updating My Direct Deposits

This job aid describes how to access the My Direct Deposits screen to view or modify your account information.

**Note:** Your security profile must be set to allow access.

## Accessing my Direct Deposits



- 1 Click **Show Menu**,  and select the **My Info** tab.
- 2 Navigate to **My Pay > Direct Deposits**.  
The Direct Deposits screen displays your direct deposit and reserve live accounts.





## Viewing direct deposit information

The Direct Deposits screen displays your account information. You can edit, delete, and add new accounts. The following image shows the key areas and options.

Direct Deposits

Active Accounts   + Add

1 Direct Deposit (Active)  


Bank Account Type	Checking	ABA# / Bank Routing#	071921891
Account Number	567432	Calculation Method	Entire/Remainder
Active From	Jan 1, 2014	Active To	Dec 31, 9999
Account Status	Active	Pre-Note Status	Ready To Send

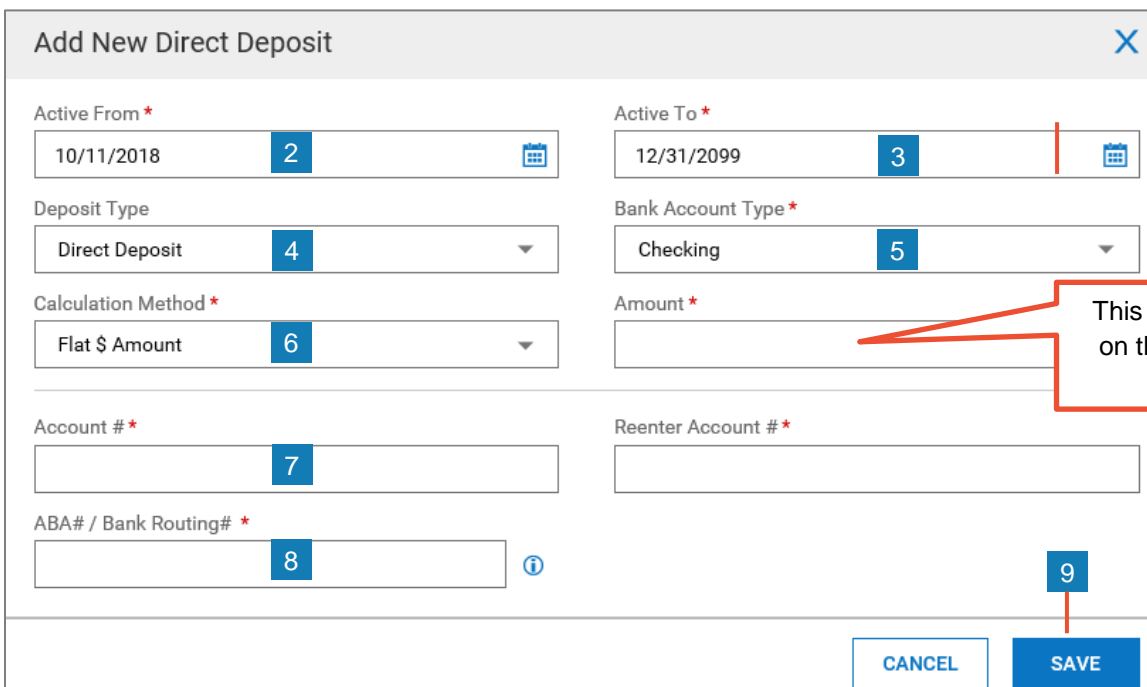
- A Direct Deposits Type menu:** Use this drop-down menu to select the type of accounts to display. Choose from All Accounts, Active Accounts, and Inactive Accounts. Select **All** to view all direct deposit records throughout the history of your employment.
- B Edit:** Click to open the Edit Direct Deposit window where you can modify information.
- C Delete Account:** Use to delete the account completely.
- D + Add:** Use to add new direct deposit accounts.
- E Account Information:** Displays account details and active dates.
- F Arrows:** If you have multiple accounts, use the arrows to change the order they are processed.

## Adding direct deposit information

If your security profile allows, you can add your direct deposit information to the system.

**Before you begin:** You need your bank account number and bank routing number.

- 1 Click **+ Add** to open the Add New Direct Deposit window.
- 2 In the **Active From** field, enter the date you want the direct deposit to begin.
- 3 In the **Active To** field, enter a date if you want the direct deposit to be inactive after that date, or leave the default.
- 4 **Deposit Type:** Select **Direct Deposit**.  
**Note:** Select Reserve Live Check to have part of your pay issued as a check.
- 5 **Bank Account Type:** Select **Checking** or **Savings**.
- 6 **Calculation Method:** Select how you want the direct deposit amount to be calculated. **Note:** If you selected any of the percentages, enter the number in the **Percent** field.
  - **Entire/Remainder:** Select if the remainder of the net pay after all taxes, deductions and other direct deposit types should be deposited into this account.
  - **Flat \$ Amount:** Use to specify the exact amount of the deposit. If selected, enter the amount in the **Amount** field.
  - **% Of Gross Earnings:** Use to set a percentage of your gross earnings to be deposited.
  - **% Of Net Pay:** Use to set a percentage of your net pay to be deposited.
  - **% Of Remaining Net:** Select if a percentage of net pay after all other direct deposits except Entire/Remainder should be used as the amount for the direct deposit account.
- 7 **Account#:** Enter your bank account number.
- 8 **ABA#/Bank Routing#:** Enter your bank's nine-digit direct deposit routing number. To verify the number, click the  icon. A window displays stating if the number is valid or invalid. Click **Close**.
- 9 When finished, click **Save**.



The screenshot shows the 'Add New Direct Deposit' form with the following fields and callouts:



- Active From \***: 10/11/2018 (Callout 2)
- Active To \***: 12/31/2099 (Callout 3)
- Deposit Type**: Direct Deposit (Callout 4)
- Bank Account Type \***: Checking (Callout 5)
- Calculation Method \***: Flat \$ Amount (Callout 6)
- Amount \***: (Callout 9 points to this field)
- Account # \***: (Callout 7)
- Reenter Account # \***: (Callout 9 points to this field)
- ABA# / Bank Routing# \***: (Callout 8)

Buttons: CANCEL, SAVE (Callout 9 points to this button)

This field varies depending on the calculation method selected.

## Modifying direct deposit information


If your security profile allows, you can modify your direct deposit settings.

- 1 Click the **Edit** icon  for the account you want to modify. The **Edit Direct Deposit** window opens.
- 2 Modify any of the following fields as needed.
  - **Active From** and **Active To**: Enter the beginning and end dates you want the direct deposit to be active. **Note**: The account will be inactive after the **Active To** date.
  - **Deposit Type**: This field cannot be changed.
  - **Bank Account Type**: Select Checking or Savings.
  - **Calculation Method**: Select how you want the direct deposit amount to be calculated.
  - **Account#**: Enter your bank account number.
  - **ABA#/Bank Routing#**: Enter your bank's nine-digit direct deposit routing number. To verify the number, click the  icon. A window displays stating if the number is valid or invalid. Click **Close**.
- 3 When finished editing, click **Save**.

### Reserve Live Check

A reserve live check record indicates a partial amount that is put into a live check before any accounts set to Entire/Remainder are processed.

## Deleting a direct deposit account

- 1 Click the **Delete Account** icon  for the account you want to delete.
- 2 Click **OK** to confirm the action or **Cancel** to keep the account.
- 3 Click **OK** on the confirmation message.  
Result: The account is removed.

**Note**: If you prefer to make the account inactive, but keep it in the system, change the Active To date to the date you want to stop using the account for direct deposits.



Job Aid

# Viewing My Pay Statements

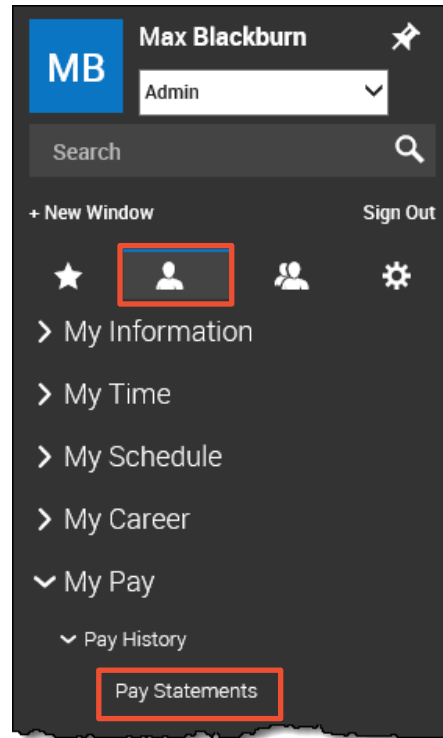
Within your **My Info** menu, you can view your personal employee information. This job aid describes how to access your pay statement information.

## 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.

Date	Net Payment
Jul 06, 2018	\$ 1,754.68
Jun 22, 2018	\$ 1,754.69
Jun 08, 2018	\$ 1,754.69

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

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

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

## 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
<b>Gross Pay</b>	<b>2,307.69</b>	<b>2,307.69</b>

### Deductions

	Current	YTD
Dental Pre Tax	34.62	34.62 <sup>1</sup>
Medical PreTax	36.92	36.92 <sup>1</sup>
Vision PreTax	23.08	23.08 <sup>1</sup>

**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.





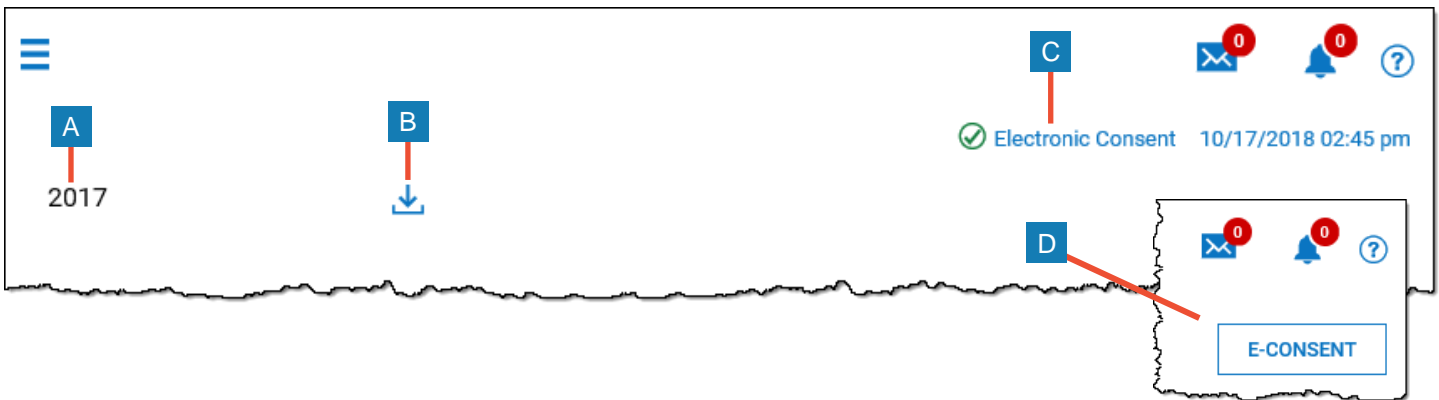
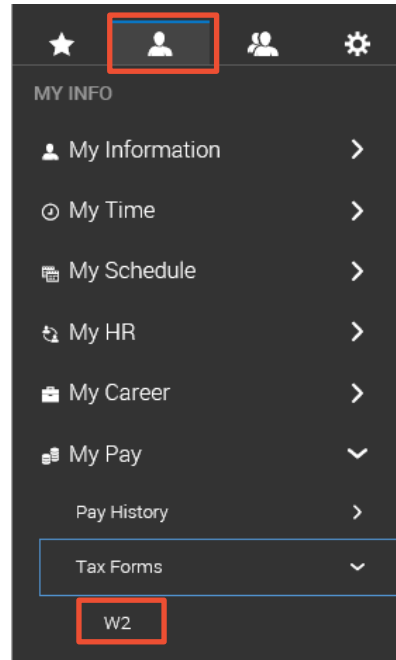
# Viewing My W2s

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 This information is being furnished to the Internal Revenue Service.			Form W-2 Wage and Tax Statement		
2017			2017		
Dept. of the Treasury -- IRS			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.