Job Aid

Log onto Workforce Dimensions

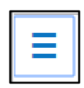
Log on to the Workforce Dimensions Website

To access Workforce Dimensions, enter **https://sunybuffalo-SSO.prd.mykronos.com** in a standard browser. Then enter your user name (UBIT – 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

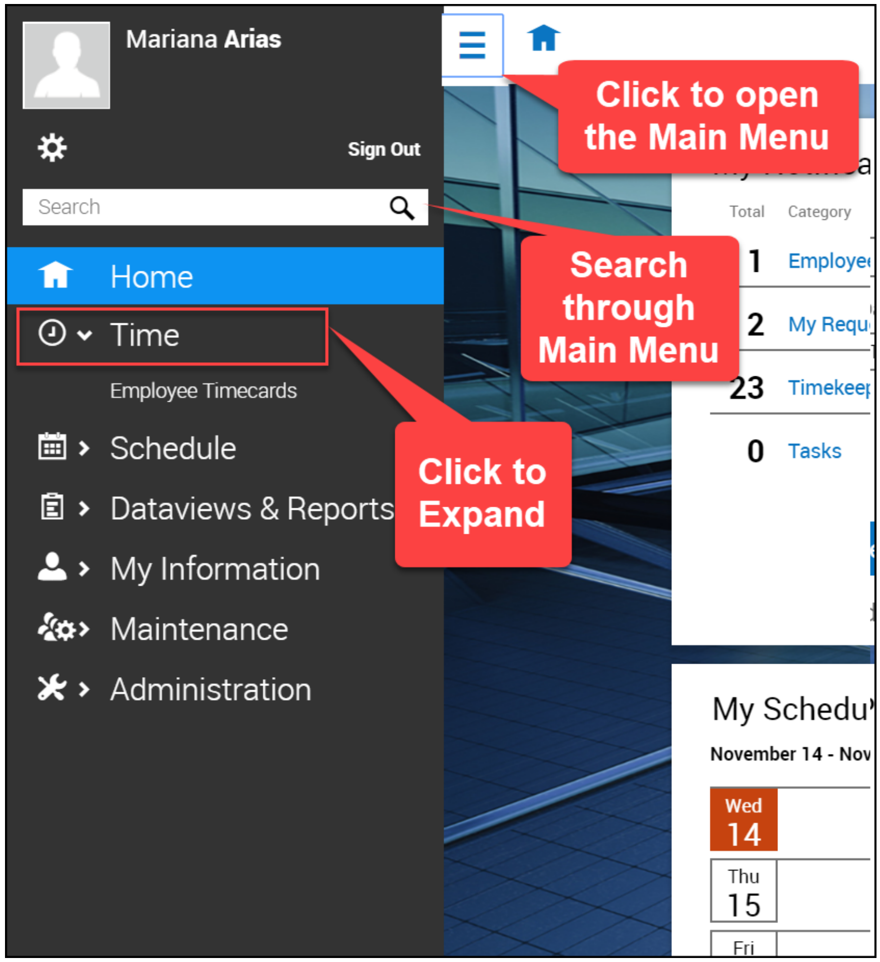
Job Aid

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**.

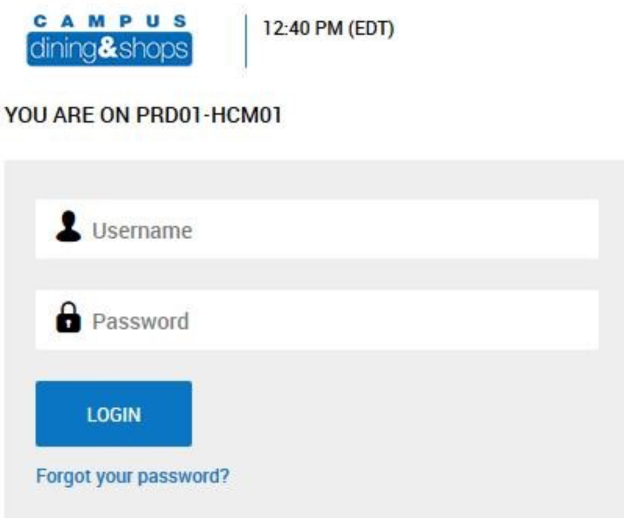
Information for Past Employees

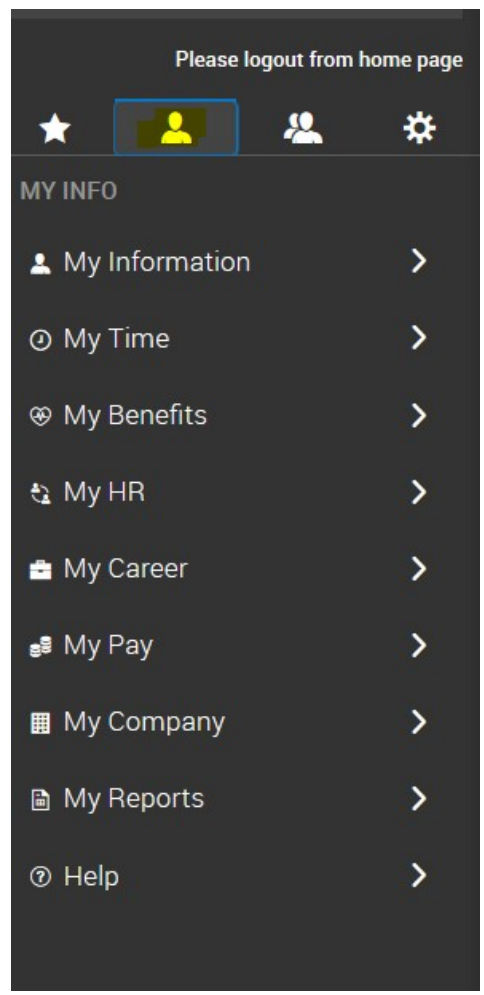
If you are a terminated employee and need to access Kronos you will NOT be able to login the same way as when you were an employee:

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 **CampusDining123!** this will prompt you to change your password upon your first sign in.





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:

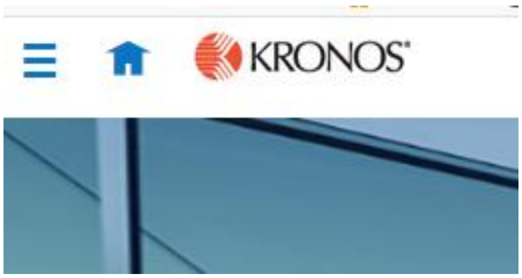
My HR – Forms – Government Forms – W2

To View/Print Pay Statements:

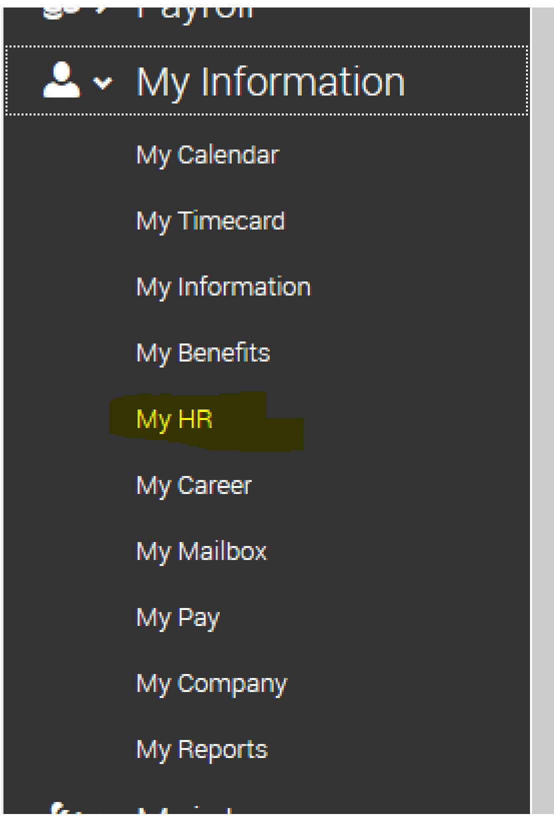
My Pay – Pay History – Pay Statements

Updating your personal information

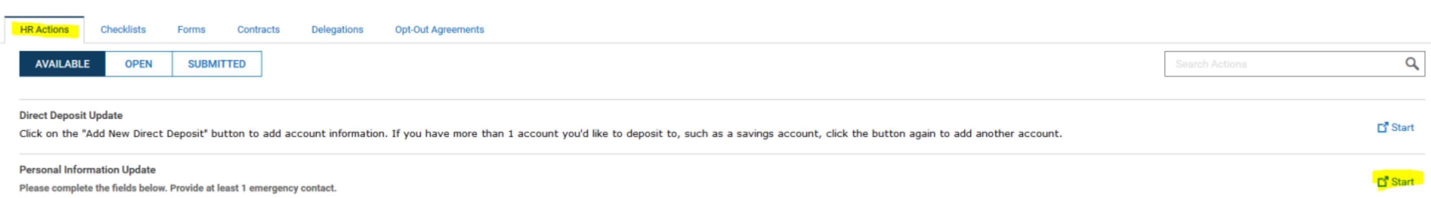
Log into Kronos at https://sunybuffalo-sso.prd.mykronos.com using your single sign on with your UBIT and password

Hamburger Menu 

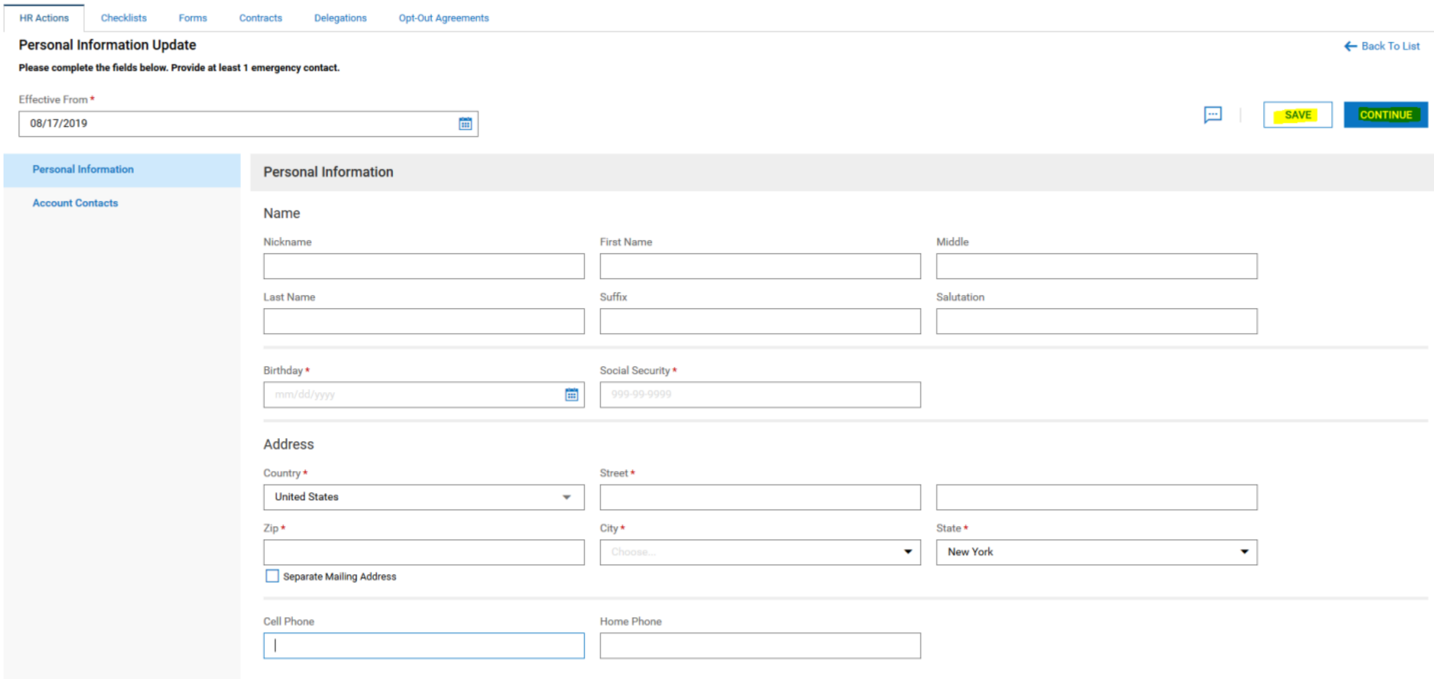
Select 'My Information', then selecte 'My HR'



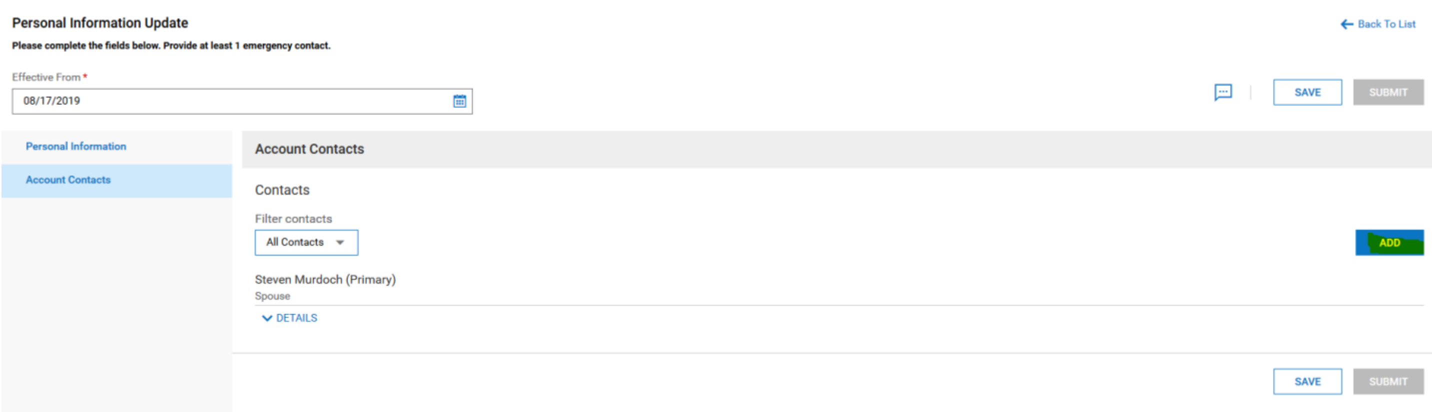
Make sure at the top you are on 'HR Actions' tab and then select 'start' next to 'Personal Information Update'



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



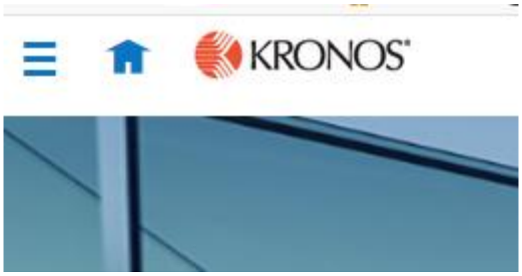
Adding an account contact, select account contacts under personal information, then select Add., complete all required information and be sure to select ‘SAVE’ and ‘SUBMIT’ when complete



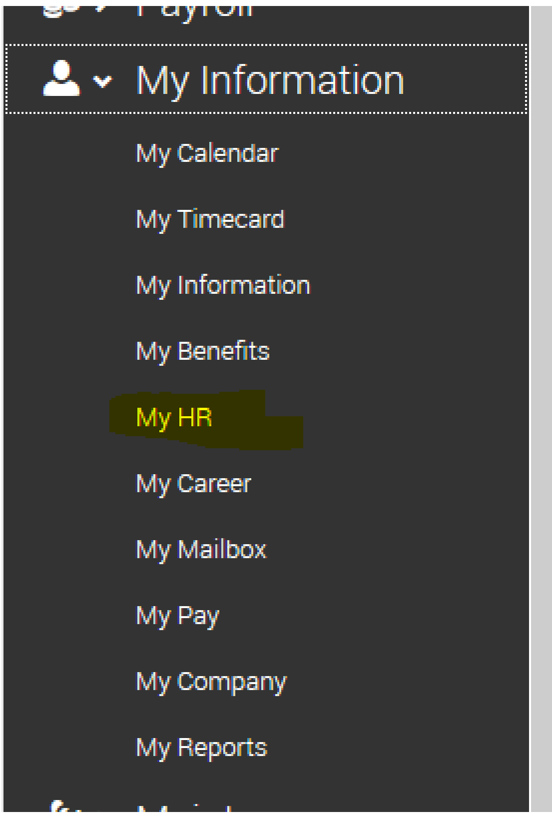
Setting up/Changing Direct Deposit

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

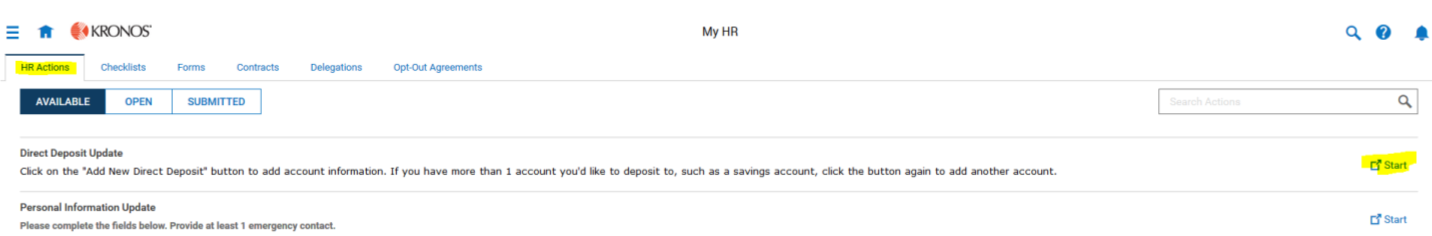
Hamburger Menu



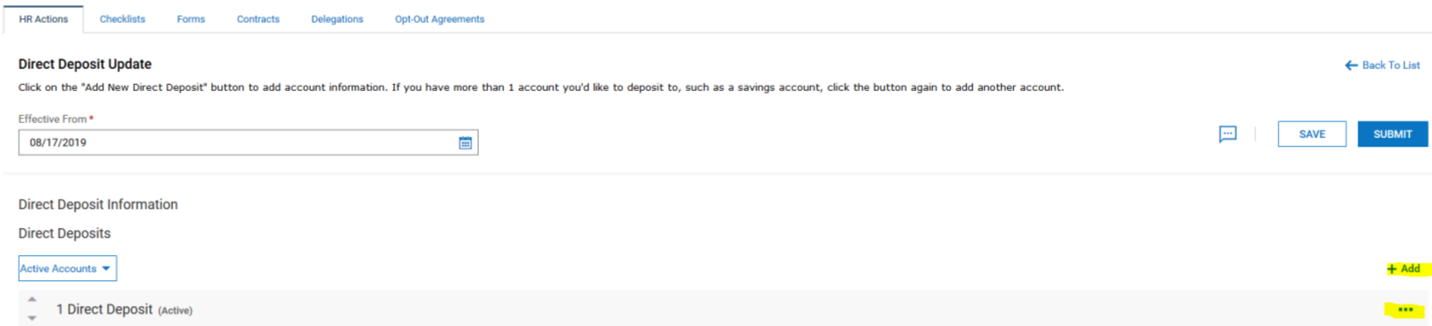
Select 'My Information', then select 'My HR'



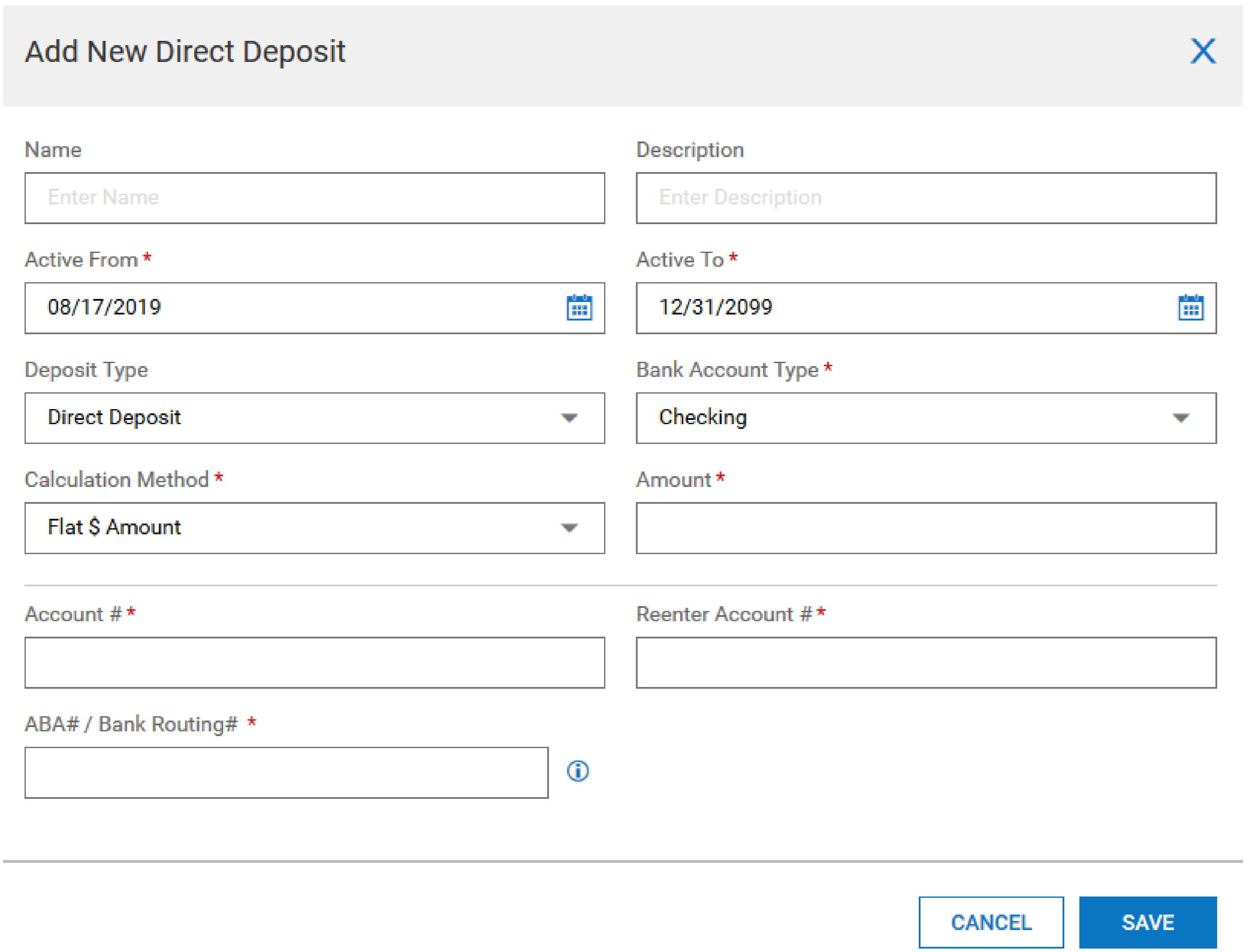
Make sure at the top you are on 'HR Actions' tab and then select 'start' next to Direct Deposit Update



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’

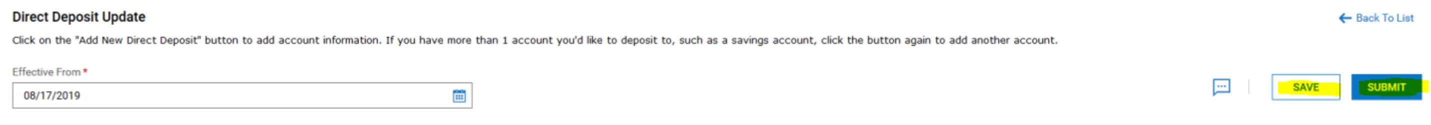


If adding a new account, you must enter the bank account type, how much money out of your check you want to go into the account, the account number, and the routing number



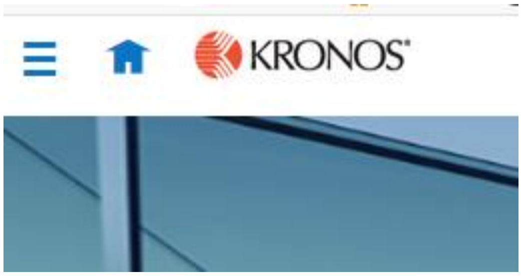
Once completed, click 'SAVE'

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

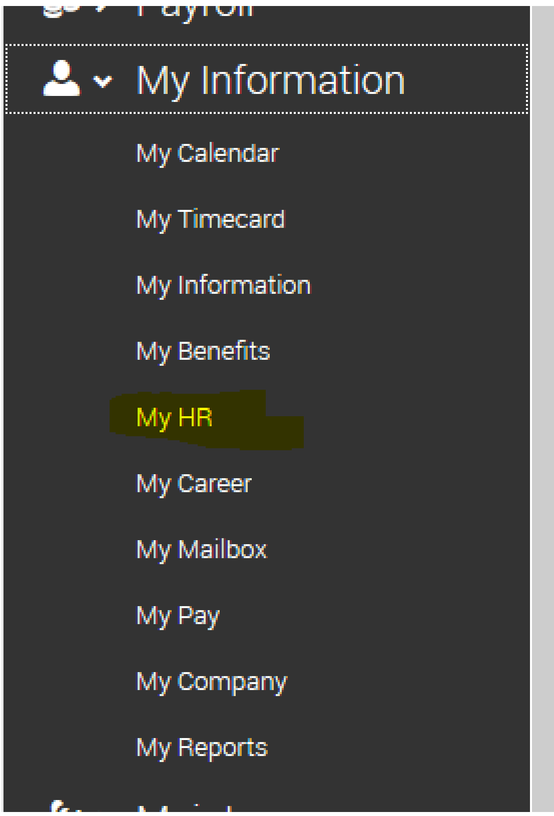


Updating tax withholdings

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

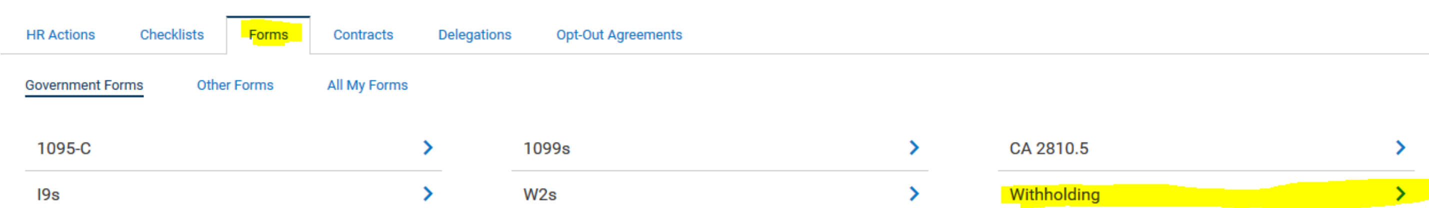
Hamburger Menu 

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

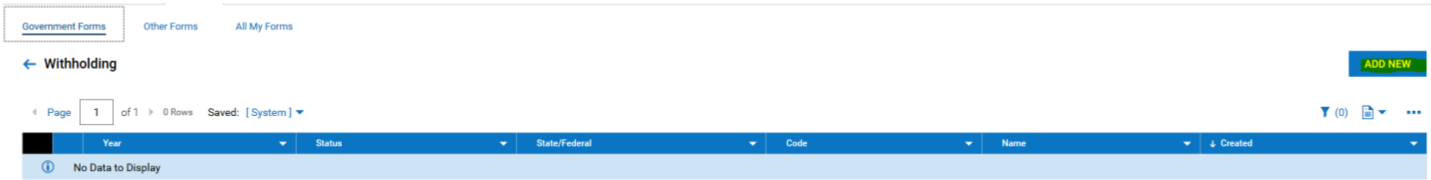


This will bring you to another screen and should automatically be on the 'forms' page

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

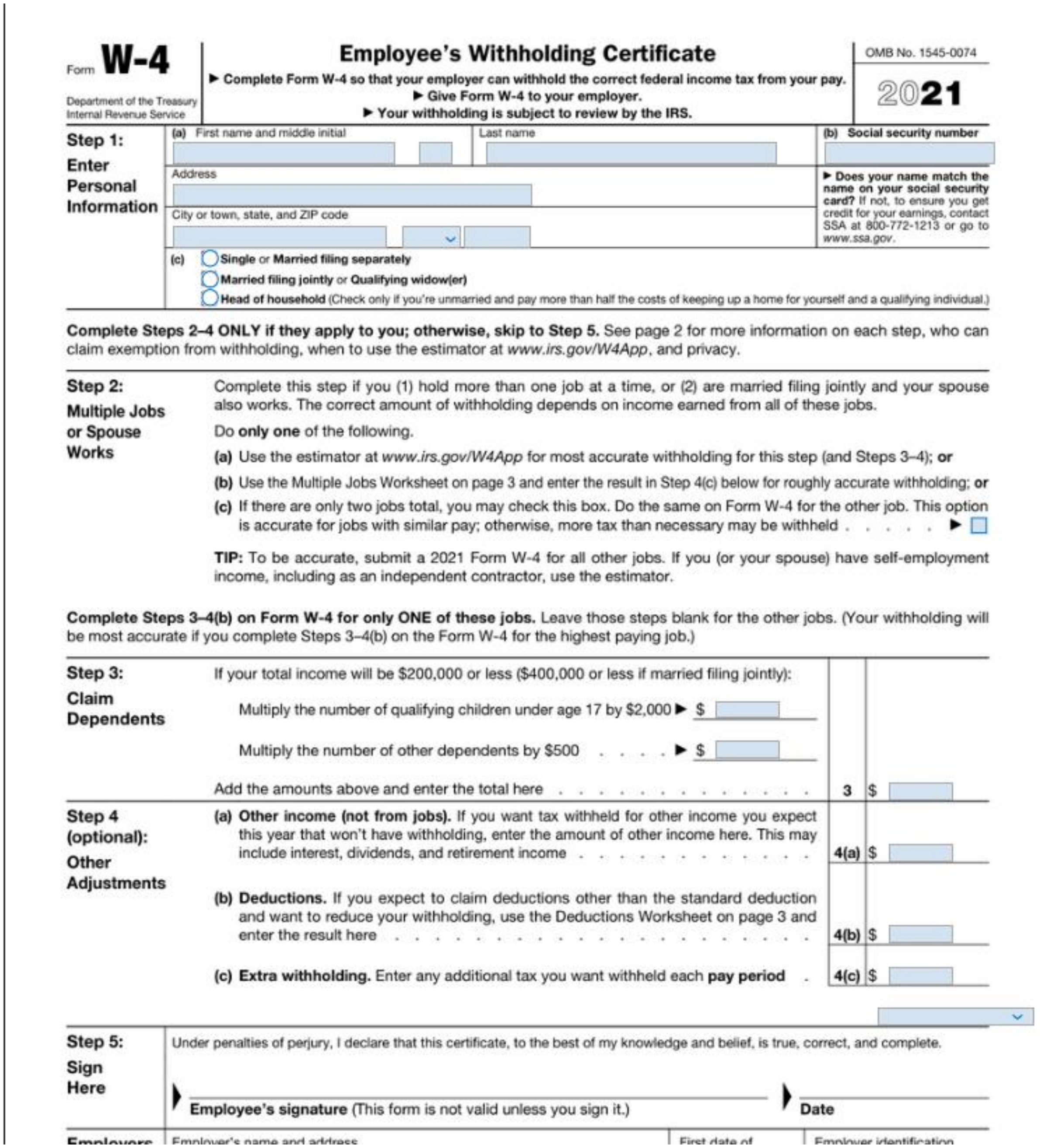


A new window will come up and you will select **‘Add’** for which withholding form you want to update:
If updating FEDERAL tax form click ‘Federal’ W-4 form
If updating NY tax form click ‘NY’ IT-2104 form **DO NOT USE THE IT21-04E**

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: Dependants
Step 4: Additional Money withheld
Step 4: International Students must select NRA in the drop down box of Step 4



Form **W-4**
Department of the Treasury
Internal Revenue Service

Employee’s Withholding Certificate
▶ 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.

OMB No. 1545-0074
2021

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
▶ **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.
(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.)

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**

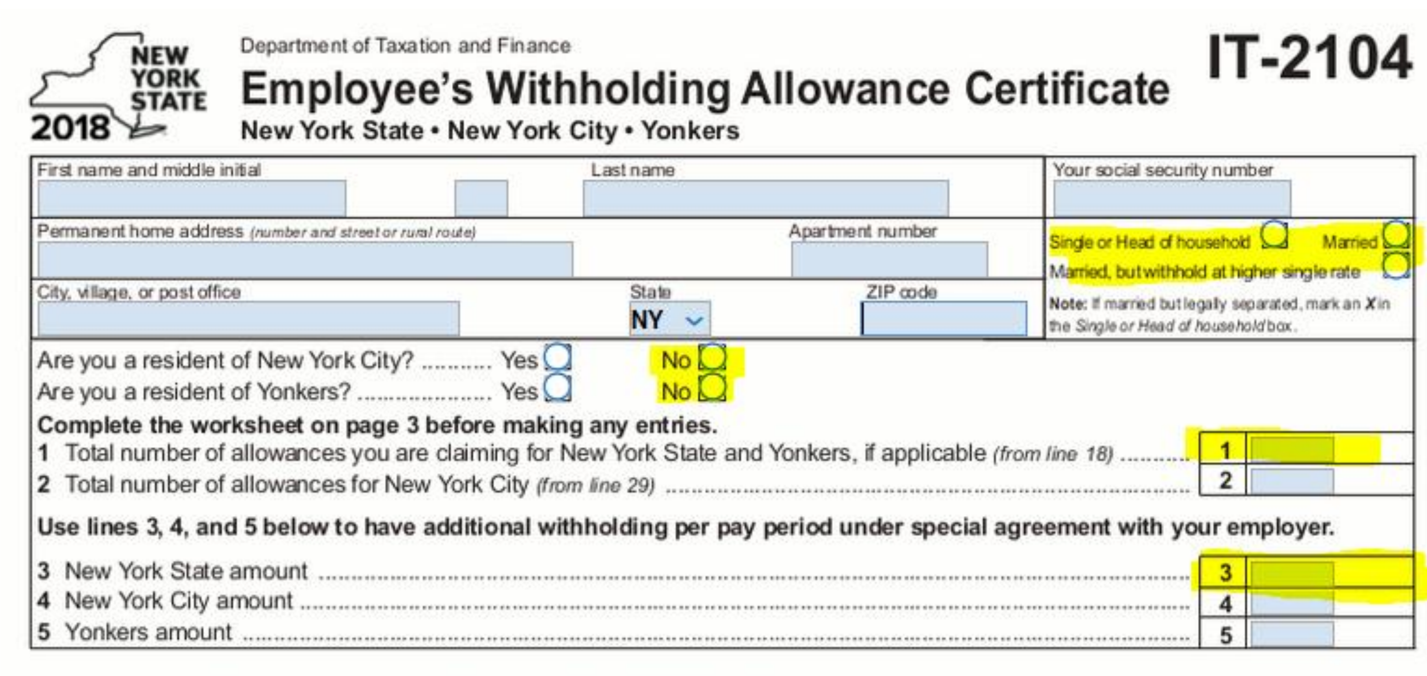
Employers Employer’s name and address | First date of | Employer identification

Once finished completling the sections outline above ensure to hit Select "SUBMIT WITHOLDING 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.

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 withold 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



NEW YORK STATE 2018

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

Permanent home address *(number and street or rural route)* | Apartment number | Single or Head of household ◯ Married ◯ Married, but withhold at higher single rate ◯

City, village, or post office | State NY | ZIP code | **Note:** If married but legally separated, mark an *X* in the *Single or Head of household* box.

Are you a resident of New York City? .... Yes ◯ No ◯
Are you a resident of Yonkers? .... Yes ◯ No ◯

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**

Once finished ensure to hit Select "SUBMIT WITHOLDING 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.

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.

Viewing My Pay Statements

Job Aid

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

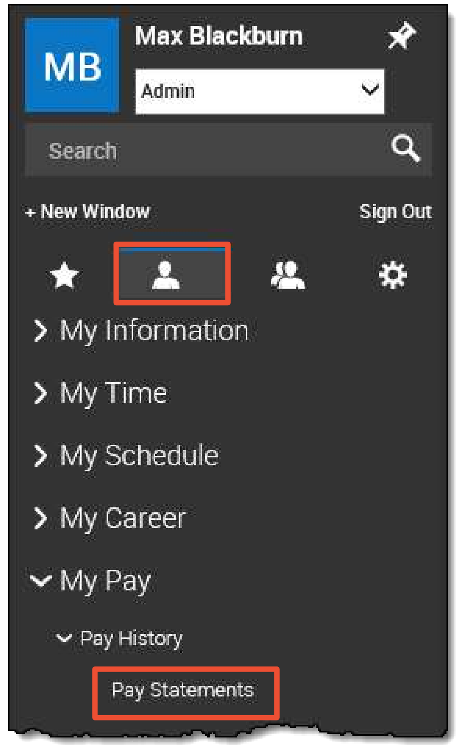
Use the **Pay Statements** screen to view both recent and historical pay statements.

1 Click **Show Menu**, then click the **My Info** icon.

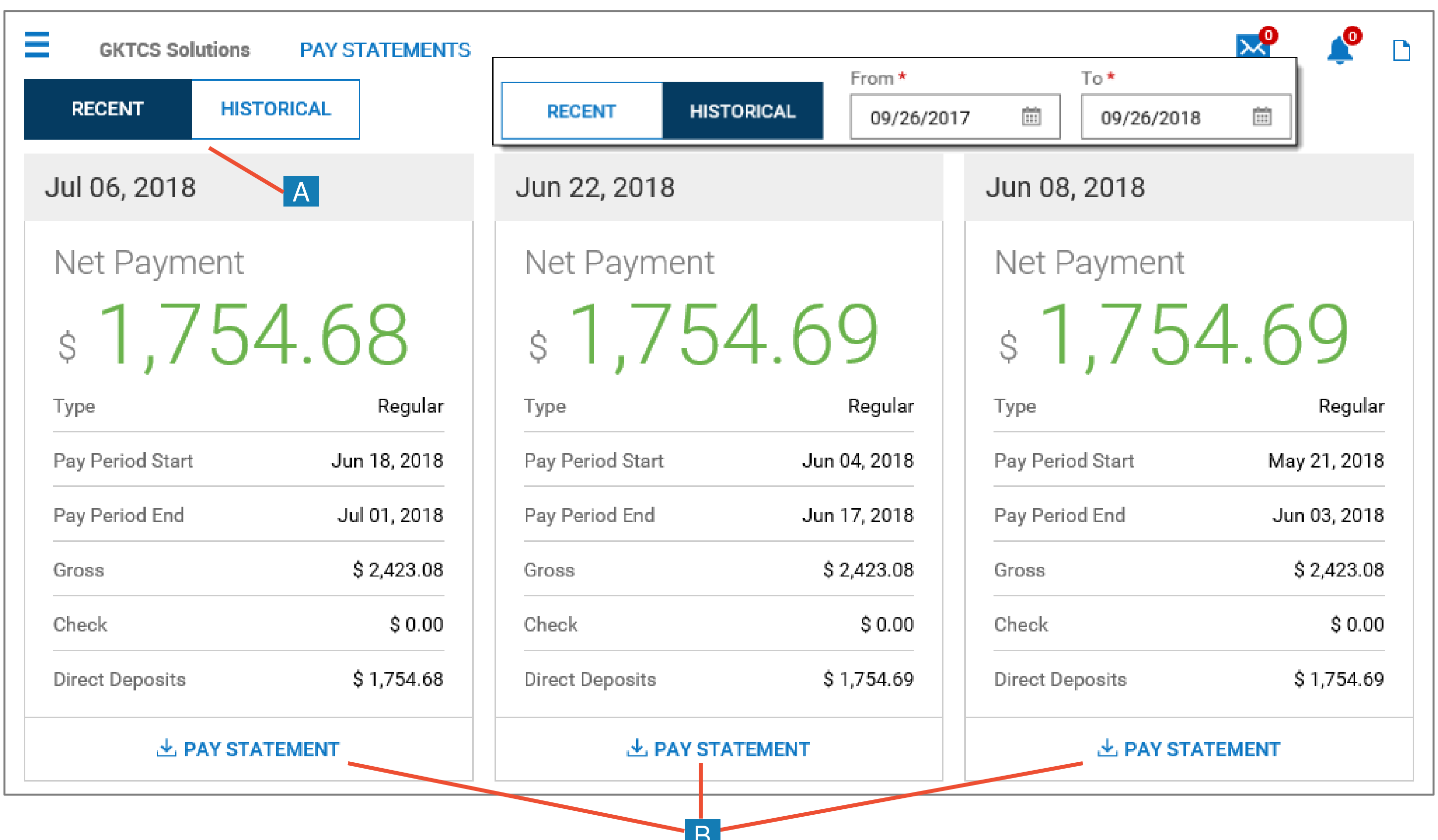
2 Navigate to **My Pay** > **Pay History** > **Pay Statements**.

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.



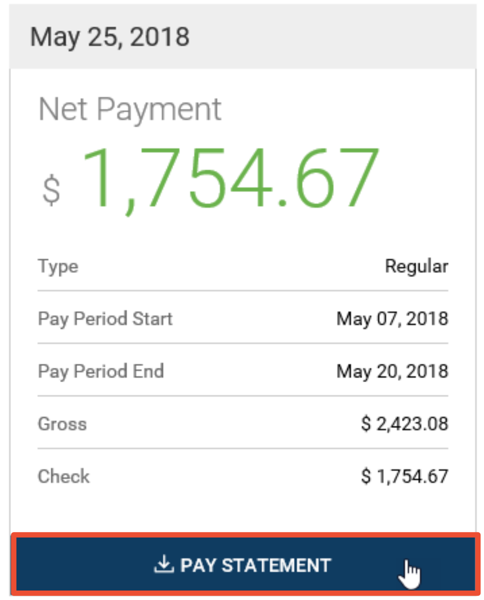
A	Buttons for viewing recent or historical pay statement summaries.
B	Links to download pay statements.

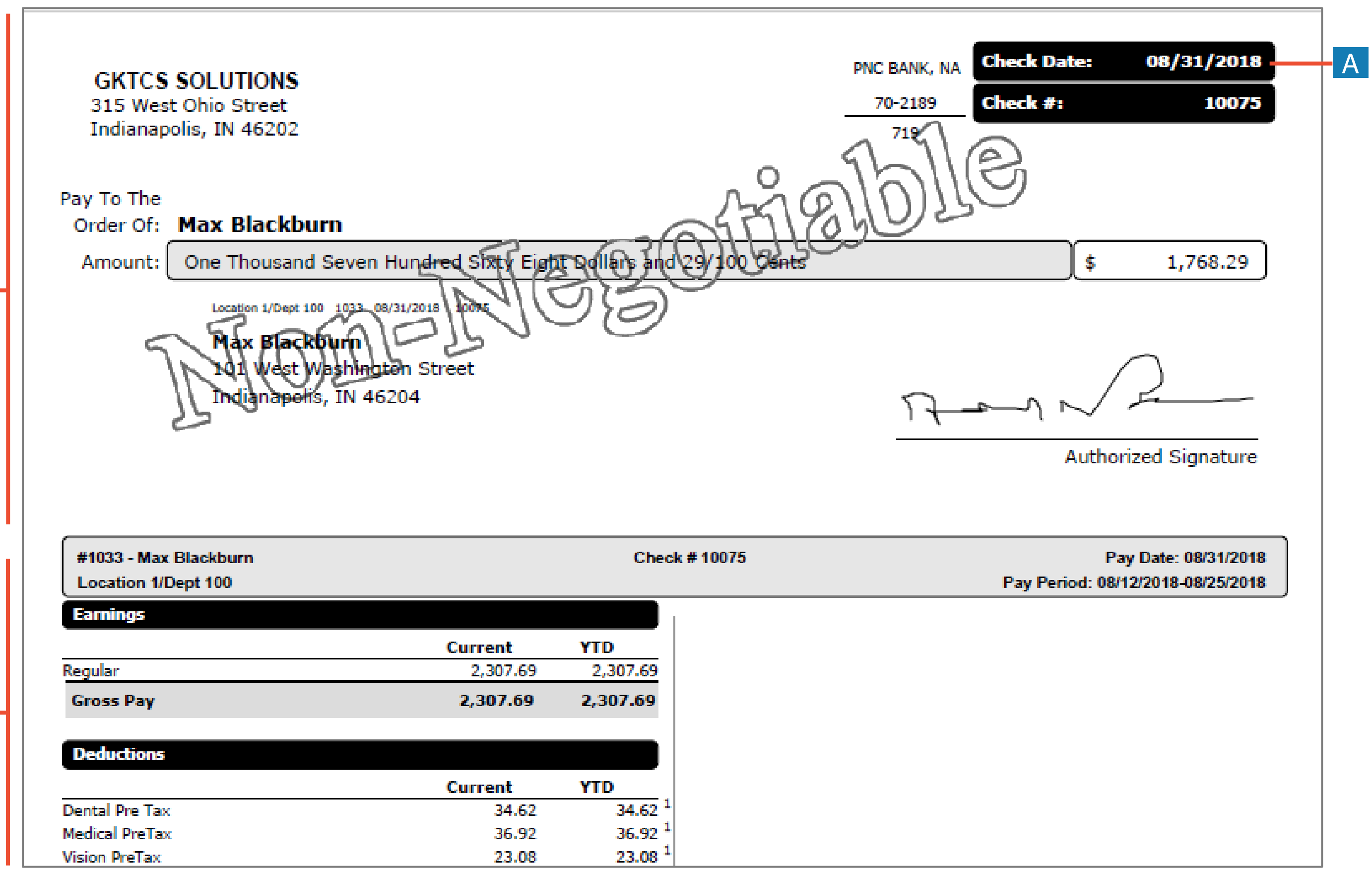


Downloading and viewing a pay statement

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.





GKTCS SOLUTIONS
315 West Ohio Street
Indianapolis, IN 46202

PNC BANK, NA
70-2189
719

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

Non-Negotiable

B

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

C

#1033 - Max Blackburn **Check # 10075** **Pay Date: 08/31/2018**
Location 1/Dept 100 **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.

Viewing My W2s

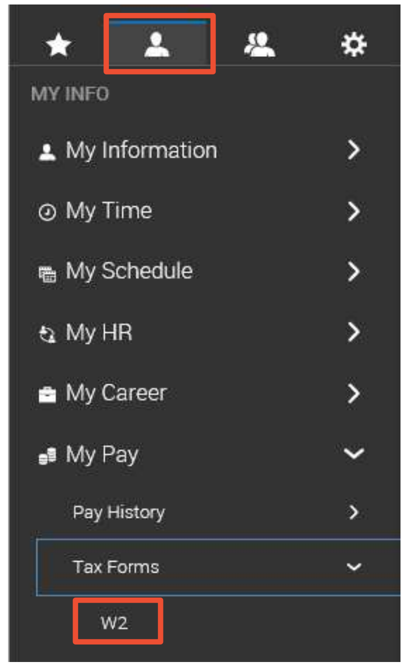
Job Aid

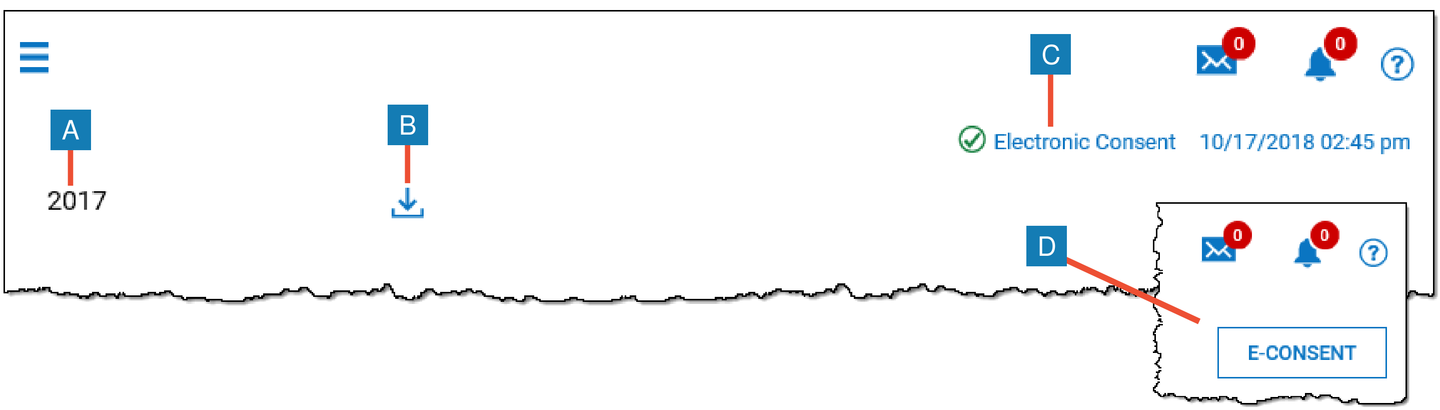
This job aid describes how you can access your year-end W2 forms and manage your electronic consent.

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**.





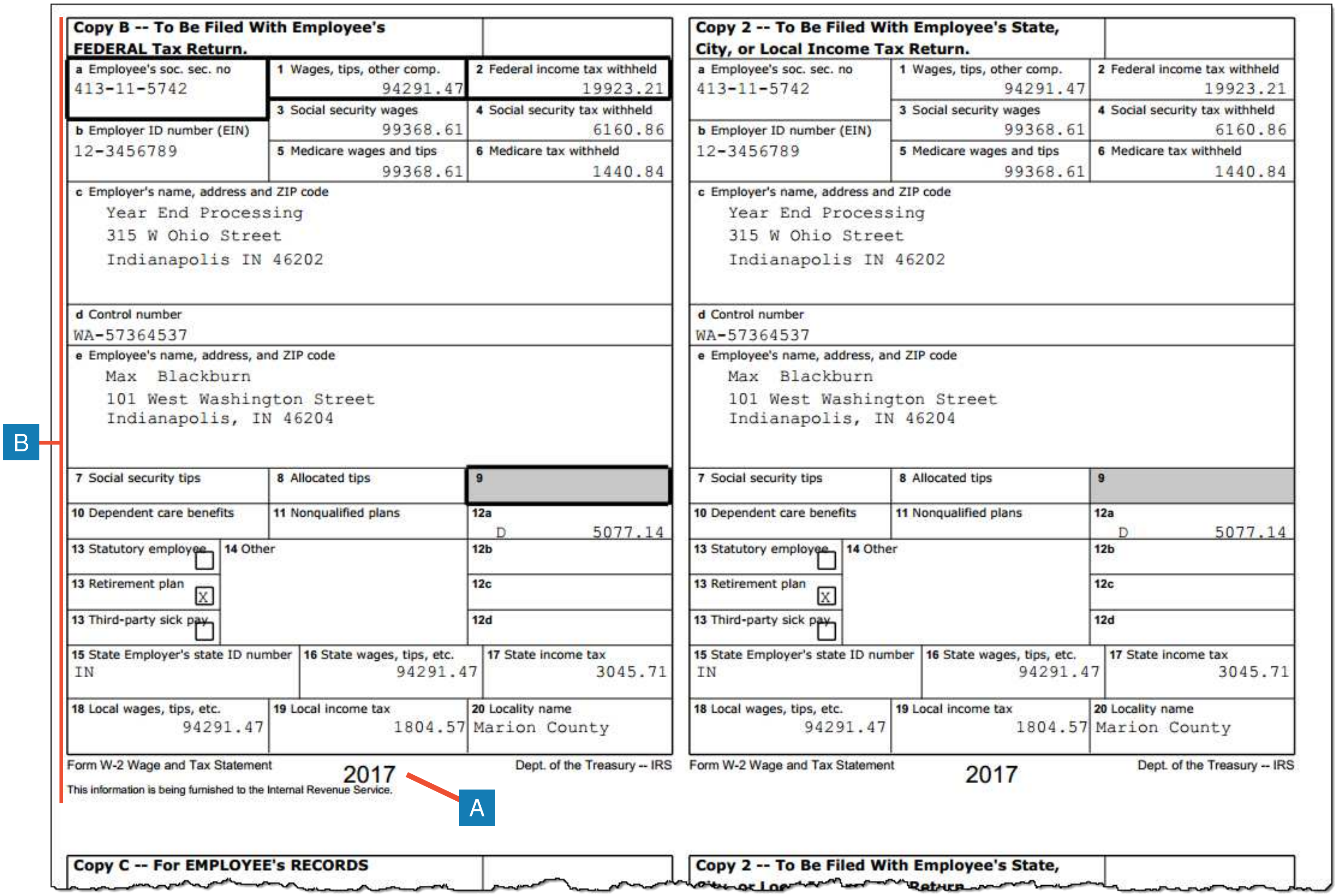
Option	Description
A The W2 year	Displays the year of the W2
B Download icon	Use to download a copy of your W2 form.
C Electronic Consent	This indicates that you have provided electronic consent. Click the link to change your electronic consent.
D E-Consent	If you have not provided electronic consent,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

a Employee's soc. sec. no 413-11-5742	1 Wages, tips, other comp. 94291.47	2 Federal income tax withheld 19923.21
	3 Social security wages 99368.61	4 Social security tax withheld 6160.86
b Employer ID number (EIN) 12-3456789	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

d Control number
WA-57364537

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
10 Dependent care benefits	11 Nonqualified plans	12a D 5077.14
13 Statutory employee ☐	14 Other	12b
13 Retirement plan ☒		12c
13 Third-party sick pay ☐		12d
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

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

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
	3 Social security wages 99368.61	4 Social security tax withheld 6160.86
b Employer ID number (EIN) 12-3456789	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

d Control number
WA-57364537

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
10 Dependent care benefits	11 Nonqualified plans	12a D 5077.14
13 Statutory employee ☐	14 Other	12b
13 Retirement plan ☒		12c
13 Third-party sick pay ☐		12d
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

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,

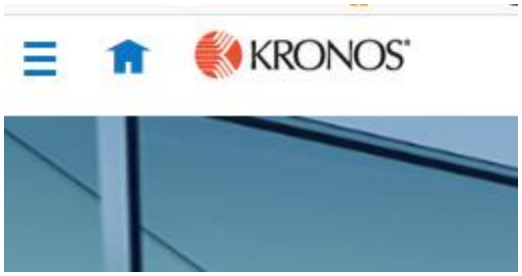
B

A

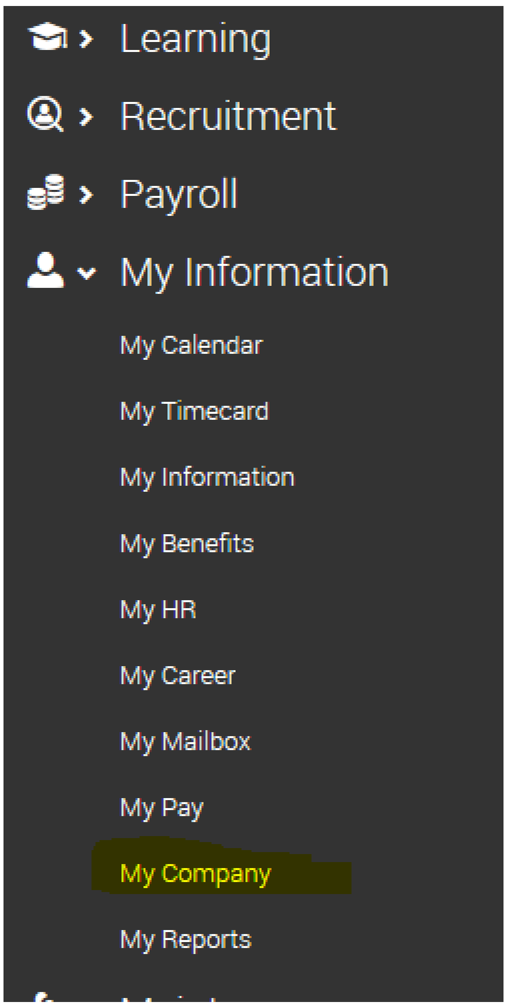
A	The form year indicates the year for which the form was issued.
B	The form image provides an electronic view of the form.
C	Click **Download PDF** to download a printable PDF copy of the form.

How to View Company Handbook and Documents

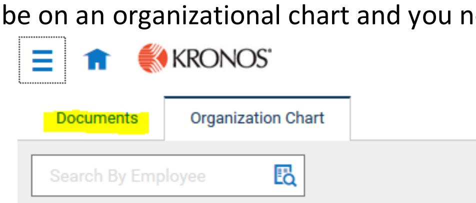
Log into Kronos at https://sunybuffalo-sso.prd.mykronos.com using your single sign on with your UBIT and password

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 wil 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 avilabale to view via the My Company, Documents Page, please let HR know

KRONOS

Job Aid

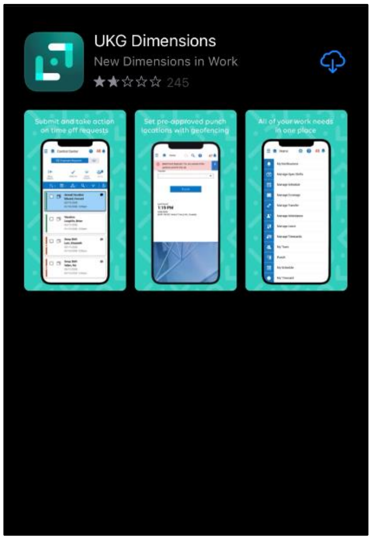
Download & Install UKG Dimensions App

This job aid explains how to download and install the UKG Dimensions app in your mobile device.

Download the app:

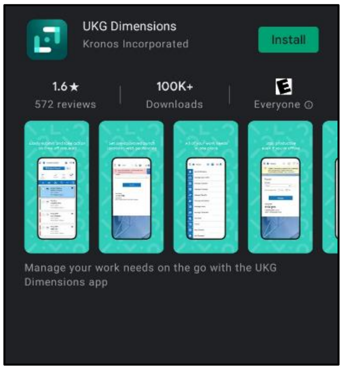
From the Apple App store:

1. In the App store, search for **UKG Dimensions**.
2. Tap the UKG Dimensions app and tap **Get**.
3. **Open** the App in your Apple device to launch it.



From the Google Play store:

1. Search for **UKG Dimensions**.
2. **Install** and then **Open** to launch the UKG Dimensions app.



When the app asks for a tenant URL you will use: https://sunybuffalo-sso.prd.mykronos.com

You will need to verify your identity with DUO, when logging in