



HOW DO I... Set up Direct Deposit?

On the UKG Kronos Website:

- 1. Log in to Kronos at <u>https:/myhr.aspensnowmass.com</u>
- 2. On the home dash board, choose the link "Click here to access your Kronos HR Dashboard" in the top left tile.



 In the left column under Links, My HR, choose "HR Actions." (If you have a home tab, click Self Service first).

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If you are not electing 100% of your pay check to deposited into one account, please be sure to also fill out muliple accounts to equal 100% of your pay.

4. Under HR Actions, choose "Available."

5. At this point, you will see the direct deposit option. To add or change your direct deposit, click "Start" on far right side and follow directions. Be sure to click Submit when finished. Please note: it may take 2-3 pay cycles for the direct deposit change to kick in.

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Click +Add to enter new bank account informatio

My HR > HR Actions

Direct Deposit Change

← HR Actions		
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Direct Deposit Change Click +Add to enter new bank account information. Once you've completed the information below, click Submit to send this request for approval.	1 Open	📑 Start
If you are not electing 100% of your pay check to deposited into one account, please be sure to also fill out muliple accounts to equal 100% of your pay.		

Once you've completed the information below, click **Submit** to send this request for approval.

Questions? Contact humanresources@aspensnowmass.com





HOW DO I... Set up Direct Deposit

On the UKG Dimenions Phone App:

- 1. Log in to the UKG Dimensions app on your phone.
- 2. On the home screen, click Kronos HR.
- 3. Chose "Click here to access your Kronos HR Dashboard."

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4. Click Start then choose Self Service



5. Scroll down and you will see My Hr. Choose HR Actions. (If you have a home tab, click Self Service first).

6. You will see the direct deposit option.



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