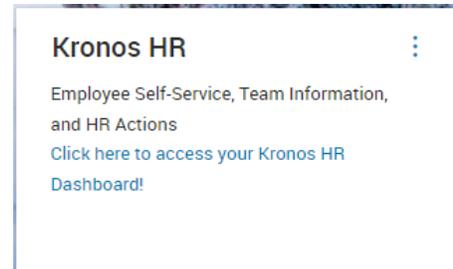


HOW DO I... Set up Direct Deposit?

On the UKG Kronos Website:

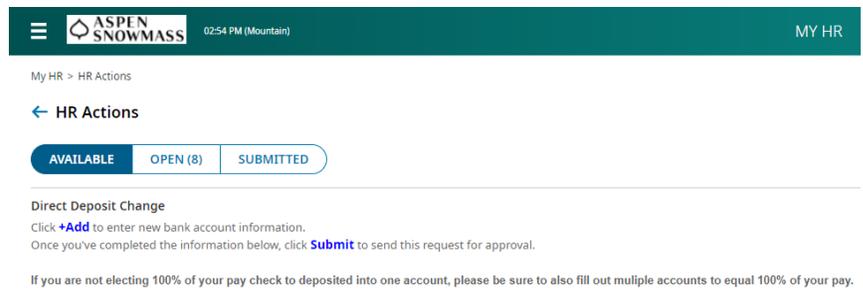
1. Log in to Kronos at <https://myhr.aspensnowmass.com>
2. On the home dash board, choose the link “Click here to access your Kronos HR Dashboard” in the top left tile.



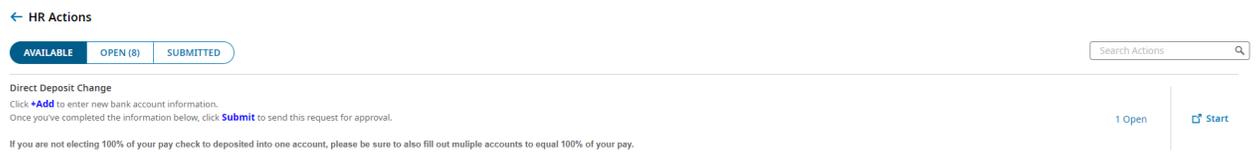
3. In the left column under Links, My HR, choose “HR Actions.” (If you have a home tab, click Self Service first).



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.



Questions? Contact humanresources@aspensnowmass.com

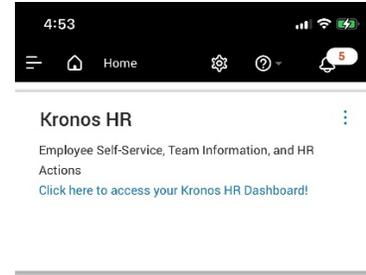
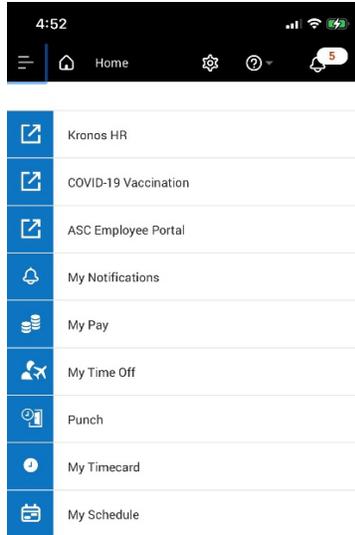
HOW DO I... Set up Direct Deposit

On the UKG Dimensions Phone App:

1. Log in to the UKG Dimensions app on your phone.

2. On the home screen, click Kronos HR.

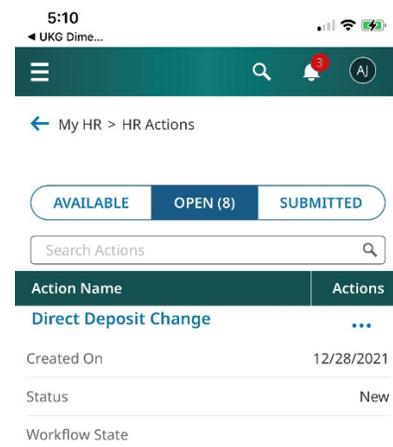
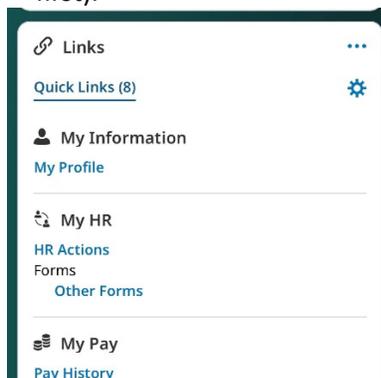
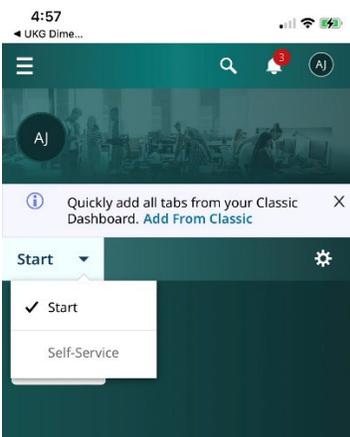
3. Chose "Click here to access your Kronos HR Dashboard."



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.



Please note: it may take 2-3 pay cycles for the direct deposit change to kick in.

Questions? Contact humanresources@aspensnowmass.com