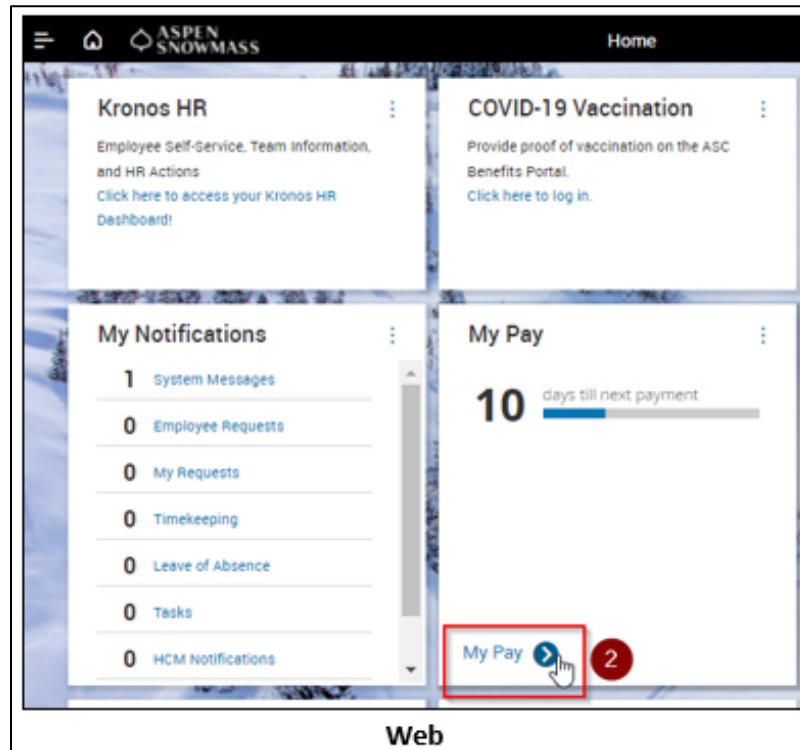


Accessing Your Pay Statements in Kronos

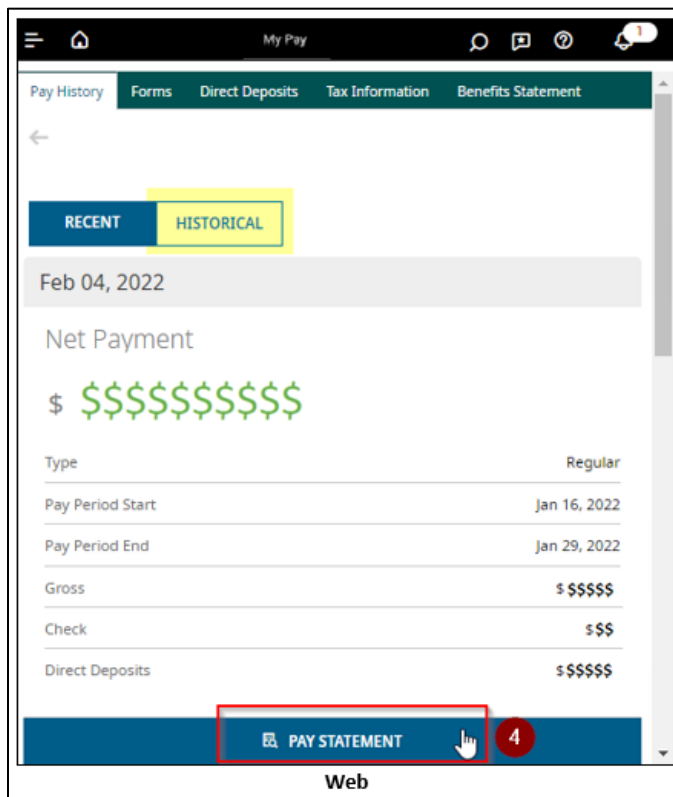
Updated 2/8/22

View & Download Your Pay Statements on the Web and the UKG Dimensions Mobile App

1. [Log into Kronos on the web](#) or via the UKG Dimensions mobile app. The process and pages are similar for both.
 - a. **Note:** If you need help getting logged into Kronos, please reach out to the ASC IT Support team at itsupport@aspensnowmass.com
2. Select the blue **'My Pay'** hyperlink located towards the bottom of the My Pay tile



3. You should now see your **Pay History** that shows your last three paychecks.
 - a. **Note:** If you're using the UKG Dimensions mobile app on an iOS device and the My Pay page looks blank, close out the app, open your device Settings, scroll down and select the UKG Dimensions app, enable the option to **Allow Cross-Website Tracking**, then relaunch the UKG Dimensions app and repeat steps 1 – 3. If the My Pay page still looks blank, select the main menu in the top-left corner of the screen, then navigate to My Information > My Pay and proceed to step 4
 - b. **Note:** If you're on the web and your My Pay tile isn't displayed correctly, **clear your browsing history & cache**, close all of your browsing windows, open a new browser session and repeat steps 1 – 3. If the My Pay tile still does not display correctly, select the main menu in the top-left corner of the screen, then navigate to My Information > My Pay and proceed to step 4
4. Select the blue **'PAY STATEMENT'** hyperlink at the bottom of the screen to view details of your pay statement
 - a. **Note:** You can view previous pay statements by navigating to the **'Historical'** tab on the Pay History screen



- While viewing your pay statement, select the blue **'DOWNLOAD PDF'** button at the bottom of the screen to save a PDF copy of your pay statement

