



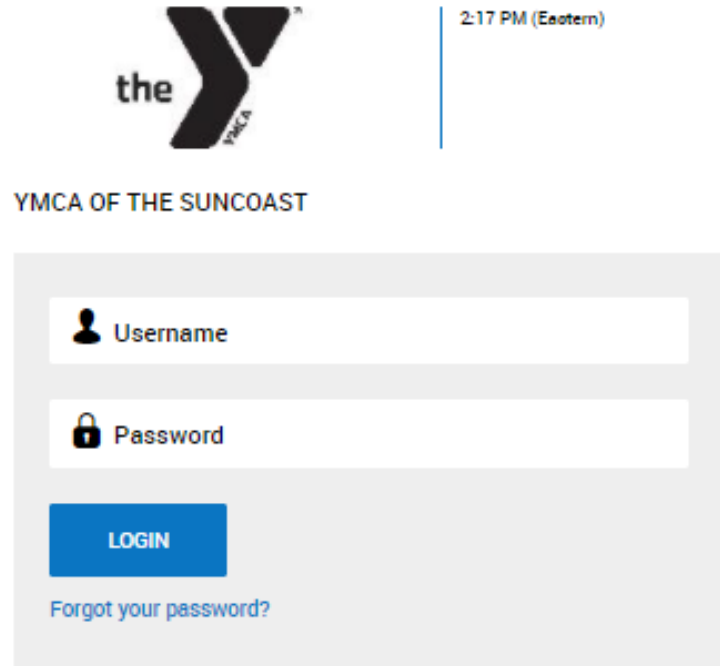
YMCA OF THE SUNCOAST


How to Access Your
Pay Statements & W2
in Kronos




Logging in to Kronos From Your Web Browser


- Enter <https://secure4.saashr.com/ta/6172263.login?rnd=MAP> into your web browser address bar
- Enter username and password
 - Username is first initial, full last name, last 4 of social security number
 - **For first time log in:** Password is your full social security number (no dashes or spaces)
 - You will be prompted to change your password
- Click Login



the  2:17 PM (Eastern)

YMCA OF THE SUNCOAST

 Username

 Password

LOGIN

[Forgot your password?](#)

First Time Logging into Kronos?

- Whether it is your first time ever logging in, or your first time logging in on a new web browser, Kronos will prompt you to setup a Virtual Code Authentication
- Enter your phone number and email for first time setup

The screenshot shows the 'Configure Virtual Code Settings' page for the YMCA of the Suncoast. At the top, there is the YMCA logo and the text 'YMCA OF THE SUNCOAST'. The page title is 'Configure Virtual Code Settings'. Below the title, it says 'Please select one of the following methods to validate your identity. A code will be sent to the method chosen.' There are three radio button options: 'Text Message', 'Voice', and 'Email'. The 'Email' option is selected. Below the options, it says 'You will need to enter this code after you receive it. It should only take a moment to receive it once you've made your selection.' There is a text input field for the email address, with the placeholder text 'Email will be sent to: e*****n@suncoastymca.org'. A green callout box labeled 'Email address' points to this field. Below the email field is a blue 'SEND EMAIL' button. A green callout box labeled 'Phone number for text messaging' points to the 'Text Message' radio button. Another green callout box labeled 'Phone number for voice call' points to the 'Voice' radio button. Below the 'SEND EMAIL' button is a text input field with a key icon and the label 'Enter Code'. Below this field is a checkbox with the text 'By checking this box, the system will not require the entry of a code from this browser and computer with each login. If you do not login from this device at least once in the previous 30 days, the system will require a new verification code sent to you.' At the bottom of the page is a blue 'CONTINUE' button.

Getting Your Virtual Code Authentication Code

1. Select a method to receive your code
2. Click the **Send...** button
3. Enter your code
4. Click the checkbox to save the code to your browser
5. Click the **Continue** button

Configure Virtual Code Settings

Please select one of the following methods to validate your identity. A code will be sent to the method chosen.

You will need to enter this code after you receive it. It should only take a moment to receive it once you've made your selection.


Info Message:

Text message was sent successfully. Enter in the code you've received in the field below.
To eliminate this step for future logins on the current device, use the check box.

Methods: Text Message Voice Email

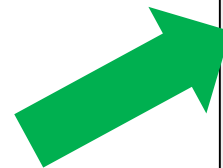
Text message will be sent to: *****9058

SEND TEXT MESSAGE


 149124

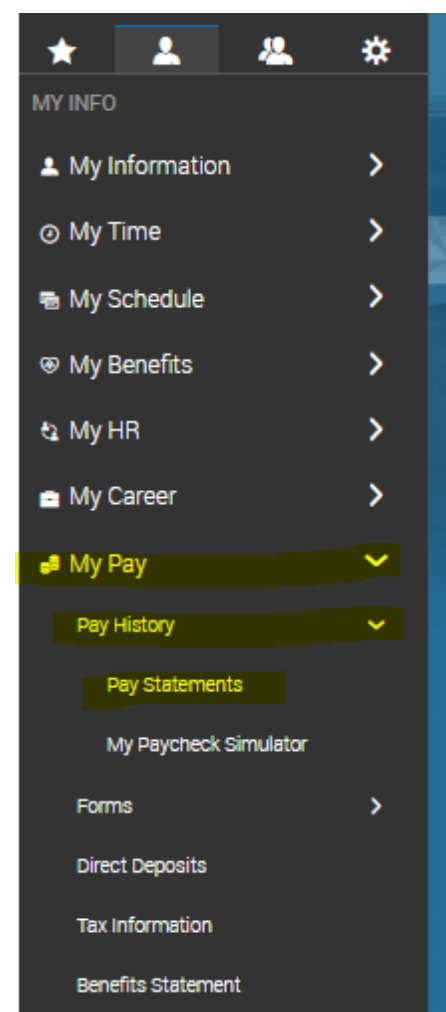
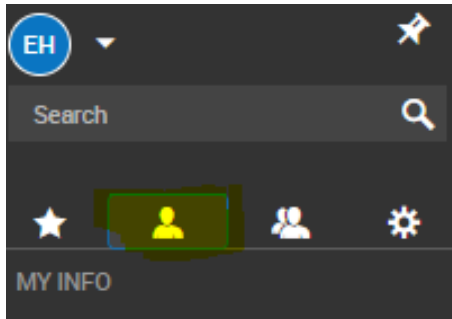
By checking this box, the system will not require the entry of a code from this browser and computer with each login. If you do not login from this device at least once in the previous 30 days, the system will require a new verification code sent to you.

CONTINUE



Accessing Pay Statements in Kronos

1. Once you've successfully logged in, navigate to the top left corner of the screen and click on the main menu button. It looks like this: 
2. Click on the "My Info" Tab
3. From there, follow the route below:
 - My Pay >
 - Pay History >
 - Pay Statements

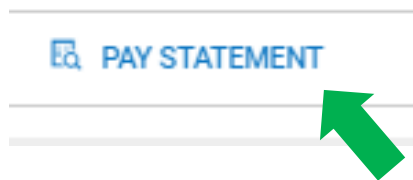


Accessing Pay Statements in Kronos


4. From here, select “Historical”. This is where you will find all 2020 and later pay statements

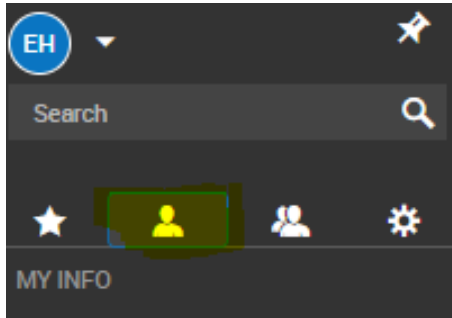


5. Clicking on the blue “Pay Statement” will open up the detailed pay statement, where you have the option to download in PDF

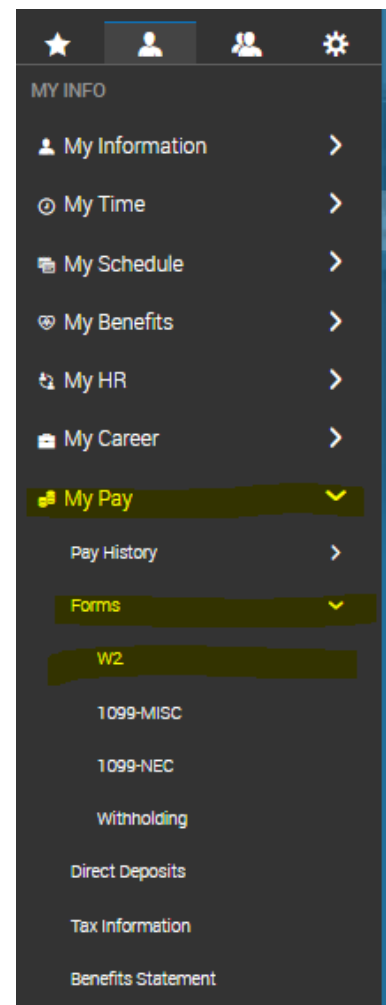


How to Provide Electronic Consent for Form W2 in Kronos

1. Once you've successfully logged in, navigate to the top left corner of the screen and click on the main menu button. It looks like this: 
2. Click on the "My Info" Tab

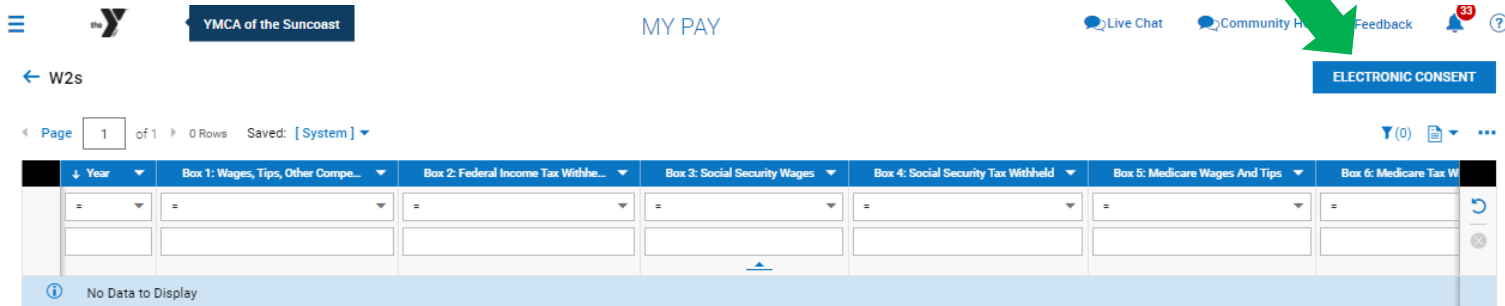


3. From there, follow the route below:
My Pay >
Forms >
W2



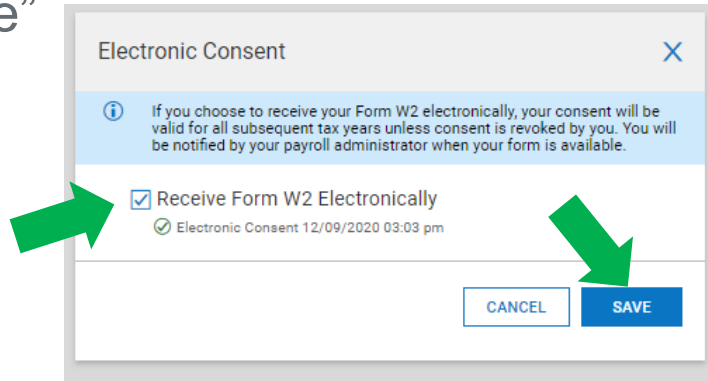
How to Provide Electronic Consent for Form W2 in Kronos

4. Click “Electronic Consent”



The screenshot shows the Kronos MY PAY interface. At the top, there is a navigation bar with the YMCA of the Suncoast logo, the text 'MY PAY', and links for 'Live Chat', 'Community H...', and 'Feedback'. A green arrow points to the 'ELECTRONIC CONSENT' button in the top right corner. Below the navigation bar, there is a breadcrumb trail '← W2s' and a table header with columns for 'Year', 'Box 1: Wages, Tips, Other Compe...', 'Box 2: Federal Income Tax Withhe...', 'Box 3: Social Security Wages', 'Box 4: Social Security Tax Withheld', 'Box 5: Medicare Wages And Tips', and 'Box 6: Medicare Tax W'. The table body is empty, and a status bar at the bottom indicates 'No Data to Display'.

5. Enter your password, check “Receive Form W2 Electronically” and click “Save”



The screenshot shows the 'Electronic Consent' dialog box. It contains a blue information banner with the text: 'If you choose to receive your Form W2 electronically, your consent will be valid for all subsequent tax years unless consent is revoked by you. You will be notified by your payroll administrator when your form is available.' Below the banner, there is a checked checkbox labeled 'Receive Form W2 Electronically' with a timestamp 'Electronic Consent 12/09/2020 03:03 pm'. At the bottom, there are two buttons: 'CANCEL' and 'SAVE'. A green arrow points to the 'SAVE' button.