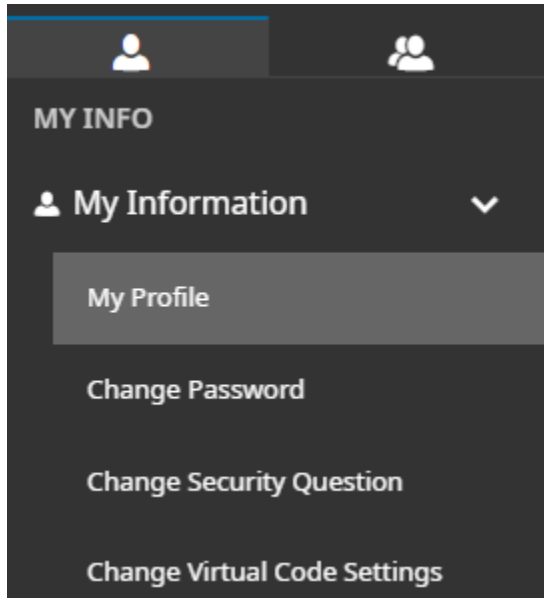


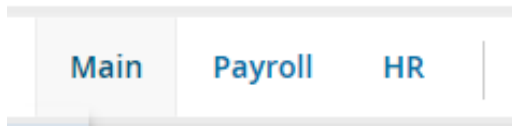
People & Culture – Tips and Tricks

How do I access my information (compensation, payroll deductions, benefit enrollments)?

Step 1: Click on My Information < My Profile

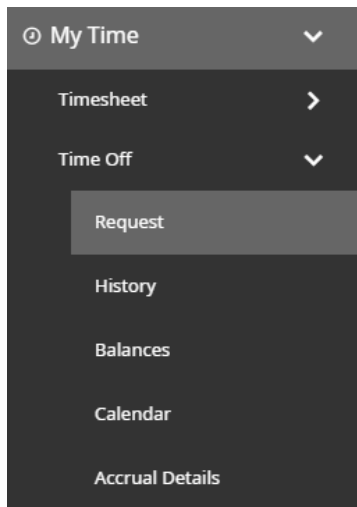


Step 2: Click on the tab you would like to view



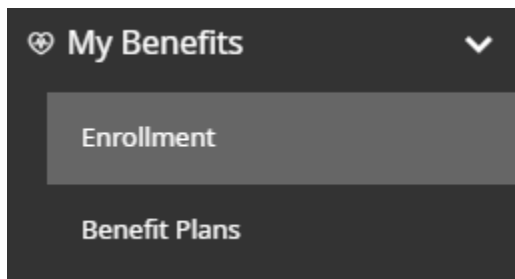
How do I view my PTO, request PTO, or view details of my PTO balance?

Step 1: Click on My Time < Time Off



How do I change my benefits mid-year if I have had a life event (marriage, divorce, birth, loss of coverage)?

Step 1: Click on My Benefits < Enrollment



Step 2: Life Event Change (Start)

Life Change Event

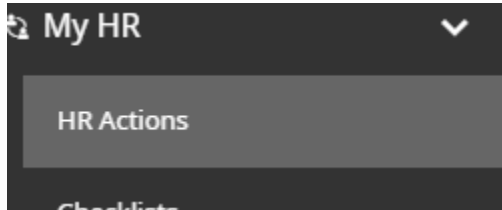
Press start to begin a life change event.

[Start](#)

Step 3: Complete the enrollment with all changes necessary and submit

How do I change my direct deposit, my address, my emergency contact information, or my phone number?

Step 1: Click on My HR < HR Actions



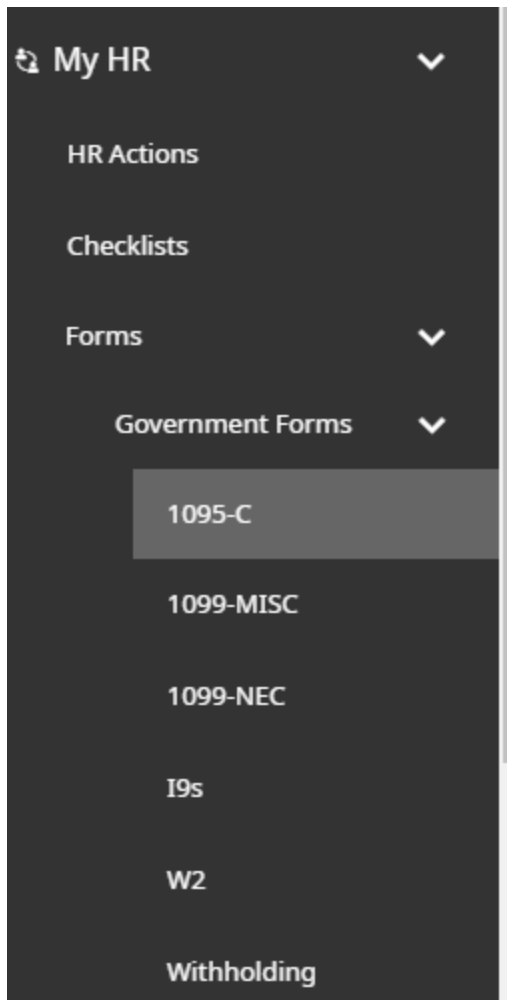
Step 2: Click the Start button to the left of the action that you want to initiate (Direct Deposit, Personal Information Change, etc.)



Step 3: Complete the change and submit

How do I make changes to my tax forms?

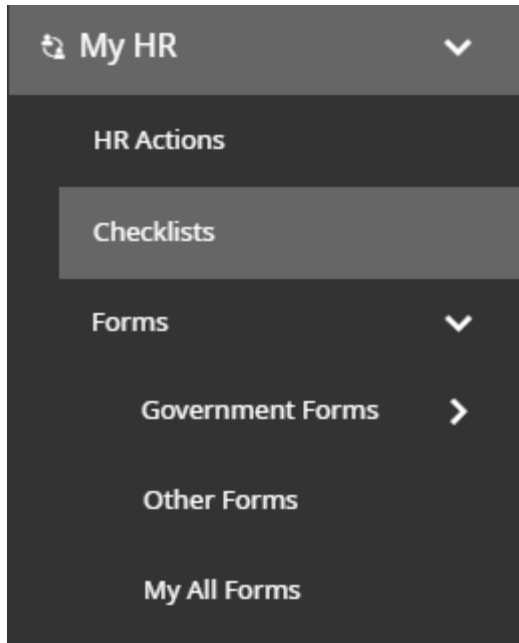
Step 1: Click on My HR < Forms < Government Forms < Withholding



Step 2: Click Add New in the top right corner, complete the form, and submit

I need to complete a form in Kronos but I can't find it. Where can I go?

Step 1: Click on My HR < Forms < Other Forms



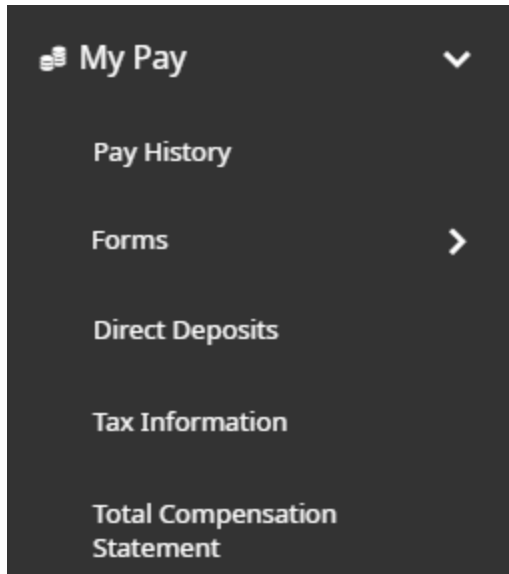
Forms that can be found here include:

- Payroll deduction form
- Various Attestation forms
- Accommodation Requests
- JW-4 (city of Jackson) tax form
- Secondary Employment Form

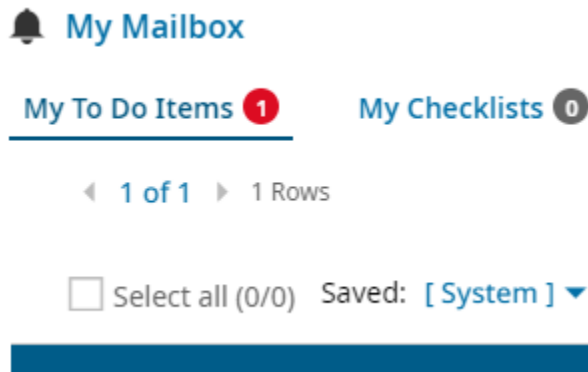
How do I view my pay statement or other pay information?

Step 1: Click on My Pay < Pay History (to view pay statements)

- If you want to review your direct deposit, click Direct Deposits
- If you want to review your tax information, click Tax Information
- If you want to view your full year total compensation statement, click on Total Compensation Statement



I have a message on my To Do Items on my Kronos Dashboard, what does that mean?



This means you need to go in and take action on an item. Click the item (or items) one by one and go through them. They will have steps to follow to complete each task.

I don't understand how the LifeWays insurance works or what exactly is covered, who can I talk to for specific plan information?

LifeWays has a patient advocate assigned to us directly through 44N, which is the HRA company we utilize. They can be reached at 855-306-1099. They have a 24/7 hotline if you need them outside of normal business hours.

Where can I find a list of Holiday, open positions, or a link to our LifeWays logo wear store?

On your dashboard (home screen) in Kronos, you will see an announcements box:


The image shows a header for an announcements box. It consists of a blue circle containing a white lowercase letter 'i' (information icon), followed by the word "Announcements" in a blue, sans-serif font. The entire header is enclosed in a thin blue vertical line on the left side.

i Announcements

Within this box you will find a PDF of our holiday list, a link to our online logo wear store, and a link to all open positions we have

How do I change my 457 contributions?

1. Login to www.lfg.com
2. Click into your account (LifeWays 457 Deferred Compensation Plan) in blue

The image shows a header for the LifeWays 457 Deferred Compensation Plan. It features the text "LIFEWAYS 457 DEFERRED COMPENSATION PLAN" in a large, bold, blue, sans-serif font. Below this, in a smaller, grey, sans-serif font, is the text "JACKSON-HILLSDALE LIFEWAYS COMM - 457". The header is enclosed in a thin blue vertical line on the left side.

LIFEWAYS 457 DEFERRED COMPENSATION PLAN

JACKSON-HILLSDALE LIFEWAYS COMM - 457

3. On the next screen you will see a "My Target" box. Within this box it tells you your current contribution amount.



4. In that same box you can click any of the listed amounts if you want to change that amount or click "Other" and it will bring you to another screen where you can change the amount to your specifications. Once you have your preferred changes made, click update.

The image shows a blue rectangular button with the word "UPDATE" in white, uppercase, sans-serif font.

UPDATE