



Krucial Staffing, LLC

Workday FAQ

Please contact the Mainline at

888-222-6359 or

KrucialWorkday@KrucialStaffing.com

for assistance.

**NOTE: CHANGES MUST BE MADE
ON A WEB BROWSER, NOT THE MOBILE APP**

KrucialStaffing.com/Workday

Mainline: 888-222-6359

KrucialWorkday@KrucialStaffing.com

CHANGES MUST BE MADE ON A WEB BROWSER

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Changes must be made before Tuesdays at Noon to be effective for that week's check.

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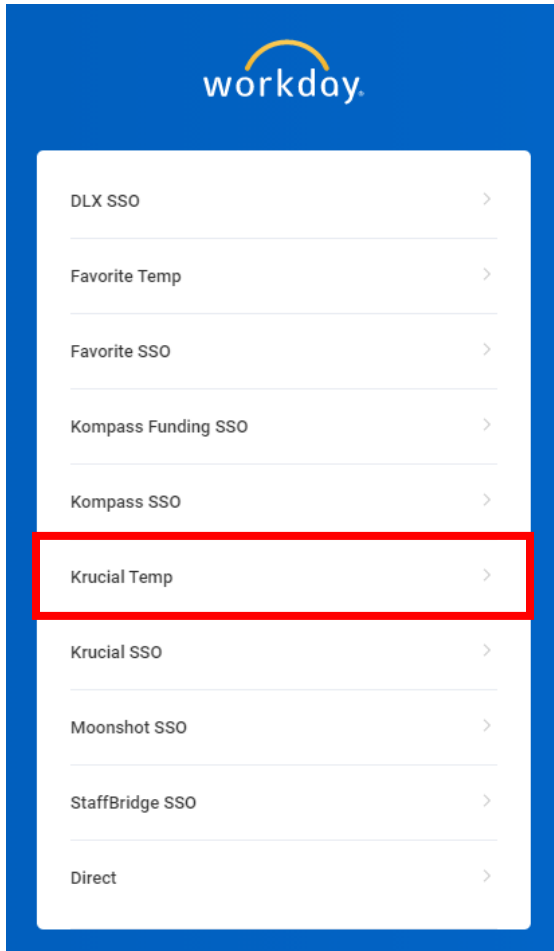
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HOW DO I LOGIN?

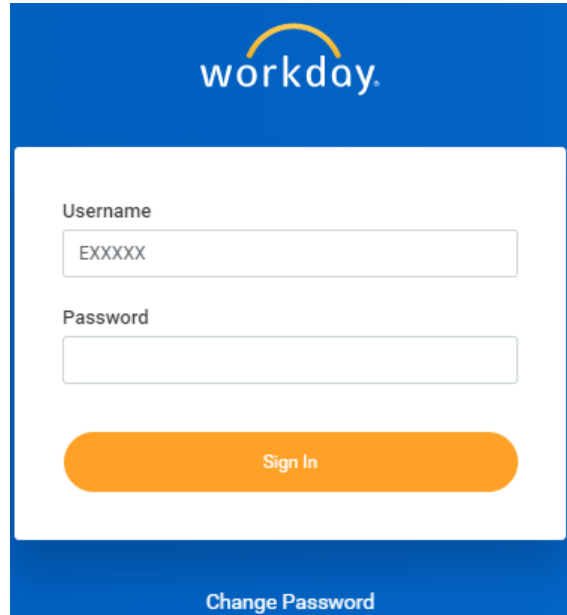
Visit the following address:

KrucialStaffing.com/workday

Click on **Krucial Temp**

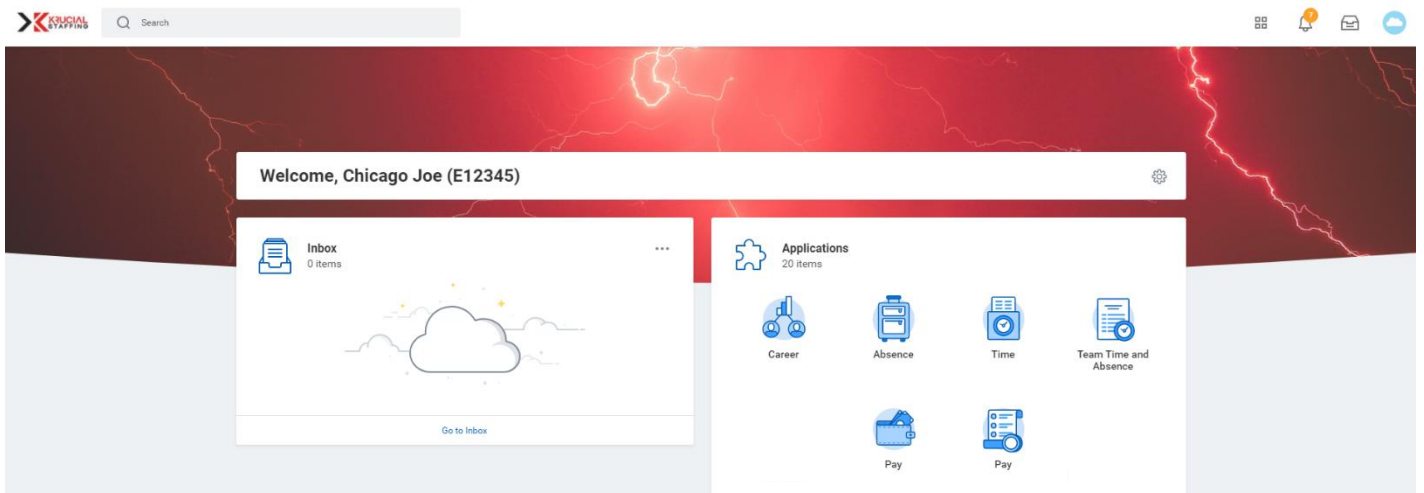


Enter your **Employee ID**



Please call the main line at **888-222-6359** or send an email with your information to **KrucialWorkday@KrucialStaffing.com** if you have not received an email from Workday with your login information.

Your screen will look similar to this after logging in:



Please contact KrucialWorkday if you are missing the **Pay (Wallet)** and **Personal Information** applications

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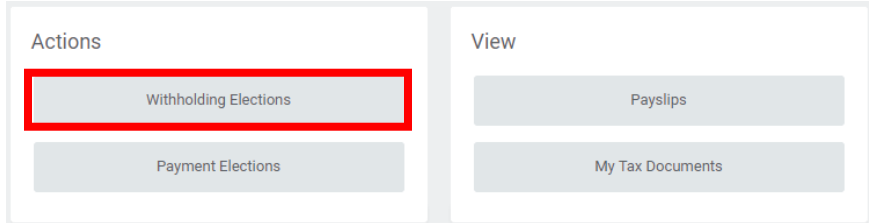
KrucialWorkday@KrucialStaffing.com

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HOW DO I CHANGE MY TAX ELECTIONS?

Go to the **Pay** application

Click on **Withholding Elections**



Your next screen will have the different tabs you can change. Select the jurisdiction you wish to update. Click **Update** to make changes.

Withholding Elections
Chicago Joe (E12345) [Actions](#)

Home Address: 1234 NW Main Street
Anytown, USA 12345
United States of America

Social Security Number: XXX-XX-XXXX

Federal Elections | State Elections | Local Elections | Tax Allocations

Company: Krucial Staffing, LLC

Effective Date: 01/01/2020

Lock In Letter

Payroll Withholding Status: Single or Married filing separately

Multiple Jobs or Spouse Works

Total Dependent Amount: 0.00

Other Income: 0.00

Deductions: 0.00

Extra Withholding: 0.00

Exempt

Nonresident Alien

Last Updated: 12/29/2020 01:02:34.745 PM

Last Updated By: (empty)

Update

Click the orange **OK** button

Complete Federal Elections

Worker Chicago Joe (E12345)

Company *

X Krucial Staffing, LLC ...

Effective Date *

01/13/2021



* **NOTE:** Backdating the effective date will **NOT** affect previous pay periods or paychecks. It will only affect paychecks after the date you submit changes.

OK

Cancel

You may need to scroll down to view the **OK** button

← W-4 Employee's Withholding Certificate

Company Krucial Staffing, LLC
Effective Date 01/13/2021
Name Chicago Joe
Social Security Number XXX-XX-XXXX
Address 1234 NW Main Street
Anywhere, USA 12345
United States of America

Make sure to read all instructions and scroll down.

W-4 Data

View Blank Form

Step 1:

Marital Status *

Complete Steps 2-4 ONLY if they apply to you; otherwise, skip to Step 5. See page 2 for more information on each step, who can claim exemption from withholding, when to use the estimator at www.irs.gov/W4App, and privacy

Step 2:

Multiple Jobs or Spouse Works

Complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse also works. The correct amount of withholding depends on income earned from all of these jobs.

Do only one of the following.

(a) Use the estimator at www.irs.gov/W4App for most accounts withholding for this step (and Step 2.4) or

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Make sure you scroll all the way down to check the **I Agree to the Legal Notice** box. You will not be able to continue without this step. Click the orange **OK** button when finished. A message will appear confirming your selections were successfully submitted.

Legal Notice Your Name and Password are considered as your "Electronic Signature" and will serve as your confirmation of the accuracy of the information being submitted. When you click in the "I Agree" checkbox, you are certifying that:

1. Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete.
2. You understand that your payroll tax withholding election is a legal and binding transaction.
3. You understand that all submissions are contingent upon acceptance by your Payroll representative.

If you do not wish to use the electronic signature option, print a paper copy of the form. The form is not valid without a signature.

I Agree *

OK Cancel

Disclaimer: Krucial Staffing, LLC and its officers, shareholders, employees, representatives, or affiliates are unable to provide tax or legal advice. Please consult a CPA, tax professional, or legal advisor to determine which decision will best meet your needs.

You will need to return to the Withholding Elections page to change another jurisdiction.

My Home or Work State is Not Accurate

In the **Withholding Elections** screen, click on **State Elections** → **Update**. Remove the old state and select the state you now live in. Click the orange **OK** button.

Worker Chicago Joe (E12345)

Company *

Effective Date *

State *
 Alabama

Make the withholding selections you wish to make and then click the orange **OK** button.

I Moved Since I Started Working

You need to update your address and tax elections. You can always get to the home page by clicking on the Krucial Staffing logo in the upper left hand corner. Please see **How Do I Change My Personal Information** (page 9) and then **My Work or Home State is Not Accurate** (above).

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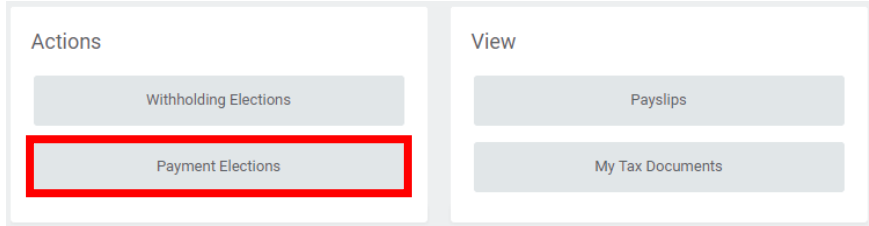
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CHANGES MUST BE MADE ON A WEB BROWSER

HOW DO I CHANGE MY PAYMENT ELECTIONS?

Go to the **Pay** application

Click on **Payment Elections**



The next screen will display a table with two sections. The first section contains the account(s) currently on file, if any, and the second section contains the actual **payment elections** that determines where payments go.

Payment Elections
Chicago Joe (E12345) [Account](#)

Select how to receive payment for each type of pay. For direct deposit, be sure to add bank accounts before payment elections.

Person: [Chicago Joe](#)
Default Country: United States of America
Default Currency: USD
Status: Successfully Completed
Last Updated: 12/31/2020 11:59 PM

Accounts 1 item

Account Nickname	Country	Bank Name	Account Type	Account Number	
AnyBank USA *****1234	United States of America	AnyBank USA	Checking	*****1234	Edit Remove

[Add](#)

Payment Elections 2 items

Pay Type	Payment Elections				
	Payment Type	Account	Account Number	Distribution	
Payroll	OSV Direct Deposit	AnyBank USA *****1234	*****1234	Balance	Edit
Expenses	Direct Deposit	AnyBank USA *****1234	*****1234	Balance	Edit
				Yes	

Adding an Account

Click on **Add**

Person: [Chicago Joe](#)
Default Country: United States of America
Default Currency: USD
Status: Successfully Completed
Last Updated: 12/31/2020 11:59 PM

Accounts 1 item

Account Nickname	Country	Bank Name	Account Type	Account Number	
AnyBank USA *****1234	United States of America	AnyBank USA	Checking	*****1234	Edit Remove

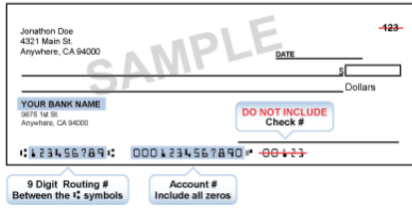
[Add](#)

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Account Holder Name Chicago Joe
Account Country United States of America
Sample Check



Account Information

Account Nickname (optional)
Routing Transit Number *
Bank Name *
Bank Identification Code
Account Type * Checking Savings
Account Number *

Complete all required information noted with an asterisk and click OK

Splitting Your Check

Follow the previous steps to add the different direct deposit accounts you wish to use. Scroll down to view the **Payment Elections** table. Click the **Edit** to the right of the Payroll row (you may need to scroll to the right).

Payment Elections 2 items

Pay Type	Payment Elections				Edit
	Payment Type	Account	Account Number	Distribution	
Payroll	OSV Direct Deposit	AnyBank USA *****1234	*****1234	Balance	<input type="button" value="Edit"/>
Expenses	Direct Deposit	AnyBank USA *****1234	*****1234	Balance Yes	<input type="button" value="Edit"/>

Click the **Plus** button to add a row. **NOTE: "balance" must be selected for the bottom row.**

Payment Elections 2 items

*Country *Currency

 x United States of America x USD

Select the Following:

Country: United States of America

Currency: USD

Payment Type: OSV Direct Deposit

Account: Select the account that is NOT already selected in the row below

Balance: Enter a specific amount or percent (must add up to 100%)

Click **OK**

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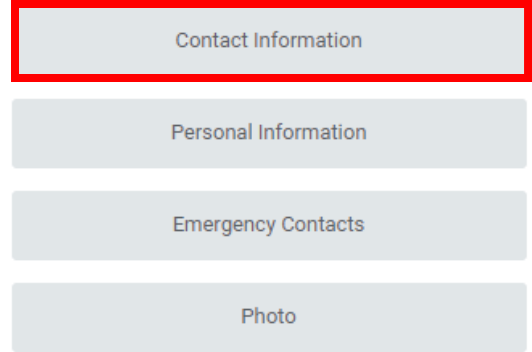
HOW DO I CHANGE MY PERSONAL INFORMATION?

Go to the **Personal Information** application



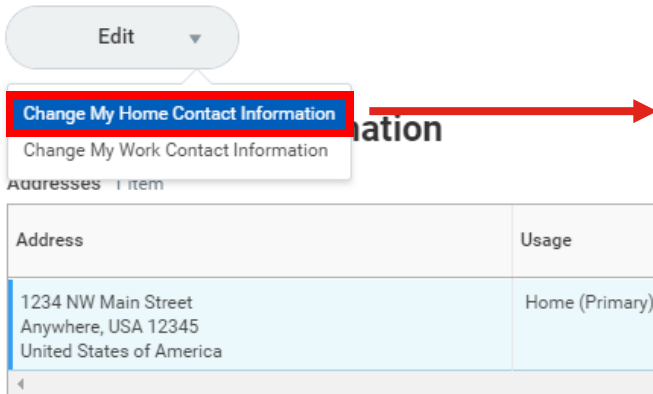
Click on **Contact Information**

Change



Click on **Change My Home Contact Information**

My Contact Information
Chicago Joe (E12345) Actions



Click on the **Edit** button or **Add** next to the item you wish to change.

Change Home Contact Information

Address

Primary
 Yes added

Address
1234 NW Main Street, Anywhere, USA 12345

Usage
(empty)

Visibility
Private

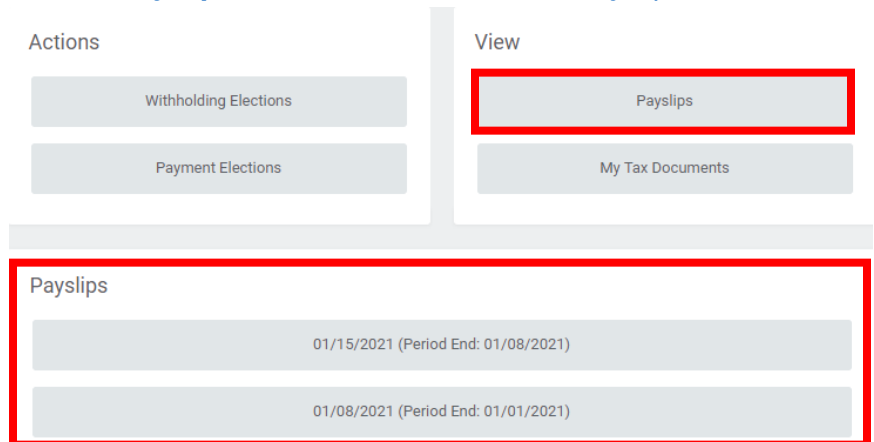
Add

HOW DO I VIEW MY PAYSTUBS?

Paystubs will not be available for viewing until payday.

Go to the **Pay** application

Click on **Payslips** or select one underneath Payslips



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You can print payslips (previously referred to as paystubs) on-demand after navigating to a specific slip or clicking **Print Multiple Payslips** if you need more than one.

Payslip

Chicago Joe (E12345): 01/15/2021 (Regular) - Complete Actions

Previous Payslip

Return to My Payslips

Print Payslip Image

Print Multiple Payslips

How do I view my hours?

You can view your hours on your paystub when it becomes available on payday.

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WHO DO I CONTACT FOR NEW HIRE PAPERWORK QUESTIONS?

Our Krucial Workday team will be able to answer questions regarding new hire paperwork. You may contact them by calling the mainline or emailing KrucialWorkday@KrucialStaffing.com.

Questions regarding **Form I-9** should be sent to KrucialFormi9@KrucialStaffing.com.

WHO DO I CONTACT FOR PAYROLL QUESTIONS?

Payroll related issues (i.e. trouble updating tax/payment elections even **after** following the previous steps) should be referred to the Payroll Department by calling 913-802-4101 or emailing Payroll@KrucialStaffing.com.

Submitting Texas COVID-19 Timesheets

Timesheets for Texas COVID-19 deployments must be sent by midnight every Saturday to Timesheets@KrucialStaffing.com. Please **make sure to Cc your Krucial Onsite Rep** to the message; we *will* reject timesheets that do not have the onsite included to the message. Your subject line should read:

PPE MM/DD/YYYY – First Name Last Name – Hotel & City

Ex: PPE 12/31/2020 – Elvis Presley – Holiday Inn Amarillo, TX

PPE = Pay Period Ending (Friday)

Timesheets sent to payroll@krucialstaffing.com have a higher probability of being missed.

Submitting New York COVID-19 Timesheets

Timesheets for Texas COVID-19 deployments must be sent by midnight every Saturday to NYCTimesheets@KrucialStaffing.com. Please **make sure to Cc your Krucial Onsite Rep** to the message; we *will* reject timesheets that do not have the onsite included to the message. Your subject line should read:

PPE MM/DD/YYYY – First Name Last Name – Hotel & City

Ex: PPE 12/31/2020 – Elvis Presley – Holiday Inn NYC

PPE = Pay Period Ending (Friday)

Timesheets sent to payroll@krucialstaffing.com have a higher probability of being missed.

WHAT IF I CANNOT FIND WHAT I AM LOOKING FOR?

Please contact the **Mainline** for further assistance.