EMPLOYEE SELF SERVICE GUIDE
Logging On and Signing Out of Kronos

As a Kronos user, you have an established unique user name to gain access to Workforce Central Navigator and create and change your password using the security features provided in the application.

Logging On

Step 1. Access the Navigator Framework_wfc log on page.

https://as-sdsu.kronos.net/wfc/logon

*Recommended web browser “Chrome”

Step 2. In the User Name field, enter your user name.

Step 3. In the Password field, enter your password.

*If first time user, click “Create New Logon” and follow the instructions to create a new account.

Requirements-

1. Password requires 12 characters (lower case, upper case, number(s), special character).
2. Answers to security questions must be 6 characters long.

*If forgot your password, click “Forgot Your Password?” and follow the instructions to reset your password.

Step 4. Click the right-facing arrow or press the Enter key on the keyboard.

Signing Out

Step 1. Click Sign Out

Recommended Practice

We recommend that you always end your session by clicking the Sign Out link located in the top left-hand corner. Clicking Close (x) without first logging off might leave your connections to the application open, allowing unauthorized people to view and edit information.
Managing Employee Self Service

Click Employee Home Page Widget

Reviewing Your Personal Data

Click on any of the available options listed under each section.
What’s available in Employee Self Service?

**Company Information**

A.S. Personnel Policies and Procedures handbook and payroll schedule.

**My Information Section**

View and change your direct deposit and tax withholding information. Note: Any changes will require the approval of the A.S. Payroll department. After you submit a change, you will receive an email from payroll staff approving/rejecting your change. Please keep your email address current. For questions about direct deposit, tax withholdings, or any other payroll related item, please contact the A.S. Payroll department staff.

**Personal Information Section**

View and update your personal information such as your mailing address, phone number, email address, and emergency contact information.

**Reference**

View currently enrolled benefits (*) if applicable, personal employment profile that includes date of hire, job title, home department, direct supervisor name, paycheck calculator tool, and the link to print copies of your paystubs and W2 statements.

To print copies of paystubs:

- Click **Earnings History**
  - The earnings history window will display the statements for the current and previous year(s). To change the year, click on the drop down arrow next to the year
  - Click “**Print**” on the row for the check date you wish to print the statement for. A new window with the preview of the pay statement will open.
  - Print (depending in your software printing settings you may just right click inside the preview window and select print from the menu that will display)
  - Close the preview window
  - Click “**Back to Employee Home Page**” or “**Sign Out**”

Printing copies of W-2 Statements:

- Click **W-2 (YYYY)**
  - A new window with the preview of the W-2 statement will open
  - Print Print (depending in your software printing settings you may just right click inside the preview window and select print from the menu that will display)
  - Click “**Back to Employee Home Page**” or “**Sign Out**”

(*) Benefits – Please direct any benefit related questions to the PR & Benefits Manager.