

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"*

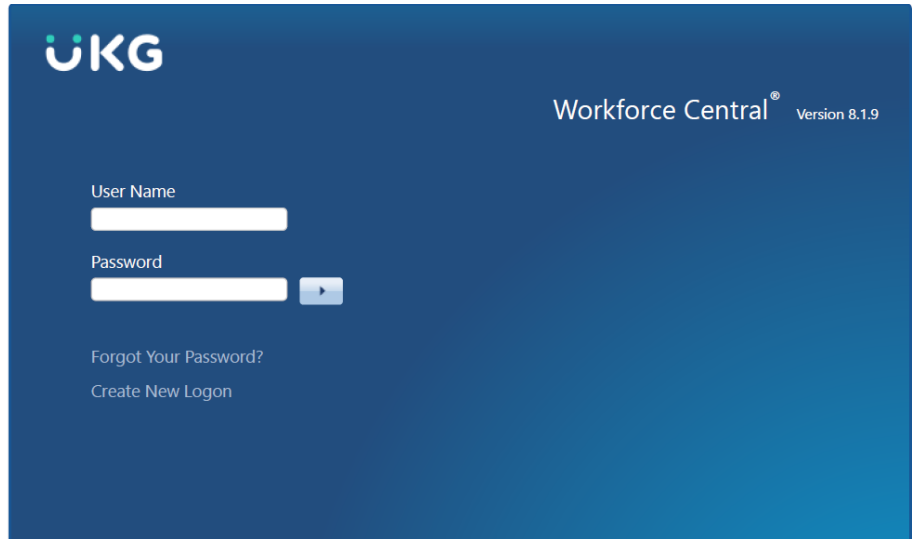
Step 2. In the **User Name** field, enter your user name.

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.*

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

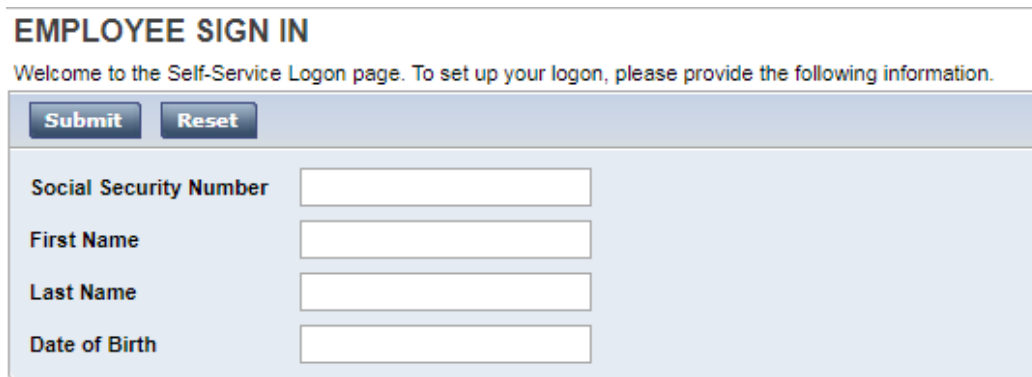
Step 4. Click the right-facing arrow or press the Enter key on the keyboard.



Creating New Logon

Step 1. Select **Create New Logon**

Step 2. **Employee Sign In** page will come up and request personal information



On the next page, you will choose your Password.

Enter information in the following format-

Social Security Number XXXXXXXXX (9-digits, no dashes)

First Name (Do not include middle name or nickname)

Last Name

Date of Birth MM/DD/YYYY

Step 3. Select **Submit**

Step 4. The **Select Your Password** window will come up. Make note of your username and create your password.

**Password requires 12 characters (lower case, upper case, number(s), and special characters).*

SELECT YOUR PASSWORD

Your password must meet the requirements defined by your system administrator.

Save **Reset**

User Name

Enter your new Password

Verify your new Password

Step 5. Select **Save**

Step 6. You will be redirected to the **Log On** page, where you will enter your given **Username** and **Password**.

Step 7. Next, you will set-up three security questions.

**Answers to security questions must be more than 6 characters long*

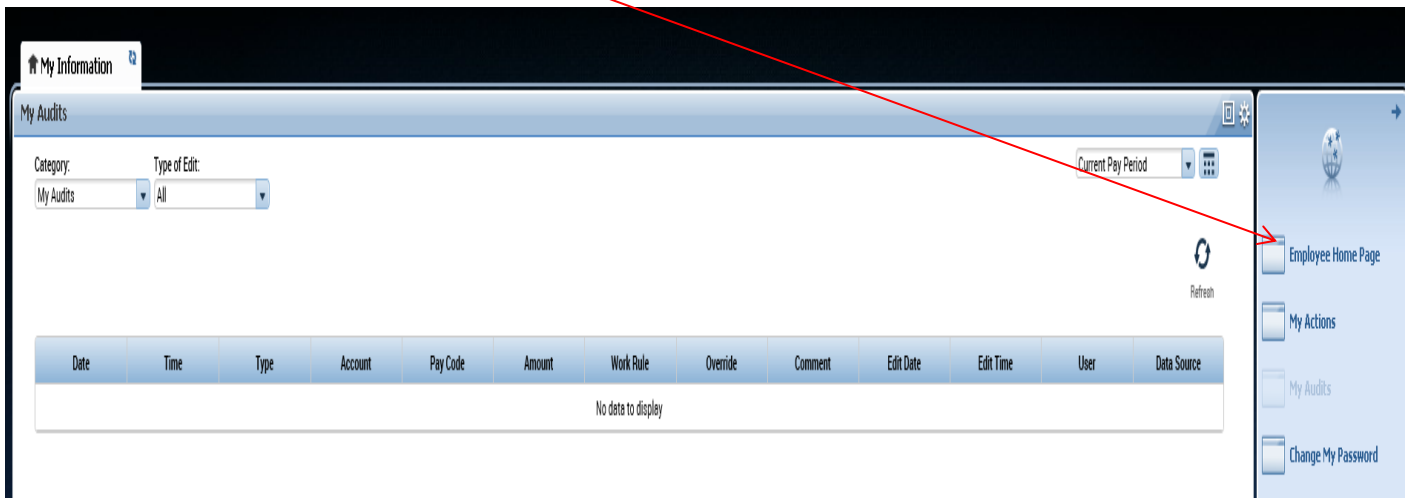
Signing Out

Recommended Practice

We recommend that you always end your session by clicking the **Sign Out** link located in the top right-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.

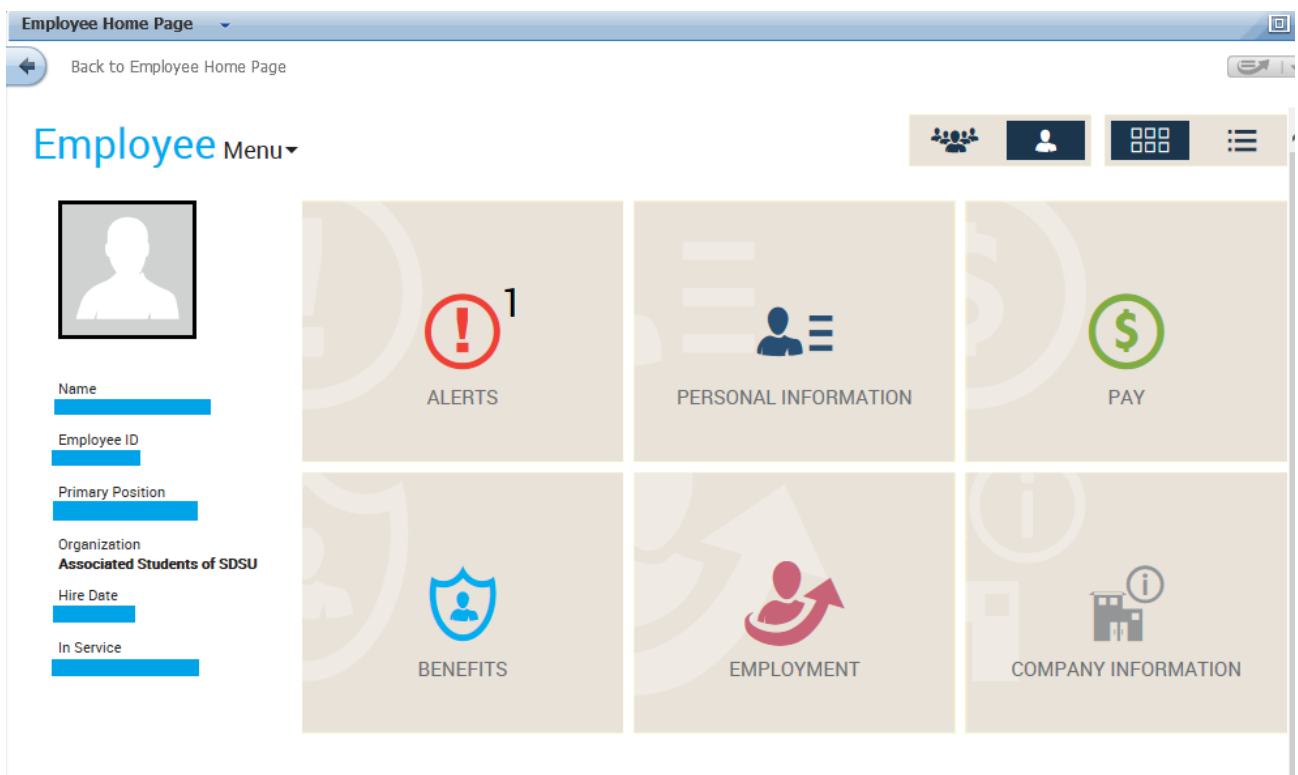
Managing Employee Self Service

Click [Employee Home Page Widget](#)



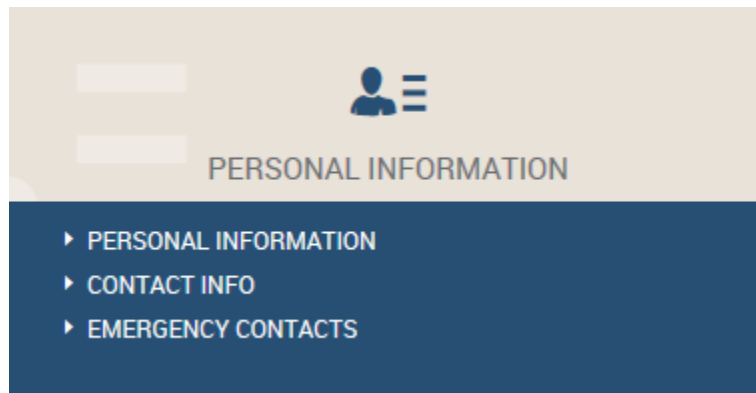
Reviewing Your Personal Data

Click on any of the available options listed under each section.



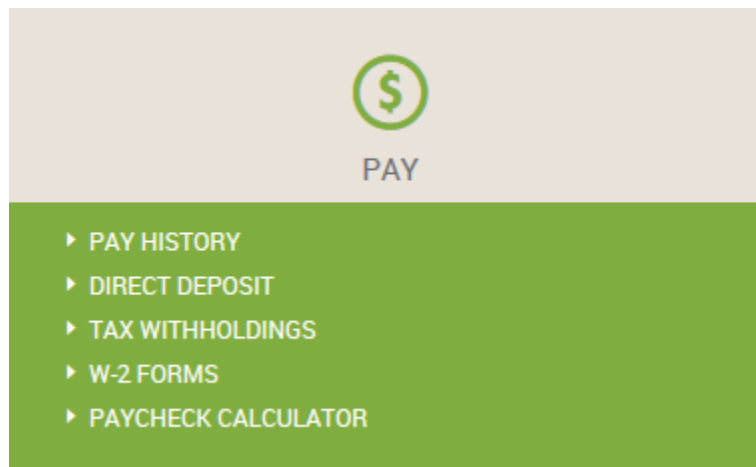
What's available in Employee Self Service?

Personal Information Section



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

Pay Section



View and print your pay history (paystubs and W-2s), 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.

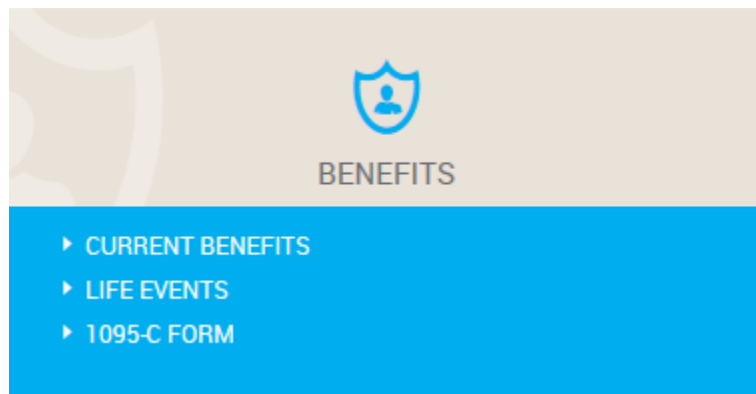
To print copies of paystubs and checks-

- Click [Pay History](#)
- The pay 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 [View Advice](#) or [View Check](#) 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.

To print copies of W-2 Statements:

- Click [W-2 FORMS](#) and select the year you will like to view a W-2
- A new window with the preview of the W-2 statement will open

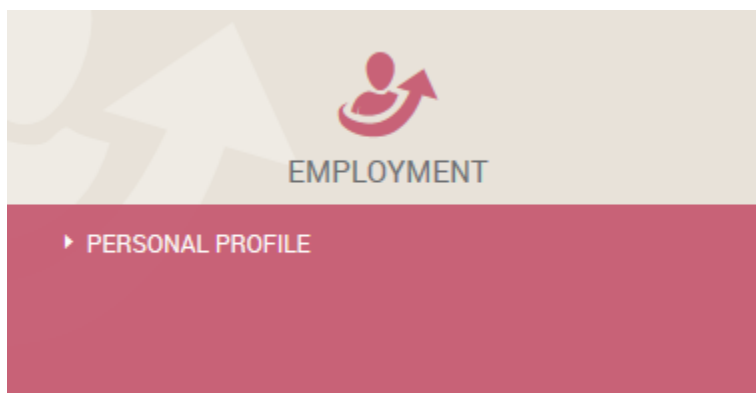
[Benefits Section](#)



View currently enrolled benefits (*) if applicable.

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

[Employment Section](#)



Personal employment profile that includes employee ID, employment status, date of hire, job title, direct supervisor name.

[Company Information](#)



A.S. company website where you will find the A.S. Personnel Policies and Procedures handbook, the link to the Kronos Self-Service site (Kronos Login Page) and all A.S. Human Resources and Payroll Forms.

Payroll Schedule to view pay period and pay dates.