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](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. The Employee Sign In page will come up and request personal information

On the next page, you will choose your Password.
Enter the requested information in the following format:

- **Social Security Number**: XXXXXXXX (9-digits, no dashes)
- **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**.

**SELECT YOUR PASSWORD**

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

<table>
<thead>
<tr>
<th>Save</th>
<th>Reset</th>
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<tbody>
<tr>
<td>User Name</td>
<td></td>
</tr>
<tr>
<td>Enter your new Password</td>
<td></td>
</tr>
<tr>
<td>Verify your new Password</td>
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Enter your password.

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

**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 security questions.

*Answers to security questions must be 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 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

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 (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.