Kronos Self-Service for Employees
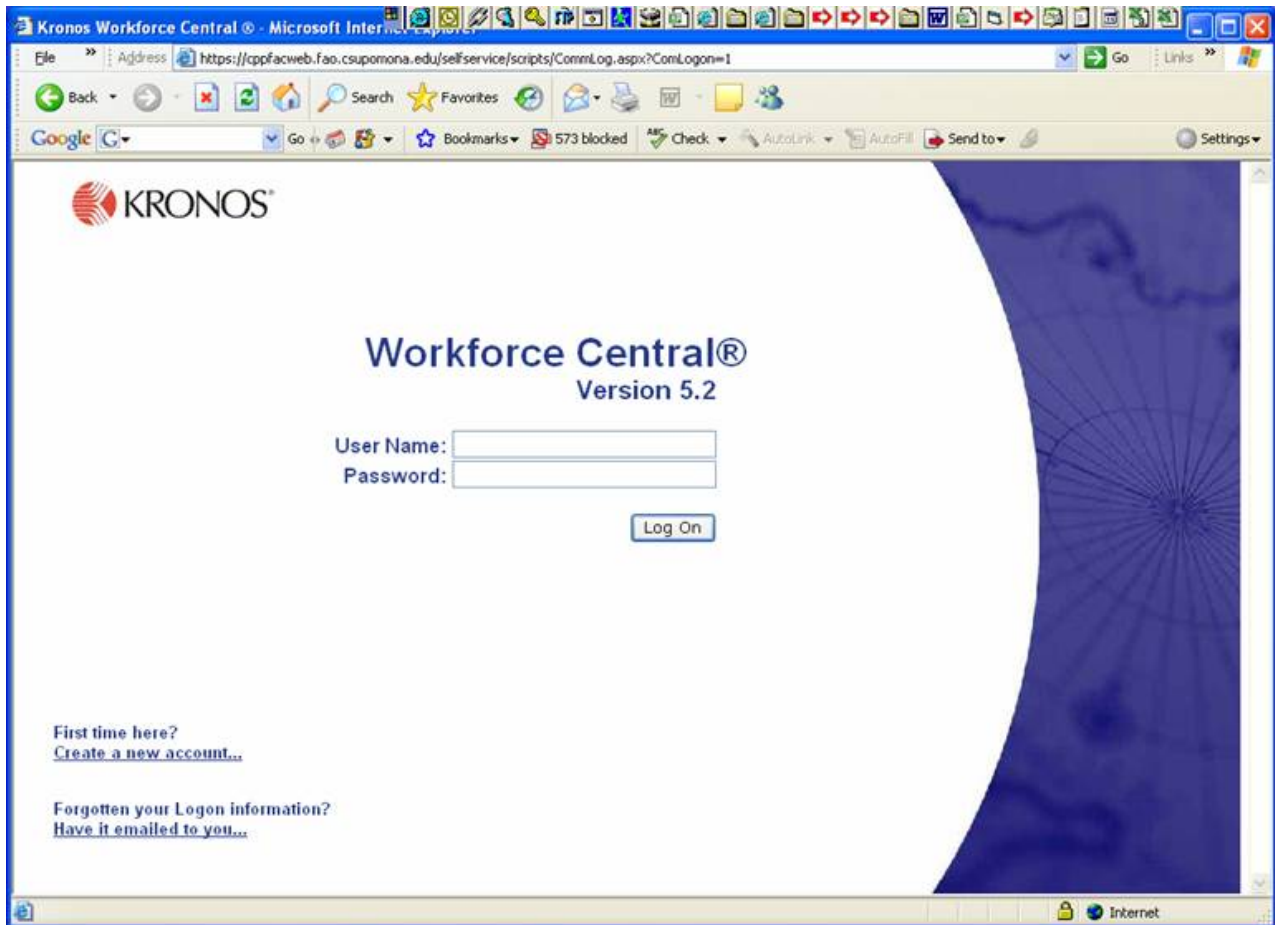
Please use the following website to input your hours into Kronos and to get your Earnings History using Kronos Self Service:

https://cppfacweb.fao.csupomona.edu/selfservice   (you can save it as a "favorite")

If you haven't logged into Self Service before, click on the link in the bottom left hand side of the screen titled "First Time Here? Create a new account"

This will link to the next screen so you can answer some security questions. You will choose a Password on the next screen (your User Name will already be assigned for you). You can use your existing Kronos Timekeeper password if you already have one, but it's considered a "new" Password for Self Service.
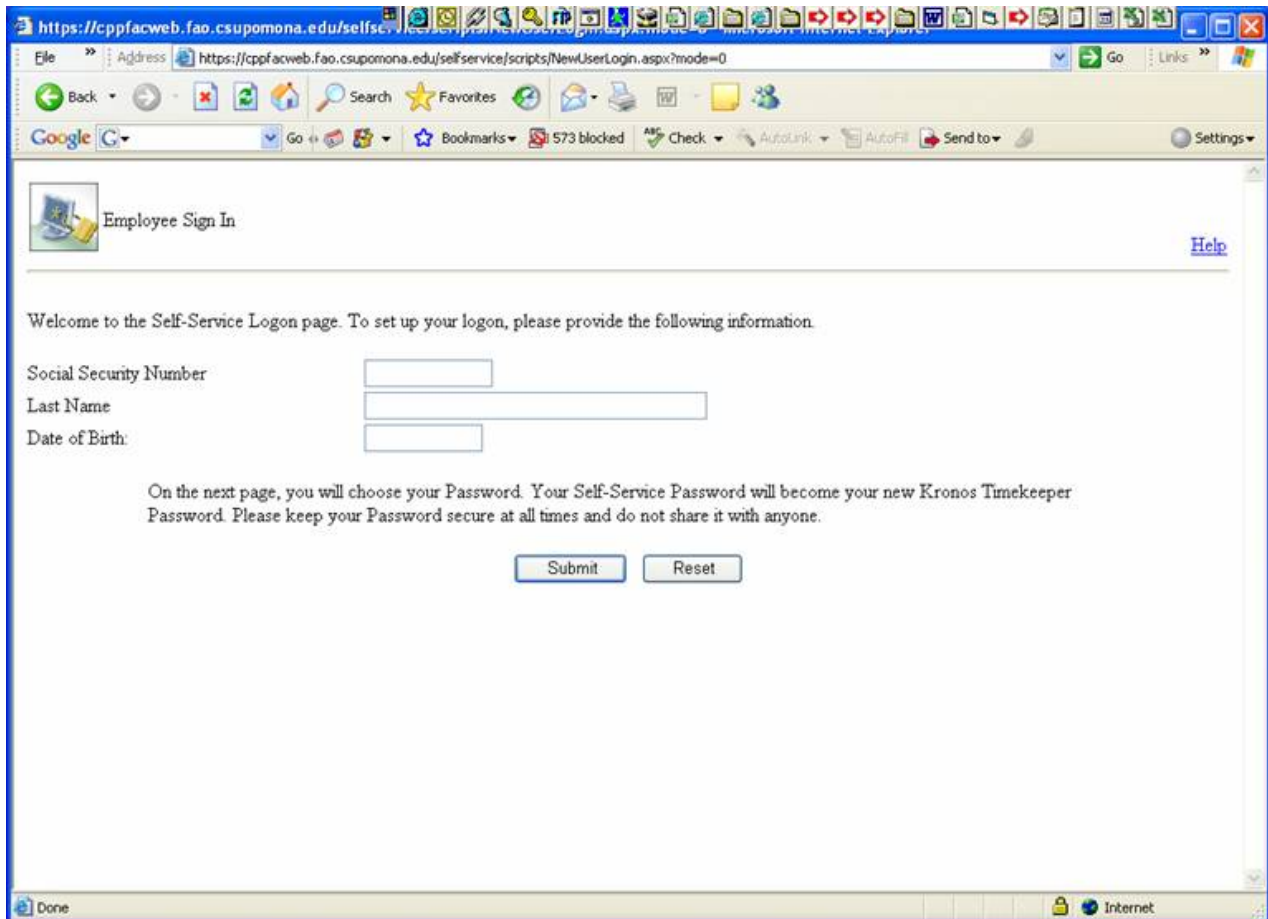
Once you've logged in, you can choose any icon. For example, to verify or change your address, click on "Address and Phone" under the Personal Information section. To view your paycheck stub, click on "Earnings History" under the "Reference" section. To add time and see timecard information, go to "Labor Management" under My Information" (it's linked to Kronos Timekeeping even though the screens look a little different).

Employee's Responsibilities:
-   Record hours daily
-   Notify your supervisor of any missed punches (if using Time Stamp method or a Time Clock)
-   Review total hours worked per day and per pay period
-   **Approve your time** in Kronos at the end of your shift on the last day of each pay period
-   Verify that your supervisor has "signed off" on your timecard by noon on Monday following the end of the pay period.

The current payroll calendar with pay period deadlines can be found on:
www.foundation.csupomona.edu/financial Click on Payroll, then Payroll Documents, then 2008 Payroll Calendar, Jan – June.

See example of Self-Service screen options:

Company Information

Company Directory

Suggestions and Awards

Job Openings

My Information

Direct Deposit

Employee Goals

Labor Management HTML

Life Events

Performance Review List

Tax Withholdings

Time Off

Training

Personal Information

Personal Information

Address and Phone

Change Password

Email Address

Emergency Contacts

Additional Notifications

Actions List

Inbox

Reference

Current Benefits

Earnings History

Personal Profile

Paycheck Calculator

W2 Review

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Some of the icons are still being developed, but feel free to browse. If you have any questions on Kronos Self Service, please call Jill in Foundation Human Resources at (909) 869-2953.

If you feel you need additional timecard training, please call Foundation Payroll at extn. 2962 for the class schedule. 30-minute training classes are held in Foundation Payroll, Building 55 twice a month.