

KRONOS SELF-SERVICE

KRONOS SELF-SERVICE, is not to be mistaken for KRONOS TIMEKEEPER (Timekeeper involves tracking hours worked). They are different. However, what you use for your user id and password in Self-Service, will be used in Timekeeper.

***KRONOS SELF-SERVICE is the only way to view and print pay check information.**

***KRONOS SELF-SERVICE can be accessed from home computer, using Internet Explorer.**

Self-Service is an excellent resource and tool for WCSD Employees.

You can update address, change W-4 deductions, view paychecks, and check accrued sick, personal, and vacation time. In addition, you can change benefit information in this system.

You will also be able to view important district announcements. So, become familiar with this tool.

It is for the employee's benefit!

***IF YOU NEED ASSISTANCE ACCESSING SELF-SERVICE, CONTACT FRAN SEEGMILLER at 435-673-3553 EXT. 227**

1. To access KRONOS Self Service go to www.washk12.org (using Internet Explorer)
2. Select "Employees"
3. Select Self-Service

The screenshot shows a web browser window titled "Employees Home - Windows Internet Explorer" with the address bar displaying "http://www.washk12.org/index.php/employees". The page content includes a mission statement "Improve Student Achievement", a navigation menu with "Employees" selected, and a sidebar with "Self Service" highlighted. The main content area features a "Welcome employees" message, an "Important Information" box, and sections for "Technology Assistance" and "PowerSchool Updates / Help".

MISSION: *Improve Student Achievement*

WASHINGTON COUNTY SCHOOL DISTRICT

Home Parents & Students Schools Departments **Employees** Contact Us

Home Employees

Employees Home

Welcome employees to your section of the Washington County School District website.

If you have questions about any benefits please contact the HR Department at the District Offices – 435.673.3553.

Important Information

Employees, there are no pending announcements at this time.

Administration / Principals

- District Employees
- Personnel Links
- Employee Benefits
- Time Keeping
- * Self Service**
- Employment Opportunities
- Substitute Opportunities

Technology Assistance

Teachers/Staff if you are experiencing problems with your computer please let the technology staff know by filling out a "Tech Request". Please follow the link below and fill the form out completely.

[Tech Help...](#)

PowerSchool Updates / Help

WCSD PStrain Updates

PowerSchool Training and Help page

- PowerSchool Year End Process 7/16/2009 – 7/21/2009
- Principals Academy PowerSchool Notes
- Coming Soon PowerSchool 6 and PowerTeacher 1.6
- Do Not Transfer Students to Transfer Historical School
- Summer In District Transfers Use Next School Indicator Do Not Transfer

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Local intranet 100%

start Washington County S... Art: Explosion Publish... Employees Home - Wi... 7:48 AM

KRONOS SELF-SERVICE INSTRUCTIONS CONTINUED

FIRST TIME LOGGING ON:

The screenshot shows a web browser window with the title "Washington County School Distri...". The page header includes "WASHINGTON COUNTY SCHOOL DISTRICT" and a navigation menu with "EMPLOYEE SELF SERVICE". The main content area contains a login form with fields for "User Name" and "Password", and a "GO" button. Below the form, there are two links: "First time here? Click here to create a new account..." and "Forgotten your Logon information? Click here to have it emailed to you...". At the bottom, there is a footer with the text: "Official Web Site of the Washington County School District - 2007, 2008, 2009 © - All Rights Reserved 121 West Tabernacle | St. George, Utah 84770 | Phone : 435.673.3553 | Fax : 435.673.3216".

4. Click on “Click here to create a new account...” at the bottom of the screen

***The Employee Sign In Page will appear: Be sure to follow instructions and enter information in the correct format for typing in your birth date and social security number.**

The screenshot shows the "EMPLOYEE SIGN IN" page. It includes a "Return" link in the top right corner. The main text reads: "Welcome to the Self-Service Logon page. To set up your logon, please provide the following information. The social security number required format would be xxx-xx-xxxx and the required format for birth date would be mm/dd/yyyy including the separator characters of the hyphen in the social security number and the forward slash in the birth date." Below this text are two buttons: "Submit" and "Reset". There are two input fields: "Social Security Number" and "Date of Birth". At the bottom, there is a note: "On the next page, you will choose your Password."

5. Type in your social security number with the dashes (the format is xxx-xx-xxxx)
6. Type in your Date of Birth with the forward slash (the format is mm/dd/yyyy)
7. Click “Submit”

KRONOS SELF SERVICE INSTRUCTIONS CONTINUED

Select Your Password page will appear.

SELECT YOUR PASSWORD Return

The password you select must be between 6 and 40 characters in length.

[Save](#) [Reset](#)

User Name:

Enter your new Password:

Verify your new Password:

The User Name will automatically populate but feel free to change it if you wish

- 8. Type your New Password (must be at least 6 characters)
- 9. Type your password again in the Verify Your New Password box



***Your password will be the same for Timekeeper as it is for Self-Service.
Use a password you are familiar with, for convenience.**

You are now ready to use KRONOS Self Service!

Washington County School District [Home](#) | [Log Off](#) | [Change Password](#) | [Customize](#) | [Help](#)

You MUST update or add your PRIMARY EMAIL ADDRESS during your first time logging in to Employee Self Service.

EMPLOYEE SELF SERVICE

<p>Welcome, Kesha Schultz</p> <p>Go To Manager Home Page</p>	<p>My Information</p> <ul style="list-style-type: none">→ Tax Withholdings→ Employee Time Off Balances	<p>Personal Information</p> <ul style="list-style-type: none">→ Personal Information→ Address and Phone→ Change Password→ Email Address→ Emergency Contacts
<p>Company Information</p> <ul style="list-style-type: none">→ District Policy→ Email Directory→ Job Openings		<p>Reference</p> <ul style="list-style-type: none">→ Current Benefits→ Earnings History→ Personal Profile→ Paycheck Calculator→ W-2 Review

*****Be sure to update your EMAIL ADDRESS once you are logged into KRONOS Self Service. There are new training videos on HOW TO VIEW EARNINGS STATEMENTS, HOW TO VIEW ACCRUAL/LEAVE BALANCES, ETC. IN SELF-SERVICE. Please use them for your benefit!**

KRONOS TIME CLOCKS

How to Swipe In/Out

1. Simply swipe badge (with school name on top)

There are 3 indicators that swipe your swipe was accepted.

- 1. Green Light***
- 2. Name will appear on screen with "Accepted".***
- 3. One audible beep!***

If your badge does not work, try again (swipe slower). If it still does not accept your badge or you do not have your badge, try option 2.

2. Type in your Badge ID number (Social Security Number plus zero, example 1234567890) and hit "Enter"

If it still does not accept, go to option 3.

3. Write your information on a Paper Time Card and give it to the school secretary. Try to swipe your badge on your next work day.

**For additional questions please contact Kathy Adams
in payroll at 673-3553 ext 110.**