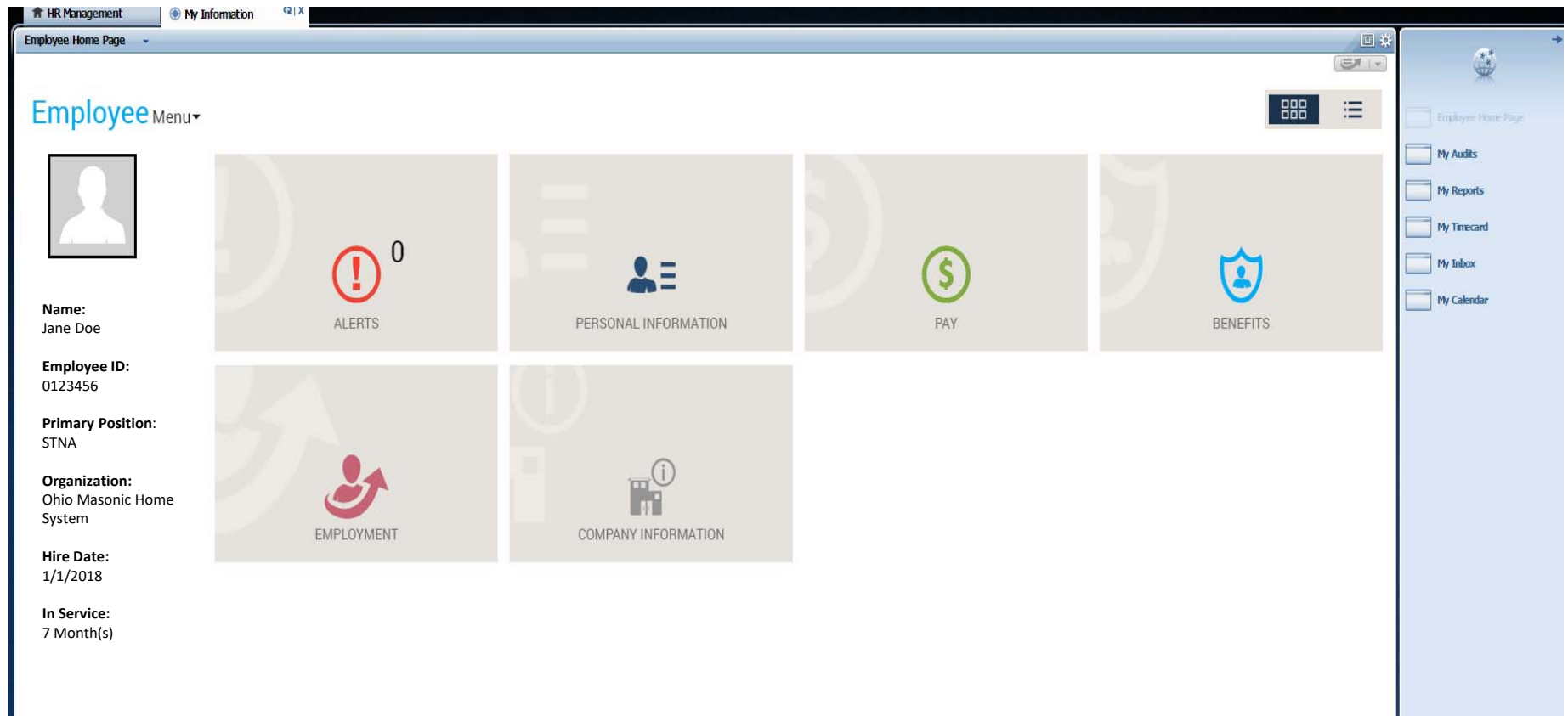


Kronos Self Service

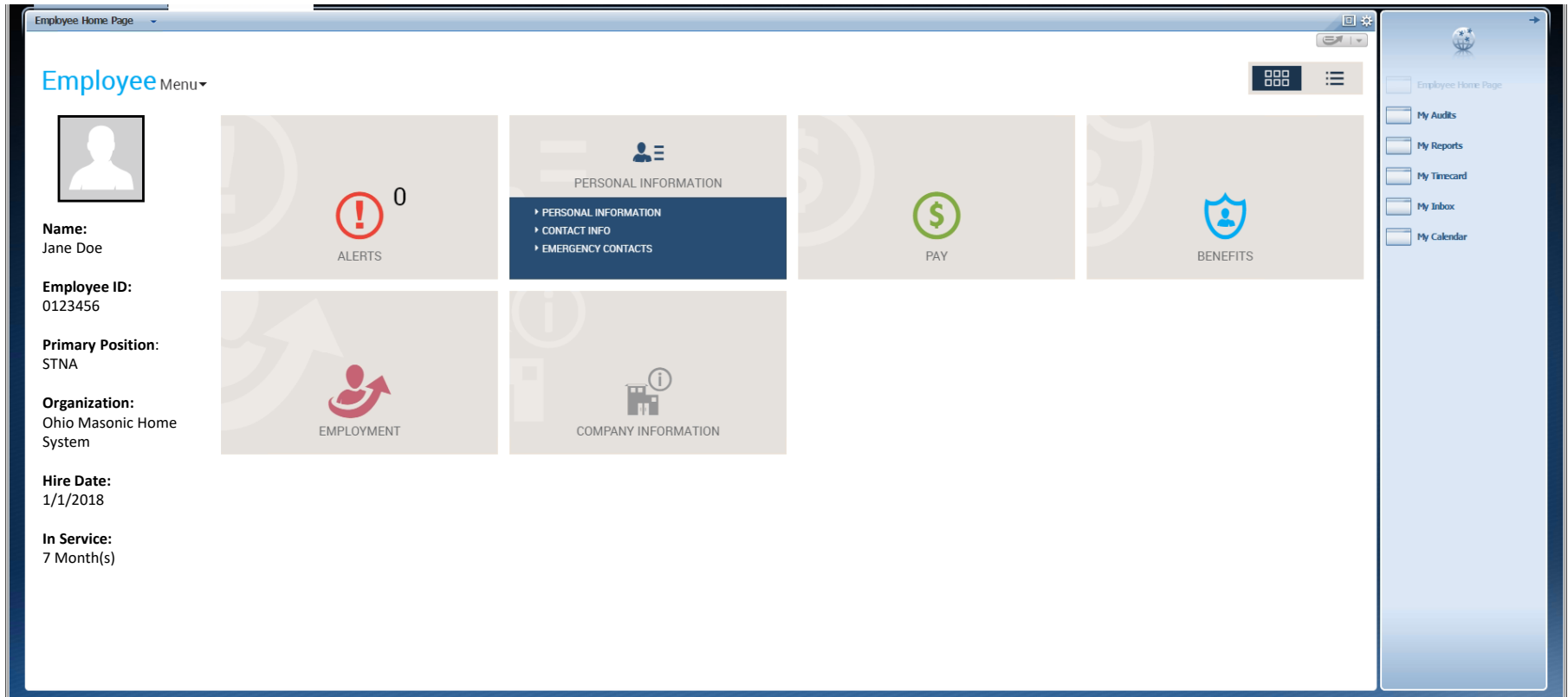
This is the initial *My Information* screen

You can click on any of the tiles to see additional information.



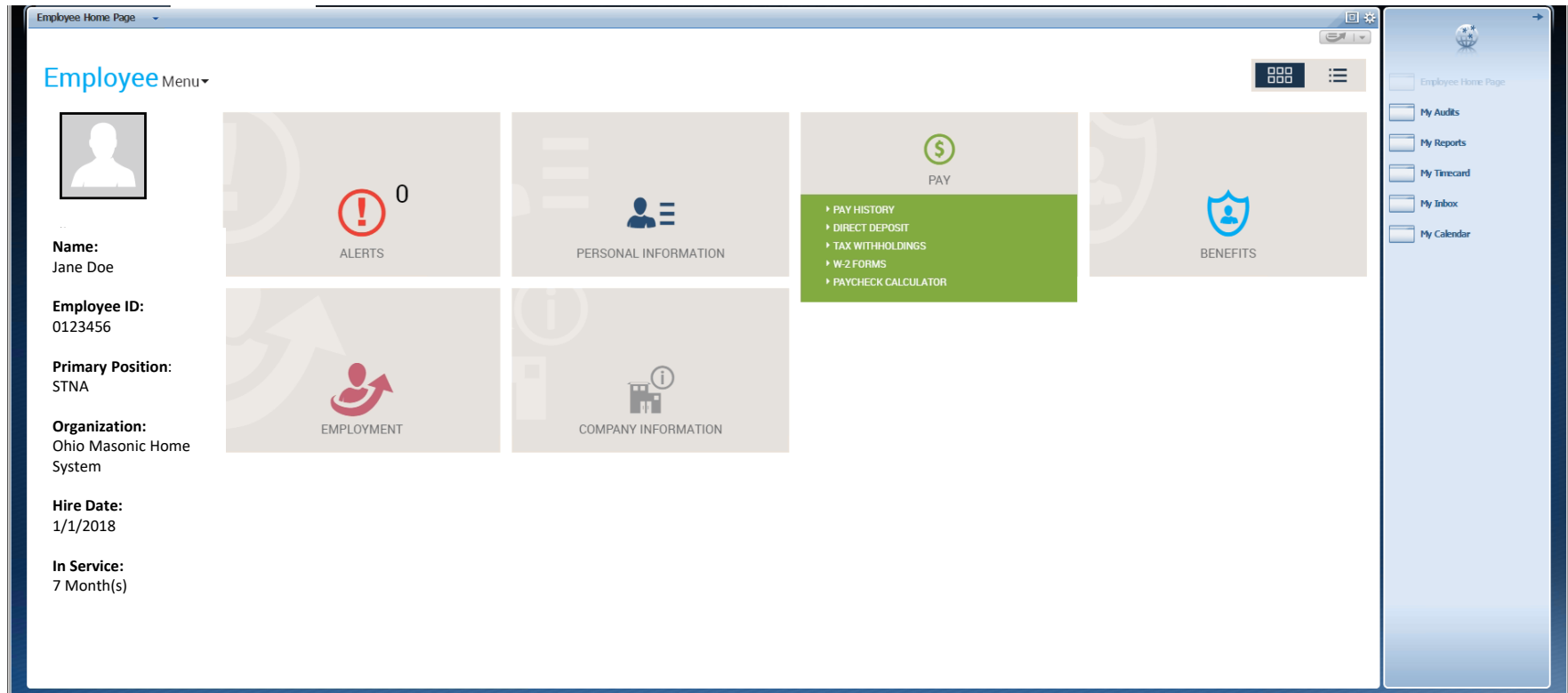
Personal Information

From the Personal Information tile an employee can change their contact information such as phone number, address, and emergency contact information.



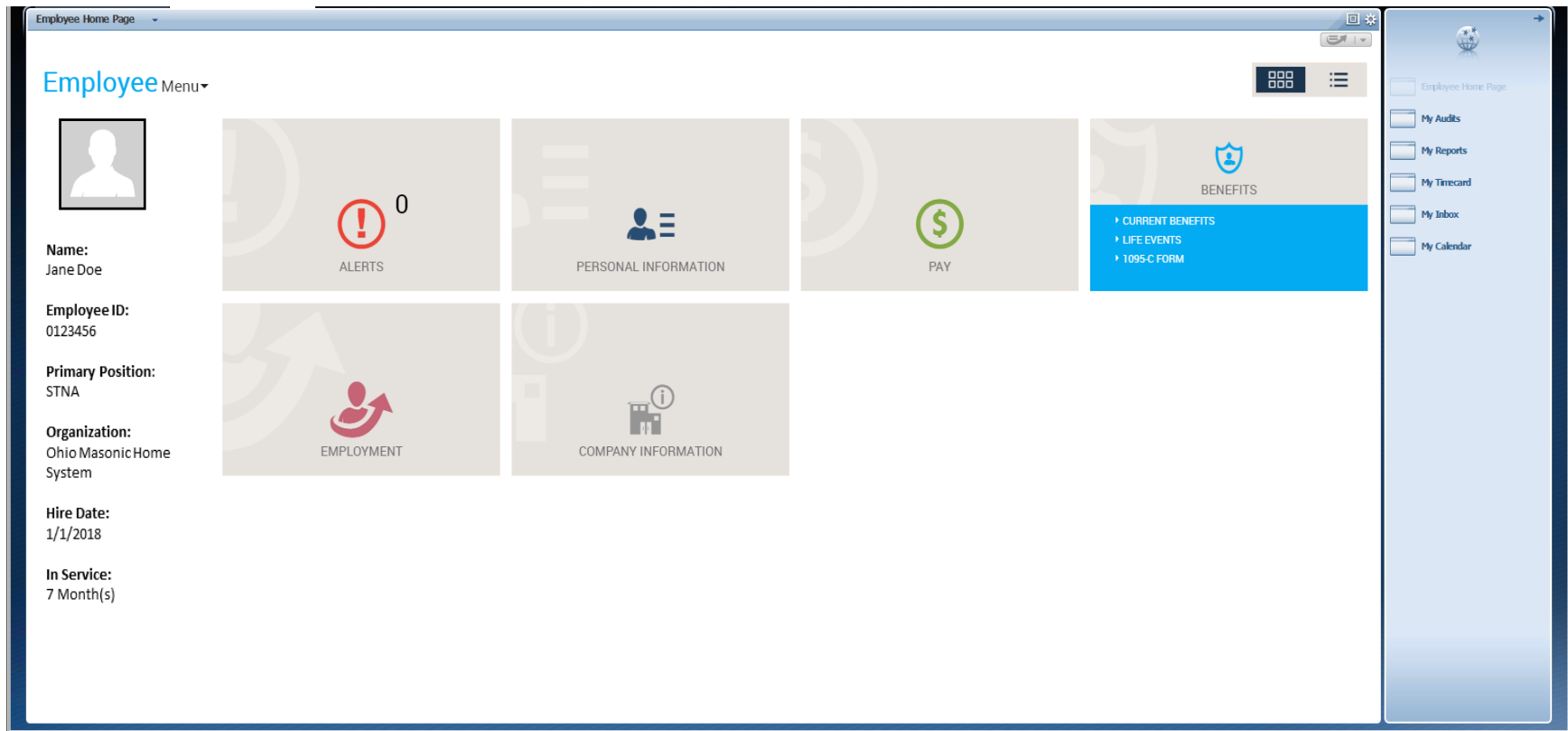
Pay

From the Pay tile an employee can see their pay history (pay stubs), make direct deposit changes, tax withholding changes. You will be able to see your 2018 W-2 in 2019.



Benefits

From the Benefits tile an employee can see their current benefits.

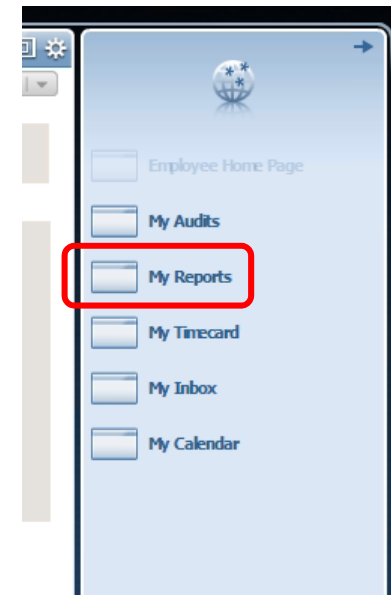


How To View Your PTO Balance

In order to see your PTO, EIR and Floating Holiday balances select My Reports on the far right side of the screen.

When the report window opens select “My Accrual Balances and Projections” and then select the date.

Once entered click View Report at the top of the screen. A new window should open with your balances.



REPORTS

Name: Jane Doe

View Report **Primary Account**

AVAILABLE REPORTS

Time Period My Accrual Balances and Projections

Schedule
Time Detail

Description
Displays an employee's current bal

My Accrual Balances and Projections

As Of