

Viewing Your Kronos Timecard Online Through NPS Employee Self Service (ESS)

Employee Self Service

1

Click on [ESS Link](#)

As of November 20th, NPS will no longer be printing pay stubs for employees with Direct Deposit. [Click here for more info](#)

ESS is the HR and Payroll application used by the District to maintain employee information. Employee Self Service (ESS) allows you to make changes to some of your personal and payroll information, as well as view and apply for jobs without having to visit the Payroll and Human Resources offices.

- Log on using the same ID and password you normally use to access the NPS network. You might want to read the [HOW-TO-GUIDE](#) to review ESS features, or perhaps print a copy before you proceed.



Please [click here](#) to log into ESS.

Please logon using **Internet Explorer** and turn off **Pop-up Blockers** to view Employee Self-Service pages. If you need assistance, please contact the ISD Customer Support Group at 973-733-8700 or send an email to [csd@nps.edu](#)

2

Enter User ID and Password



User ID:

Password:

Sign In

Welcome to the NPS Self-Service Portal
Please Login using your NPS Credentials.

Disable browser's pop-up blocker for ESS to work properly.

For any technical issues please contact ISD Customer Support at (973) 733-8700.

[Employee Self Service HOW-TO](#)

[NPS Home Page](#)

[Click here to reset expired password](#)

3

Click "Sign In"

Employee Self Service

Benefits Open Enrollment 	Leave Accrual Balances 	Pay Last Pay Date: 08/07/2020	Direct Deposit
Compensation History 	W-4 Tax Information 	View W-2/W-2c Forms 	Personal Details
Kronos 	Careers 	NJ DOE Required Info 	Classic Home

4

Click Kronos

5

Enter User ID and Password (same as you use to log into your computer)

KRONOS®

Work

User Name

Password

6

Click Arrow to Enter

7

Click My Timecard

- My Information**
- My Timecard
 - My Reports
 - My Earnings History
 - My Requests
 - My Attendance
 - My Actions
 - My Leave Cases
 - My Leave Requests

Please note: the links under information will vary by employee

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View Timecard

KRONOS®

Log Off |

< Home

Save Comments → Primary Account Totals Summary Refresh

Add Row	Date	Pay Code	Amount	In	Transfer	Out
	Fri 7/22					
	Sat 7/23					
	Sun 7/24					
	Mon 7/25			8:30AM		4:30PM
	Tue 7/26			8:30AM		4:30PM
	Wed 7/27			8:30AM		4:30PM
	Thu 7/28			8:30AM		4:30PM
	Fri 7/29			8:30AM		4:30PM
	Sat 7/30					
	Sun 7/31					
	Mon 8/01	VAC-Vacation	7:00	12:00AM	;/;/;/;/060	
	Tue 8/02	VAC-Vacation	7:00	12:00AM	;/;/;/;/060	
	Wed 8/03	VAC-Vacation	7:00	12:00AM	;/;/;/;/060	
	Thu 8/04	VAC-Vacation	7:00	12:00AM	;/;/;/;/060	
	Fri 8/05	VAC-Vacation	7:00	12:00AM	;/;/;/;/060	
	Sat 8/06					