

View Your Kronos Accrued Leave Online Through 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



3

Click "Sign In"

User ID:

Password:

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](#)

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Click Kronos

Self Service

Navigate to your self service information and activities.

Kronos Request a Leave of Absence View Your Timecard Run your Reports	Personal Information Review and update your personal information. Personal Information Summary Home and Mailing Address Phone Numbers 4 More...	Payroll and Compensation Review your pay and compensation history. View your direct deposit setup and leave accrual balances. Update your Federal W-4 info. Request a W-2 reissue. View Paycheck Direct Deposit Compensation History 3 More...
Recruiting Activities Recruiting Activities Careers		

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 Reports

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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Select My
Accrual Balance
and As Of date.
Click View
Report

REPORTS

Name: Schrader, Randall

View Report

Primary Account

AVAILABLE REPORTS

Schedule
Time Detail

Time Period Specific Date

My Accrual Balances and Projections

As Of 8/08/2016

MY ACCRUAL BALANCES AND PROJECTIONS

Return

Date Selected: 8/08/2016
Name: Schrader, RandallPrinted: 8/11/2016
ID: 46947

Accrual Code	Accrual Type	Period Ending Balance	Furthest Projected Taking Date	Projected Takings	Projected Credits	Projected Balance	Balance w/o Proj. Credits
Donor Sick Given 7 Hour Day	Day	0.0	8/08/2016	0.0	0.0	0.0	0.0
Donor Sick Received 7 Hour Day	Day	0.0	8/08/2016	0.0	0.0	0.0	0.0
Excess Vacation 7 Hour Day	Day	0.0	8/08/2016	0.0	0.0	0.0	0.0
LV-FMLA	Hour	60:00	8/08/2016	0:00	0:00	60:00	60:00
LV-FMLAMIL	Hour	70:00	8/08/2016	0:00	0:00	70:00	70:00
LV-NJFLA	Hour	60:00	8/08/2016	0:00	0:00	60:00	60:00
LV-Tracking	Hour	9999:00	8/08/2016	0:00	0:00	9999:00	9999:00
Personal 7 Hour Day	Day	4.0	7/01/2017	0.0	4.0	4.0	4.0
Sick 7 Hour Day	Day	31.0	8/08/2016	0.0	0.0	31.0	31.0
Vacation 7 Hour Day	Day	31.5	8/08/2016	0.0	0.0	31.5	31.5

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View Leave
Accruals