

## Chico State Enterprises Announcements

Friday, March 20, 2020

Revised on Friday, March 27, 2020 – see \*\* for Revised Links

### New CSE Employee Online Capability: Use Link to Employee Online to View Accruals and See W2 Information

We now have access to Employee Online! At this time during our modified and virtual operations, we are implementing a limited Employee On-Line capability as a means for you to have access to your Vacation/Sick Accruals and W2 information. While Employee Online's more advanced capabilities are still in the testing and development phase, the current read-only access means that the information can at least be viewed, just not updated.

You can access Employee Online through either of the two links below. You do not need to be logged into ONESolution or have ONESolution access to be able to sign in. Be sure to read the following direction carefully to be able to access.

\*\* Instructions can be found at these links:

<https://cas-online.aspgov.com/Finance/Edge/>

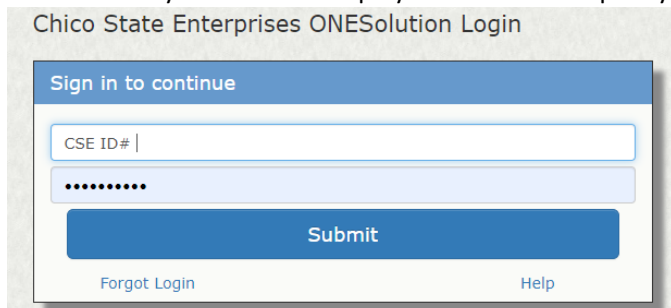
<https://cas-ol.aspgov.com/Finance/Edge/>

If you forget your password you will need to e-mail [Jrbullock1@csuchico.edu](mailto:Jrbullock1@csuchico.edu). Please note the "Forgot Login" link does not work. Please e-mail questions related to Employee online to [Jrbullock1@csuchico.edu](mailto:Jrbullock1@csuchico.edu). If you need copies of paystubs, please, e-mail [CSEpayroll@csuchico.edu](mailto:CSEpayroll@csuchico.edu).

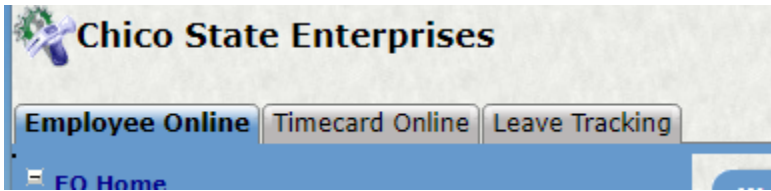
We believe you will find the online access helpful during this time of transacting business remotely. We will notify you in the future as new features become available to you.

To view your vacation and sick accruals, follow these steps.

1. Copy and paste the link into your web browser. (Link may not work with all browsers. Chrome and Firefox work best.)
2. If you already have ONESolution Access you can use the same login information otherwise continue to step
3. 3. Enter your 6-digit CSE Employee ID number. Your default Password is your Social Security Number with no dashes. After you "Submit" Employee Online will require you to change your password and relog in.



4. At the top of the page there will be two or three "tabs"



5. Select the "Leave Tracking" tab
6. In the drop-down menu for Leave type, select "Vacation balance" or "Sick Leave Balance"
  - a. Your "Current Balance" will display on the right side of the chart.

To view your W-2 information in Employee Online

1. Log into Employee Online
2. From the main page, select "W2 Info"



3. Select the year you would like to see.

W2s
<b>W2</b> <a href="#">W2 2019</a> <a href="#">W2 2018</a>