



CSU
FULLERTON

AUXILIARY SERVICES CORPORATION

ASC EMPLOYEE PORTAL

EMPLOYEE PORTAL – AGENDA

- Link for Employee Portal
- Purpose of the Employee Portal –
 - allows employees to make changes to personal information and gain access to pay information
- Sign on Credentials
 - Username = CWID
 - Password = initially will be SSN without any hypens
- Contact Information

ASC WEBSITE – EMPLOYEE PORTAL

www.fullerton.edu/asc

CALIFORNIA STATE UNIVERSITY, FULLERTON ›



Auxiliary Services Corporation

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Employee Portal SCPR System Job Opportunities Contact Us

1. First, go to ASC's website www.fullerton.edu/asc
2. Click on the Employee Portal button

EMPLOYEE PORTAL - LINK

ASC Employee Portal

To access the time sheet system, use Firefox or Chrome web browsers. Safari is not supported.

[Download Firefox](#) | [Download Chrome](#)

Login using your Campus Wide ID (CWID). For assistance, please contact the HR/Payroll office at (657) 278-4119. If you have forgotten your CWID, visit the [University's CWID Lookup](#).

[TimeClock Plus App Instructions](#)

Updated 6/28/22

[Time Clock](#)

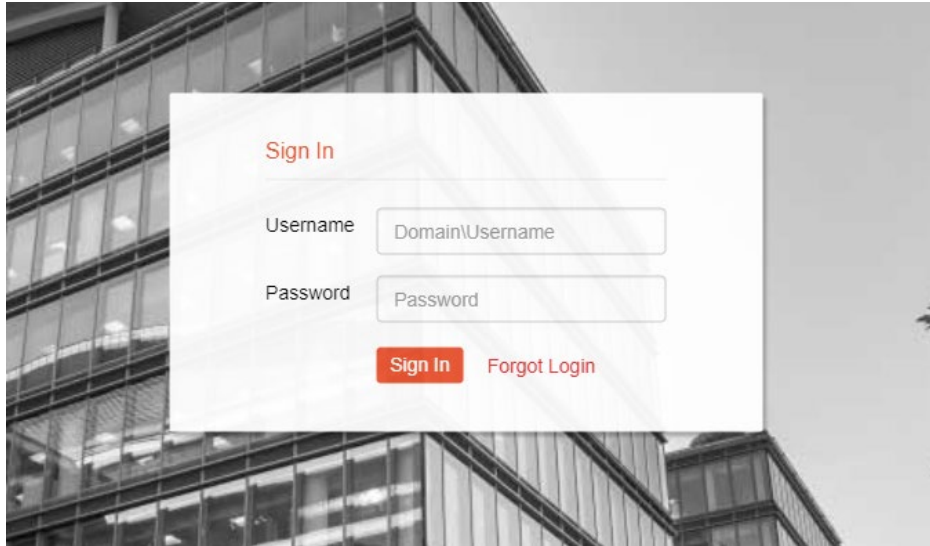
[Time Clock Approval](#)

[ASC Employee Portal](#)

03/27/2023, the new look for our Employee Portal launched

1. Click on the 'ASC Employee Portal' button

EMPLOYEE PORTAL - LOG IN

A screenshot of the Employee Portal login page. The page features a white login form centered over a background image of a modern glass skyscraper. The form includes a 'Sign In' header, a 'Username' field with the placeholder text 'Domain\Username', a 'Password' field with the placeholder text 'Password', and two buttons at the bottom: a red 'Sign In' button and a 'Forgot Login' link.

Sign In

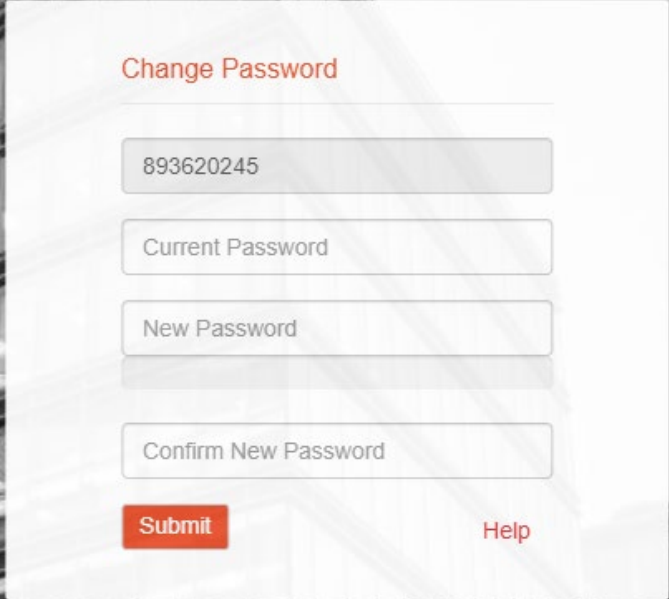
Username

Password

[Sign In](#) [Forgot Login](#)

1. Enter the username and password
 - Username = CWID
 - Password = initially will be SSN without the dashes
2. Click Sign In

EMPLOYEE PORTAL – UPDATE PASSWORD



Change Password

893620245

Current Password

New Password

Confirm New Password

Submit Help

1. The employee will be required to change their password
2. Current Password = SSN without dashes
3. New Password = must be at least 8 characters
4. Click Submit

EMPLOYEE PORTAL – UPDATE PASSWORD

Password Updated



Password Updated
You will now be transferred to the login page.

OK




1. The system will confirm your password change
2. Click 'OK'

EMPLOYEE PORTAL - NAVIGATION

- Employee Online
- EO Home
 - Message Page
- Personal Information
 - Home Address
 - Emergency Info
 - Family Info
- Pay Information
 - Direct Deposit
 - Check Stub
 - Tax Info
 - W2 Info
 - 1095-C Info
 - Paperless W2 Authorization
 - Paperless EFT Authorization
 - Electronic 1095-C Consent
 - Tax Withholding Allowances

Welcome

Welcome to the Employee Online web site. This site provides a way for you to keep your payroll information up to date.



Please feel free to browse your current payroll setup and make changes as needed.

Next payday will be 4/7/2023. Requests made in Employee Online prior to midnight 4/2/2023 will be considered for the check of 4/7/2023.

Instructions

Step 1: Choose an area
Select the tab for the area with the information that you want to change.

Step 2: Select the record that you would like to modify.
Choose the record you would like to modify.

Step 3: Submit request
Click on the button to submit your request.

Step 4: Repeat as needed.
Repeat the process in other areas of Employee Online as needed.

EO Dates

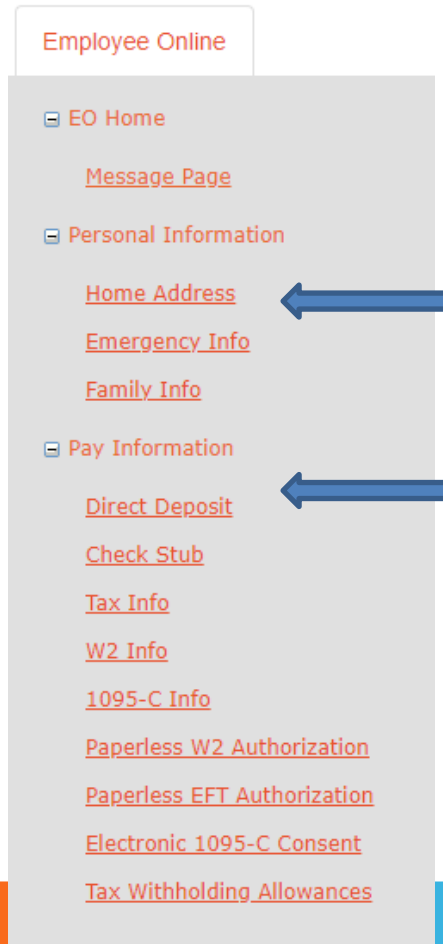
Here's a look at Employee Online Dates.

Period	Per #	Beg-End	Check
LastDisp	2301005	02/19/2023-03/04/2023	03/10/2023
Closing	2301006	03/05/2023-03/18/2023	03/24/2023
Next	2301007	03/19/2023-04/01/2023	04/07/2023
Effective	2301007	03/19/2023-04/01/2023	04/07/2023

The as of date is 03/28/2023.
The cutoff date is 04/02/2023.

1. Employees have access to make changes to their personal information and view their pay information

EMPLOYEE PORTAL - NAVIGATION




1. Click on a link to make the appropriate additions or changes
2. For example, employees can update their current address or sign up for direct deposit
3. Click on the appropriate links in the left panel and completing the online forms for submittal

EMPLOYEE PORTAL - LOGOFF



1. Logoff by using the appropriate link in the top left hand corner

REMINDERS...

- Logon to the Employee Portal when you gain access to ensure you have access
 - Access is 24-48 hours after completing onboarding
 - Sign on Credentials
 - Username = CWID
 - Password = initially will be SSN
 - Contact the HR front desk if you experience issues accessing the system: (657) 278-4117
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THANK YOU!