PeopleSoft Employee Self Service How-To Guide for Newark Public Schools Employees
As part of an initiative to leverage the District’s technology to better serve our customers, Information Services, the Department of Human Resource Services and the Office of Payroll have launched Employee Self Service functionality in the PeopleSoft HR application. With this functionality, you can now:

- View current and past paycheck information
- View Absence (Sick, Personal and Vacation Days) Accrual Balances
- Update personal information, including addresses, contact information and W4 status
- Apply for Jobs directly through the PeopleSoft recruiting application

In this document, you will find basic information on how to navigate through these Employee Self Service pages.

**We welcome your feedback!** Questions and/or concerns should be addressed to the following:

**For Human Resources (Personal Information / Careers):**

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**For Non-Software technical issues (e.g. difficulty with passwords or logging in):**

ISD Customer Support Group ([csupport@nps.k12.nj.us](mailto:csupport@nps.k12.nj.us))
If you are trying to access ESS from home, or any location other than an NPS networked facility, start from the NPS Website (www.nps.k12.nj.us). Click on the 'Employees' link.

As you may know, PeopleSoft 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 below using the same ID and password you normally use to access the NPS network. You might want to click on the HOW-TO to review ESS features, or perhaps print a copy of the HOW-TO GUIDE before you proceed.

If you have difficulty logging in, please contact the ISD Customer Support Group on 973-733-8710 or send an email to CSUPPORT@NPS.K12.NJ.US.

You can click on this link to access the ESS HOW-TO GUIDE.
EVERY NPS networked computer screen now has a shortcut icon titled “Employee Self Service.”

This same icon is on your workstation computer, as well as school Media Centers and Computer Labs. Look for the logo in the upper left hand corner of your screen. Users with cluttered computer desktops might have to look more closely to find it. It is there.

Log on using the same ID and password you normally use to access the NPS network.
Employee Self Service has three different components:

You can navigate through each section in any sequence. You should take a moment to go into each section, to familiarize yourself with the features of each component.

PERSONAL INFORMATION   PAYROLL & COMPENSATION   RECRUITING ACTIVITIES
PERSONAL INFORMATION: Within the Personal Information menu, you can now view a summary of your personal information.

There are several pieces of personal information you can change on-line.

ADDRESS CHANGES: In most cases, you are now able to change your home address on-line, without visiting Central Office.

Click the yellow EDIT button

Due to tax implications, changes to the STATE on your home address MUST be made in person at the Office of Records and Verification.

Fill in the new information, and click SAVE.
You will receive an email confirmation indicating that your changes have been submitted for approval. Records Verification staff will confirm authenticity before allowing your update to post. Please allow 2-3 days for the update to appear on your profile. If after 3 days your update has not been approved, you can contact the Records Verification Office at 973-733-7255 for assistance.

Home and Mailing Address
Submit Confirmation

✓ The Submit was successful.

OK

<table>
<thead>
<tr>
<th>Addresses</th>
<th>Address Type</th>
<th>Status</th>
<th>As Of</th>
<th>Country</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Home</td>
<td>Current</td>
<td>02/28/2008</td>
<td>USA</td>
<td>Irvington, NJ 07111 Essex</td>
</tr>
<tr>
<td></td>
<td>Home</td>
<td>Submitted for Approval</td>
<td>02/19/2010</td>
<td>USA</td>
<td>123 Main Street Irvington, NJ 07111 Essex</td>
</tr>
</tbody>
</table>

IMPORTANT NOTE: If the change in address involves a change in State, your update will not be approved. Changes in State often have tax implications which require you to update Payroll information. For this reason, Human Resources will require you to appear in person to the Office of Records and Verification if you are changing your state of residency. Also, as per IRS regulations, the District is required to have a HOME address for each employee, therefore, you must maintain a home address.
PHONE NUMBERS AND EMAIL ADDRESSES: PeopleSoft has the ability to maintain several different types of phone numbers and email addresses for each employee, but one must be selected as your preferred contact. In recent years, The District implemented the Blackboard Connects system. This software serves as a notification tool in cases of school closings and delayed openings, or other emergencies. As a result of this relatively new system implementation, it is imperative that you update your preferred phone number in PeopleSoft.

To add a phone number or email address to PeopleSoft, click on the ADD button.

Once you add an additional contact, you can then designate it as the preferred contact phone number or email.

### Phone Numbers

Enter your phone numbers below.

<table>
<thead>
<tr>
<th>Phone Numbers</th>
<th>*Telephone</th>
<th>Extension</th>
<th>Preferred</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Main</td>
<td>973/555-1212</td>
<td></td>
<td>✓</td>
<td></td>
</tr>
</tbody>
</table>

Add a Phone Number

* Required Field

Save

### Email Addresses

<table>
<thead>
<tr>
<th>Email Addresses</th>
<th>Email Type</th>
<th>Email Address</th>
<th>Preferred</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Business</td>
<td>@NPS.K12.NJ.US</td>
<td>✓</td>
<td></td>
</tr>
</tbody>
</table>

Add an Email Address

* Required Field

Save
EMERGENCY CONTACTS: You should also take this opportunity to add at least one Emergency Contact. An Emergency Contact can be anyone who can be reached by the District in case of an urgent situation. You can add more than one Emergency Contact, but one must be Primary. If you only have one contact, then that person will become the Primary contact by default.

<table>
<thead>
<tr>
<th>Emergency Contacts</th>
<th>Relationship to Employee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jane Doe</td>
<td>Parent</td>
</tr>
</tbody>
</table>

Primary Contact: Jane Doe

Add an Emergency Contact

Change the primary contact
PAYROLL AND COMPENSATION: This section of Employee Self-Service allows an employee to access paychecks, view Direct Deposit and Accrual information. You can also update your Federal Tax withholdings.

PAYCHECKS: To select a paycheck or Direct Deposit to view, click on the appropriate pay date (your pay information will be listed with the most recent paydate first). Checks/Direct Deposits can be viewed back to October 1998.

Paychecks (or Direct Deposits) can be viewed after 12:01 a.m. on paydays.

Checks will be stored as .pdf documents. This means when you click on the check you want to view, a new window will open. From there, you can print a copy of your pay stub.
W-4 UPDATES: To make a change to your existing Federal tax status, you must complete a new W-4 Form. Federal income tax is withheld from your wages, based upon marital status and the number of exemption allowances claimed on the Form. You may also specify an additional dollar amount be withheld. You can submit a new W-4 Form any time your tax situation changes and/or you choose to have more or less taxes withheld. If you are eligible to claim EXEMPT status, you must complete and submit the W4 Form to the Office of Payroll.

<table>
<thead>
<tr>
<th>W-4 Tax Data</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enter total number of Allowances you are claiming: 10</td>
</tr>
<tr>
<td>Enter Additional Amount, if any, you want withheld from each paycheck:</td>
</tr>
<tr>
<td>Indicate Marital Status: ☐ Single ☐ Married</td>
</tr>
<tr>
<td>□ Check here and select Single status if married but withholding at single rate.</td>
</tr>
<tr>
<td>Note: If married, but legally separated, or spouse is a nonresident alien, select ‘Single’ status.</td>
</tr>
<tr>
<td>□ Check here if your last name differs from that shown on your social security card.</td>
</tr>
<tr>
<td>You must call 1-800-772-1213 for a new card.</td>
</tr>
</tbody>
</table>

*Please Note: The W-2 request feature via Employee Self Service has been deactivated. If you need a copy of your W-2, please contact the Office of Payroll directly.*
VIEW LEAVE ACCRUAL BALANCES: In addition to checking Kronos, you can view your sick days, personal days, vacation, etc., in ESS. You now have the convenience of printing your balances from your computer.

If you want to plan days off in advance (scheduling a vacation, planning a medical procedure, etc.), you can enter a future date in the “As of Date” space, and click on the refresh button. You can see how many days you will have accrued in the future.
RECRUITING ACTIVITIES: With Employee Self-Service, current employees can take advantage of the PeopleSoft Candidate Gateway when applying for jobs.

Click on the CAREERS link.

The most recent Job Postings will automatically appear, or you can use the Search tools to look for specific postings.

There are 2 ways to apply for Jobs:

Option 1: Click on the hyperlink in the Job Title to get to the Job Description. Then, click on the button. Using this method, you can only apply for one job at a time.

Option 2: To apply for multiple jobs, select the jobs you are interested in, and then click the button.
PeopleSoft will allow you the opportunity to upload a resume, or to copy and paste one into a text box. You can also apply without a resume.

Until you apply for a job, you will only see three options here. “Use an existing resume” will appear once a resume has been saved.

The system will pull all necessary contact information from PeopleSoft. Additionally, it will pull any other information that is pertinent to the job you’ve applied for (i.e., if you are applying for a job as a Teacher, PeopleSoft will automatically populate the Licenses and Certificates section with your information if it already exists in PeopleSoft).

At the end of the application, there are three buttons. Please note that your application is not available to Human Resources until you click on the Submit Application button. Close Application saves none of your work.