

Revised 5/7/2012

Newark Public Schools

ESS



Employee Self Service



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)

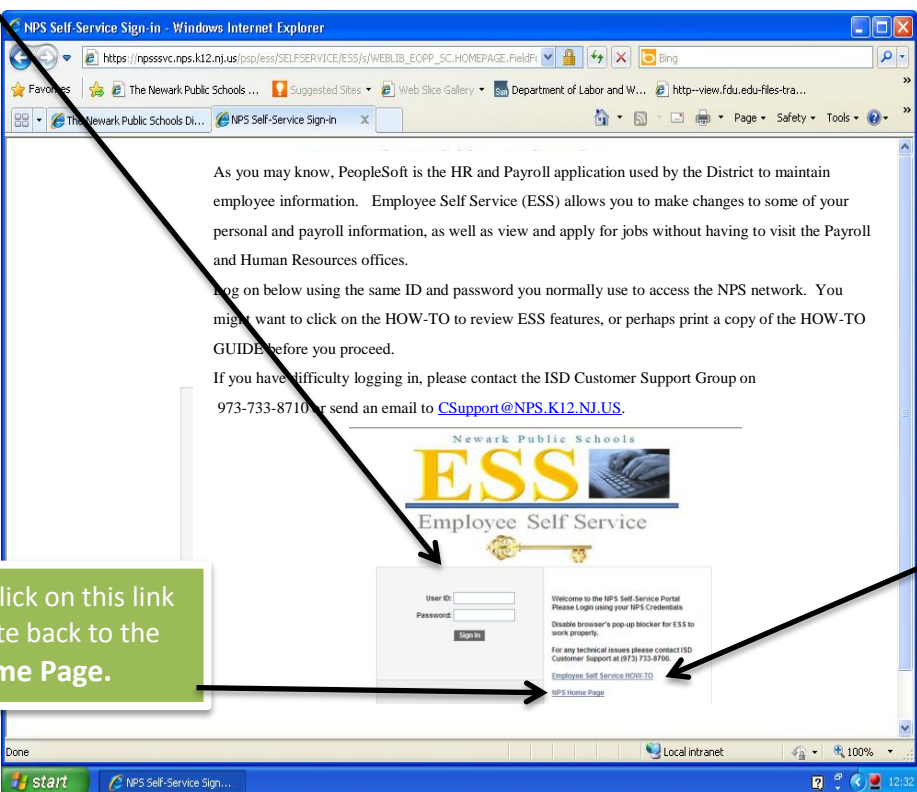
HOW TO ACCESS FROM OUTSIDE OF THE NEWARK PUBLIC SCHOOLS NETWORK

***** Skip this page if you are logging on from an NPS networked computer *****

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.



Log on using the same ID and password you normally use to access the NPS network.



You can click on this link to navigate back to the NPS Home Page.

You can click on this link to access the ESS HOW-TO GUIDE.

HOW TO ACCESS FROM WITHIN THE NEWARK PUBLIC SCHOOLS NETWORK

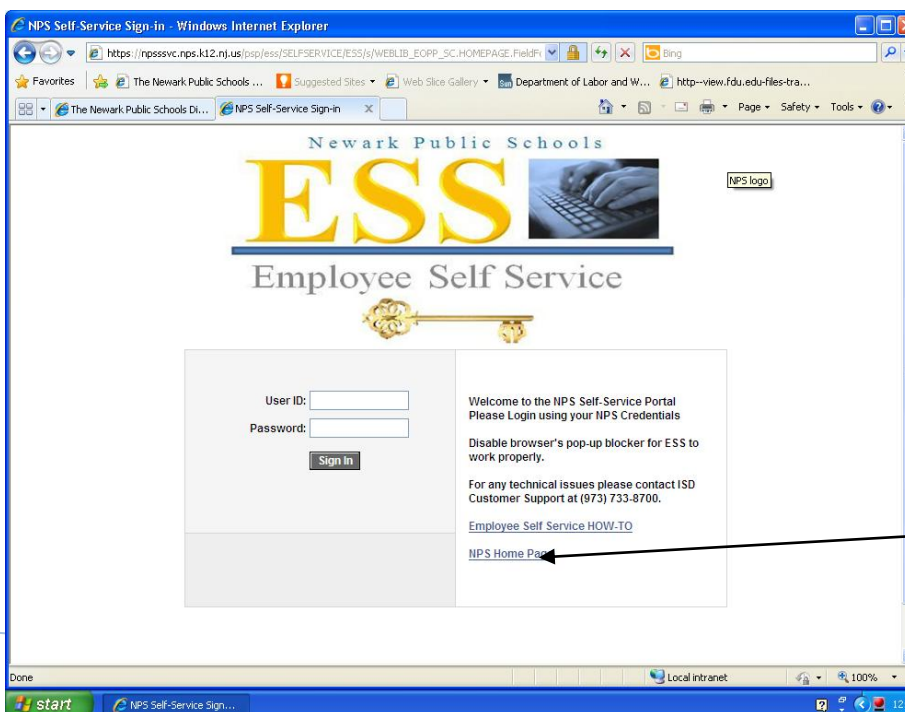
***** Skip this page if you logged on from the NPS website *****

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.



You can click on this link to navigate back to the **NPS Home Page.**

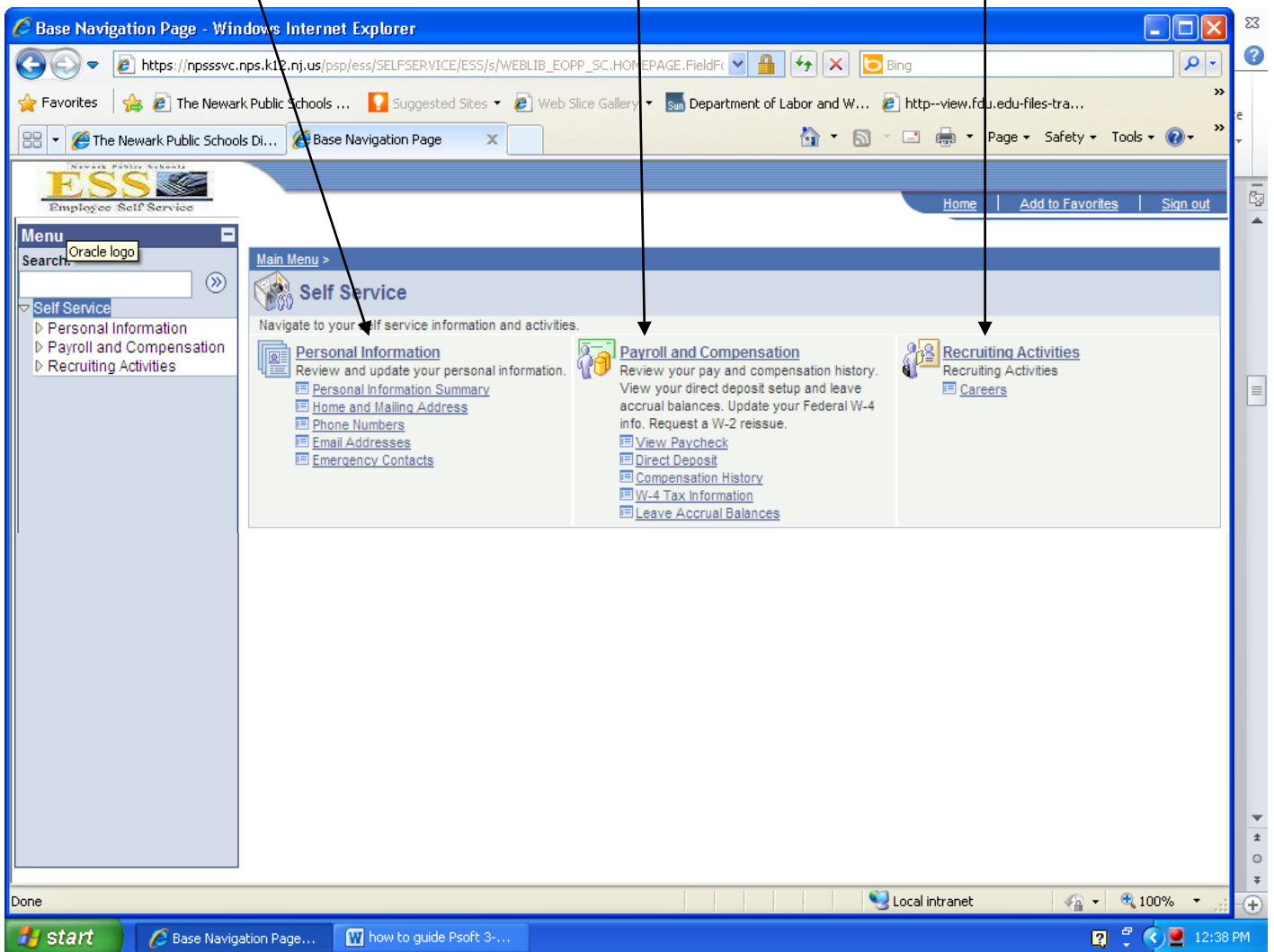
Employee Self Service has three different components:

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 ACVTIVITIES



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

A screenshot of the "Home and Mailing Address" page. At the top is a table with the following data:

| Address Type | Status | As Of | Country | Address | |
|--------------|---------|------------|---------|------------------------------|------|
| Home | Current | 02/28/2008 | USA | Irvington, NJ 07111 Essex | Edit |

Below the table is a form for adding a new address: "*Address Type:" followed by a dropdown menu and an "Add" button. At the bottom, a text box contains the warning: "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.

A screenshot of the "Edit Home Address" form. The fields are: Country: United States; Address 1: 123 Main Street; Address 2: (empty); Address 3: (empty); City: Irvington; State: NJ (with a search icon and "New Jersey" text); Postal: 07111; County: Essex; Date Change Will Take Effect: On this date: 02/19/2010 (with a calendar icon and "(example: 01/31/2000)"); Save; Cancel.

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

| Addresses | | | | |
|--------------|------------------------|------------|---------|---|
| Address Type | Status | As Of | Country | Address |
| Home | Current | 02/28/2008 | USA | Irvington, NJ 07111 Essex |
| Home | Submitted for Approval | 02/19/2010 | USA | 123 Main Street Irvington, NJ 07111 Essex |

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 Type | *Telephone | Extension | Preferred | |
|------------|--------------|-----------|-------------------------------------|--------|
| Main | 973/555-1212 | | <input checked="" type="checkbox"/> | Delete |

Add a Phone Number

* Required Field

Save

| *Email Type | Email Address | Preferred | |
|-------------|----------------|-------------------------------------|--------|
| Business | @NPS.K12.NJ.US | <input checked="" type="checkbox"/> | Delete |

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.

Emergency Contacts

| Emergency Contacts | |
|--------------------|--------------------------|
| Contact Name | Relationship to Employee |
| Jane Doe | Parent |

Primary Contact: Jane Doe


Add an Emergency Contact

Change the primary contact

Edit Delete

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.



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](#)
- [W-4 Tax Information](#)
- [Leave Accrual Balances](#)

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.

View Paycheck

Review your available paychecks below. Select the check date of the paycheck you would like to review.

| Select Paycheck | | | | | | |
|----------------------------|-----------------------|----------------|--------------|---------|-----------------|-------------------------------------|
| Check Date | Company | Pay Begin Date | Pay End Date | Net Pay | Paycheck Number | PDF File |
| 2010-01-22 | Newark Public Schools | 01/02/2010 | 01/15/2010 | | | <input checked="" type="checkbox"/> |
| 2009-11-25 | Newark Public Schools | 11/07/2009 | 11/20/2009 | | | <input type="checkbox"/> |
| 2009-11-13 | Newark Public Schools | 10/24/2009 | 11/06/2009 | | | <input type="checkbox"/> |
| 2009-10-30 | Newark Public Schools | 10/10/2009 | 10/23/2009 | | | <input type="checkbox"/> |
| 2009-10-16 | Newark Public Schools | 09/26/2009 | 10/09/2009 | | | <input type="checkbox"/> |
| 2009-10-02 | Newark Public Schools | 09/12/2009 | 09/25/2009 | | | <input type="checkbox"/> |
| 2009-09-18 | Newark Public Schools | 08/29/2009 | 09/11/2009 | | | <input type="checkbox"/> |
| 2009-09-04 | Newark Public Schools | 08/15/2009 | 08/28/2009 | | | <input type="checkbox"/> |

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.

W-4 Tax Data

Enter total number of Allowances you are claiming:

Enter Additional Amount, if any, you want withheld from each paycheck:

Indicate Marital Status: Single Married

Check here and select Single status if married but withholding at single rate.
Note: If married, but legally separated, or spouse is a nonresident alien, select 'Single' status.

Check here if your last name differs from that shown on your social security card.
You must call 1-800-772-1213 for a new card.

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.

Leave Accrual Balances - YOUR LAST and FIRST NAME

Any questions on Accrual Balances as displayed in this screen should be submitted directly to your Location Kronos administrator.

As of Date: 03/29/2012 [B] Refresh

Enter any date - after June 30, 2010 - and click the 'Refresh' button to obtain your balances as of that date.

| As of Date Balance | |
|--------------------------------|------------|
| Accrual Plan | As of Date |
| Sick 7 Hour Day | 28.6762 |
| Vacation 7 Hour Day | 10.5000 |
| Personal 7 Hour Day | 3.0000 |
| Donor Sick Received 7 Hour Day | |
| Donor Sick Given 7 Hour Day | |
| Excess Vacation 7 Hour Day | |

| 6/30/2011 Ending Balance | |
|----------------------------------|-----------|
| Accrual Plan | 6/30/2011 |
| Sick 7 Hour Day | 27.6762 |
| Vacation 7 Hour Day | 2.0000 |
| Personal 7 Hour Day | 2.0000 |
| Donor Sick Received 7 Hour Day | |
| Donor Sick Given 7 Hour Day | |
| Non Accumulative Sick 7 Hour Day | |
| Excess Vacation 7 Hour Day | |

| 7/01/2011 Opening Balance | |
|----------------------------------|-----------|
| Accrual Plan | 7/01/2011 |
| Sick 7 Hour Day | 44.6762 |
| Vacation 7 Hour Day | 1.0000 |
| Personal 7 Hour Day | 4.0000 |
| Donor Sick Received 7 Hour Day | |
| Donor Sick Given 7 Hour Day | |
| Non Accumulative Sick 7 Hour Day | |
| Excess Vacation 7 Hour Day | |

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.



Careers Home
Welcome

| Basic Job Search | My Career Tools |
|---|--|
| Keyword: <input type="text"/> Posted: Last Month <input type="button" value="v"/> | 1 Applications 0 Cover Letters and Attachments 0 Saved Resumes My Profile |
| <input type="button" value="Search"/> Advanced Search Search Tips | |

Notifications
You do not have any notifications.

Latest Job Postings

First Previous Next Last

| Select | Date | Job Title | Job ID | Location |
|-------------------------------------|------------|---|--------|-------------------------|
| <input type="checkbox"/> | 01/22/2010 | Health Insurance Benefits Clerk | 6821 | Human Resource Services |
| <input checked="" type="checkbox"/> | 05/03/2009 | English Teacher | 990001 | Various |
| <input checked="" type="checkbox"/> | 05/03/2009 | Mathematics Teacher | 990002 | Various |
| <input checked="" type="checkbox"/> | 05/03/2009 | Science Teacher | 990003 | Various |
| <input checked="" type="checkbox"/> | 05/03/2009 | School Librarian/Ed Media Spec | 990016 | Various |

[Select All](#) [Deselect All](#)

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 screenshot shows a web interface titled "Apply Now" with a sub-section "Choose Resume". Below this is a "Resume Options" box containing the question "How would you like to proceed?". There are four radio button options: "Upload a new resume", "Copy and paste resume text", "Use an existing resume" (which is circled in red), and "Apply without using a resume" (which is selected with a green dot). At the bottom of the form are two buttons: "Continue" and "Return to Previous Page".

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.



The screenshot shows a navigation bar with the following elements: a "Previous" button with a left arrow, a "Save for Later" button, a "Submit Application" button, a "Close Application" button, a "Careers Home" link, and a "Next" button with a right arrow. Above the buttons is instructional text: "Use the 'Save for Later' button to save your work temporarily. When you are ready to send your application to us, click 'Submit Application'."