



THE NEWARK PUBLIC SCHOOLS
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Christopher D. Cerf
State District Superintendent

Vanessa Rodriguez
Chief Talent Officer

To: All Employees
From: Vanessa Rodriguez, Chief Talent Officer
Date: October 16, 2015
Subject: **DISCONTINUATION OF PRINTING PAYCHECK STUBS FOR EMPLOYEES WITH DIRECT DEPOSIT**

Effective November 20, 2015, the Newark Public Schools will **discontinue the printing of paycheck stubs ONLY for employees who receive payment via direct deposit. This change will not impact employees who receive a live paycheck.**

Employees can view their paycheck stubs (both current and past) online through the Employee Self Service Center (ESS). Employees can access ESS by clicking on the ESS icon on their NPS computer or logging on the website from your personal computer (<http://www.nps.k12.nj.us/>) and selecting Employee - Employee Self Service.

The Information Services Department (ISD) has established an email address for all employees and identified available workstations in every school to enable employees who do not have computers to **access** their NPS email account and ESS. Employees are strongly encouraged to take this opportunity between now and November 20 to log into ESS to see the benefits for yourself. Attached please find the list of available workstations and guidance on how to access ESS.

We recognize that this change, which has tremendous benefits for the District (reduction in paper usage, postage costs, and resources necessary for required distribution), will be a significant shift in the way many employees view their paystubs so we are offering support to help ease the transition. If you are having difficulty logging in or do not have your email address, username or password, please reach out to the Contact Center at 973-733-7333 for assistance. Your cooperation is greatly appreciated.

Sincerely,

Vanessa Rodriguez
Chief Talent Officer

C: Christopher D. Cerf, State District Superintendent
Labor Unions