

Beginning November 20, 2015

No More Paper Pay Stubs

Who does this apply to?

*It applies to all NPS employees who receive their pay via **direct deposit**.*

How can I see/access my paystub?

*All paystubs are available through **Employee Self Service (ESS)**.*

Where do I go to access ESS?

You can access ESS on any computer connected to the internet at home or at work through the NPS Website: <http://www.nps.k12.nj.us/>

What if I need help accessing ESS?

Contact the NPS Contact Center at 973-733-7333 for assistance.

When does this start?

*ESS is currently available. Last Paystub with November 5th pay. **You will not receive a paper stub on November 20th.***

The screenshot shows the Newark Public Schools Employee Self Service (ESS) portal. At the top, there is a navigation menu with options: District Information, Departments, Students, Parents, Employees (highlighted), Curriculum, and Board of Education. Below the menu is a banner for 'Employee Self Service' with the ESS logo and the text 'Employee Self Service'. A login form is visible with fields for 'User ID' and 'Password', and a 'Sign In' button. To the right of the login form, there is a welcome message: 'Welcome to the NPS Self-Service Portal. Please Login using your NPS Credentials. Disable browser's pop-up blocker for ESS to work properly. For any technical issues please contact ISD Customer Support at (973) 733-8700.' Below the login form, there is a 'Payroll and Compensation' section with a sub-header and a list of links: 'View Paycheck', 'Direct Deposit', 'Compensation History', and '3 More...'. The background of the website features a photo of a woman in a black dress standing in front of a display.

This screenshot shows a grid of service links under the 'Payroll and Compensation' section. The links are as follows:

- 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**: Review current and prior paychecks.
- Direct Deposit**: Review your Direct Deposit information.
- Compensation History**: View the history of your pay rate changes (since 1990).
- W-4 Tax Information**: Review or change your W-4 information.
- View W-2W-2c Forms**: View electronic W-2 and W-2c forms.
- Leave Accrual Balances**: Leave Accrual Balances.