



CIRCULAR

STATE OF NEW JERSEY

DEPARTMENT OF THE TREASURY

NO.: 13-06 -OMB	ORIGINATING AGENCY: OFFICE OF MANAGEMENT AND BUDGET CENTRALIZED PAYROLL	PAGE 1 OF 2
EFFECTIVE DATE: 09-01-12	EXPIRATION DATE: INDEFINITE	
SUBJECT: POLICY CHANGE REGARDING PARTICIPATION IN DIRECT DEPOSIT FOR NJ STATE EMPLOYEES		
ATTENTION: ALL DEPARTMENTS		
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I. Purpose

This new circular sets forth the revised terms for participation in the NJ Department of the Treasury's Direct Deposit Program for employees paid by the Office of Management and Budget – Centralized Payroll Unit. As a result of the Department of the Treasury's Government Efficiency initiatives, the Office of Management and Budget will now require that all employees enrolled in direct deposit receive their pay stubs through the Employee Self Service program.

II. Background

The Employee Self- Service/Pay Stub on the Web program was instituted in 2006 as an optional benefit for employees paid via direct deposit. By enrolling in this program, employees have 24 hour unlimited access to all of their payroll stubs from calendar year 2005 on and to W-2 statements from calendar year 2006 on. Over 23,000 employees have voluntarily enrolled in this program.

As printing and distribution costs for employee- oriented materials continue to rise, the State of New Jersey has looked for new ways to contain and reduce these costs. Many departments have developed their intranet sites to handle the dissemination of information formerly distributed with payroll checks and stubs. For these reasons, both state employees and NJ State Human Resources/Payroll offices have recommended that the State eliminate the printing and distribution of pay stubs for employees with Direct Deposit.

III. Limitations

This new policy is intended to apply to employees of the Executive, Legislative, and Judicial branches of State government who are issued payroll checks through Treasury – OMB – Centralized Payroll. It is not applicable to NJ State Colleges and Universities or other recipients of NJ State Circulars, although they may want to consider adopting similar policies to reduce their own printing and distribution costs.

IV. Policy and Approval Criteria

The Office of Management and Budget and the Office of Information Technology will begin the process of auto-enrolling all employees with direct deposit and who have enrolled in the Division of Pensions and Benefits MBOS (Member Benefits Operating System) but have not yet enrolled in the Employee Self Service (ESS) program. This auto-enrollment will be effective with the paycheck of September 28, 2012. This group of employees will continue to receive a printed pay stub for their September 28th and October 12th paycheck, in addition to their ability to access their online pay stub. On October 26th, these employees will no longer receive a printed pay stub.

Direct deposit employees not enrolled in MBOS and ESS that are enrolled in the Human Resource Development Institute's e-Learning system will be auto-enrolled in the Employee Self Service program effective with the November 9, 2012 paycheck. These employees will receive a printed pay stub for the November 9th paycheck and will receive their final printed paystub for the November 23rd paycheck, in addition to their ability to access their online pay stub. Beginning with the December 7th paycheck, these employees will no longer receive a printed pay stub.

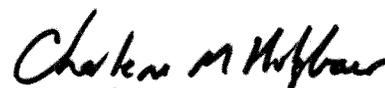
OMB and OIT will identify the remaining employees enrolled in direct deposit, but are not signed up for MBOS, HRDI, or Employee Self Service. These employees will be auto-enrolled in the Employee Self Service program as well at a future time. OMB and OIT are currently working together to establish an enrollment procedure for these employees.

Employees who wish to continue receiving a paper pay stub can only do so if they cancel their direct deposit by filling out a direct deposit cancellation form and submitting it to their Human Resources department for processing. This form is available from all state payroll offices.

V. Responsibilities

The Office of Management and Budget and the Office of Information Technology will be responsible for determining who will be auto-enrolled into the Employee Self Service program. We have worked with the sponsors of the MBOS and HRDI e-Learning program to compile the listing of eligible participants. Employees will be notified by e-mail of the change in policy and receive instructions on the Employee Self Service system to enable successful review and retrieval of their paystubs. The Office of Management and Budget will review the new policy with payroll and human resource representatives at our Payroll Forum to be held on September 26, 2012. Employees are urged to contact Centralized Payroll at our email address: Centralized.Payroll@treas.state.nj.us with any questions or access problems.

It will be the responsibility of each agency to advise all newly hired and current employees enrolling in direct deposit of the new policy concerning printed payroll stubs.



Charlene M. Holzbaur
Director