



[myNewJersey](#)

The State of New Jersey has been moving to a paperless system. To access information such as paystubs, W2, pension information, trainings, PAR, and other state applications, you will need to create a *myNewJersey* account on the State of New Jersey Web site portal and link all applications to your account. This is an extremely important account that you are required to periodically access. Please note that this account will follow you through your State Service.

How to create an online Account

1. Go to www.state.nj.us
2. Click on Register
3. Complete the Create Your myNewJersey Account Form
4. Click Create Account. **REMEMBER YOU ACCOUNT LOG-IN AND PASSWORD!**

Tips for using MyNewJersey

- **Getting to *myNewJersey*:** You should be able to log in to *myNewJersey* from anywhere by going to www.state.nj.us and clicking the Login button. Be careful if you decide to use a public computer: it may have malicious software that could intercept some of your information.
- **Use one account:** Use the same *myNewJersey* account for all authorization codes you may receive from the State of New Jersey. Otherwise you may lose track of which account has which service associated with it.
- **Use your correct email address:** Please keep the email address in your *myNewJersey* account accurate and up-to-date. It's the only way by which you can receive a new password if you forget yours. You can update your email address any time you're logged in to *myNewJersey* by using the "my account" link to the right of the Welcome message.
- **Customize your *myNewJersey* page:** If you have a lot of services on your *myNewJersey* page, you might want to arrange them so the most frequently used ones are at the top. After you log in, you can use the layout link to the right of the Welcome message to pick whether specific content is displayed or not, and where it appears on your page.
- **Getting more help:** Some of the information on your *myNewJersey* page may have additional help, indicated by a "button" with a ? question mark on it that you can click. Please review the Frequently Asked Questions (FAQs) section to see if your issues are addressed there.

If the question or problem is related to a service you added to your account by using an authorization code, please contact the "role manager" for that service. Their contact information is listed at the bottom of the letter or e-mail you received that contained the authorization code.

For myNewJersey Help, visit <http://www.nj.gov/mynj/myNJRestrHelp.html>



Human Resources

New Jersey Department of Military and Veterans Affairs

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myNewJersey, PAR, Employee Self

Service, and MBOS Instructions

Performance Assessment Review (PAR) Program

Performance appraisal is an important management tool for any organization to define, assess and enhance employee performance. The New Jersey Performance Assessment Review program is designed to help managers and supervisors communicate with employees about their performance and plan employee development. The State government workforce does important work to provide services and enhance the lives of the people in New Jersey. The PAR program makes the connection between goals of the organization and work of each employee.

The Civil Service Commission recently implemented an electronic system for the PAR program. The electronic Performance Assessment Review or ePAR simplifies and streamlines the process by utilizing the advantages of technology. It allow employees, supervisors and managers to easily access, update and track performance.

The basic principles of the PAR program are described in the Civil Services rules and regulations; [NJAC 4A:6-5.1 General provisions](#). Since the PAR information may impact other human resources decisions, it is essential to utilize it properly. Key elements of the PAR include:

- PAR applies to all employees in career service in the various state departments and agencies.
- Each organization selects a rating cycle which determines the due dates for the PAR.
- There are three stages in the rating cycle consisting of the job expectations, interim evaluation and final evaluation.
- The ePAR system houses all PAR data.

Access to the ePAR System, eLearning training, and resource information is available for eligible State employees through their [MyNewJersey Portal account](#). User ID is required. New users should follow the directions of “ePAR Self Registration” to gain access to the ePAR system. If you need further assistance, please consult your organization’s Human Resource Office.



[Electronic Performance Assessment Review \(ePAR\)](#)

Below are the required steps to activate the ePAR link on the myNewJersey Portal page. All state employees are automatically enrolled by the portal team as part of the agency activation process.

For new employees who do not have an existing myNewJersey Portal account *OR* for employees hired after an agency is activated, a self-registration mechanism is in place to enable the link on the portal.

Please follow the directions below:

1. Navigate to the self-registration page below:
https://wwwnet1.state.nj.us/NJ/NJ_ePar_Reg/SelfRegistration.aspx
2. Fill in Step 1 with your employee information and click Register. If you need your EID you can either find the information on your paystub or contact your HR department.

Electronic Performance Assessment Review (ePAR)

Step 1: ePAR Access Registration
Step 2: Link ePAR to your myNewJersey account
Step 3: Access ePAR Application

Employee ID: 000123789
First Name: Test
Last Name: Id
Email Address: TestID@csc.state.nj.us
Verify Email Address: TestID@csc.state.nj.us
Date of Birth (MM/DD/YYYY): 08/19/2014

Cancel Register



3. On Step 2 enter the myNewJersey Portal account you have associated with paystub, or create a new one if you do not have one.

Link ePAR to Your myNewJersey Account
Do you have a myNewJersey Logon ID?

Yes
 No

Information about your existing myNewJersey account

myNewJersey Logon ID:

myNewJersey Password:

- a. If you chose to create a new myNewJersey Portal account, you'll fill out a similar page like the screenshot below.

Log On ID	<input type="text" value="TestID"/>	Logon IDs can only contain letters, numbers, and these four characters: @ - . _
Password	<input type="password" value="*****"/>	
Retype your password	<input type="password" value="*****"/>	Passwords must be at least 8 characters long, chosen from at least two of these groups: lowercase letters, uppercase letters, digits, and other characters (except space, quotes, <, >, & and \).
First name	<input type="text" value="Test"/>	You'll be able to change all of your entries later, except your logon ID, using the "change profile" link any time you're logged in to myNewJersey.
Last name	<input type="text" value="ID"/>	
Question you want us to ask	<input type="text" value="What training is this"/>	If you forget your logon ID or password in the future, the system will ask you the question you enter here. If the answer you give then matches the answer you enter now, the system will send your ID or a new password to the email address you provide here. Pick a question and answer you can remember, but only you would know.
Your answer	<input type="text" value="ePAR"/>	
Email address	<input type="text" value="TestID@state.nj.us"/>	
Retype your email address	<input type="text" value="TestID@state.nj.us"/>	

Take a moment to review your sign-up information and be sure it's correct before you click the Create Account button.

- b. Complete the required information for your portal logon and then click "Create myNewJersey Account".



- Once you have completed the steps you will automatically be brought to the ePAR dashboard.

The screenshot shows the ePAR dashboard for the Civil Service Commission. At the top, it says "Electronic Performance Assessment Review (ePAR)" and "CIVIL SERVICE COMMISSION". Below this are tabs for "Current Review", "Action Items", and "All Reviews". The main content area displays "Rating Year 2015" with the dates "(07/01/2014 to 06/30/2015)". To the right, there is a section titled "2015 Rating Cycle Due Dates" with three checked items: "Job Expectations due by June 01, 2014", "Interim Review due by June 16, 2014", and "Final Review due by June 30, 2015". Below this is a section titled "My ePAR" which contains a table with the following columns: Ratee, Job Title, Model Code, Stage, Progress, and Status.

- To make sure everything works, close all browsers, then open a new browser, and try to log back in to the myNewJersey Portal by navigating to <http://nj.gov>.
- Your portal account should now correctly show the ePAR application under the Civil Service Commission Application section.

The screenshot shows the myNewJersey portal interface. At the top, it says "THE OFFICIAL WEB SITE FOR THE STATE OF NEW JERSEY". Below this are navigation links for "myNJ Home", "myNJ Business", and "myNewJersey". A "Welcome" message is displayed. Below the navigation links, there are three application windows: "Civil Service Commission Applications" (with a close button), "ePAR", and "Premier E-Business Services" (with a close button).



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myNewJersey, PAR, Employee Self
Service, and MBOS Instructions

[Employee Self Service](#)

Employee Self Service is a convenient, secure and user-friendly resource accessible through the State of New Jersey web portal (myNewJersey). Available to State of New Jersey employees with direct deposit, Employee Self Service provides access to employee earnings history and tools for managing personal information.

Key Features Include:

- Secure any-time access to employee earnings history from any computer with internet access.
- Print official copies of your pay stub or W-2 directly from your home computer for income verification or personal records.
- Keep up to date with the latest news and announcements from Centralized Payroll.
- Web enabled forms can be submitted online, are easy to fill out and reduce processing time.
- As an environmentally friendly option Employee Self Service reduces paper consumption by providing documents electronically.

How to enroll in Employee Self Service:

Employee Self Service Enrollment Instructions

You will need a copy of your most recent printed pay stub to complete the enrollment process.

****(If you do not have your most recent paystub, contact your department's HR representative. They can provide you with all paystub information necessary for enrollment.)****

1. Open your Internet Explorer program or other Internet browser program. In the Address box, type in the following web address exactly as it appears below:

https://www20.state.nj.us/TYM_ESS/about.jsp

Press the Enter key after you have entered the web address.



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2. The browser will show the Employee Self Service Welcome page. Click on the "Enroll Here" icon link to begin the enrollment process.
3. Fill out Step 1 of the Employee Self Service Enrollment form and click "Continue" to verify your identity and proceed to the myNewJersey account linking page. Please have your most recent pay stub with you when enrolling. If you have a suffix in your last name (ex. Jr., Sr., III, etc.), DO NOT include it in the Last Name box. Entering the suffix will result in an error. Your Payroll Number (**P/R No.**) and Check Distribution Number (**Ck Dist.**) are found on your printed pay stub.
4. After entering the information above, the next step of the Employee Self Service Enrollment form will ask if you have a myNewJersey Log-On ID. **IF YOU DO NOT HAVE A MYNEWJERSEY LOG ON ID, SKIP TO STEP 5.** If you have previously created a Log-On ID for the myNewJersey web portal to access a myNewJersey application (such as the Division of Pensions and Benefits' MBOS program or the Civil Service Commission's eLearning program) you may link your Employee Self Service account to your existing Log-On ID. Click 'Yes' to indicate that you have an existing myNewJersey account. Provide your username and password and select "Link Self Service to my Account" to link your account to Employee Self Service.

*If you do not remember your password or Log-On ID, use the links on the right of the page to reset your password or have your Log-On ID e-mailed to you.
5. If you have never created a Log-On ID for the myNewJersey web portal, you need to create one now. Click 'No' to indicate you do not have an existing myNewJersey account. Complete the New Account form and select "Create this new myNewJersey Account and Link Self Service To It" to link your account to Employee Self Service.
6. Once you have linked your Employee Self Service account to your myNewJersey Log-On ID, you have completed the enrollment process. Enrollment is a one-time process only for first time users.



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Accessing Employee Self Service After Enrollment

1. Open your Internet Explorer program or other Internet browser program. In the Address box, type in the following web address to access the official State of New Jersey home page:

<http://www.state.nj.us>

Press the Enter key after you have entered the web address.

2. Click on the Login link at the top left of the State of New Jersey home page to access the myNewJersey web portal log-on page.
3. On the myNewJersey web portal log-on page, enter the Log-On ID and password you linked to the Employee Self Service program, then click the Log-On button.
4. Find the Employee Self Service link under the OMB Applications heading on your myNewJersey page. Click on this link to open the Employee Self Service program.

For additional information, including a visual step-by-step guide to the enrollment process, please consult the Employee Self Service User Guide at the web address below:

https://www20.state.nj.us/TYM_ESS/userguide/



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[Member Benefits Online System \(MBOS\)](#)

The Member Benefits Online System (MBOS) is a set of Internet based applications that allow registered members access to their pension and, if applicable, health benefit account information.

Before you can use MBOS you must register with both MBOS and the myNewJersey website. Registration for MBOS is free but requires several steps. Be sure to read the registration instructions.

*Note: Members who registered with MBOS as employees have automatic access to retiree MBOS applications when retired. Just log on to your existing MBOS account.

The Member Benefits Online System (MBOS) gives registered users internet access to pension and health benefit account information and online applications. Some options include:

- Retrieving your Personal Benefits Statement
- Designating a Beneficiary
- Getting a Pension Loan
- Applying for Withdrawal
- Applying for Retirement
- Retrieving your letters and statements

If you are already registered for MBOS, you can log-on to myNewJersey and access MBOS.



How to register for MBOS:

STEP ONE

If you have not done so, register for a MyNewJersey account at: www.state.nj.us

NOTE: *If you already have a MyNewJersey account, go to STEP TWO and use your existing account.*

- A. Click on the “Register” button and complete the registration information.
- B. Create your own Log-on ID and Password.

If you write down your log-on ID and password to remember them, be sure to keep this written information in a safe place, and do not share them with others to help prevent identity theft!

- C. This will open your personal MyNewJersey online account.

STEP TWO

Register for MBOS at: <http://www.state.nj.us/treasury/pensions/mbos-register.shtml>

- A. Click the “Register for MBOS” button at the bottom of the Web page and complete the online MBOS registration form.
- B. When registering, you will need your pension Member ID number.

Your pension Member ID can be found on your payroll statement. It can also be obtained from your employer, or by contacting the Division's Office Client Services.

Pension ID Number: _____

STEP THREE

- A. Log back onto your MyNewJersey account and you will see the Pension and Benefits section along the left side.
- B. Click the “MBOS logon” button to go to MBOS and your account information.