# CONTENTS

Introduction ...................................................................................................................................................................4

Enrollment .....................................................................................................................................................................5

Step 1: Request Access to Employee Self Service .....................................................................................................6

Step 2: Link Employee Self Service to your myNJ account ........................................................................................7

Step 3: use Employee Self Service ................................................................................................................................7

Logging On .....................................................................................................................................................................8

Member Homepage .......................................................................................................................................................9

Opt-Out ........................................................................................................................................................................10

Opt-In ...........................................................................................................................................................................11

Latest Pay Stub ............................................................................................................................................................12

  View Latest Pay Stub ...............................................................................................................................................13

  Print Latest Pay Stub ...............................................................................................................................................13

  Save Latest Pay Stub ...............................................................................................................................................13

Earnings History ...........................................................................................................................................................14

  View Earnings History ..............................................................................................................................................14

  Navigate Earnings History ........................................................................................................................................15

  View Previous Pay Stub ...........................................................................................................................................15

  Print Previous Pay Stub ..........................................................................................................................................15

  Save Previous Pay Stub ..........................................................................................................................................15

  Print Earnings History ............................................................................................................................................16

  Save Earnings History ............................................................................................................................................16

Employee Profile ..........................................................................................................................................................17

  View Employee Profile ..........................................................................................................................................17

  Regular Paper EFT Pay Stub Print Status ................................................................................................................18
<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Print Employee Profile</td>
<td>18</td>
</tr>
<tr>
<td>Save Employee Profile</td>
<td>18</td>
</tr>
<tr>
<td>Employee Message Center</td>
<td>19</td>
</tr>
<tr>
<td>View Message Inbox</td>
<td>19</td>
</tr>
<tr>
<td>Read Message</td>
<td>19</td>
</tr>
<tr>
<td>Delete Message(s)</td>
<td>19</td>
</tr>
<tr>
<td>Change of Address</td>
<td>20</td>
</tr>
<tr>
<td>Request a Change of Address</td>
<td>21</td>
</tr>
<tr>
<td>View Pending Change of Address Request</td>
<td>21</td>
</tr>
<tr>
<td>Edit Pending Change of Address Request</td>
<td>21</td>
</tr>
<tr>
<td>Cancel Pending Change of Address Request</td>
<td>21</td>
</tr>
<tr>
<td>W-2</td>
<td>22</td>
</tr>
<tr>
<td>Logging Out</td>
<td>23</td>
</tr>
<tr>
<td>Help</td>
<td>24</td>
</tr>
<tr>
<td>Frequently Asked Questions</td>
<td>24</td>
</tr>
<tr>
<td>Contact Us</td>
<td>24</td>
</tr>
</tbody>
</table>
**INTRODUCTION**

*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.

This document is a brief tutorial intended to explain how to use the various features of *Employee Self Service*. 
ENROLLMENT

Enrollment into Employee Self Service is an easy 3-step process, which is required for first-time users. Once complete, users may access Employee Self Service by logging into the secure myNewJersey web portal.

Click here to begin the enrollment process.

Enrollment into Employee Self Service will trigger the discontinuation of your regular, paper EFT pay stub production after one pay period. Once enrolled, you may opt-out to revert to receiving your regular paper EFT pay stub. However, in doing so, your access to the online application will be revoked.
STEP 1: REQUEST ACCESS TO EMPLOYEE SELF SERVICE

Complete the Employee Self Service Enrollment form to request access and verify your identity.

Figure 1: Enrollment Form

Employee Self Service Enrollment

To enroll in Employee Self Service, please complete the following one-time employee enrollment process.

Already Enrolled? If you have already completed the following enrollment process and successfully linked your Employee Self Service account with a myNewJersey account, please access your Employee Self Service account by logging into myNewJersey.

Step 1: Request access to Employee Self Service

First Name: 
Last Name: 
Email: 
Repeat Email: 

Social Security Number: 
Birth Date: 

* all fields are required

Terms and Conditions:

Your initial entry to the Employee Self Service application will trigger the discontinuation of your regular, paper EFT pay stub production after 1 pay period(s). At any time you may opt-out and revert back to receiving your regular paper EFT pay stubs. However, in doing so your access to the Employee Self Service online application will be revoked and you will no longer have access to your electronic pay stubs.

I have read the above statement and agree to its terms.

Continue | Cancel
**STEP 2: LINK EMPLOYEE SELF SERVICE TO YOUR MYNJ ACCOUNT**

Link your Employee Self Service account to a new or existing myNewJersey logon id. Remember your selected logon id and password, as they will be required to access Employee Self Service in the future.

![Figure 2: Link to new myNewJersey account](image1)

![Figure 3: Link to existing myNewJersey account](image2)

**STEP 3: USE EMPLOYEE SELF SERVICE**

After successfully completing Step 2 you will be directed to the Employee Self Service member homepage (see Member Homepage) at which point you have successfully completed the enrollment process.
First time users of Employee Self Service must complete the one-time enrollment process prior to logging on. See Enrollment for additional information.

1. Sign into myNewJersey (http://portal.nj.gov/) with your personal logon id and password.

   Figure 4: myNewJersey Login

2. Select the link titled EMPLOYEE SELF SERVICE – NJ located under the OMB Applications channel.

   Figure 5: myNewJersey OMB Channel
The Member Homepage (Figure 6: Member Homepage) is the main access point to the various features of Employee Self Service. This page includes links to employee resources, a summary of your employee information, and a section broadcasting the latest news and announcements from centralized payroll. This page is only accessible to enrolled users (see Enrollment).

Figure 6: Member Homepage

**Links to resources and information.**

**Personal employee information.**

**Latest news and announcements from Centralized Payroll.**
Members may opt-out of Employee Self Service to revert to receiving a regular paper pay stub. Once you elect to opt-out, your access to Employee Self Service will be revoked immediately. You will not receive a regular paper pay stub for any missed pay periods.

1. Select **VIEW/UPDATE PROFILE** from the member homepage.
2. Select the link labeled **OPT-OUT NOW**.
3. Follow the on screen instructions to complete the Opt-Out form (Figure 7: Opt-Out Form).

Figure 7: Opt-Out Form
At any time, employees who have elected to opt-out may opt back into Employee Self Service by completing the re-enrollment form. Follow the on-screen instructions to re-enroll (Figure 8: Opt-In Form).

Figure 8: Opt-In Form
Your latest pay stub contains your most recent statement of earnings and deductions (Figure 9: Latest Pay Stub).

### Statement of Earnings and Deductions

<table>
<thead>
<tr>
<th>Employee Name</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>JON E DOE</td>
<td>300 R VERVIEW PLAZA, TRENTON NJ 08625</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Pay Period</th>
<th>Pay Period End</th>
<th>Check Date</th>
<th>Check No.</th>
<th>Calendar Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>11</td>
<td>05/127/2006</td>
<td>06/031/2006</td>
<td>ESSDEMO</td>
<td>2006</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>P/R No.</th>
<th>Ok Dtl.</th>
<th>Unit</th>
<th>Penon H emb No.</th>
<th>Fed Exemptions</th>
<th>Extra Amt</th>
<th>State Exemptions</th>
<th>Extra Amt</th>
</tr>
</thead>
<tbody>
<tr>
<td>999</td>
<td>99</td>
<td>9999</td>
<td>M 01</td>
<td>10</td>
<td>800</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Description</th>
<th>Time</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular</td>
<td>10</td>
<td>3543</td>
</tr>
<tr>
<td>Restoration</td>
<td>00</td>
<td>59</td>
</tr>
<tr>
<td>Ss, Ill</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Employee Payments</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Year-to-Date**

<table>
<thead>
<tr>
<th>Year-to-Date</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Gross Wages</td>
<td>60139</td>
</tr>
<tr>
<td></td>
<td>Taxable Wages - Federal</td>
<td>5723</td>
</tr>
<tr>
<td></td>
<td>Taxable Wages - NJ</td>
<td>60359</td>
</tr>
<tr>
<td></td>
<td>Base Wages (Subject to Retirement)</td>
<td>35687</td>
</tr>
</tbody>
</table>

**Deductions**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
<th>YTD/Bal</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal Income Tax &amp; YTD</td>
<td>413 17</td>
<td>9808 66</td>
<td>Health &amp; Accident</td>
<td>100 00</td>
</tr>
<tr>
<td>NJ Income Tax &amp; YTD</td>
<td>98 87</td>
<td>1685 53</td>
<td>Credit Union</td>
<td>674 00</td>
</tr>
<tr>
<td>Pension Contribution &amp; YTD</td>
<td>263 39</td>
<td>2675 02</td>
<td>Nogardina Unit Drugs</td>
<td>35 44</td>
</tr>
<tr>
<td>Pension Loan Payment &amp; BAL</td>
<td>274 36</td>
<td>12620 58</td>
<td>Food Maintenance</td>
<td>431 70</td>
</tr>
<tr>
<td>Unemployment Ins. &amp; YTD</td>
<td>105 83</td>
<td>Other Mntn mca</td>
<td>34 48</td>
<td></td>
</tr>
<tr>
<td>Pre-Tax Dental &amp; YTD</td>
<td>12 89</td>
<td>141 79</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total Deductions** | 1743 12 |
**Net Pay** | 1834 95 |

**Health and Dental Coverage**

| Health Benefits | NJ PLUS | FAMILY |
| Dental | HORIZON DENTAL CHOICE | FAMILY |
| Prescription Drug | BLUE CROSS BLUE SHIELD | FAMILY |

---

Click to open as a PDF file to print or save.
VIEW LATEST PAY STUB

View your latest pay stub by selecting **LATEST PAY STUB** from the homepage.

---

Supplemental pay stubs, if you receive them, will be displayed below the appropriate regular pay stub.

PRINT LATEST PAY STUB

Print your latest pay stub at home for income verification or personal records.

1. Select **LATEST PAY STUB** from the homepage.
2. After the page loads, select **PRINTABLE VERSION** from the options menu to open your pay stub as a PDF file.
3. In the new window, select **File -> Print** to open a print dialog box.
4. Select **OK** to print your pay stub.

SAVE LATEST PAY STUB

Save your latest pay stub as a PDF file for personal records and offline access.

1. Select **LATEST PAY STUB** from the homepage.
2. After the page loads, select **PRINTABLE VERSION** from the options menu to open your pay stub as a PDF file.
3. In the new window, select **File -> Save As** to open a save-as dialog box.
4. Select a destination on your computer and enter a file name.
5. Select **OK** to save your pay stub.
You may view a history of your earnings starting with pay period 1 of 2005.

To view a history of earnings, select **EARNINGS HISTORY** from the homepage. Records are listed in order with the most recent earnings posted first (Figure 10: Earnings History).
NAVIGATE EARNINGS HISTORY

Use the links below the earnings history table to browse the various pages of records.

You can specify the number of records displayed per page by selecting one of the options below your history. Your selection will be saved for future visits.

VIEW PREVIOUS PAY STUB

Old pay stubs, from previous pay periods, are accessible from your earnings history.

1. Select EARNINGS HISTORY from the homepage.
2. Select the pay period link to display the desired pay stub in its entirety.

PRINT PREVIOUS PAY STUB

Print your old pay stubs at home for income verification or personal records.

1. Select EARNINGS HISTORY from the homepage.
2. After the page loads, select the pay period link to display the desired pay stub in its entirety.
3. After the page loads, select PRINTABLE VERSION from options menu to open your pay stub as a PDF file.
4. In the new window, select File -> Print to open a print dialog box.
5. Select OK to print your pay stub.

SAVE PREVIOUS PAY STUB

Save your old pay stubs as a PDF file for personal records and offline access.

1. Select EARNINGS HISTORY from the homepage.
2. After the page loads, select the pay period link to display a pay stub in its entirety.
3. After the page loads, select PRINTABLE VERSION from the options menu to open your pay stub as a PDF file.
4. In the new window, select File -> Save As to open a save-as dialog box.
5. Select a destination on your computer and enter a file name.
6. Select OK to save your pay stub.
PRINT EARNINGS HISTORY

1. Select EARNINGS HISTORY from the homepage.
2. After the page loads, select PRINTABLE VERSION from the options menu to open your earnings history as a PDF file.
3. In the new window, select File -> Print to open a print dialog box.
4. Select OK to print your earnings history.

SAVE EARNINGS HISTORY

1. Select EARNINGS HISTORY from the homepage.
2. After the page loads, select PRINTABLE VERSION from the options menu to open your earnings history as a PDF file.
3. In the new window, select File -> Save As to open a save-as dialog box.
4. Select a destination on your computer and enter a file name.
5. Select OK to save your earnings history.
Your employee profile contains your personal employee information as well as information pertaining to your regular paper EFT pay stub print status.

Figure 11: Employee Profile

To view your employee profile, select VIEW/UPDATE PROFILE from the homepage (Figure 11: Employee Profile).
REGULAR PAPER EFT PAY STUB PRINT STATUS

Your regular paper EFT pay stub print status can be found under your employee profile. This message indicates when the printing of your regular paper pay stub will stop or has stopped.

To continue the printing of your regular paper pay stub see the section titled Opt-Out of this document.

PRINT EMPLOYEE PROFILE

1. Select VIEW/UPDATE PROFILE from the homepage.
2. After the page loads, select PRINTABLE VERSION from the options menu to open your employee profile as a PDF file.
3. In the new window, select File -> Print to open a print dialog box.
4. Select OK to print your employee profile.

SAVE EMPLOYEE PROFILE

1. Select VIEW/UPDATE PROFILE from the homepage.
2. After the page loads, select PRINTABLE VERSION from the options menu to open your employee profile as a PDF file.
3. In the new window, select File -> Save As to open a save-as dialog box.
4. Select a destination on your computer and enter a file name.
5. Select OK to save your employee profile.
EMPLOYEE MESSAGE CENTER

Personalized employee messages may be sent to notify users of important announcements. Messages can be viewed in the Employee Message Center.

**VIEW MESSAGE INBOX**

To access the Employee Message Center, select **INBOX** from the main menu. Your message inbox will contain a listing of messages both new and old (Figure 12: Employee Message Center).

**READ MESSAGE**

While viewing your message inbox you may read a message by selecting the subject link.

**DELETE MESSAGE(S)**

While reading a message you may delete it by selecting the **DELETE MESSAGE** from the options menu.

While viewing your inbox you may delete multiple messages at a time by checking the desired check boxes and selecting the **DELETE SELECTED** from the options menu.
Employees within select departments can request a change of address by submitting an electronic Change of Address request form. **If you do not see the link to submit an Address Change Request on the Employee Self Service homepage (under e-Forms) you must submit your request manually by contacting your payroll representative.**

The online Change of Address Form requests an employee's address be changed within the OMB Centralized Payroll system. Employees are responsible for changing their address with other systems (i.e. Pensions and Benefits).

**Figure 13: Change of Address Form**
REQUEST A CHANGE OF ADDRESS

1. Select ADDRESS CHANGE REQUEST from the homepage to bring up the Change of Address Form (Figure 13: Change of Address Form)
2. Complete the form with your new address and select Submit.
3. After your address is verified, you may review your request. Select Finish to complete your request. Select Edit to make changes to your request.
4. Once complete, a confirmation page will display your pending request. Take note of the effective date.

VIEW PENDING CHANGE OF ADDRESS REQUEST

To view a pending change of address request select ADDRESS CHANGE REQUEST from the homepage.

EDIT PENDING CHANGE OF ADDRESS REQUEST

1. Select ADDRESS CHANGE REQUEST from homepage to bring up your pending Change of Address Request.
2. Select the EDIT REQUEST from the options menu to bring up the Change of Address Update Form.
3. Make the necessary changes to your request and select Submit.
4. After your address is verified, you may review your request. Select Finish to complete your request. Select Edit to make changes to your request.
5. Once complete, a confirmation page will display your pending request.

CANCEL PENDING CHANGE OF ADDRESS REQUEST

1. Select ADDRESS CHANGE REQUEST from the homepage to bring up your pending Change of Address Request.
2. Select the CANCEL REQUEST from the options menu.
3. Confirm that you wish to cancel your request.
4. A message will confirm your request has been canceled.
Reissued W-2 Forms are available for online viewing (Figure 14: Reissued W-2 Sample).

To view a history of available W-2 Forms, select W-2 HISTORY from the homepage. To view a specific W-2 Form, select the link for the desired calendar year.

**Figure 14: Reissued W-2 Sample**

<table>
<thead>
<tr>
<th>Year</th>
<th>W-2 Form</th>
<th>Wage and Tax Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>2006</td>
<td>W-2</td>
<td></td>
</tr>
</tbody>
</table>

**W-2**

CITIZEN, TAXPAYER, AND EMPLOYER RESPONSIBILITIES

**W-2 History**

To view a history of available W-2 Forms, select W-2 HISTORY from the homepage. To view a specific W-2 Form, select the link for the desired calendar year.

**Figure 14: Reissued W-2 Sample**

<table>
<thead>
<tr>
<th>Year</th>
<th>W-2 Form</th>
<th>Wage and Tax Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>2006</td>
<td>W-2</td>
<td></td>
</tr>
</tbody>
</table>

**Notice to Employers**

**Refund** - If you do not wish to have the tax withheld from the employee’s wages, you may claim the tax on your return. To claim the tax, you must fill out the appropriate form. The tax will be withheld from the employee’s wages at the applicable tax rate.

- **Employee Credit (EC)** - You may claim the tax on your return. The tax will be withheld from the employee’s wages at the applicable tax rate.

**Charges and Liens**

- **Charges** - Charges for过去的欠款未支付的费用 will be applied to the employee’s wages. If the employee’s wages are insufficient to cover the charges, the remaining amount will be applied to the employee’s wages in future pay periods.

- **Liens** - Liens for past due returns will be applied to the employee’s wages. If the employee’s wages are insufficient to cover the liens, the remaining amount will be applied to the employee’s wages in future pay periods.

**Liability for Overpayment**

- If an overpayment occurs, the employee will be notified and the overpayment will be applied to the employee’s wages. If the employee’s wages are insufficient to cover the overpayment, the remaining amount will be applied to the employee’s wages in future pay periods.

**Credit for Taxes Paid**

- If the employee has paid the tax on their return, the tax will be withheld from the employee’s wages at the applicable tax rate. If the employee’s wages are insufficient to cover the tax owed, the remaining amount will be applied to the employee’s wages in future pay periods.

**Notice to Employees**

**Refund** - If the tax is withheld from the employee’s wages, you may claim the tax on your return. To claim the tax, you must fill out the appropriate form. The tax will be withheld from the employee’s wages at the applicable tax rate.

- **Employee Credit (EC)** - You may claim the tax on your return. The tax will be withheld from the employee’s wages at the applicable tax rate.

**Charges and Liens**

- **Charges** - Charges for过去的欠款未支付的费用 will be applied to the employee’s wages. If the employee’s wages are insufficient to cover the charges, the remaining amount will be applied to the employee’s wages in future pay periods.

- **Liens** - Liens for past due returns will be applied to the employee’s wages. If the employee’s wages are insufficient to cover the liens, the remaining amount will be applied to the employee’s wages in future pay periods.

**Liability for Overpayment**

- If an overpayment occurs, the employee will be notified and the overpayment will be applied to the employee’s wages. If the employee’s wages are insufficient to cover the overpayment, the remaining amount will be applied to the employee’s wages in future pay periods.

**Credit for Taxes Paid**

- If the employee has paid the tax on their return, the tax will be withheld from the employee’s wages at the applicable tax rate. If the employee’s wages are insufficient to cover the tax owed, the remaining amount will be applied to the employee’s wages in future pay periods.

**Notice to Employers**

**Refund** - If you do not wish to have the tax withheld from the employee’s wages, you may claim the tax on your return. To claim the tax, you must fill out the appropriate form. The tax will be withheld from the employee’s wages at the applicable tax rate.

- **Employee Credit (EC)** - You may claim the tax on your return. The tax will be withheld from the employee’s wages at the applicable tax rate.

**Charges and Liens**

- **Charges** - Charges for过去的欠款未支付的费用 will be applied to the employee’s wages. If the employee’s wages are insufficient to cover the charges, the remaining amount will be applied to the employee’s wages in future pay periods.

- **Liens** - Liens for past due returns will be applied to the employee’s wages. If the employee’s wages are insufficient to cover the liens, the remaining amount will be applied to the employee’s wages in future pay periods.

**Liability for Overpayment**

- If an overpayment occurs, the employee will be notified and the overpayment will be applied to the employee’s wages. If the employee’s wages are insufficient to cover the overpayment, the remaining amount will be applied to the employee’s wages in future pay periods.

**Credit for Taxes Paid**

- If the employee has paid the tax on their return, the tax will be withheld from the employee’s wages at the applicable tax rate. If the employee’s wages are insufficient to cover the tax owed, the remaining amount will be applied to the employee’s wages in future pay periods.
LOGGING OUT

Before exiting Employee Self Service, be sure to logout by selecting LOGOUT from the main menu. A confirmation message will be displayed once the logout process is complete and it is safe to close your browser (Figure 15: Logout Confirmation).

Please remember to also log out of myNewJersey when finished.

Figure 15: Logout Confirmation
HELP

FREQUENTLY ASKED QUESTIONS

Find answers to frequently asked questions by selecting the FAQS link from the homepage or help menu.

CONTACT US

Submit a question or comment to us using the Contact form (Figure 16: Contact Us) by selecting the CONTACT US link from the homepage or help menu.

Figure 16: Contact Us

Please remember to check the Frequently Asked Questions prior to contacting us, as a response to your question may already be available.