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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 into Employee Self Service is an easy 3-step process, required for first-time users. Once completed, users may access Employee Self Service by logging into the secure myNewJersey web portal (see Logging On).

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.
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
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

Figure 3: Link to existing myNewJersey account

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.
LOGGING ON

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**

- **Welcome to Employee Self Service**
  - **Resources for Employees**
    - Payroll Documents
      - Latest Pay Stub [April 26, 2013]
      - Earnings History
      - W-2 History
    - View Profile
  - Employee Profile
  - Need More Information?
    - Employee Self Service User Guide [pdf]
    - Frequently Asked Questions
    - Contact Us

- **Employee Summary**
  - Name: JOHN S. DOE
  - Address: 300 Riverview Plaza, Trenton, NJ 08625
  - Email: jotom2webteam@oit.state.nj.us
  - Last Access Date: May 07, 2013 12:00:00 PM EDT

- **News and Announcements**
  - Posted: April 30, 2013
  - May is Foster Care Month! In New Jersey there are thousands of children who need the warmth and guidance of a foster family. Parents are needed for children but especially siblings and children with special medical conditions. Open up your heart and your home by becoming a foster parent. For more information, contact 1-877-NJ FOSTER or www.nj fostercare.

- **Links to resources and information.**
- **Personal employee information.**
- **Latest news and announcements from Centralized Payroll.**
Your latest pay stub contains your most recent statement of earnings and deductions (Figure 7: Latest Pay Stub).

Figure 7: Latest Pay Stub

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.
EARNINGS HISTORY

You may view a history of your earnings dating back to pay period 1 of 2005.

Figure 8: Earnings History

Select link to view pay stub for given pay period.
VIEW EARNINGS HISTORY

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 8: 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.
EMPLOYEE PROFILE

Your employee profile contains your personal employee information as well as information pertaining to your regular paper EFT pay stub print status.

Figure 9: Employee Profile
VIEW EMPLOYEE PROFILE

To view your employee profile, select **VIEW PROFILE** from the homepage (Figure 9: Employee Profile).

PRINT EMPLOYEE PROFILE

1. Select **VIEW 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 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 10: 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.
Reissued W-2 Forms are available for online viewing (Figure 11: 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. The W-2 will appear in an Adobe Reader window on your PC. You may print or save a copy of the W-2 from that window.

Figure 11: Reissued W-2 Sample
LOGGING OUT

Before exiting Employee Self Service, be sure to logout by selecting LOGOUT from the main menu. A confirmation message indicates when the logout process is complete and it is safe to close your browser (Figure 12: Logout Confirmation).

Please remember to also log out of myNewJersey when finished.

Figure 12: Logout Confirmation
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 13: Contact Us) by selecting the CONTACT US link from the homepage or help menu.

Check the Frequently Asked Questions page prior to contacting us, as a response to your question may already be available.