

STATE OF NEW JERSEY

Employee Self Service

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User Guide

January 23, 2024

Contents

Introduction	3
Enrollment.....	4
Step 1: Request access to Employee Self Service	5
Step 2: Link Employee Self Service to your myNewJersey account	5
Step 3: Use Employee Self Service	7
Enrollment Using Authorization Code.....	8
Logging On	10
Member Homepage.....	13
News and Announcements	14
My Info	15
My Profile.....	16
My Recent Earnings.....	17
My Pay Stub	18
My Earnings History	20
Tax Forms	21
My Tax Forms	24
Manage Print Preferences.....	25
Payment Distribution	26
Direct Deposit/New Jersey Payroll Card.....	27
New Jersey Payroll Card	28
New Jersey Payroll Card Authorization – Enter Authorization	28
New Jersey Payroll Card Authorization – Verify Address	29
New Jersey Payroll Card Authorization – Review Authorization	30
New Jersey Payroll Card Authorization – Confirmation	31
New Jersey Payroll Card Authorization Summary	32
W9 Preferences	33
Find Help	36
Frequently Asked Questions	37
Contact Us.....	38
Message Center	39
Sign Out.....	41

Introduction

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

KEY FEATURES:

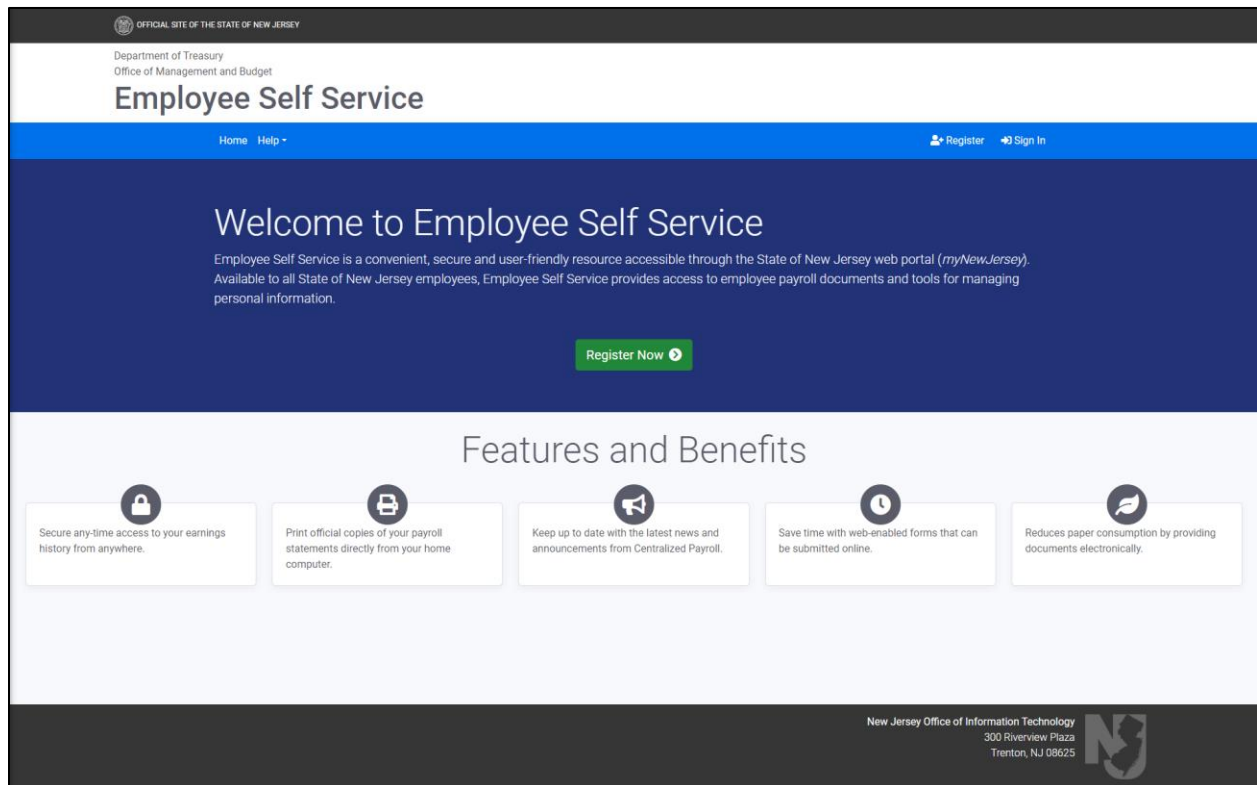
- ❖ Secure any-time access to employee earnings history from any computer with internet access.
- ❖ Print official copies of your pay stub or W-2 directly from your home computer for income verification or personal records.
- ❖ Enroll in the State's Payroll Card program.
- ❖ Keep up to date with the latest news and announcements from Centralized Payroll.
- ❖ Web enabled forms can be submitted online, are easy to fill out and reduce processing time.

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

Enrollment

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).

Figure 1: Employee Self Service Homepage



Step 1: Request access to Employee Self Service

Complete the Employee Self Service Enrollment form to request access and verify your identity. You will need a copy of your most recent pay stub to obtain your Payroll Number and Check Distribution Number for enrollment. Contact your department's HR unit/payroll office to obtain this information if you do not have a copy of your pay stub.

Figure 2: Enrollment Form

The screenshot shows the 'Employee Self Service Enrollment' page. At the top, it identifies the 'OFFICIAL SITE OF THE STATE OF NEW JERSEY' and the 'Department of Treasury, Office of Management and Budget'. The main heading is 'Employee Self Service'. A navigation bar includes 'Home', 'Help', 'Register', and 'Sign In'. The page title is 'Employee Self Service Enrollment' with the subtitle 'Request access to Employee Self Service.' Below this is a progress bar with three steps: 'Request access to Employee Self Service' (active), 'Link Employee Self Service to your myNJ account', and 'Use Employee Self Service'. The main form area is titled 'Step 1: Request access to Employee Self Service' and includes the instruction: 'Use a copy of your latest regular paper EFT pay stub to complete the following. All fields are required.' The form fields are: First Name, Last Name, Email, Confirm Email, Social Security Number (with a masked 'XXX-XX-' and a field for 'Last 4 digits'), Payroll Number, and Check Distribution Number. At the bottom of the form are 'Continue' and 'Cancel' buttons. To the right of the form is a box titled 'Already enrolled?' with a person icon and text: 'If you have previously completed the enrollment process and successfully linked Employee Self Service to a myNewJersey Log On ID, please access Employee Self Service by logging on to myNewJersey.'


Step 2: Link Employee Self Service to your myNewJersey account

Link your Employee Self Service account to a new myNewJersey Logon ID (Figure 3: Link to a new myNewJersey account) or an existing myNewJersey Logon ID (Figure 4: Link to an existing

myNewJersey account). Remember your selected Logon ID and password, as they will be required to access Employee Self Service in the future.

Figure 3: Link to a new myNewJersey account

NJ Employee Self Service Enrollment

Link NJ Employee Self Service to 

Request access to NJ Employee Self Service **Link NJ Employee Self Service to your myNJ account** Use NJ Employee Self Service

Step 2. Link NJ Employee Self Service to myNewJersey

Do you have a myNewJersey Logon ID?

Yes
 No

Information to create your new myNewJersey account:

Choose a myNewJersey Logon ID:

Choose a password:

Retype your password:

First name:

Last name:

If you forget your ID or password later, we'll ask you the following question. If you answer it correctly, we'll send your ID or a new password to your email address.

Question you want us to ask:

Your answer:

Email address:

Retype your Email address:

Forgot the Logon ID to a myNewJersey account you already set up?
If you created a myNewJersey Logon ID before but forgot what it is, we can send it to you by tapping or clicking [here](#). Don't create another logon ID.

[Continue](#)

Forgot Your ID or Password?


If you already have a myNewJersey logon ID, more information is available when you answer "Yes, I have a myNewJersey Logon ID" on this page.

Why Do I Need a myNewJersey Logon ID?

Here are [answers](#) to common questions.

Figure 4: Link to an existing myNewJersey account

NJ Employee Self Service Enrollment

Link NJ Employee Self Service to 

Request access to NJ Employee Self Service **Link NJ Employee Self Service to your myNJ account** Use NJ Employee Self Service

Step 2. Link NJ Employee Self Service to myNewJersey

Do you have a myNewJersey Logon ID?

Yes
 No

Information about your existing myNewJersey account:

myNewJersey Logon ID:

Password:

[Continue](#)

Forgot Your Logon ID?

If you created a myNewJersey Logon ID before but forgot what it is, we can send it to you: tap or click [here](#). Please don't create another logon ID.

Forgot Your Password?

If you have a myNewJersey Logon ID but forgot your password, we can reset it and send it to you: tap or click [here](#).

Why Do I Need a myNewJersey Logon ID?

Here are [answers](#) to common questions.

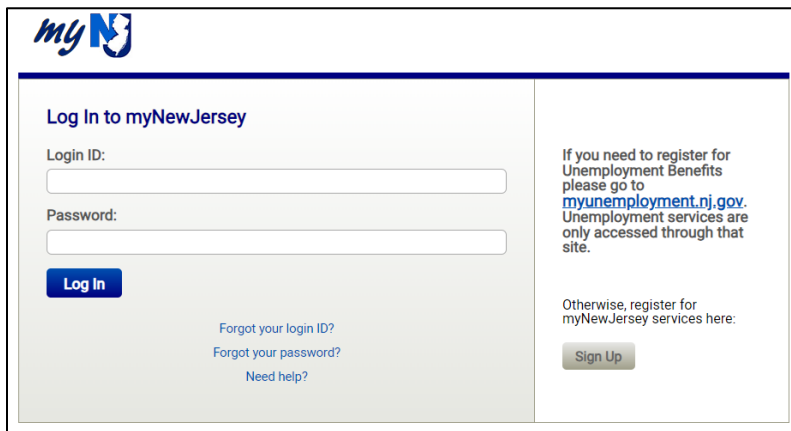
Step 3: Use Employee Self Service

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.

Enrollment Using Authorization Code

A small number of employees may require an authorization code to enroll in Employee Self Service instead of using the standard enrollment process. Employees that require an authorization code will be contacted by Centralized Payroll and e-mailed the code to use for enrollment. Once the code is received, employees should Log On to myNewJersey (<https://my.nj.gov/au/Login>) with your personal login id and password.

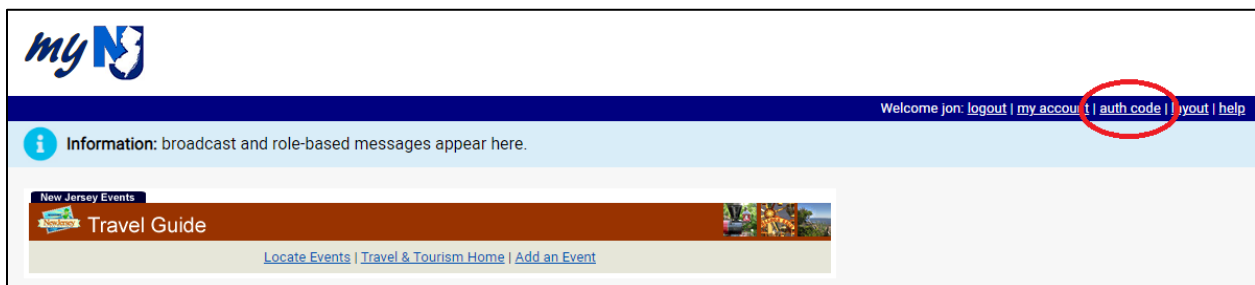
Figure 5: myNewJersey Login



The screenshot shows the myNewJersey login interface. On the left, there is a 'Log In to myNewJersey' section with a 'Login ID:' field, a 'Password:' field, and a blue 'Log In' button. Below the fields are links for 'Forgot your login ID?', 'Forgot your password?', and 'Need help?'. On the right, there is a message: 'If you need to register for Unemployment Benefits please go to myunemployment.nj.gov. Unemployment services are only accessed through that site.' Below this message is a 'Sign Up' button.

Once logged on, the employee should click on the “auth code” link at the top right.

Figure 6: myNewJersey dashboard



The screenshot shows the myNewJersey dashboard. At the top left is the myNJ logo. A dark blue navigation bar contains the text 'Welcome jon: [logout](#) | [my account](#) | [auth code](#) | [myout](#) | [help](#)', with the 'auth code' link circled in red. Below the navigation bar is an 'Information' section with a blue background and an information icon, containing the text 'Information: broadcast and role-based messages appear here.' Below this is a 'New Jersey Events' section with a brown background, featuring a 'Travel Guide' link and a small image of a travel scene. At the bottom of this section are links for 'Locate Events', 'Travel & Tourism Home', and 'Add an Event'.

The employee should enter the authorization code that was e-mailed by Centralized Payroll for enrollment in Employee Self Service here.

Figure 7: myNewJersey authorization code entry page

myNJ

Enter Your myNewJersey Authorization Information

1. If you've been given an authorization code, type or "paste" it into the box below (otherwise, click "Cancel").
2. Click the "Finished" button.
3. Your code will be verified and your profile will be updated with your new role.
4. If the update is successful, the *myNewJersey* portal will end your current session and, after a few seconds, will return your browser to the login page.
5. Please log back in and verify that your *myNewJersey* desktop includes the content for your new role.

Enter your authorization code:

Finished **Cancel**

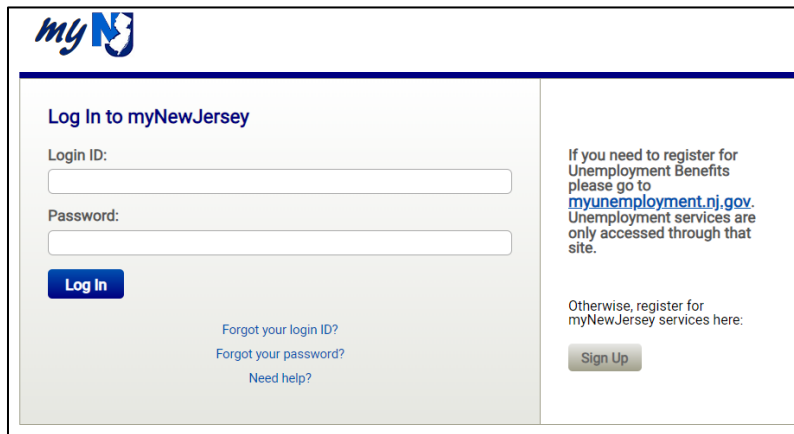
Once the authorization code is entered, the employee will be logged off myNewJersey to allow the system to update the employee's myNewJersey page. The employee should log back on to myNewJersey to access the program (see Logging On).

Logging On

First time users of Employee Self Service must complete the one-time enrollment process prior to logging on. See the Enrollment section for additional information.

1. Navigate to myNewJersey (<https://my.nj.gov/aui/Login>) and enter your personal login id and password.

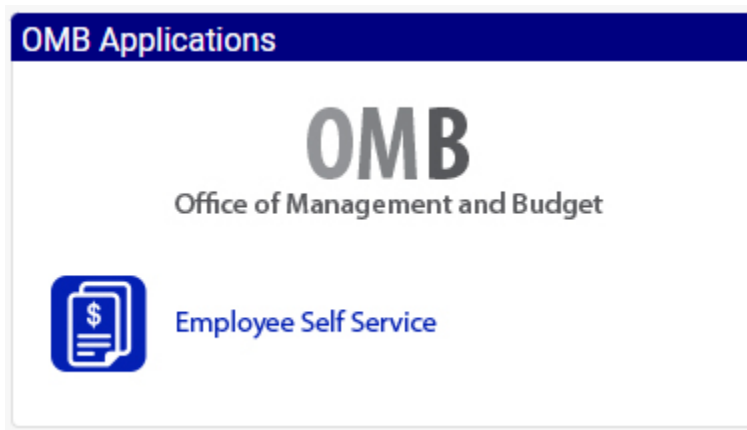
Figure 8: myNewJersey Login



The screenshot shows the myNewJersey login interface. At the top left is the myNJ logo. Below it, the heading "Log In to myNewJersey" is displayed. There are two input fields: "Login ID:" and "Password:". A blue "Log In" button is positioned below the password field. To the right of the login fields, there is a text block: "If you need to register for Unemployment Benefits please go to myunemployment.nj.gov. Unemployment services are only accessed through that site." Below this text is a "Sign Up" button. At the bottom of the login area, there are three links: "Forgot your login ID?", "Forgot your password?", and "Need help?".

2. Locate the **OMB Applications** channel and select the link titled **Employee Self Service**.

Figure 9: myNewJersey OMB Applications



NOTE: Employees that use an authorization code to enroll in Employee Self Service will be required to complete a one-time confirmation process before accessing the program.

Figure 10: One-Time Confirmation Page for employees enrolling with authorization code

The screenshot shows the 'Employee Self Service Enrollment' page. At the top, it identifies the 'OFFICIAL SITE OF THE STATE OF NEW JERSEY' and the 'Department of Treasury, Office of Management and Budget'. The main heading is 'Employee Self Service'. A navigation bar includes 'Home', 'Help', 'Register', and 'Sign In'. The page title is 'Employee Self Service Enrollment'. The main content area starts with a thank you message and a note about the one-time enrollment process. It then presents 'Step 1: Authorization Code Verification', where the system has configured the user as 'JON E DOE'. A confirmation prompt asks the user to check a box if they are 'JON E DOE'. A yellow warning box states that if the user is not 'JON E DOE', they should stop and contact support. 'Step 2: Employee Verification' follows, asking if the user has a regular paper pay stub available. Two radio button options are provided: 'Yes, I will enter information from my pay stub' and 'No, I will enter the last 4 digits of my Social Security Number'. At the bottom of the form, there are 'Finish' and 'Cancel' buttons.

OFFICIAL SITE OF THE STATE OF NEW JERSEY

Department of Treasury
Office of Management and Budget

Employee Self Service

Home Help Register Sign In

Employee Self Service Enrollment

Thank you for your interest in Employee Self Service.

For security purposes we ask that you complete the following one-time employee enrollment process.

Step 1: Authorization Code Verification

The Employee Self Service Authorization Code entered for this portal id has been configured for: **JON E DOE**

Please confirm your identity by checking the box below.

Yes, I am JON E DOE

⚠ If you are not JON E DOE, then STOP and contact us immediately.

Step 2: Employee Verification

To complete the employee verification process we ask that you provide information from one of your regular paper pay stubs. Alternatively, if you do not have a copy of your regular paper pay stub readily available, you may provide the last 4 digits of your social security number.

Do you have a copy of your regular paper pay stub available?

Yes, I will enter information from my pay stub.

No, I will enter the last 4 digits of my Social Security Number.

Finish Cancel

Figure 11: One-Time Confirmation Page (Pay Stub Information Entry on Step 2)

Step 2: Employee Verification

To complete the employee verification process we ask that you provide information from one of your regular paper pay stubs. Alternatively, if you do not have a copy of your regular paper pay stub readily available, you may provide the last 4 digits of your social security number.

Do you have a copy of your regular paper pay stub available?

Yes, I will enter information from my pay stub.

No, I will enter the last 4 digits of my Social Security Number.

Use a copy of your regular paper pay stub to complete the following.

Enter all requested information exactly as it appears on your regular paper pay stub.

Check Number

Calendar Year

Pay Period

Check Amount (Net Pay)

\$

Finish Cancel

Figure 12: One-Time Confirmation Page (Social Security Number Entry on Step 2)

Step 2: Employee Verification

To complete the employee verification process we ask that you provide information from one of your regular paper pay stubs. Alternatively, if you do not have a copy of your regular paper pay stub readily available, you may provide the last 4 digits of your social security number.

Do you have a copy of your regular paper pay stub available?

Yes, I will enter information from my pay stub.

No, I will enter the last 4 digits of my Social Security Number.

Enter the last 4 digits of your Social Security Number.

Social Security Number

XXX-XX-

Last 4 digits

Finish Cancel

Once the process is completed, the employee will be taken to the Employee Self Service home page.

Member Homepage

The Member Homepage is the main access point for Employee Self Service and provides quick access to the most used features of the program. Employees can view their profile information, recent pay history, recent tax forms, and access their payment distribution from this page. News and announcements from Centralized Payroll are also displayed here.

Figure 13: Member Homepage

OFFICIAL SITE OF THE STATE OF NEW JERSEY
Department of Treasury
Office of Management and Budget

Employee Self Service

Home Documents Earnings Tax Forms Help Sign Out

Go Paperless!

The State of New Jersey gives employees the option to receive W-2 and 1095-C statements exclusively through Employee Self Service.

[Learn More](#)

My Info

JON E DOE
300 RIVERVIEW PLAZA
TRENTON NJ 08611
OIT-PayrollWeb@tech.nj.gov

[Profile and Settings](#)

Payment Distribution

Sign up to receive payments by direct deposit to a personal bank or credit union account, or enroll in the New Jersey Payroll Card program.

[Learn more](#)
or [Check status of my request](#)

W9 Preferences

Manage what information will be shared with NJCFS.

[Manage Preferences](#)

Find Help

- > [Frequently Asked Questions](#)
- > [Contact Us](#)
- > [User Guide \(PDF\)](#)

News and Announcements

March 10, 2020
April 1st is officially US Census Day. The US Constitution requires a count of every resident of our country once a decade. Census counts are used for determining the number of Congressional seats for each state, and for allocating federal funding, including over \$40 billion in FY2017 for New Jersey. Census results determine funding for vital community services such as our hospitals, fire departments, schools, roads, and bridges.

Getting a complete and accurate Census count for New Jersey requires everyone's help. Please help spread the word on how important it is for New Jersey that everyone gets counted. Your invitation to fill out the Census online will arrive in the mail March 12-20.

FILL IT OUT! Don't forget to include everyone in the household.

Encourage your friends, neighbors, and family to fill out their forms. It's easy, safe, and important. Your community is counting on you.

[See all news and announcements](#)

My Recent Earnings

Check Date	Check Number	Pay Period	Gross Pay	Net Pay	
02/17/2023	EF389379	14	\$3,292.62	\$1,720.20	Details
12/12/2022	EF389350	11	\$3,292.62	\$1,720.20	Details
12/12/2022	EF389351	12	\$3,292.62	\$1,720.20	Details
12/12/2022	EF389352	13	\$3,292.62	\$1,720.20	Details
12/12/2022	EF389353	14	\$3,292.62	\$1,720.20	Details

[Latest Pay Stub](#) [Earnings History](#)

2023 Tax Forms

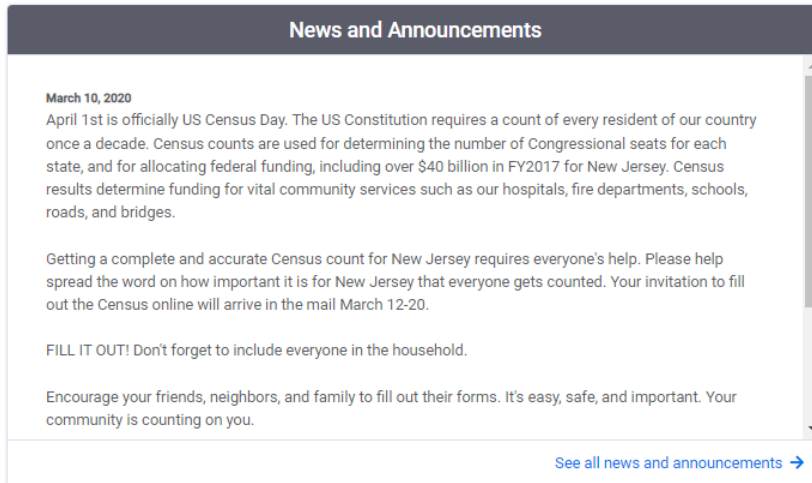
Name	Version	
Form 1095-C	Original	Download
Form W-2	Original	Download

[Tax Form History](#) [Print Preferences](#)

News and Announcements

The News and Announcements section provides employees with important messages relating to the Employee Self Service program.

Figure 14: News and Announcements



News and Announcements

March 10, 2020

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FILL IT OUT! Don't forget to include everyone in the household.

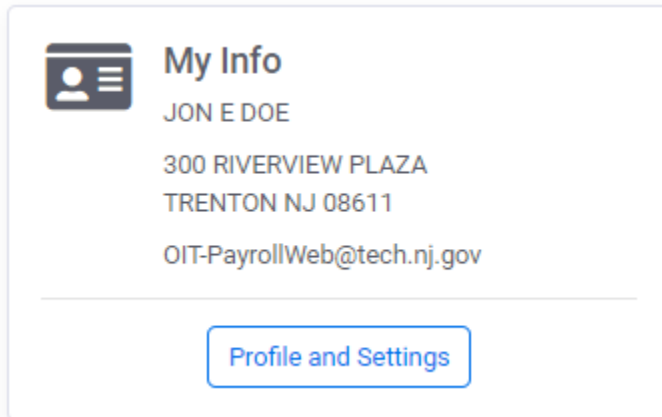
Encourage your friends, neighbors, and family to fill out their forms. It's easy, safe, and important. Your community is counting on you.

[See all news and announcements →](#)

My Info

The My Info section displays the employee's name, current address, and e-mail address. Employees can click on the Profile and Settings button to view more detailed information.

Figure 15: My Info



My Profile

The My Profile page provides additional employee information. This includes the Employee ID number, date the employee registered for Employee Self Service and when the employee last accessed the program. Employees are also provided with instructions to update their name, address, and e-mail address if needed.

The employee's Tax Form Print Preferences also appear on the My Profile page. Employees can click on the Manage Print Preferences link to update their print options.

Figure 16: My Profile

OFFICIAL SITE OF THE STATE OF NEW JERSEY

Department of Treasury
Office of Management and Budget

Employee Self Service

Home Documents Earnings Tax Forms Help Sign Out

My Profile

User Summary

Name	JON E DOE
Address	300 RIVERVIEW PLAZA TRENTON, NJ 08611
Email	OIT-PayrollWeb@tech.nj.gov
Employee ID	000662329
Registration Date	11/09/2023 11:09:12 AM
Last Login Date	12/20/2023 08:23:58 AM

Has your name changed?

Contact your department's HR unit to have a Name Change Request form (Form 123) submitted on your behalf.

Have you moved?

Contact your department's HR unit to fill out a new change of address form. The form will be forwarded to Centralized Payroll to update your address in the payroll system.

New e-mail address?

Go to your myNewJersey portal page and click on the "my account" link at the top. You can update your address there.

Tax Form Print Preferences

Receive printed statements by mail or electronically through the Employee Self Service system.

Form Name	Print Preference
NJ Form W-2	Electronic Statement Only
IRS Form 1095-C	Electronic Statement Only

[Manage Print Preferences](#)

My Recent Earnings

The My Recent Earnings section displays the employee's last five pay dates. The Check Date, Check Number, Pay Period, Gross Pay, and Net Pay are displayed in this quick view window. Employees can click on the Details button to view their full pay stub for that pay date. Employees can also access older pay stubs by clicking on the Earnings History link.

Figure 17: My Recent Earnings

My Recent Earnings					
Check Date	Check Number	Pay Period	Gross Pay	Net Pay	
02/17/2023	EF389379	14	\$3,292.62	\$1,720.20	Details
12/12/2022	EF389350	11	\$3,292.62	\$1,720.20	Details
12/12/2022	EF389351	12	\$3,292.62	\$1,720.20	Details
12/12/2022	EF389352	13	\$3,292.62	\$1,720.20	Details
12/12/2022	EF389353	14	\$3,292.62	\$1,720.20	Details
		Latest Pay Stub	Earnings History		

My Pay Stub

The My Pay Stub page displays the employee's full pay stub. The Important Messages section displays the check messages attached to that pay period's pay stub. Employees can click on the Download Printable Version link to open/save a printable PDF copy of the pay stub (Adobe Reader software required to view the PDF).

Figure 18: My Pay Stubs

OFFICIAL SITE OF THE STATE OF NEW JERSEY

Department of Treasury
 Office of Management and Budget

Employee Self Service

Home Documents Earnings Tax Forms Help

[Sign Out](#)

My Latest Pay Stub

Statement of Earnings and Deductions.

Employee Name	Address	Emp. ID
DOE JON E	300 RIVERVIEW PLAZA TRENTON NJ 08625	000662329

Pay Period	Pay Period End	Check Date	Check No.	Calendar Year
14	07/05/2019	02/17/2023	EF389379	2019

P/R No.	Ck Dist.	Unit	Pension Memb No.	Fed Exemptions	Extra Amt	State Exemptions	Extra Amt
174	7R	00	0001001	S-00		A-00	

Earnings

Description	Time	Amount
Regular	10.00	3,292.62
Total		3,292.62

Taxable Benefit*

Description	Amount

*Taxable Amounts Included in Federal, State, FICA and Medicare Wages, where applicable.

Year-to-Date

Description	Amount
Gross Wages	9,877.86
Taxable Wages - Federal	7,904.64
Taxable Wages - NJ	9,877.86
Base Wages (Subject to Pension Ded)	9,877.86

Download Printable Version [pdf]

Important Messages

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nullam ultricies metus. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nullam ultricies metus. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nullam ultricies metus.

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nullam ultricies metus. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nullam ultricies metus. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nullam ultricies metus.

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nullam ultricies metus. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nullam ultricies metus. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nullam ultricies metus.

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nullam ultricies metus. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nullam ultricies metus. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nullam ultricies metus.

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nullam ultricies metus. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nullam ultricies metus. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nullam ultricies metus.

Deductions

Description	Amount	YTD/Bal	Description	Amount
Federal Income Tax & YTD	472.77	1,418.31	Contributory Insurance	16.46
FICA & YTD	183.74	551.22	CWA - Agency Shop Fee	32.29
NJ Income Tax & YTD	141.27	423.81		
Medicare & YTD	42.97	128.91		
Pension Contribution & YTD	237.07	711.21		
Unemployment Ins. & YTD	13.99	41.97		
Temporary Disability Ins. & YTD	7.90	23.70		
Pre-Tax Dental & YTD	25.68	77.04		
Pre-Tax Health/PD & YTD	303.33	909.99		
Deferred Comp & YTD 3 %	91.66	274.98		
Family Leave Insurance & YTD	3.29	9.87		
			Total Deductions	1,572.42
			Net Pay	1,720.20

Health and Dental Coverage

Type	Description	Coverage
Health Benefits	NJ Direct15	FAMILY
Dental	DENTAL EXPENSE PLAN	FAMILY
Prescription Drug	ExpressScripts	FAMILY

Figure 19: Printable Version of Pay Stub

Department of the Treasury State of New Jersey Trenton, New Jersey 08625-0221 PAYROLL ACCOUNT							
Bank Name: ALL BANK							
Statement of Earnings and Deductions							
Employee Name		Address				Employee ID	
DOE JON E		300 RIVERVIEW PLAZA, TRENTON NJ 08625				000662329	
Pay Period	Pay Period End	Check Date	Check No.	Calendar Year			
14	07/05/2019	02/17/2023	EF389379	2019			
P/R No.	Ck Dist.	Unit	Pension Memb No.	Fed Exemptions	Extra Amt	State Exemptions	Extra Amt
174	7R	00	0001001	S-00		A-00	
Earnings				Taxable Benefit*			
Description		Time	Amount	Description		Amount	
Regular		10.00	3292.62				
Total			3292.62				
*Taxable Amounts Included in Federal, State, FICA and Medicare Wages, where applicable							
Year-to-Date							
Description		Amount		Description		Amount	
Gross Wages		9877.86		Taxable Wages - Federal		7904.64	
Taxable Wages - NJ		9877.86		Base Wages (Subject to Pension Ded)		9877.86	
Deductions							
Description		Amount	YTD/Bal	Description		Amount	
Federal Income Tax & YTD		472.77	1418.31	Contributory Insurance		16.46	
FICA & YTD		183.74	551.22	CWA - Agency Shop Fee		32.29	
NJ Income Tax & YTD		141.27	423.81				
Medicare & YTD		42.97	128.91				
Pension Contribution & YTD		237.07	711.21				
Unemployment Ins. & YTD		13.99	41.97				
Temporary Disability Ins. & YTD		7.90	23.70				
Pre-Tax Dental & YTD		25.68	77.04				
Pre-Tax Health/PD & YTD		303.33	909.99				
Deferred Comp & YTD 3 %		91.66	274.98				
Family Leave Insurance & YTD		3.29	9.87				
				Total Deductions		1572.42	
				Net Pay		1720.20	
Health and Dental Coverage							
Type	Description					Coverage	
Health Benefits	NJ Direct15					FAMILY	
Dental	DENTAL EXPENSE PLAN					FAMILY	
Prescription	ExpressScripts					FAMILY	

My Earnings History

The My Earnings History page displays the employee's earnings history. Employees have access to their pay history back to pay period 1 of 2005. Pay stubs prior to 2005 are not available. Employees click on the Details button to view a specific pay period's pay stub.

Figure 20: My Earnings History

OFFICIAL SITE OF THE STATE OF NEW JERSEY

Department of Treasury
Office of Management and Budget

Employee Self Service

Home Documents Earnings Tax Forms Help Sign Out

My Earnings History

View statements of payroll earnings and deductions.

Show 10 entries

Check Date	Calendar Year	Pay Period	Check Number	Gross Pay	Net Pay	
02/17/2023	2019	14	EF389379	\$3,292.62	\$1,720.20	Details
12/12/2022	2018	11	EF389350	\$3,292.62	\$1,720.20	Details
12/12/2022	2018	19	EF389358	\$3,292.62	\$1,720.20	Details
12/12/2022	2018	18	EF389357	\$3,292.62	\$1,720.20	Details
12/12/2022	2018	17	EF389356	\$3,292.62	\$1,720.20	Details
12/12/2022	2018	16	EF389355	\$3,292.62	\$1,720.20	Details
12/12/2022	2018	15	EF389354	\$3,292.62	\$1,720.20	Details
12/12/2022	2018	14	EF389353	\$3,292.62	\$1,720.20	Details
12/12/2022	2018	13	EF389352	\$3,292.62	\$1,720.20	Details
12/12/2022	2018	12	EF389351	\$3,292.62	\$1,720.20	Details

Showing 1 to 10 of 385 entries

Previous 1 2 3 4 5 ... 39 Next

Tax Forms

The Tax Forms section provides quick access to the employee's tax form(s) for the most recent reporting year. Employees may click on the Download button next to the form they wish to view to open a printable PDF copy of the form. Employees can access their previous years' tax forms by clicking on the Tax Form History link. Employees can also adjust their print preferences for their tax forms by clicking on the Print Preferences link.

Figure 21: Tax Forms

2023 Tax Forms		
Name	Version	
Form 1095-C	Original	Download
Form W-2	Original	Download
Tax Form History Print Preferences		

Figure 22: Printable W-2 Form

OMB No. 1545-0008		OMB No. 1545-0008																							
a Employee's social security number 999-99-9999	1 Wages, tips, other compensation 46,714.97	2 Federal income tax withheld 6,547.28																							
	3 Social security wages 50,656.90	4 Social security tax withheld 3,140.73																							
b Employer's identification number E.I. #21-6000928	5 Medicare wages and tips 50,656.90	6 Medicare tax withheld 734.54																							
c Employer's name, address, and ZIP State of New Jersey Centralized Payroll PO BOX 207 Trenton, N.J. 08625	12 See instructions for box 12 C. 972.23 E. G. DD. EE. W.	10 Dependent Care Benefits 0.00	14 Other Fringe Benefits: Veh. Health Wellness																						
d Control number																									
e Employee's name, address, and ZIP code DOE, JON E 300 RIVERVIEW PLAZA TRENTON NJ 08611																									
13 Statutory employee	Pension plan <input checked="" type="checkbox"/>	Deferred comp. <input checked="" type="checkbox"/>																							
<table border="0" style="width: 100%;"> <tr> <td style="width: 15%;">2022</td> <td style="width: 15%;">15 State NJ</td> <td style="width: 15%;">Employer's state I.D. No. 21-6000928</td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> </tr> <tr> <td rowspan="3" style="vertical-align: middle;">Form W-2</td> <td colspan="2" style="text-align: center;">Wage and Tax Statement</td> <td>16 State wages, tips, etc. 52,727.51</td> <td>Other: UI/HC/WD 169.15</td> <td></td> </tr> <tr> <td colspan="2"></td> <td>17 State income tax 2,191.24</td> <td>TDI 73.90</td> <td></td> </tr> <tr> <td colspan="2"></td> <td></td> <td>FLI 73.90</td> <td></td> </tr> </table>				2022	15 State NJ	Employer's state I.D. No. 21-6000928				Form W-2	Wage and Tax Statement		16 State wages, tips, etc. 52,727.51	Other: UI/HC/WD 169.15				17 State income tax 2,191.24	TDI 73.90					FLI 73.90	
2022	15 State NJ	Employer's state I.D. No. 21-6000928																							
Form W-2	Wage and Tax Statement		16 State wages, tips, etc. 52,727.51	Other: UI/HC/WD 169.15																					
			17 State income tax 2,191.24	TDI 73.90																					
				FLI 73.90																					
Department of the Treasury -- Internal Revenue Service																									
THIS COPY TO BE FILED WITH EMPLOYEE'S STATE OR LOCAL TAX RETURN WHEN REQUIRED This information is being furnished to the Internal Revenue Service																									

OMB No. 1545-0008		OMB No. 1545-0008																							
a Employee's social security number 999-99-9999	1 Wages, tips, other compensation 46,714.97	2 Federal income tax withheld 6,547.28																							
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c Employer's name, address, and ZIP State of New Jersey Centralized Payroll PO BOX 207 Trenton, N.J. 08625	12 See instructions for box 12 C. 972.23 E. G. DD. EE. W.	10 Dependent Care Benefits 0.00	14 Other Fringe Benefits: Veh. Health Wellness																						
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Department of the Treasury -- Internal Revenue Service																									
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Notice to Employee

Refund. Even if you do not have to file a tax return, you should file to get a refund if box 2 shows federal income tax withheld, or if you can take the earned income credit.

Earned Income Credit (EIC). You may be able to take the EIC for 2022 if your adjusted gross income (AGI) is less than a certain amount. The amount of the credit is based on income and family size. Workers without children could qualify for a smaller credit. You and any qualifying children must have valid social security numbers (SSNs). You cannot take the EIC if your investment income is more than the specified amount for 2022. For 2022 income limits and more information, visit www.irs.gov/eic. Also see Pub. 596, Earned Income Credit. **Any EIC that is more than your tax liability is refunded to you, but only if you file a tax return.**

Clergy and Religious Workers. If you are not subject to social security and Medicare taxes, see Pub. 517, Social Security and Other Information for Members of the Clergy and Religious Workers.

Corrections. If your name, social security number, or address is incorrect, correct Copies B, C, and 2 and ask your employer to correct your employment record. Be sure to ask the employer to file Form W-2c, Corrected Wage and Tax Statement, with the Social Security Administration (SSA) to correct any name, amount, or SSN error reported to the SSA on Form W-2. If your name and SSN are correct but are not the same as shown on your social security card, you should ask for a new card at any Social Security office or call 1-800-772-1213. You may also visit the SSA at www.socialsecurity.gov.

Credit for Excess Taxes. If you had more than one employer in 2022 and more than \$9,114.00 in social security and/or Tier 1 railroad retirement (RRTA) taxes were withheld, you may be able to claim a credit for the excess against your federal income tax. If you had more than one railroad employer and more than \$5,350.80 in Tier 2 RRRA tax was withheld, you also may be able to claim a credit. See your Form 1040 or

1040A instructions and Pub. 505, Tax Withholding and Estimated Tax.

INSTRUCTIONS:

Box 1. Enter this amount on the wages line of your tax return.

Box 2. Enter this amount on the federal income tax withheld line of your tax return.

Box 10. This amount is the total contribution made to a dependent care flexible spending account. (Excluded from Box 1 - included in Box 16 if NJ in Box 15.)

Box 12. The following list explains the codes shown in box 12.

C. Taxable cost of group-term life insurance coverage over \$50,000 (included in Box 1 and Box 16 if NJ in Box 15.)

E. Elective deferrals to a section 403(b) salary reduction agreement. (Excluded from Box 1 - included in Box 16), generally limited to \$20,500 for 2022. See IRS Pub. 571.

G. Elective deferrals to a section 457(b) deferred compensation plan. (Excluded from Box 1 - included in Box 16), generally limited to \$20,500 for 2022. See instructions for Form 1040.

DD. Cost of employer-sponsored health coverage. **The amount reported with Code DD is not taxable.**

EE. Designated Roth contribution under a governmental 457(b) plan.

W. Health Savings Account contributions made by the employer (including employee contributions made through a cafeteria plan).

Box 13. If the "Pension plan" box is checked, special limits may apply to the amount of IRA contributions you may deduct. See instructions for Form 1040.

Box 14. For a detailed explanation of the items in this box visit www.state.nj.us/treasury/omb/payroll/pdf/w2info2022.pdf

Form W-2

Department of the Treasury -- Internal Revenue Service

THIS COPY TO BE FILED WITH EMPLOYEE'S STATE OR LOCAL TAX RETURN WHEN REQUIRED
This information is being furnished to the Internal Revenue Service

Copy C for EMPLOYEE'S RECORDS

(See Notice To Left)

Note: Keep Copy C of Form W-2 for at least 3 years after the due date for filing your income tax return. However, to help protect your social security benefits, keep Copy C until you begin receiving social security benefits, just in case there is a question about your work record and/or earnings in a particular year. SSA suggests you confirm your work record with them from time to time.

Figure 23: Printable 1095-C Form

Form 1095-C Department of the Treasury Internal Revenue Service		Employer-Provided Health Insurance Offer and Coverage ▶ Do not attach to your tax return. Keep for your records. ▶ Go to www.irs.gov/Form1095C for instructions and the latest information.						<input type="checkbox"/> VOID <input type="checkbox"/> CORRECTED	OMB No. 1545-2251 2021				
Part I Employee				Applicable Large Employer Member (Employer)									
1 Name of employee (first name, middle initial, last name) JON E DOE		2 Social security number (SSN) XXX-XX-9999		7 Name of employer State of NJ Centralized Payroll		8 Employer identification number (EIN) 30-0000000							
3 Street address (including apartment no.) 1 Main st Apt 1B				9 Street address (including room or suite no.) PO BOX 123 Apt 1		10 Contact telephone number (300) 000-1095							
4 City or town City Name		5 State or province NJ		6 Country and ZIP or foreign postal code 20000-2000		11 City or town Trenton							
				12 State or province NJ		13 Country and ZIP or foreign postal code 08625-0207							
Part II Employee Offer of Coverage				Employee's Age on January 1				Plan Start Month (enter 2-digit number): 01					
	All 12 Months	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
14 Offer of Coverage (enter required code) 1E													
15 Employee Required Contribution (see instructions) \$ 100.00													
16 Section 4980H Safe Harbor and Other Relief (enter code, if applicable) 2C													
17 ZIP Code													
For Privacy Act and Paperwork Reduction Act Notice, see separate instructions.								Cat. No. 60705M		Form 1095-C (2021)			

My Tax Forms

The My Tax Forms page displays the employee's tax form(s) from previous years. Employees have access to their tax forms back to 2006. Employees click on the Download button to open/save a printable PDF copy of the tax form (Adobe Reader software required to view the PDF).

Figure 24: My Tax Forms

OFFICIAL SITE OF THE STATE OF NEW JERSEY
Department of Treasury
Office of Management and Budget
Employee Self Service

Home Documents Earnings Tax Forms Help Sign Out

My Tax Forms

Download and print electronic statements for tax reporting purposes or personal records.

Show 10 entries

Year	Name	Version	
2023	Form W-2	Original	Download
2023	Form W-2c (AL)	Corrected (08/08/2023)	Download
2022	Form 1095-C	Corrected (08/24/2022)	Download
2022	Form 1095-C	Original	Download
2022	Form W-2c	Corrected (08/23/2023)	Download
2022	Form W-2c	Corrected (08/15/2023)	Download
2022	Form W-2c	Corrected (08/15/2023)	Download
2022	Form W-2c	Corrected (08/15/2023)	Download
2022	Form W-2c	Corrected (08/15/2023)	Download
2022	Form W-2c	Corrected (08/14/2023)	Download
2022	Form W-2	Original	Download

Showing 1 to 10 of 46 entries

Previous 1 2 3 4 5 Next

Go Paperless

Sign up to receive your tax forms electronically through the Employee Self Service System.

[Manage Print Preferences](#)

Manage Print Preferences

The Manage Print Preferences page allows employees to select whether they want a printed copy or electronic copy of their tax forms. Employees chose their preference for each tax form and confirm their selection by checking the disclosure notice box and clicking the Save Preferences button.

Employees may change their preference at any time excluding December 26 – January 31.

Figure 25: Manage Print Preferences

OFFICIAL SITE OF THE STATE OF NEW JERSEY

Department of Treasury
Office of Management and Budget

Employee Self Service

Home Documents Earnings Tax Forms Help Sign Out

Manage Print Preferences

Choose to receive printed paper statements or electronic statements.

The State of New Jersey is required by the IRS to furnish all employees with W-2 and 1095-C documents for each calendar year to be used in completing the employees' annual tax returns.

As an alternative to the paper statements that are printed and mailed, New Jersey State employees may elect to receive these documents electronically through the Employee Self Service System. Please read the entirety of this notice and provide your consent to receive all future W-2 and/or 1095-C forms exclusively through Employee Self Service.

Benefits of Electronic Statements

- ✓ More environmentally friendly, uses less paper.
- ✓ Cannot be lost, stolen, delayed or misplaced by the postal service or by the employee.

Your Print Preferences

Go Paperless

Form Name	Printed Statement	Electronic Statement
NJ Form W-2 Statement of yearly payroll earnings and deductions.	<input type="radio"/>	<input checked="" type="radio"/>
IRS Form 1095-C Statement of health insurance coverage offered to you by your employer.	<input type="radio"/>	<input checked="" type="radio"/>

Electronic Statement Disclosure Notice

Read the following and check the box below.

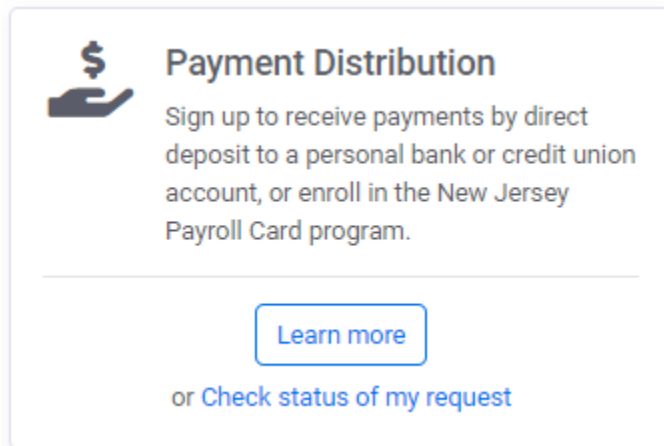
- An employee who consents to receiving his/her statements online will not receive a paper copy.
- Consent is **optional**. If an employee does not consent, he/she will continue to receive a paper copy of their statements.
- An employee's consent to receive his/her statements online will be valid for all subsequent tax years unless consent is revoked by the employee, employment is terminated, or this service is not supported in a future tax year.
- An employee who chooses to receive his/her statements electronically may withdraw consent up to December 26 by changing their preferences online through the Employee Self Service System. Employees will be unable to change their print preferences from December 26 - January 31 to allow Centralized Payroll time for processing.
- Employees are required to promptly update any personal address or status changes by contacting their agency HR/payroll office directly.
- An Employee must have an Internet connection, web browser, and Adobe Acrobat reader or a similar PDF reader software to access and print their online payroll statements. If you are currently able to print your pay stub, your hardware/software is equipped already to print other online statements.
- If an employee consents to electronic statement delivery and the delivery is unable to be made due to a technical problem, incorrect login or password, or incorrect email address the employee should contact their agency HR/payroll office for guidance. If there is any change in the electronic delivery process, employees will be notified immediately via email or written notice.

I have read and understand the Electronic Statement Disclosure Notice above.

Payment Distribution

The Payment Distribution section gives employees access to enroll in direct deposit or the New Jersey Payroll Card program. Employees click on the Learn More button to go to the enrollment page. Employees can check the status of their existing requests by clicking on the Check status of my request link.

Figure 26: Payment Distribution



Direct Deposit/New Jersey Payroll Card

The Direct Deposit/New Jersey Payroll Card page provides employees with the option of enrolling in the New Jersey Payroll Card program or direct deposit of the pay into a bank account or credit union account*. Employees click on the button under the heading of the program they wish to enroll in to start the enrollment process.

Figure 27: Direct Deposit/New Jersey Payroll Card Enrollment

The screenshot shows the 'Employee Self Service' page for the State of New Jersey. The page title is 'Direct Deposit/New Jersey Payroll Card'. It includes a navigation bar with links for Home, Documents, Earnings, Tax Forms, and Help, along with a Sign Out button. The main content area contains a notice about the requirement for electronic payments starting July 1, 2014. Below this, there are sections for 'Benefits of Electronic Payments' (listing three advantages), 'Direct Deposit' (describing it as a simple, safe way to receive payments), and 'New Jersey Payroll Card Program' (describing it as an alternative to direct deposit). A section titled 'How Do I Sign Up To Receive Electronic Payments?' provides instructions on submitting an authorization. At the bottom, there are two side-by-side boxes: 'New Jersey Payroll Card Program' with an 'Apply Now' button, and 'Direct Deposit' which states that the feature is currently unavailable and provides contact information for the HR/Payroll Office.

OFFICIAL SITE OF THE STATE OF NEW JERSEY

Department of Treasury
Office of Management and Budget

Employee Self Service

Home Documents Earnings Tax Forms Help Sign Out

Direct Deposit/New Jersey Payroll Card

Effective July 1, 2014, the State of New Jersey requires all state employees to receive compensation deposited electronically. Employees receiving paper checks will be required to enroll in one of the state's electronic payment programs.

Benefits of Electronic Payments:

- ✓ There are no checks to be lost or stolen.
- ✓ You will receive your pay on pay day, even if you are out of town, sick or unable to get to the bank.
- ✓ Both you and your money are safe.

You may choose to enroll in Direct Deposit to have your pay check deposited to your personal bank or credit union account, or enroll in the New Jersey Payroll Card program.

Direct Deposit

Direct Deposit is a simple, safe and secure way to receive payments. Payments are deposited directly into your personal bank, savings and loan or credit union account quickly and safely.

New Jersey Payroll Card Program

As an alternative to Direct Deposit, the New Jersey Payroll Card Program offers the same convenience and security without the need for a bank account. Your payments are deposited directly onto your New Jersey Payroll Card (issued by New York Community Bank). Your funds will be available on pay day - on time, every time. You can use the card to make purchases, pay bills or get cash at thousands of ATM locations.

For additional information on the New Jersey Payroll Card Program, visit [New York Community Bank](#).

How Do I Sign Up To Receive Electronic Payments?

To setup electronic payments, you must submit an electronic payment authorization. See below.

New Jersey Payroll Card Program	Direct Deposit
Receive payments deposited to a New Jersey Payroll Card issued by New York Community Bank. Use the card to make purchases, pay bills or get cash at thousands of ATM locations.	Receive payments deposited to a personal bank or credit union account.
For additional information, visit New York Community Bank .	What you will need to apply: <ul style="list-style-type: none">• Account type (checking or savings)• Financial institution's routing transit number• Account number
Apply Now	This feature is currently unavailable. Contact your department's Human Resources Unit/Payroll Office to fill out a direct deposit application.

*Direct Deposit enrollment on Employee Self Service is currently not available.

New Jersey Payroll Card

New Jersey Payroll Card Authorization – Enter Authorization

The New Jersey Payroll Card Authorization page provides employees with the form to enroll in the New Jersey Payroll Card program. Employees fill out the form to submit a New Jersey Payroll Card Authorization Request, check the box to verify they have read the Authorization for Setup statement, and click Continue.

Figure 28: New Jersey Payroll Card Authorization

The screenshot displays the 'Employee Self Service' portal for the New Jersey Department of Treasury, Office of Management and Budget. The page title is 'New Jersey Payroll Card Authorization' with the subtitle 'Enter authorization to receive payments deposited directly onto your New Jersey Payroll Card.' A progress bar at the top shows four steps: 'Enter Authorization' (active), 'Verify Address', 'Review Authorization', and 'Confirmation'. Below the progress bar, there is introductory text and a 'Please note' section with two bullet points regarding payroll deposits and card activation. A 'To get started' instruction follows. The main form area is titled 'Employee Identification' and includes a disclaimer about confidentiality. It contains several input fields: Social Security Number (XXXX-XX-XXXX), Name (First Name: JON, MI: E, Last Name: DOE, JR, SR, III), Birth Date (09/15/1969), Mailing Address (300 RIVERVIEW PLAZA, TRENTON, New Jersey, 08611), Phone Number (Area Code and Number, Ext., Type: Home), and Email. At the bottom, there is an 'Authorization for Setup' section with a list of terms and conditions, a checkbox for acknowledgment, and 'Continue' and 'Cancel' buttons.

OFFICIAL SITE OF THE STATE OF NEW JERSEY
Department of Treasury
Office of Management and Budget
Employee Self Service
Home Documents Earnings Tax Forms Help Sign Out

New Jersey Payroll Card Authorization

Enter authorization to receive payments deposited directly onto your New Jersey Payroll Card.

Enter Authorization Verify Address Review Authorization Confirmation

This form is used by employees to sign up to receive payroll payments through the New Jersey Payroll Card program.
For assistance in completing this form, please contact your employing agency's payroll office.

Please note:

- Deposits to the New Jersey Payroll Card are strictly limited to payroll payments from your employing state agency.
- You will receive your New Jersey Payroll Card in the mail before your payroll is loaded on the card. Before using your New Jersey Payroll Card, it is recommended that you first access your New Jersey Payroll Card account via [New York Community Bank](#).

To get started, enter your information below and click 'Continue'.

Employee Identification

* All fields are required

The following confidential information is used to ensure proper identification. Pursuant to requirements of law, including the USA PATRIOT Act, New York Community Bank is obtaining information (including name, address, date of birth and identification number) and will take necessary actions to verify your identity.

Social Security Number:

XXXX-XX-XXXX
Last 4 digits

Name:

JON E DOE
First Name MI Last Name JR, SR, III

Birth Date:

09/15/1969
MM/DD/YYYY

Mailing Address:

300 RIVERVIEW PLAZA
Street name and number Apartment, studio, or secondaryAddress

TRENTON New Jersey 08611
City State Zip

Phone Number:

Area Code and Number Ext. Type Home

Email:

Authorization for Setup

Read the following and check the box below.

- I authorize New Jersey OMB - Centralized Payroll to deposit my payroll payments from the State of New Jersey to my New Jersey Payroll Card (issued by New York Community Bank).
- I agree to the terms and conditions in the [New Jersey Payroll Card Cardholder Agreement](#).
- I understand that the bank fees associated with my New Jersey Payroll Card are as listed in the [Fee Disclosure and Other Important Disclosures](#).
- I understand that New Jersey OMB - Centralized Payroll will reverse any payments made to my account in error.
- I understand that deposits to my New Jersey Payroll Card are limited strictly to payroll payments from my employing state agency.
- I understand that the State of New Jersey fee structure for my New Jersey Payroll Card will remain in effect for the duration of the State's contract with New York Community Bank.
- I understand that my employing agency and New Jersey OMB - Centralized Payroll will provide my personal information to New York Community Bank on my behalf.
- I further understand that New Jersey OMB - Centralized Payroll will comply at all times with the National Automated Clearing House Association's rules. (For further information on these rules, contact New York Community Bank.)

Check to indicate you have read and understand the statements above.

Continue Cancel

New Jersey Payroll Card Authorization – Verify Address

On the second page, the address entered is matched against the United States Postal Service (USPS) database. If the address is found, the employee is asked to choose between the address the employee entered and the USPS verified address. If the address is not found, the employee is asked to verify the address that the employee entered before continuing.

Figure 29: New Jersey Payroll Card Authorization - Verify Address

OFFICIAL SITE OF THE STATE OF NEW JERSEY

Department of Treasury
Office of Management and Budget

Employee Self Service

Home Documents Earnings Tax Forms Help Sign Out

New Jersey Payroll Card Authorization

Enter authorization to receive payments deposited directly onto your New Jersey Payroll Card.

Enter Authorization **Verify Address** Review Authorization Confirmation

The address you entered has been verified by the United States Postal Service (USPS).
Choose the mailing address you wish to use, then click 'Continue'.

Mailing Address

We found: ✔ USPS Verified

300 RIVER VIEW PLZ
TRENTON, NJ 08611-3422

You gave us:

300 RIVERVIEW PLAZA
TRENTON, NJ 08611

Continue Previous Cancel

New Jersey Payroll Card Authorization – Review Authorization

On the third page, the employee is asked to review the New Jersey Payroll Card Authorization information before submitting the authorization for processing.

Figure 30: New Jersey Payroll Card Authorization - Review Authorization

OFFICIAL SITE OF THE STATE OF NEW JERSEY

Department of Treasury
Office of Management and Budget

Employee Self Service

Home Documents Earnings Tax Forms Help Sign Out

New Jersey Payroll Card Authorization

Enter authorization to receive payments deposited directly onto your New Jersey Payroll Card.

Enter Authorization Verify Address **Review Authorization** Confirmation

Review the information below and click 'Submit Authorization' to complete your New Jersey Payroll Card authorization.

Employee Identification

Social Security Number	XXX-XX-9999
Employee Name	JON E DOE
Date of Birth	September 15, 1969
Mailing Address	300 RIVER VIEW PLZ TRENTON, NJ 08611-3422
Phone Number	(123) 456-7890 Home
Email	oit-payrollweb@tech.nj.gov

New Jersey Payroll Card Authorization – Confirmation

The final page confirms the submission of the New Jersey Payroll Card Authorization for processing.

The employee is given the date when the New Jersey Payroll Card will start receiving payments.

Employees enrolled in direct deposit are instructed to submit a direct deposit cancellation form as this is required before the New Jersey Payroll Card Authorization request can be submitted.

Employees can print a copy of the confirmation for their records.

Figure 31: New Jersey Payroll Card Authorization - Confirmation

The screenshot displays the 'Employee Self Service' portal for the State of New Jersey. The header includes the state logo and the text 'OFFICIAL SITE OF THE STATE OF NEW JERSEY', 'Department of Treasury', and 'Office of Management and Budget'. The main title is 'Employee Self Service'. A navigation bar contains links for 'Home', 'Documents', 'Earnings', 'Tax Forms', and 'Help', along with a 'Sign Out' button. The current page is titled 'New Jersey Payroll Card Authorization' with the subtitle 'Enter authorization to receive payments deposited directly onto your New Jersey Payroll Card.' A progress bar at the top of the content area shows four steps: 'Enter Authorization', 'Verify Address', 'Review Authorization', and 'Confirmation', with 'Confirmation' being the active step. The main content area features a green confirmation box with a checkmark icon and the text: 'Your New Jersey Payroll Card authorization has been submitted for processing.' Below this, it states that centralized payroll will begin payments on 01/19/2024 and provides instructions for direct deposit cancellation. A sidebar on the right contains three buttons: 'Print Confirmation', 'View Authorization Summary', and 'Back to Home'.

New Jersey Payroll Card Authorization Summary

The New Jersey Payroll Card Authorization Summary page allows employees with a place to check the status of their New Jersey Payroll Card authorization request.

Figure 32: New Jersey Payroll Card Authorization - Summary

OFFICIAL SITE OF THE STATE OF NEW JERSEY

Department of Treasury
Office of Management and Budget

Employee Self Service

Home Documents Earnings Tax Forms Help Sign Out

New Jersey Payroll Card Authorization Summary

Important Notice

Your New Jersey Payroll Card authorization is currently processing.

Centralized Payroll will begin making payments to your New Jersey Payroll Card on **01/19/2024**. Initial payment date is subject to change. If you are currently receiving a paper pay check, you will continue to do so until payment is made to your New Jersey Payroll Card.

If you are currently enrolled in direct deposit, you must contact your department's HR Unit/payroll office to fill out a direct deposit cancellation form. Your New Jersey Payroll Card authorization request cannot be submitted to New York Community Bank until the direct deposit cancellation form is processed. If your cancellation form is not received within 3 pay periods of your authorization request, your request will be canceled and you will remain in direct deposit.

New York Community Bank will mail your New Jersey Payroll Card to the address you provided. Follow the activation instructions included with your New Jersey Payroll Card before using it.

For information on your New Jersey Payroll Card, visit [New York Community Bank](#).

Request Summary

Account Type	New Jersey Payroll Card
Request Date	12/20/2023 09:08:30 AM
Status of Request	Processing

Card Holder Information

Name	JON E DOE
Date of Birth	September 15, 1969
Mailing Address	300 RIVER VIEW PLZ TRENTON, NJ 08611-3422
Phone Number	(123) 456-7890 Home
Email Address	oit-payrollweb@tech.nj.gov

W9 Preferences

The W9 Preferences page provides employees with the option of automatically updating the New Jersey Comprehensive Financial System (NJCFs) for training, travel and tuition reimbursements with the same information that is in the payroll system. Employees click on the Manage Preferences button to update their information.

Figure 33: W9 Preferences

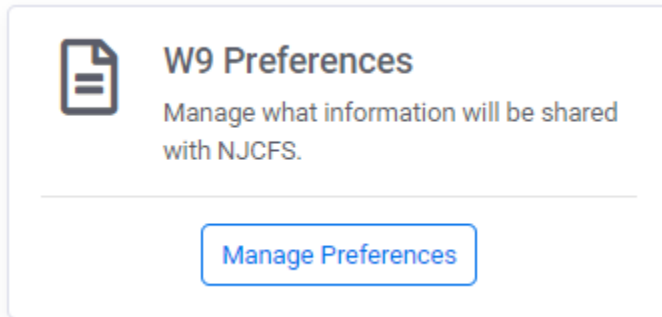


Figure 34: NJCFs – Manage Employee ID and Accounting System Payment Preferences Page

OFFICIAL SITE OF THE STATE OF NEW JERSEY
Department of Treasury
Office of Management and Budget

Employee Self Service

Home Documents Earnings Tax Forms Help Sign Out

NJCFs - Manage Employee ID and Accounting System Payment Preferences

The New Jersey Comprehensive Financial System (NJCFs) is utilized by state agencies to pay employees' travel, training, and tuition reimbursements. Like the Payroll System, the Employee ID is used as the identifier within NJCFs for these employees. Also like the Payroll system, associated with this Employee ID is the employee's Name, Address, Social Security Number and Direct Deposit Information. To keep NJCFs automatically in sync with this information from the Payroll System, Employee Self Service can be configured below to initially send and then update the Employee ID, Name, Address, Social Security Number, and Direct Deposit information in NJCFs.

Employee ID and Accounting System Payment Preferences (choose one)

- Do not update automatically Current Selection
Selecting this option indicates that your Employee ID, Name, Address, SSN, and Direct Deposit data will not be automatically updated within NJCFs from existing Payroll data. This is the default option.
- Update Automatically - Substitute W9
Selecting this option indicates that your Employee ID, Name, Address, and SSN will be automatically updated within NJCFs. (Note: Selecting this button is the same as completing and signing the required NJ W9-Questionnaire form required for all payees of the NJCFs.)
- Update Automatically - Both Substitute W9 and Direct Deposit Registration Form
Selecting this option indicates that your Employee ID, Name, Address, SSN, and Direct Deposit information will be automatically updated within NJCFs. (Note: Selecting this button is the same as completing and signing the required NJ W9-Questionnaire form and the Credit Authorization Agreement Form required for all direct deposit payees of the NJCFs.)

Authorization for Setup

Read the following and check the box below.

- When selecting any button above, the employee acknowledges acceptance that the requested update to NJCFs will take effect on the next state business day.
- When selecting a button above that authorizes the sharing of information with NJCFs, the employee certifies that the related social security number is his/her correct taxpayer identification number on file with the IRS and that he/she is currently not subject to backup withholding for NJCFs payments.
- When selecting the button above that shares direct deposit information with NJCFs, the employee certifies that he/she agrees to allow payments from NJCFs to settle automatically in his/her bank account without a paper check or check stub. This authority remains in effect until the employee selects differently.
- When selecting the button above that shares direct deposit information with NJCFs, the employee acknowledges acceptance that new or changed direct deposit banking is subject to a 5 day pre-notification period in which paper checks will continue to be generated before direct deposits are automatically made.

Check to indicate you have read and understand the statements above.

[Save Preferences](#) [Cancel](#)

*Details regarding specific NJCFs direct deposit payments may be obtained through the Vendor Payment Inquiry (VPI) system.

The New Jersey Comprehensive Financial System (NJCFs) is utilized by State agencies to pay employee travel, training, and tuition reimbursements. To keep NJCFs automatically in sync with the payroll system, employees can select their preference for what, if any, information is shared from Employee Self Service to NJCFs.

Figure 35: Employee ID and Accounting System Payment Preferences

The screenshot shows a form with three radio button options. The first option, "Do not update automatically", is selected and has a "Current Selection" label. The second option is "Update Automatically - Substitute W9", and the third is "Update Automatically - Both Substitute W9 and Direct Deposit Registration Form". Each option includes a descriptive paragraph explaining the consequences of the selection.

<input checked="" type="radio"/> Do not update automatically	Current Selection
Selecting this option indicates that your Employee ID, Name, Address, SSN, and Direct Deposit data will not be automatically updated within NJCFs from existing Payroll data. This is the default option.	
<input type="radio"/> Update Automatically - Substitute W9	
Selecting this option indicates that your Employee ID, Name, Address, and SSN will be automatically updated within NJCFs. (Note: Selecting this button is the same as completing and signing the required NJ W9-Questionnaire form required for all payees of the NJCFs.)	
<input type="radio"/> Update Automatically - Both Substitute W9 and Direct Deposit Registration Form	
Selecting this option indicates that your Employee ID, Name, Address, SSN, and Direct Deposit information will be automatically updated within NJCFs. (Note: Selecting this button is the same as completing and signing the required NJ W9-Questionnaire form and the Credit Authorization Agreement Form required for all direct deposit payees of the NJCFs.)	

Employees that do not wish to share information between payroll and NJCFs should select the **“Do Not Update Automatically”** button, which will keep the payroll system data separate and apart from NJCFs. This is the default option for new employees.

Employees that wish to share their Employee ID number, name, address, and social security number should select the **“Update Automatically – Substitute W9”** button.

Employees that wish to share their Employee ID number, name, address, social security number and direct deposit registration information should select the **“Update Automatically – Both Substitute W9 and Direct Deposit Registration Form”** button.

Employees may change their preference at any time by selecting the appropriate button to either share or restrict information.

Employees confirm their W9 preference by checking the authorization for setup box and clicking the **“Save Preferences”** button as shown below.

Figure 36: Authorization for Setup

Authorization for Setup

Read the following and check the box below.

- When selecting any button above, the employee acknowledges acceptance that the requested update to NJCFS will take effect on the next state business day.
- When selecting a button above that authorizes the sharing of information with NJCFS, the employee certifies that the related social security number is his/her correct taxpayer identification number on file with the IRS and that he/she is currently not subject to backup withholding for NJCFS payments.
- When selecting the button above that shares direct deposit information with NJCFS, the employee certifies that he/she agrees to allow payments from NJCFS to settle automatically in his/her bank account without a paper check or check stub. This authority remains in effect until the employee selects differently.
- When selecting the button above that shares direct deposit information with NJCFS, the employee acknowledges acceptance that new or changed direct deposit banking is subject to a 5 day pre-notification period in which paper checks will continue to be generated before direct deposits are automatically made.

Check to indicate you have read and understand the statements above.

[Save Preferences](#) [Cancel](#)

Employees will be taken back to the ESS homepage after saving their preferences. A confirmation message will appear at the top of the page confirming their selection.

Figure 37: W9 Preference Change Confirmation Messages

✓ **Your W-9 update preferences have been saved.**

Your Employee ID, Name, Address, Social Security Number, and Direct Deposit information **will not** be automatically updated within NJCFS from existing payroll data.

✓ **Your W-9 update preferences have been saved.**

Your Employee ID, Name, Address, and Social Security Number **will** be automatically updated within NJCFS from existing payroll data. Direct Deposit information **will not** automatically be updated within NJCFS.

✓ **Your W-9 update preferences have been saved.**

Your Employee ID, Name, Address, Social Security Number, and Direct Deposit information **will** be automatically updated within NJCFS from existing payroll data.

The requested changes will take effect on the next business day. Employees will receive a message in their Employee Self Service Message Center confirming the change.

Figure 38: Message Confirming W9 Update

OFFICIAL SITE OF THE STATE OF NEW JERSEY

Department of Treasury
Office of Management and Budget

Employee Self Service

Home Documents Earnings Tax Forms Help Sign Out

< Back to Messages

Message Center

EMPLOYEE UPDATE OF W9 INFORMATION TO NJCFS Wed 12/20/2023 09:15:15 AM

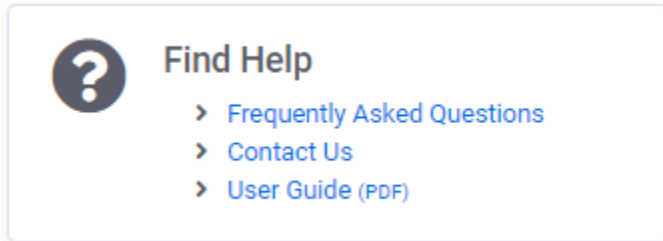
W9 INFORMATION SUCCESSFULLY UPDATED TO NJCFS

Delete

Find Help

The Find Help section gives employees access Frequently Asked Questions (FAQs), the Employee Self Service User Guide, and the Contact Us page to send Centralized Payroll a message.

Figure 39: Find Help



Frequently Asked Questions

The Frequently Asked Questions section provides employees with answers to questions that are frequently asked in e-mails received by Centralized Payroll. Employees should consult this section before sending a message to Centralized Payroll to see if their question has an answer readily available.

Figure 40: Frequently Asked Questions

The screenshot shows the 'Employee Self Service' website interface. At the top, it identifies the 'OFFICIAL SITE OF THE STATE OF NEW JERSEY' and the 'Department of Treasury, Office of Management and Budget'. The main heading is 'Employee Self Service'. A navigation bar includes links for 'Home', 'Documents', 'Earnings', 'Tax Forms', and 'Help', along with a 'Sign Out' button. The 'Frequently Asked Questions' section is titled and includes a link to 'Contact Us'. A list of 18 questions is provided, with the first four questions expanded to show their respective answers.

1. Will I continue to receive a printed check stub?
Once you enroll in Employee Self Service, your payroll EFT stub will continue to print for one (1) pay period. We do this so that you may check the information on the online pay stub against the EFT stub you are used to receiving. After one (1) pay period, we will discontinue the printing and distribution of your EFT stub and you will access your pay stub information online.

2. Why are you putting the pay stub out on the web?
Many state employees have come to us saying that technology has advanced enough, why can't we get our pay stubs online.

3. Are there other states that are doing this?
Yes, we are aware that Florida, Idaho, Kentucky and South Dakota are doing this currently.

4. How secure is the electronic stub?
The electronic stub is more secure than the paper stub. Only you will know your password. Your password is even encrypted on the State's Web server. No one at the State will know

Contact Us

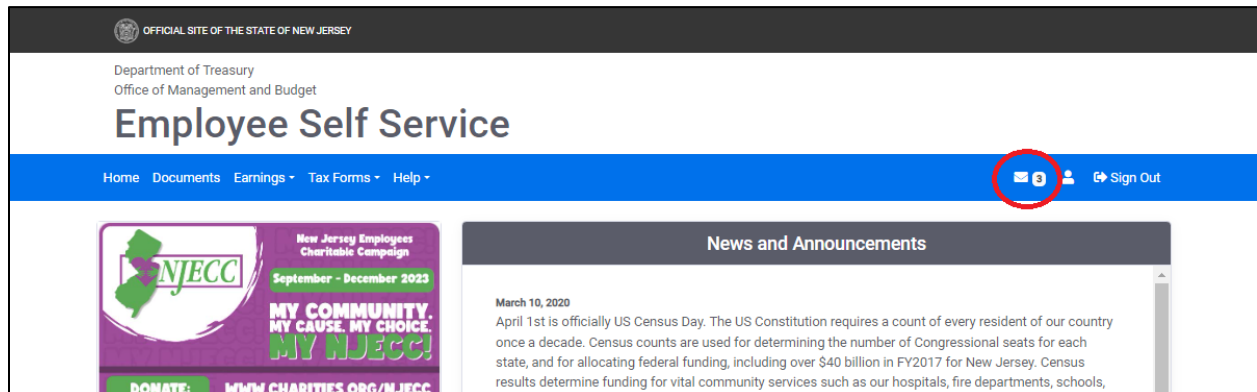
The Contact Us section provides employees with an opportunity to send a message to Centralized Payroll regarding the Employee Self Service program or other payroll-related questions.

Figure 41: Contact Us Page

Message Center

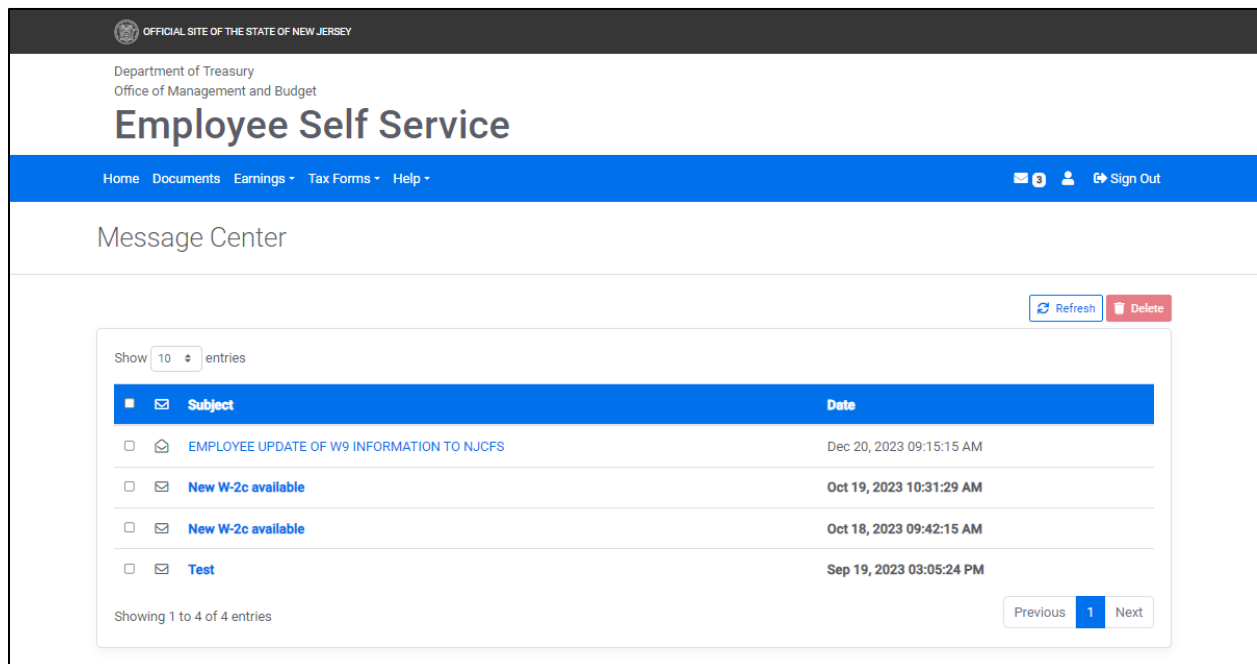
The Message Center allows Centralized Payroll to contact employees directly through Employee Self Service. It is utilized if there is information specific to the employee that needs to be distributed, or if the e-mail address linked to the employee’s account is not working properly. Employees access the Message Center through the envelope icon at the top right of the Employee Self Service home page.

Figure 42: Message Center Icon



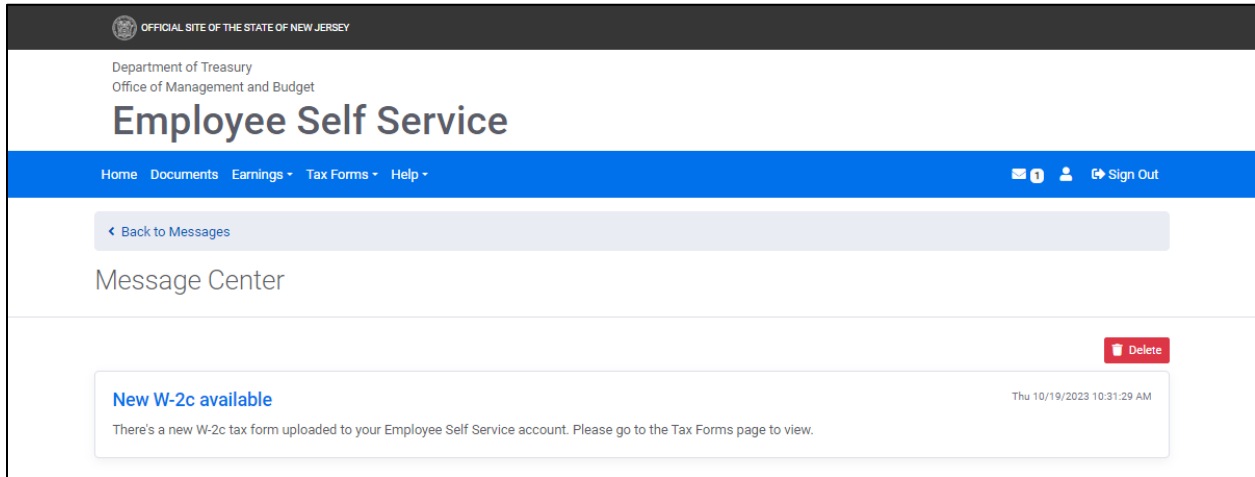
The envelope icon will have a number next to it when there is an unread message in the Message Center. Clicking on the envelope icon will take the employee to the Message Center page.

Figure 43: Employee Message Center – Main page



Employees click on the subject of the message they wish to view. If the employee wants to delete a message, the employee clicks on the box next to the subject to put a check in the box, then clicks the Delete button to delete the message.

Figure 44: Employee Message Center - Message page



Employees can delete the message after reading by clicking on the Delete button. The employee returns to the Message Center by clicking on the Back to Messages link.

Sign Out

Employees can sign out of Employee Self Service by clicking on the Sign Out link at the top right of the Employee Self Service page. A message will appear asking employees to confirm the action before signing out of the program. Employees will be taken back to the myNewJersey home page after confirming the decision.

Figure 45: Sign out confirmation

