

Entering Direct Deposit using NBOE Employee Self Service (ESS)

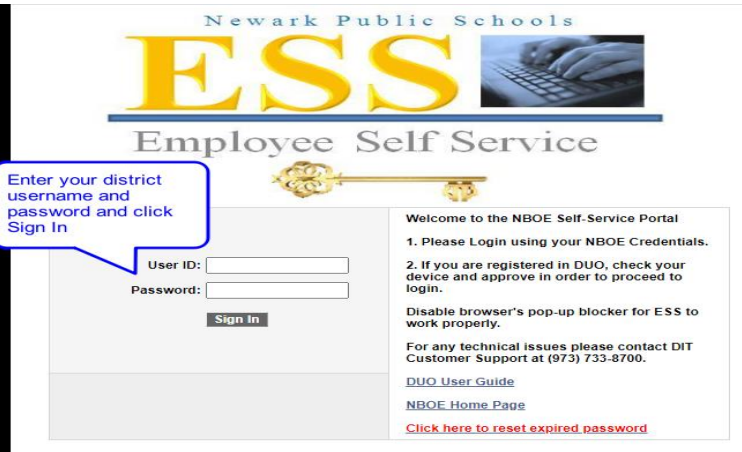
1 Go to: [Employee Self Service - Newark Board of Education \(nps.k12.nj.us\)](https://nps.k12.nj.us/EmployeeSelfService)

Click ESS Login

 ESS Login

Please logon using a *modern web browser (Google Chrome, Mozilla Firefox or Microsoft Edge)* and turn off *Pop-up Blockers* to view Employee Self-Service pages. If you still have difficulty logging in or need assistance, please contact the ISD Customer Support Group at 973-733-8700 or send an email to csupport@nps.k12.nj.us.

2 Enter User ID and Password



Newark Public Schools
ESS
Employee Self Service

Enter your district username and password and click Sign In

User ID:
Password:
Sign In

Welcome to the NBOE Self-Service Portal

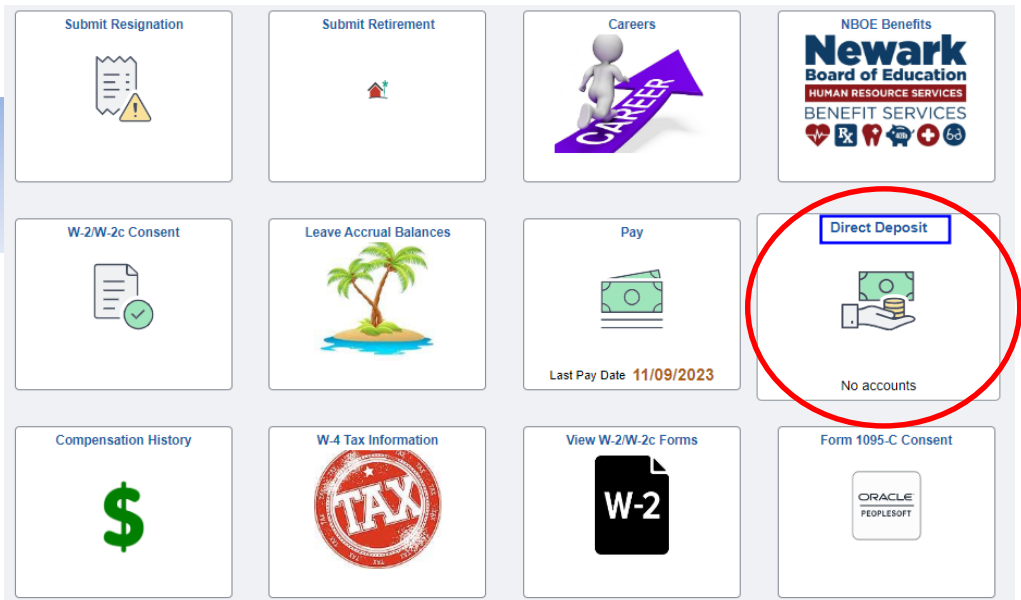
1. Please Login using your NBOE Credentials.
2. If you are registered in DUO, check your device and approve in order to proceed to login.











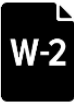

Disable browser's pop-up blocker for ESS to work properly.

For any technical issues please contact DIT Customer Support at (973) 733-8700.

[DUO User Guide](#)
[NBOE Home Page](#)
[Click here to reset expired password](#)

3 Click on the Direct Deposit tile



Submit Resignation 	Submit Retirement 	Careers 	NBOE Benefits Newark Board of Education HUMAN RESOURCE SERVICES BENEFIT SERVICES 
W-2/W-2c Consent 	Leave Accrual Balances 	Pay  Last Pay Date 11/09/2023	Direct Deposit  No accounts
Compensation History 	W-4 Tax Information 	View W-2/W-2c Forms 	Form 1095-C Consent 

4

New Hires:
Click on Add Account to proceed and enter your direct deposit.

Direct Deposit

Accounts

The first account you add will be defaulted to a deposit type of Full Balance and your entire net pay will be deposited to this account.

When a second account is added and saved, the deposit type of the first account will be updated from Full Balance to Remaining Balance and the account order will be updated to last in the list. After all the other direct deposit payments are processed, any remaining net pay is deposited in the remaining balance account.

Note: You can change this default assignment using the Edit Account page and update another account to be a Remaining Balance account after all your accounts are added and saved.

Add Account
Cancel
Add Account
Save

Nickname Give your account a name

***Payment Method** Direct Deposit v

Bank

Routing Number Enter the routing number

Account Number Enter your account number

Retype Account Number Re-enter your account number

Pay Distribution

***Account Type** Checking v Select Checkings or Savings Account

5

When complete, click Save. You will then a confirmation e-mail.

