



Newark
Board of Education
Roger León, Superintendent



Understanding Your Paystub

Agenda

- NBOEHRS.com
- View Paystub in Employee Self Service (ESS)
- Paystub Section 1: Personal Information
- Paystub Section 2: Hours and Earnings
- Paystub Section 3: Taxes
- Paystub Section 4: Deductions
- Paystub Section 5: Check Summary

NBOEHRS.COM

(Everything starts here)

NBOE HR Website



Scan the QR code
now to learn more!

www.nboehrs.com

Add to your Bookmarks



Welcome ▾ Benefits ▾ Pension ▾ Other Benefits ▾ Leaves ▾ Other HR Services ▾ Know More ▾

Welcome to the new HR Portal!



Welcome!

Search here ...

NBOE Human Resource Services has launched this website to provide a one stop shop for all of your Human Resources needs. Our team has worked diligently to bring together the tools and resources you will need to access and navigate the programs provided by NBOE HR Services, including benefits, wellness programs, pension, leaves and much more all in one place.

This new site features a glossary of terms, a video library, a search tool, benefits comparison grids, and a variety of easy to understand digitized content. We hope you find this site informative and user-friendly. Our mission is clear, empowering you to "Know More. Choose Better. Live Well."

Be sure to bookmark this site so you can check in often; new information will be added regularly.

<https://nboehrs.com/payroll/>

Viewing Your Paycheck Through ESS

View Paycheck Through Self Service

1 Select "Employee Self Service" from the Employees tab on the NPS Website



2 Click on ESS Link

ESS is the HR and Payroll application used by the District to maintain employee information. Employee Self Service (ESS) allows you to make changes to some of your personal and payroll information, as well as view and apply for jobs without having to visit the Payroll and Human Resources offices.

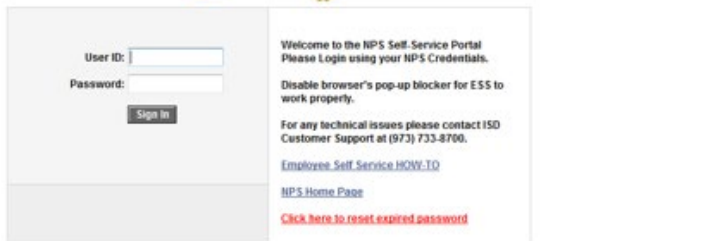
- Log on using the same ID and password you normally use to access the NPS network. You might want to read the [HOW-TO-GUIDE](#) to review ESS features, or perhaps print a copy before you proceed.

ESS Login Please logon using *Internet Explorer* 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.

3 Enter User ID and Password



4 Click "Sign In"



5 Click Pay Tile



6 View Paycheck List

Check Date	Company	Pay Begin Date / Pay End Date
05/15/2020	Newark Public Schools	04/25/2020 05/08/2020
05/01/2020	Newark Public Schools	04/11/2020 04/24/2020
04/17/2020	Newark Public Schools	03/28/2020 04/10/2020
04/03/2020	Newark Public Schools	03/14/2020 03/27/2020
03/20/2020	Newark Public Schools	02/29/2020 03/13/2020
03/06/2020	Newark Public Schools	02/15/2020 02/28/2020
02/21/2020	Newark Public Schools	02/01/2020 02/14/2020

7 Click on Check to View; PDF of Paycheck will appear

Paystub Section 1: Personal Info & Demographics

Personal Information

Newark Public Schools 765 Broad Street Newark, NJ 07102		Pay Group: P11-Pay Group 11 Pay Begin Date: 12/03/2022 Pay End Date: 12/16/2022	Business Unit: NWK Advice #: 00000001078 Advice Date: 12/22/2022
Name Address Newark, NJ 07107	Employee ID: Department: 014-Salome Urena Elementary Location: Salome Urena Elementary Job Title: Pay Rate: \$1,000,000 Annually!!!!	TAX DATA: Tax Status: Single Allowances: 0 Addl. Pct: N/A Addl. Amt: 50.00	Federal NJ State M/CU-Sep 0

Advice/Check#
Pay Date

Your name and address

ID, Location, Title & Salary

Pay Period Date Range

Federal and State Tax Withholding Status

Need Assistance?

IRS Withholding Calculator
<https://www.irs.gov/individuals/tax-withholding-estimator>

Paystub Section 2: Hours and Earnings

Hours and Earnings

HOURS AND EARNINGS					
<u>Description</u>	Current			YTD	
	<u>Rate</u>	<u>Hours</u>	<u>Earnings</u>	<u>Hours</u>	<u>Earnings</u>
Regular Pay			2,532.65	1,431.50	55,808.90
Administratively Excused	45.225824	7.00	316.58	35.00	1,327.50
Sick Pay	45.225824	7.00	316.58	59.50	2,286.37
Holiday Paid			0.00	119.00	4,658.04
Let's Go To Work!			0.00		1,461.43
Overtime -- Straight Rate			0.00	4.14	175.10
Personal Day			0.00	31.50	1,201.14
Retroactive Pay			0.00		2,807.05
Other			0.00	143.50	5,553.94
TOTAL:		14.00	3,165.81	1,824.14	75,279.47

Other Common Earnings

- FMLA-Personal
- FMLA-Sick
- FMLA-Vacation
- Clothing Allowance
- Coaching Pay
- Extra Curricular
- After School Program
- Escrow
- No Scan
- Tardy
- Overtime - Time and Half
- Quarantine
- Exhausted Sick
- Exhausted Personal

What is other????

During the year the employee had the following earnings

- 9 earnings lines available
- Employee had 10 earnings types during year
- List current earnings first
- List others in alpha order up to 8 lines
- Earnings not listed are combined in other

Regular
Administratively Excused
Sick Pay
Holiday Pay
Let's Go To Work
Personal Day
Vacation Pay
Overtime - Straight
Retroactive Pay
Retro OT

Paystub Section 3: Taxes

Tax Withholding

If you change your Federal or NJ W-4 Tax Allowance, please check deductions on following checks to confirm result

TAXES

<u>Description</u>	<u>Current</u>	<u>YTD</u>
1 Fed Withholdng	192.24	4,720.94
2 Fed MED/EE	45.71	1,086.67
3 Fed OASDI/EE	195.45	4,646.47
4 NJ Unempl EE	0.00	152.24
5 NJ NJ HCSF	0.00	0.00
6 NJ NJ WDPF	0.00	9.95
7 NJ NJ SWAF	0.00	6.97
8 NJ FLI/EE	4.43	105.39
9 NJ Withholdng	129.92	2,775.63
TOTAL:	567.75	13,504.26

- 1 Federal Income Tax**
- 2 Social Security: 6.2%**
- 3 Medicare 1.45%**
- 4 NJ Unemployment*: \$157.21**
- 5 Defunct will be removed**
- 6 NJ WF Develop Fund*: \$10.28**
- 7 NJ Supple WF Fund*: \$7.19**
- 8 NJ Family Leave Ins*: \$94.08**
- 9 NJ State Income Tax**

* Annual Max. Deduction for 2023

Paystub Section 4: Deductions and Employer Paid Benefits

Before-Tax Deductions

Deductions listed in this box on your check are deducted before taxes are taken out

BEFORE-TAX DEDUCTIONS		
<u>Description</u>	<u>Current</u>	<u>YTD</u>
EE Hlth Contributions@Rt Sch	197.98	4,768.86
Flexible Spending Plan Medical	45.83	1,099.92
PERS Pension	230.03	5,511.58
TOTAL:	473.84	11,380.36

Medical and Rx Benefits
FSA Medical
PERS Pension

Other Common Pre Tax Deductions

FSA Dependent Care
529
403(b)
Additional Pension
DCRP
Transit & Parking

After-Tax Deductions

Deductions are taken After Taxes are deducted from pay

AFTER-TAX DEDUCTIONS

<u>Description</u>	<u>Current</u>	<u>YTD</u>
PERS Contrib Pension Ins P12	15.34	375.70
American Family Life Assurance	37.30	895.20
Pension Loan - PERS	374.76	6,386.04
Union Dues/Local 32	39.00	468.00
PERS Pension Ins. Arrears	0.00	7.14

PERS Life Insurance
 Voluntary Life Insurance
 Pension Loans
 Union Dues
 Retroactive PERS Life

TOTAL: **466.40** **8,132.08**

Other Common After-Tax Deductions

AFLAC
 Legal Plan
 Voluntary Life or Disability
 Escrow
 Garnishment
 Other Union Deductions

Employer Paid Benefits

This is a listing of the amounts NBOE pays on your behalf

EMPLOYER PAID BENEFITS

<u>Description</u>	<u>Current</u>	<u>YTD</u>
PERS Noncontrib Life P12	0.69	16.99
PERS Noncontrib Life P12*	4.53	109.09
Dental - ER	16.76	402.24
Drugs - ER	95.02	2,280.48
Medical - ER	349.76	8,431.06
Vision - ER	4.34	104.16

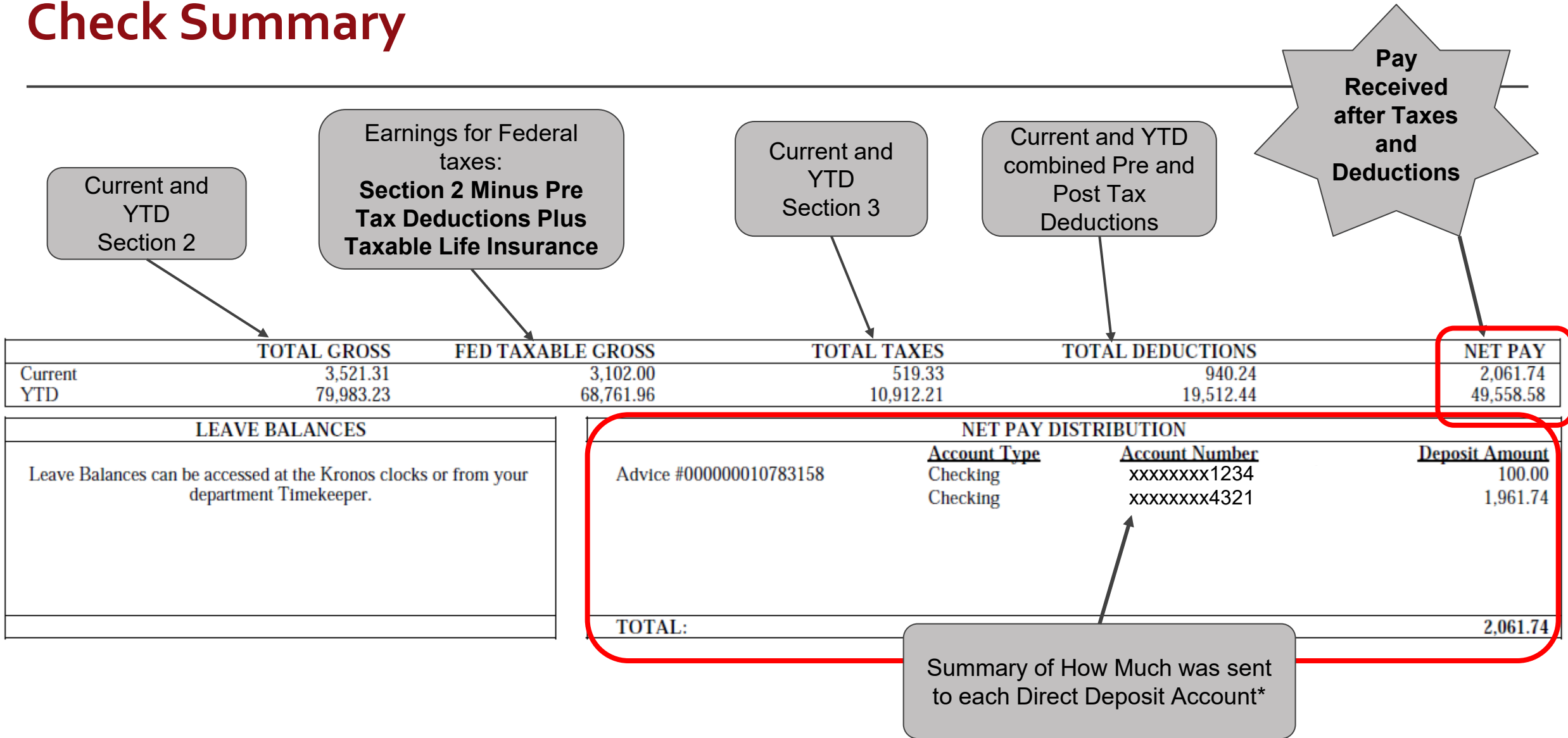
PERS Life Insurance (non-taxable)
 PERS Life Insurance (taxable)*
 Dental Coverage-100% Paid by NBOE
 Prescription Drug Coverage-NBOE
 Medical Coverage-NBOE
 Vision Coverage-100% Paid by NBOE

** Employee is taxed on the cost of Life Insurance exceeding \$50,000*

***TAXABLE**

Paystub Section 5: Check Summary

Check Summary



LEAVE BALANCES

Leave Balances can be accessed at the Kronos clocks or from your department Timekeeper.

Summary of How Much was sent to each Direct Deposit Account*

* All checks you receive will be distributed in accordance with your DD set up



Reminder don't forget to visit:

<https://nboehrs.com/payroll/>



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Thank you