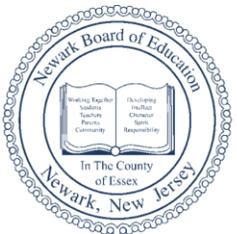


Timekeeper Refresher Training

Dimple Patel, Director of Payroll

March 5, 2025



Newark
Board of Education

Roger León, Superintendent Where Passion Meets Progress

Agenda

- NBOEhrs.com
- Employee Self Service
 - Direct Deposit
 - W2/1095-C (ACA)
- Per Diem Sick Days
- AESOP Jobs
- Reconcile Timecards/Missing Scans

Onboarding Checklist

- New hire check list
 - Obtain ID numbers from employees or an Administrator
 - Direct New hires to log into ESS to sign up for Direct Deposit
 - Review/update address
 - Update W4 exemptions – State W4s are submitted through Payroll
 - Biometric Kronos
 - Set up Schedule in Kronos
 - Review your roster in Kronos, it might take a day or two for new hires to appear in Kronos
 - Enrolling Per Diem Employees
 - Obtain a list of PPDs for your school from your Administrator, Child Study Team or reach out to the employee for their ID#
 - If there are any issues with registering employees on Kronos clock, you must contact Marilyn Dawson mdawson@nps.k12.nj.us or Ed Reuter ereuter@nps.k12.nj.us and provide employee's name and ID number
 - All Per Diem Employees will require an AESOP job
 - Reconcile timecards – Review and Approve
 - Historical edits must be submitted within the same pay period
 - Payroll Historical Edit HistoricalEdit@NPS.K12.NJ.US



Welcome to the Newark BOE HRS Portal!



- Pay Calendars
- NJ W-4 Form
- Payroll ESS Tiles
- Understanding My Paystub Webinar/Presentation
- How-to-guides

Welcome!

This website provides a one stop shop for all of your needs, including benefits, wellness programs, pension, leaves, payroll, escrow, and much more! Our mission is clear, empowering you to “Know More. Choose Better. Live Well.”

Please use the search tool, or click on the tiles below for additional details.

New ESS Functionality

Direct Deposit

2

Accounts

Updated 10/29/2023

View Form 1095-C



Tax Year 2017

Form 1095-C Consent



Consent Granted

W-2/W-2c Forms



2023 W-2 Form available

Direct Deposit

Accounts



Order	Nickname	Payment Method
1	Checking50	Direct Deposit
Last	Checking100	Direct Deposit

Submit Retirement

Happy Retirement

Submit Resignation



Entering Per Diem Sick Days

From the Employee's Timesheet:

1. Select day requiring Sick Day entry
2. Click in the box for pay code
3. Select SCP-PPD Sick

4. Right click in the Amount box
5. Click Edit

Pay Code Actions

Date: 2/19/2019

Pay Code: SCP-PPD Sick

 Edit

 Justify Exception

Amount

Pay Code: * SCP-PPD Sick

Amount (HH.hh): * 6.0

Override Accrual Days

Effective Date: 2/19/2019

Time:

6. Enter number of hours of sick leave being used. Hours will vary by employee type (6.33 hours for PD aides, 6.5 for PD teachers)
7. Copy the GAAP code
8. Click Ok

8. Click Save

Pay Code	Amount	Shift	Daily	Period
SCP-PPD Sick	6.0		6.0	6.0

9. Timecard Update complete

Date	Schedule	In	Out	Transfer	Pay Code	Amount
Fri 2/15/2019						
Sat 2/16/2019						
Sun 2/17/2019						
Mon 2/18/2019						
Tue 2/19/2019					SCP-PPD Sick	6.0
Wed 2/20/2019	8:20AM-2:55PM					
Thu 2/21/2019	8:20AM-2:55PM	8:06AM	1:06PM	.19-408-428/240/034;P10-NTU-NI-Aides-PD 2Approved		
Fri 2/22/2019	8:20AM-2:55PM	8:10AM		.19-408-428/240/034;P10-NTU-NI-Aides-PD 2Approved		
Sat 2/23/2019						

Aesop Job Entry

A couple points to remember:

1. Do not add a schedule to Kronos Timecard for a Per Diem
 - Schedules come from Aesop
 - Payroll will not receive hours that do not look like this:

8:20AM-2:55PM 	8:20AM	2:57PM	;003/139/145//10-11-000-217-115-145-408-SWL/234/034;P10-NTU-NI-Aides-PD 2Approved
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2. Per Diems without Aesop jobs will not be transferred to Payroll for payment

3. For Instructions for Entering Per Diem Vacancies in Aesop

<https://docs.google.com/presentation/d/1q-RH6v9gTazSOB5OIWHRReBsJ-FTCYcME/edit?usp=sharing&ouid=111197736513171692261&rtpof=true&sd=true>

Reconcile Timecards

Missed Punches

Unexcused Absences

Unexcused Absences

Reconcile Timecard

ReconcileTimecard Loaded 4:33PM Current Pay Period All Home

Select All Rows
Column Selection
Filter
People
Timekeeping
Accruals
Approval
Schedule
Absence
Refresh

ID	Name	Job title	Department	Is Enrol...	Missed Punch	Un... Abs.	UnAppr. OT	Totals Up-To...	On Premis...	Un Sched.	Early In	Late In	Extended Lunch	Early Out	Late Out	Cor Rev
433...	Adames, Lisset...	Enterprise App...	Information Se...	✓			5:57	✓	✓		✓					
447...	Adams, Misha Y	Summer Teach...	Avon Ave.	✓		✓		✓								
371...	Adams, Robert ...	Fork Lift Opera...	Transportation ...	✓			0:18	✓								
466...	Adams, Tyneas...	Subst Cashier...	Unassigned Lo...	✓				✓								
270...	Adams, Yvonne	Keyboarding Cl...	Malcolm X Sha...	✓	✓	✓	6:01	✓					✓			
183...	Adams-Boaten...	Summer Teach...	Thirteenth Ave...	✓				✓								
443...	Adams-Boone, ...	P-D Tchr	Unassigned Lo...	✓				✓								
337...	Adams-Rowlett...	Academic Inter...	William H. Hort...	✓	✓	✓		✓			✓					
367...	Adams-Waxter, ...	Per Diem Teac...	Unassigned Lo...	✓				✓								
429...	Addison, Ramo...	Per Diem Teac...	Special Educati...	✓				✓								
380...	Addonizio, Gabe	Tchr Special Ed...	American Histo...	✓		✓		✓								
470...	Adebo, Jonbu...	Night Custodia...	Sussex Ave.	✓			73:54	✓	✓	✓						

Please resolve check marks for employees at your location.

You should not approve any time card that has checks in one of these boxes.

