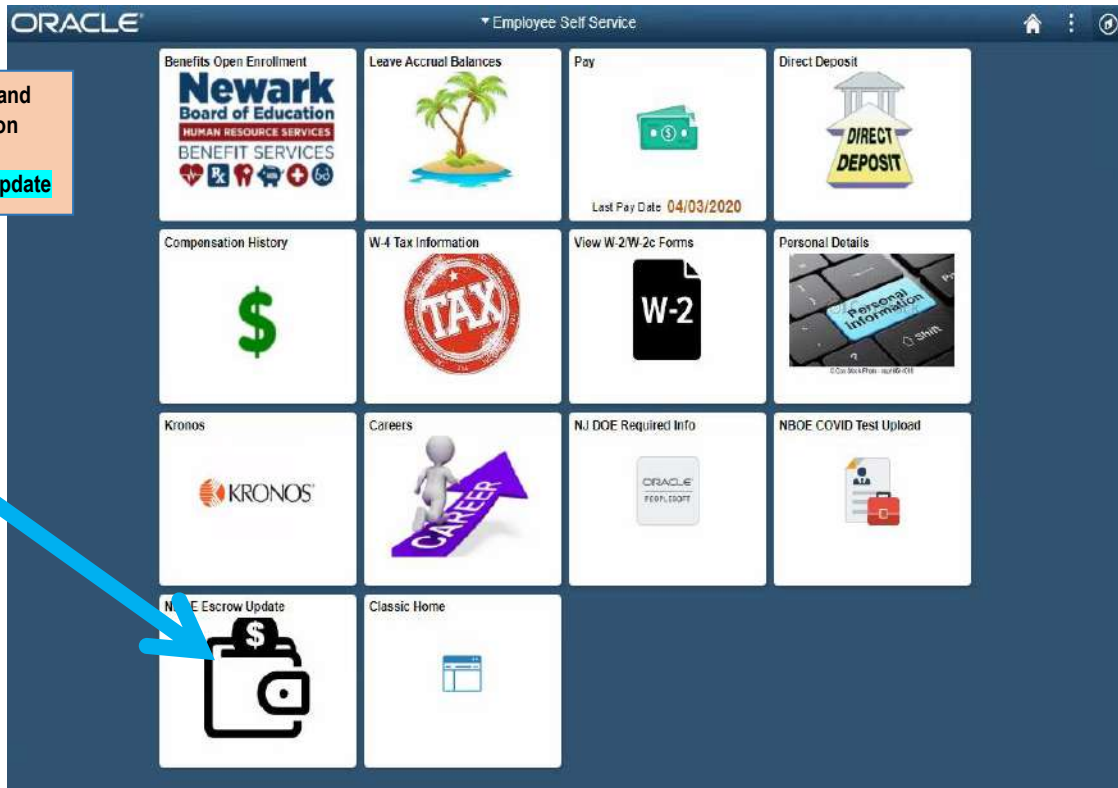


## Escrow Enrollment and Discontinuation through ESS (Employee Self Service)

Newark Board of Education (NBOE) employees who are 10-month and 11-month full time employees can now self-enroll, discontinue and switch options in the Escrow Program; commencing with the 2021-22 SY during **Open Enrollment** effective **May through July 15<sup>th</sup>** of each year. The deadline for newly hired employees is September 15<sup>th</sup>. This is available to you by simply logging into ESS (Employee Self Service). We have made the process easy, quick, convenient and simple for you. We ask that you follow the steps below. **Note: You can discontinue from the Escrow Program at any time during the school year.**

1. Log into ESS and select the icon labeled **NBOE Escrow Update**



2. The NBOE Escrow Update Screen will give details of the program. On this screen you will be allowed to enter your option and a brief explanation of what each option is provided. **Remember:** You must save and hit YES to confirm, otherwise your selection will not be saved.

The purpose of the Escrow program is to allow 10 and 11 month employees to set aside a percentage (10%) of your money from your paycheck to be paid out to you over the summer months on a 12-month pay schedule. If you select a 12-month schedule you can choose from one of the two (2) pay options listed below. District employees who are currently on an Escrow pay option do not have to make a selection each year unless the employee wishes to change the option or discontinue it. The deadline for current employees is July 15th. The deadline for newly hired employees is September 15th. Please note - You cannot participate if you are a Per Diem or 12-Month Employee.

All escrow deductions, regardless of option selected, shall be at a rate of 10% of your bi-weekly gross pay. Each year the deductions commence in October and run through May for a total of 16 deductions. Once you select your option, you will not be able to change that option. You will only be allowed to discontinue. Any discontinuations that are requested throughout the year will be automatically refunded between one (1) to two (2) pay periods. Once you have selected an option you cannot change until the following school year. If you discontinue during the school year you can't re-enroll until the next school year. If you are enrolled in the four (4) check option you can't request for a one (1) check refund during the month of June, your refund will be processed on the first check in July. No Exceptions and No other arrangements can be made.

Name:	ID:
XXXXX	XXXXX

Escrow Choice:

☐ No Option ☒ One Check Option ☐ Four Checks Option

Last Updated By: XXXXX  
Last Update Date/Time: 04/28/21 5:00:27PM

For further details about your selection, please read the following

**No Option** - Please select this if you want to discontinue your escrow deduction and not have any escrow deductions taken in the current school year

**One Check option** - escrow deductions will be paid back to you at the end of the school year

**Four Checks Option** - escrow deductions will be paid back to you in four checks paid throughout the summer

Please contact [NPSCompensation@nps.k12.nj.us](mailto:NPSCompensation@nps.k12.nj.us) with any questions.

Message

By clicking on save you are authorizing NBOE to make escrow deductions on your behalf. (0,0)

**IMPORTANT:** An email will be automatically sent to you after you have made your selection.

1. You will be allowed to discontinue at any time during the school year; therefore, we have made it easier for you to discontinue and request for a refund even after Open Enrollment has ended. During the closed period, we have modified our screen to only allow employees to discontinue by selecting "Discontinue Escrow" (see below)

The screenshot shows the Oracle NBOE Escrow Update interface. At the top, there's a navigation bar with 'Favorites', 'Main Menu', 'Employee Self Service', and 'NBOE Escrow Update'. The Oracle logo is on the left, and 'Home' and 'Sign Out' are on the right. Below the navigation bar, there's a section titled 'Attention: This program is NOT for Per Diem and 12-month employees.' followed by a detailed explanation of the Escrow program. The main form area includes fields for 'Name' (XXXXX) and 'ID' (XXXXX). Below these, there's a section titled 'Escrow Choice' with three radio button options: 'No Option', 'One Check Option', and 'Four Checks Option'. The 'Discontinue Escrow' option is checked. To the right of these options, there's a 'Last Updated By' field (XXXXXXX) and a 'Last Update Date/Time' field (04/28/21 5:29:36PM). Below the 'Escrow Choice' section, there's a 'Save' button. A red arrow points to the 'Discontinue Escrow' option. Another red arrow points to a 'Message' box that appears after clicking 'Save'. The message box contains the text: 'By clicking on save you are authorizing NBOE to make escrow deductions on your behalf. (0.0)' and has 'Yes' and 'No' buttons. The 'Yes' button is circled in red.

Oracle  
NBOE Escrow Update

Attention: This program is NOT for Per Diem and 12-month employees.

The purpose of the Escrow program is to allow 10 and 11 month employees to set aside a percentage (10%) of your money from your paycheck to be paid out to you over the summer months on a 12-month pay schedule. If you select a 12-month schedule you can choose from one of the two (2) pay options listed below. District employees who are currently on an Escrow pay option do not have to make a selection each year unless the employee wishes to change the option or discontinue it. The deadline for current employees is July 15th. The deadline for newly hired employees is September 15th. Please note - You cannot participate if you are a Per Diem or 12-Month Employee.

All escrow deductions, regardless of option selected, shall be at a rate of 10% of your bi-weekly gross pay. Each year the deductions commence in October and run through May for a total of 16 deductions. Once you select your option, you will not be able to change that option. You will only be allowed to discontinue. Any discontinuations that are requested throughout the year will be automatically refunded between one (1) to two (2) pay periods. Once you have selected an option you cannot change until the following school year. If you discontinue during the school year you can't re-enroll until the next school year. If you are enrolled in the four (4) check option you can't request for a one (1) check refund during the month of June, your refund will be processed on the first check in July. No Exceptions and No other arrangements can be made.

Name: XXXXX ID: XXXXX

Escrow Choice

☐ No Option ☐ One Check Option ☐ Four Checks Option

Last Updated By: XXXXXXXX  
Last Update Date/Time: 04/28/21 5:29:36PM

☒ Discontinue Escrow

For further details about your selection, please read the following

No Option - Please select this if you want to discontinue your escrow deduction and not have any escrow deductions taken in the current school year

One Check option - escrow deductions will be paid back to you at the end of the school year

Four Checks Option - escrow deductions will be paid back to you in four checks paid throughout the summer

Please contact [NPSCompensation@nps.k12.nj.us](mailto:NPSCompensation@nps.k12.nj.us) with any questions.

Save

Message

By clicking on save you are authorizing NBOE to make escrow deductions on your behalf. (0.0)

Yes No

**IMPORTANT:** An email will be automatically sent to you after you have made your selection and a refund will be issued between one (1) to two (2) pay periods.

