

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)

Click ESS Login

 **ESS Login**

Please login 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**

Enter your district
username and
password and click
Sign In

User ID:
Password:

Sign In

Newark Public Schools **ESS** Employee Self Service

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.

< Employee Self Service

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

Give your account a name

Indicates required fieldNickname *Payment Method **Bank**

Enter the routing number

Routing Number Account Number

Enter your account number

Retype Account Number

Re-enter your account number

Pay Distribution*Account Type

Select Checkings or Savings Account

5

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

Reply Reply All Forward IM



Directdeposit@nps.k12.nj.us

☐ Direct Deposit

Wed 2:04 PM

Direct deposit request has been submitted.

A direct deposit request for [REDACTED] has been submitted.

To review the direct deposit data, navigate to Request Direct Deposit page.

This is a system-generated email. Do not reply to this email.