# **Entering Direct Deposit using NBOE Employee Self Service (ESS)**

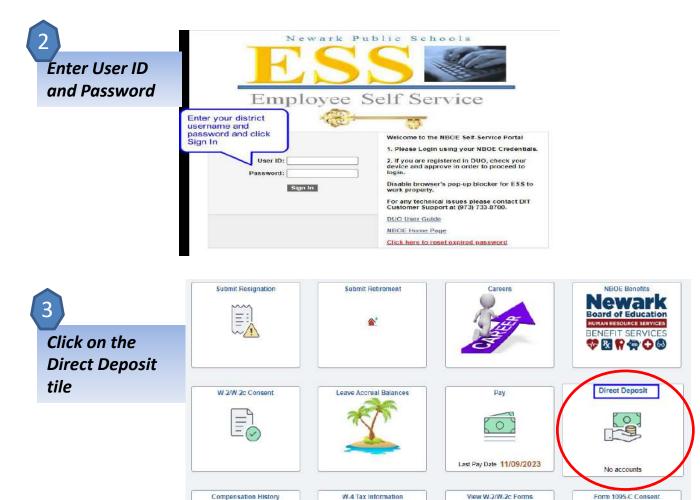
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Go to: Employee Self Service - Newark Board of Education (nps.k12.nj.us)

#### Click 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 <a href="mailto:csupport@nps.k12.nj.us">csupport@nps.k12.nj.us</a>.





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

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## **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.



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

