



NEW JERSEY TURNPIKE AUTHORITY

PeopleSoft Employee Self Service User Guide

Welcome to the NJTA Employee Self Service (ESS) User Guide. This guide is designed to provide you with the information you need to successfully use the NJTA ESS features and includes instructions on the following topics under **Self Service**:

Payroll and Compensation

- View Paycheck
- View W-2/W-2c Forms

Time Reporting

- Timesheet (for Leave Balances)

What Do I Need?

Whether you are using your home PC or using public Internet access, there are some minimum computer requirements you will need:

1. Paycheck and W-2 information is displayed in **PDF format**, so your computer will need **Adobe Acrobat Reader DC**, a free software download available from <http://get.adobe.com/reader/>
2. Minimum requirement for various Internet browsers:
Internet Explorer: minimum release 10
Google Chrome: minimum release 35
Firefox: minimum release 24
Safari: minimum release 6.1.6
3. Payroll statements and W2 forms will appear in new windows. If you are using a pop-up blocker, please disable it for this site.
4. **You must be enrolled in Multifactor Authentication (MFA) to access ESS. For instructions on how to enroll in MFA please go to the following link:**
https://www.njta.com/ess/documents/mfa-instructions_v20220209.pdf

New Users: You will receive a letter from the Authority with your user ID and instructions for re-setting your password.

Existing Users: Sign in with your current NJTA user ID and password.

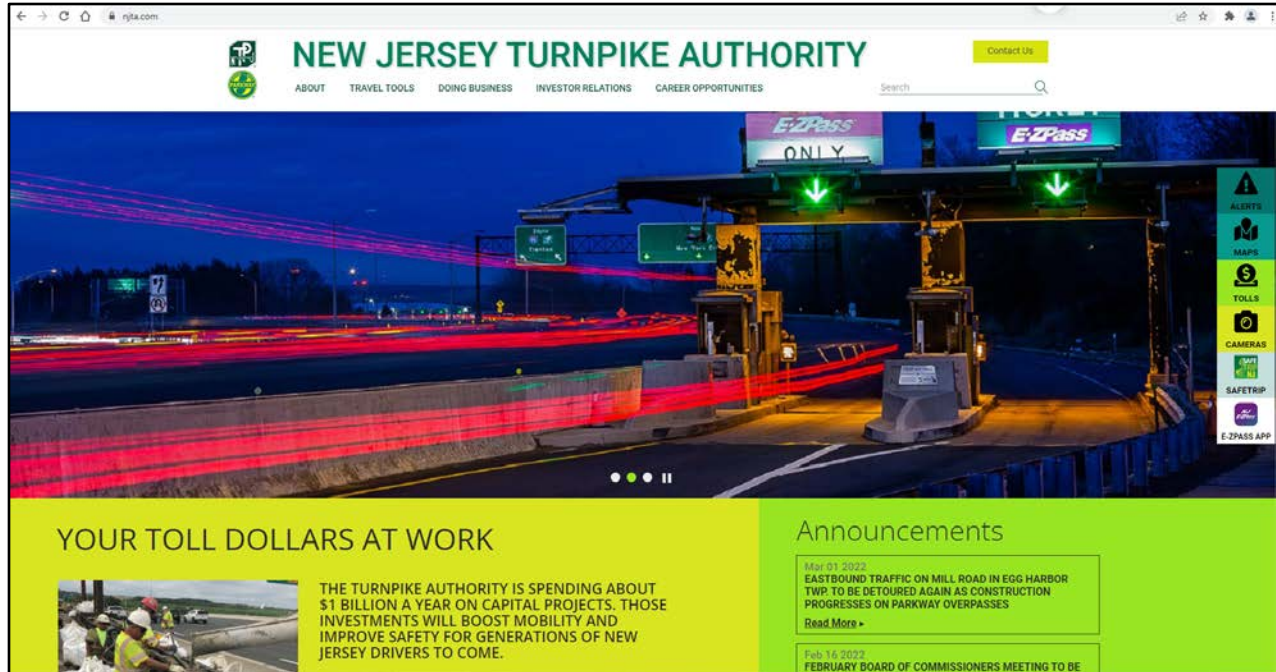
Terminated Users: You will lose access to ESS on your last day of employment. Your last paycheck stub and W2 will be mailed to the current address on file with Human Resources. Address changes should be sent in writing to Human Resources. If you need additional information, please send an email to: payrollhelp@njta.com.

Who Do I Call for Help?

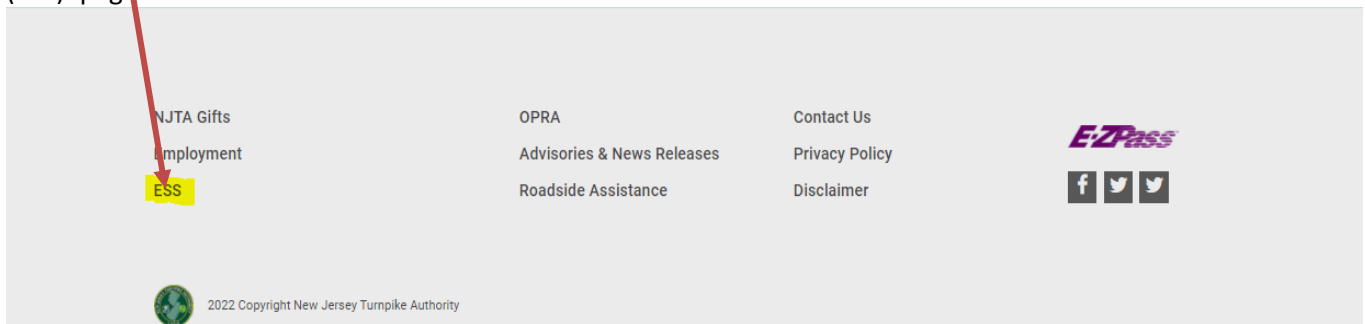
For Technical Support, contact the ITS Service Desk at 732-750-5300 option 9 or email at servicedesk@njta.com.

How do I access ESS?

From your browser, visit: <https://www.njta.com>, which will take you to the New Jersey Turnpike Authority homepage. Scroll to the bottom of the page.



Select the **ESS** link. This will take you to the New Jersey Turnpike Authority Employee Self Service (ESS) page.



On the Employee Self Service web page, select the **View Paycheck and W2 link**. You will be directed to sign in with Multifactor Authentication:



New Jersey Turnpike Authority Employee Self Service

The information contained on this website is confidential and is intended solely for use by New Jersey Turnpike Authority employees.
Any other dissemination, distribution, or use of this information is strictly prohibited.

[ESS Employee Info](#)

[View Paycheck and W2](#)

[ESS USER GUIDE](#)

[Multifactor Authentication \(MFA\)](#)

[Multifactor Authentication Enrollment Process](#)

[How to access the NJTA Email with Multifactor Authentication](#)

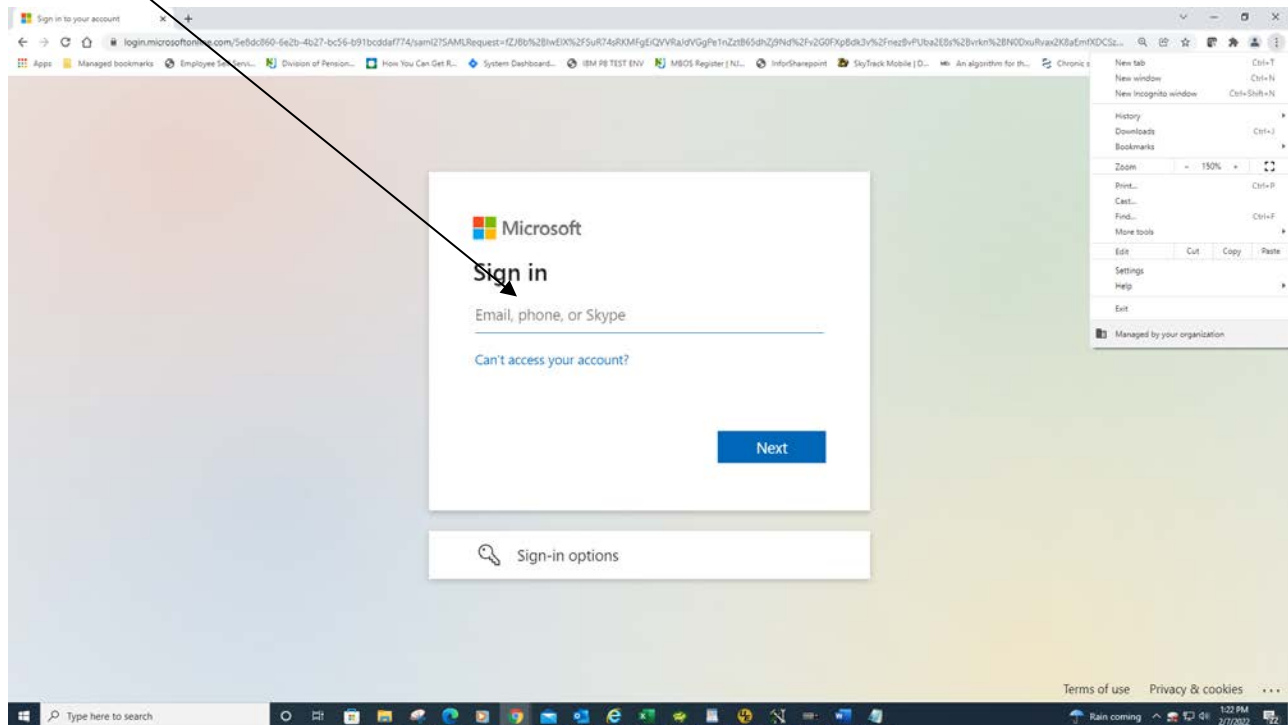
[Password Info](#)

[Reset Your Password](#)

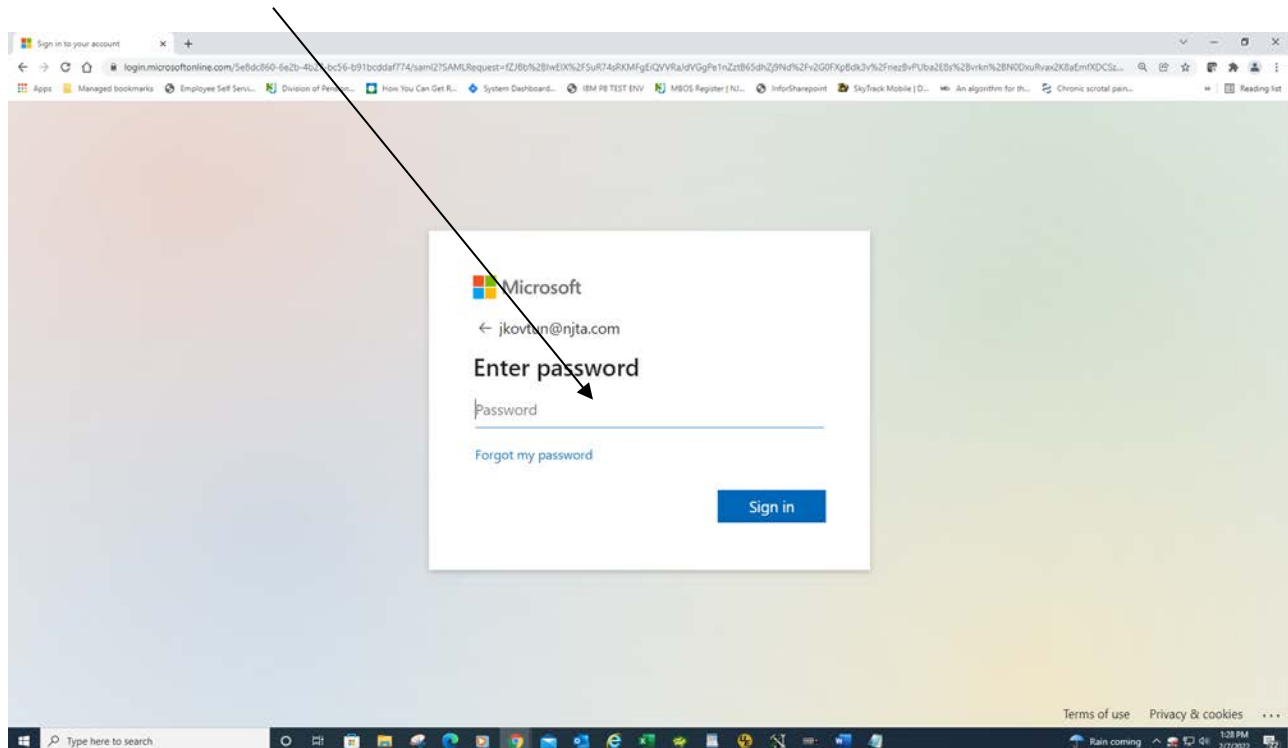
[Password Reset Procedure](#)

Sign in with Multifactor Authentication:

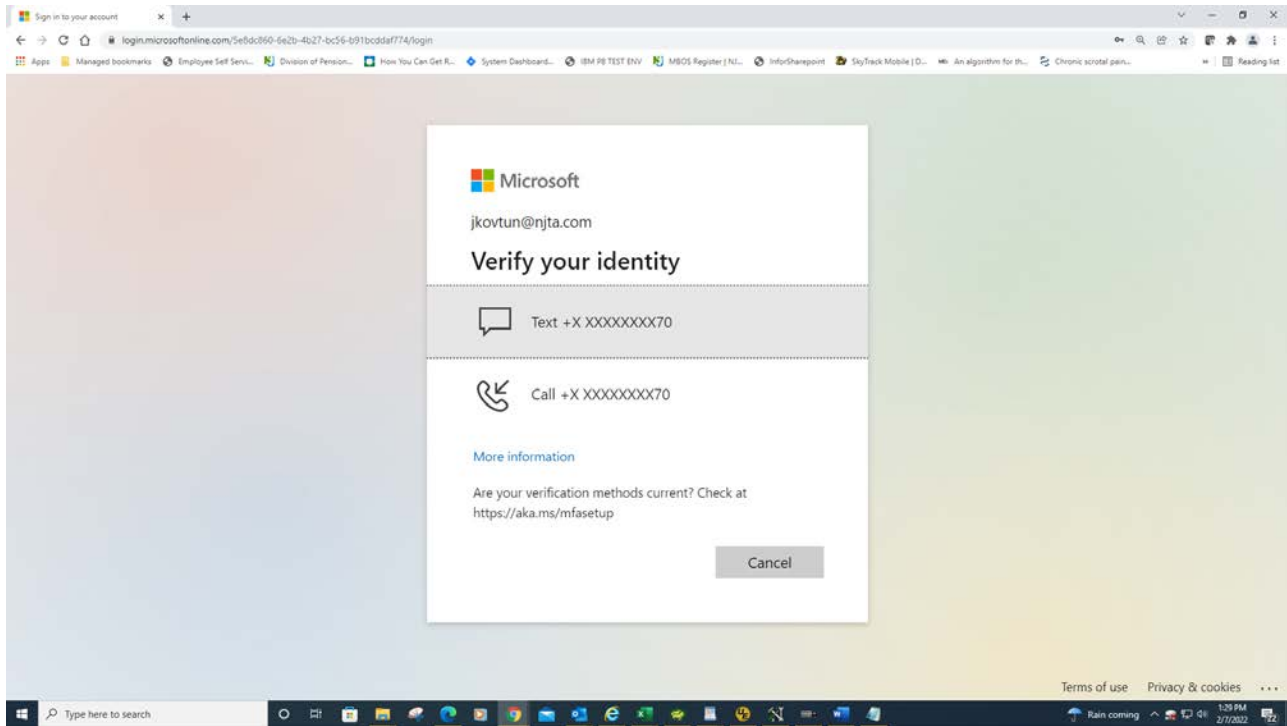
Enter either email address or phone number and click on “Next”:



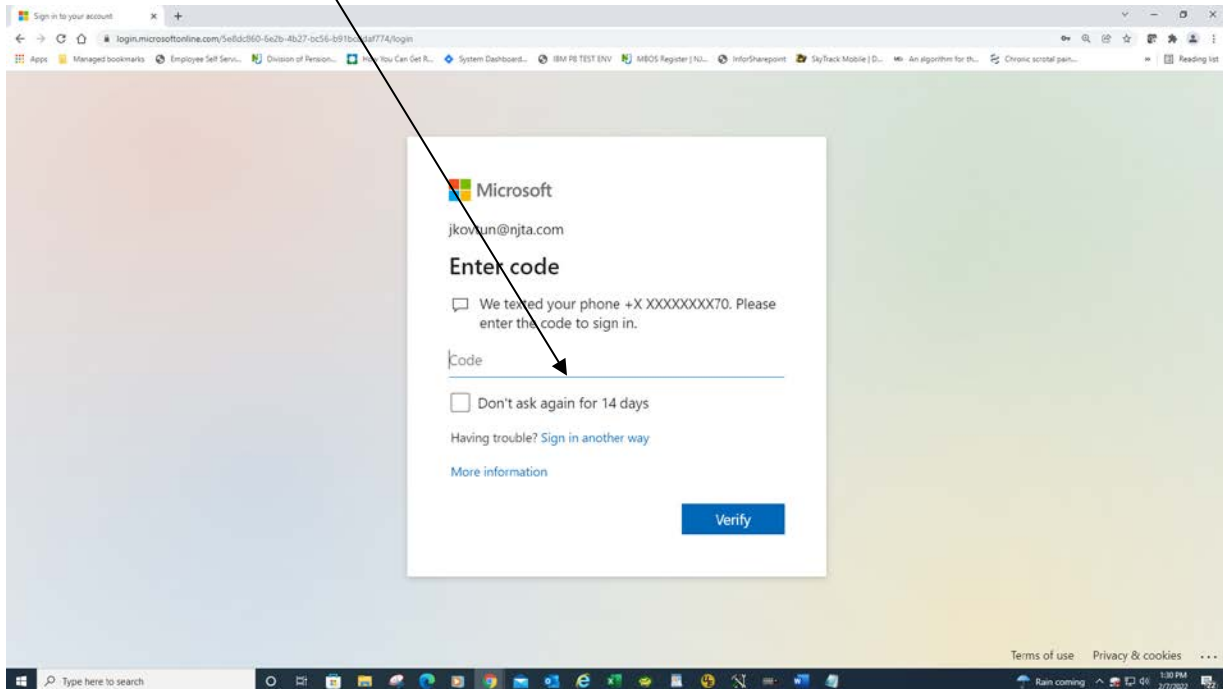
Enter your password and then click on “Sign In”:



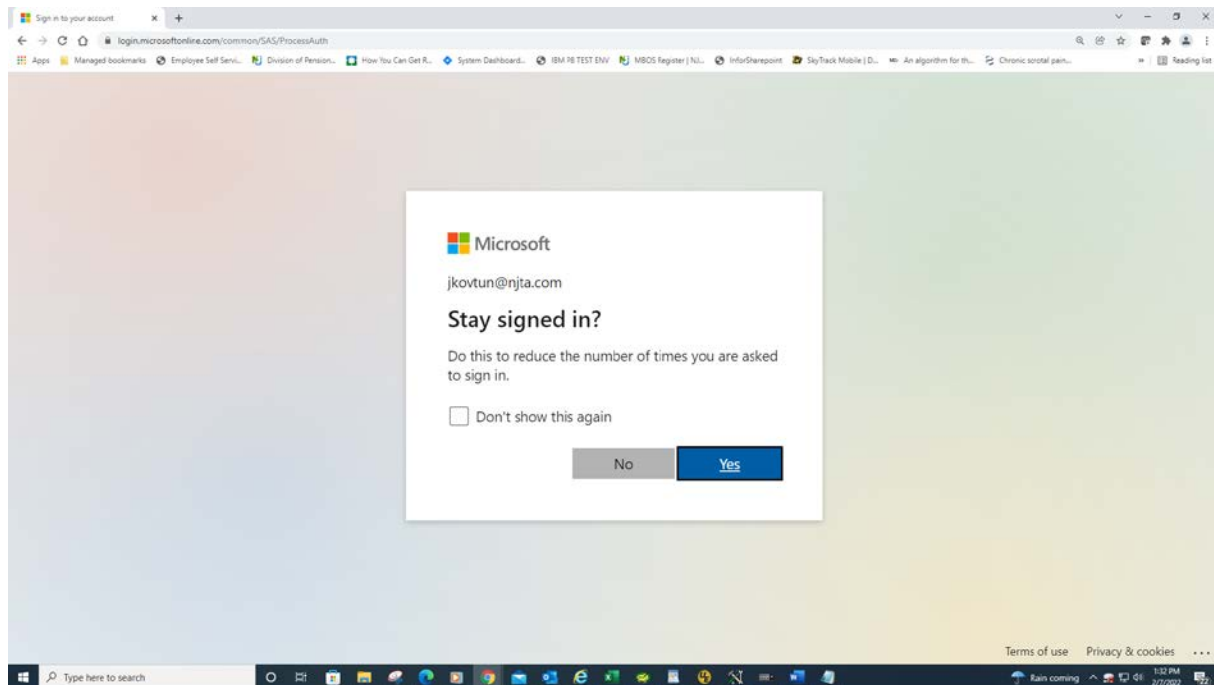
Verify your identity:



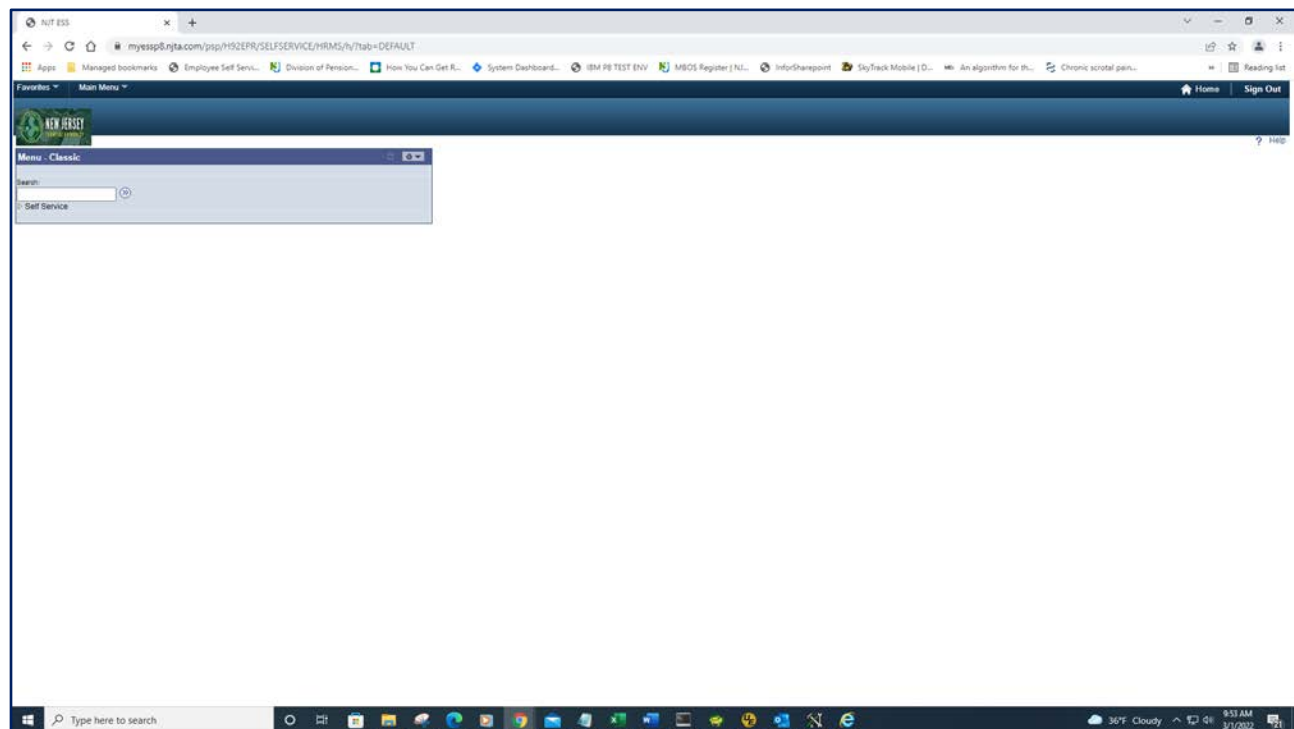
Then enter the code sent to you and click on “Verify” to sign in:



Select “No” or “Yes” below to stay signed in:

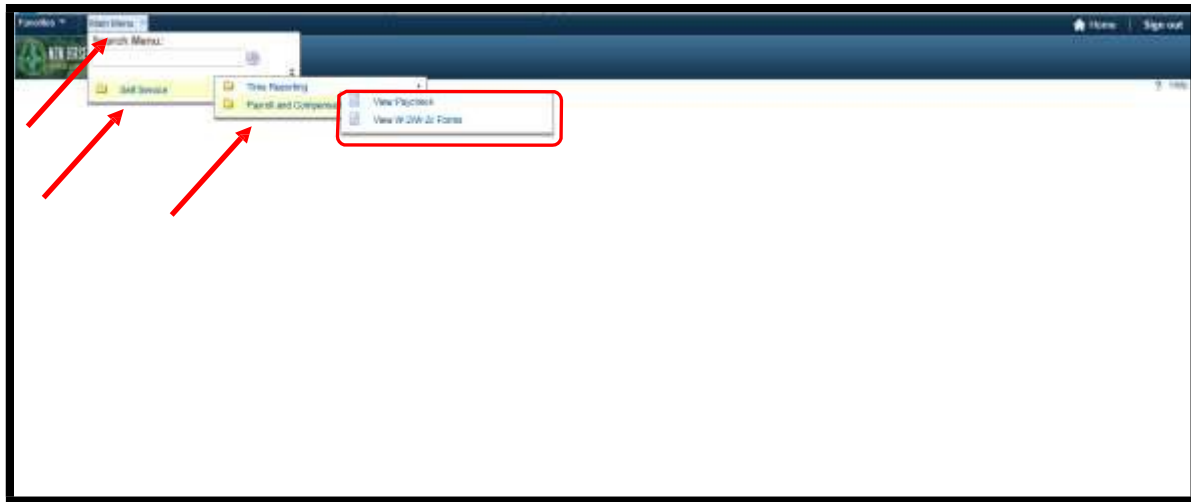


You are now redirected to the ESS Home Page:



PAYROLL AND COMPENSATION:

Select Main Menu along the top bar, then Self Service. Select Payroll and Compensation. The Payroll and Compensation section is for access to view your paychecks and W-2 forms.



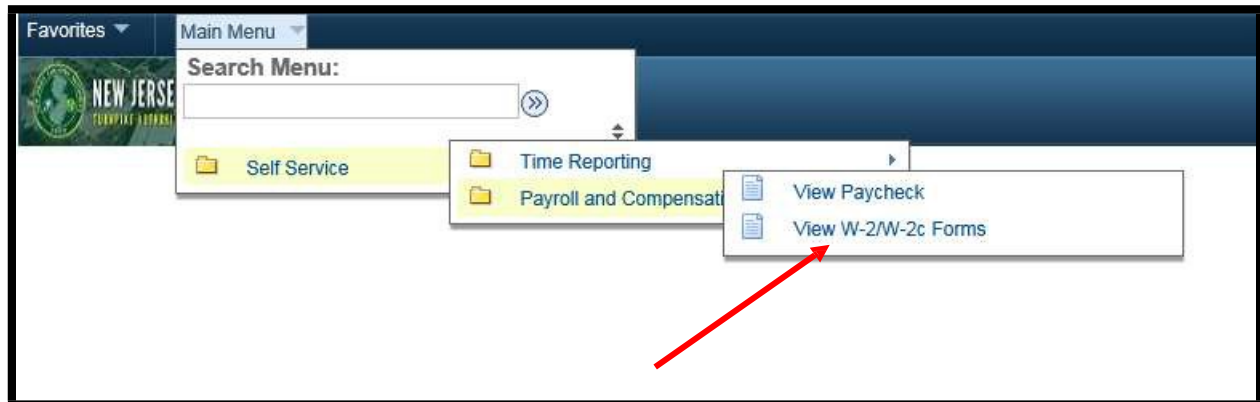
VIEW PAYCHECK:

Click on **View Paycheck** to see a listing of your paychecks from 2013 to your most recent check, which are shown in order by check date.

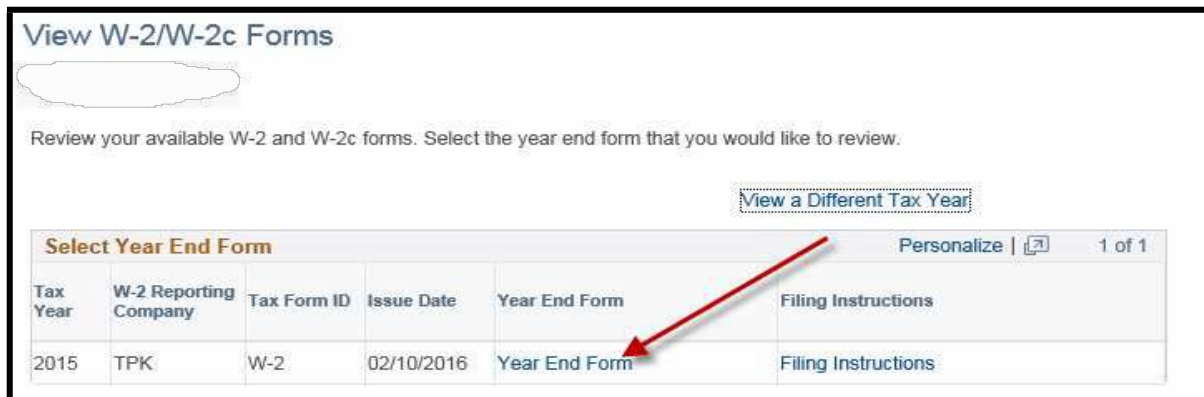
Find and click on the **Check Date** you wish to view, and another window will open with a copy of the paycheck in PDF format. It can be printed or saved as needed from this window. Your current earnings, taxes, deductions, net pay and leave balances are viewable on the most recent check.

<div> <div>Favorites</div> <div>Main Menu</div> <div>></div> <div>Self Service</div> <div>></div> <div>Payroll and Compensation</div> <div>></div> <div>View Paycheck</div> </div>							
<div> <div>NEW JERSEY</div> <div>TURNPIKE AUTHORITY</div> </div>							
<div>View Paycheck</div>							
<div>Review your available paychecks. Select the check date of the paycheck you would like to review.</div>							
<div> <div>Select Paycheck</div> <div>Personalize Find View 100 1-8 of 173 First Last</div> </div>							
Check Date	View Paycheck	Company	Pay Begin Date	Pay End Date	Net Pay	Paycheck Number	PDF File
04/22/2016	View Paycheck	New Jersey Turnpike Authority	04/11/2016	04/17/2016			<input checked="" type="checkbox"/>
04/15/2016	View Paycheck	New Jersey Turnpike Authority	04/04/2016	04/10/2016			<input checked="" type="checkbox"/>
04/08/2016	View Paycheck	New Jersey Turnpike Authority	03/28/2016	04/03/2016			<input checked="" type="checkbox"/>
04/01/2016	View Paycheck	New Jersey Turnpike Authority	03/21/2016	03/27/2016			<input checked="" type="checkbox"/>
03/25/2016	View Paycheck	New Jersey Turnpike Authority	03/14/2016	03/20/2016			<input checked="" type="checkbox"/>
03/18/2016	View Paycheck	New Jersey Turnpike Authority	03/07/2016	03/13/2016			<input checked="" type="checkbox"/>

View W2 Forms: This section of Employee Self Service allows you to see your W2 forms.



To select a W2 to view, click on the blue text.

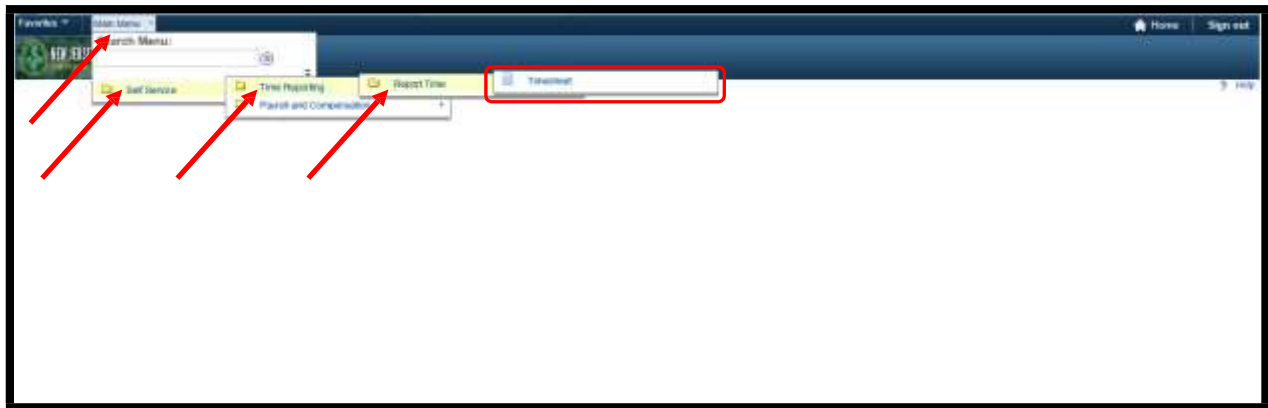


W2 forms are also stored as PDF documents. Like Payroll & Compensation, when you click on the link a new window will open with your W2 form. You can print your form from this window.

TIME REPORTING (for Leave Balances):

Click **Main Menu** along the top bar, then **Self Service**. Select **Time Reporting>Report Time>Timesheet**.



The Time Reporting section can be used to view your Timesheet and Leave Balances.



Reported Time Status

Leave / Compensatory Time

Leave and Compensatory Time Balances ?

Personalize | Find |   1-3 of 3

Plan Type	Plan	Recorded Balance
Leave	Sick	368.55
Leave	Vacation	161.50
Leave	Personal	0.00

The balances noted are real-time and reflect any current or future time recorded by your location's timekeeper/clerk, as well as any prior pay period adjustments. If you have submitted a request for time off, but your timekeeper/clerk has not yet recorded the hours, they will NOT be reflected in your displayed balance. For a more detailed explanation of these leave balances, please consult the ESS Document on the Employee Portal at NJTA.com.

The Timesheet page displays Leave Balances for any sick, vacation and personal time which you may be entitled. The recorded balance shown is the balance from your last paycheck and reflects any time that has already been submitted in the timesheet, even if that day has not yet occurred.

As an example:

- Your last paycheck displayed a balance of 196.5 Vacation hours.
- You were approved for 40.0 vacation hours for a future time period.
- Your timekeeper has already recorded those 40.0 Vacation hours in the future time period.
- Your Leave Balance will take those 40.0 vacation hours into account when displaying your balance.
- If that time is removed from the timesheet, then your balance will reflect that change.

Your balance on your paycheck may also differ from what is displayed on the timesheet page if there are any pending payroll adjustments.

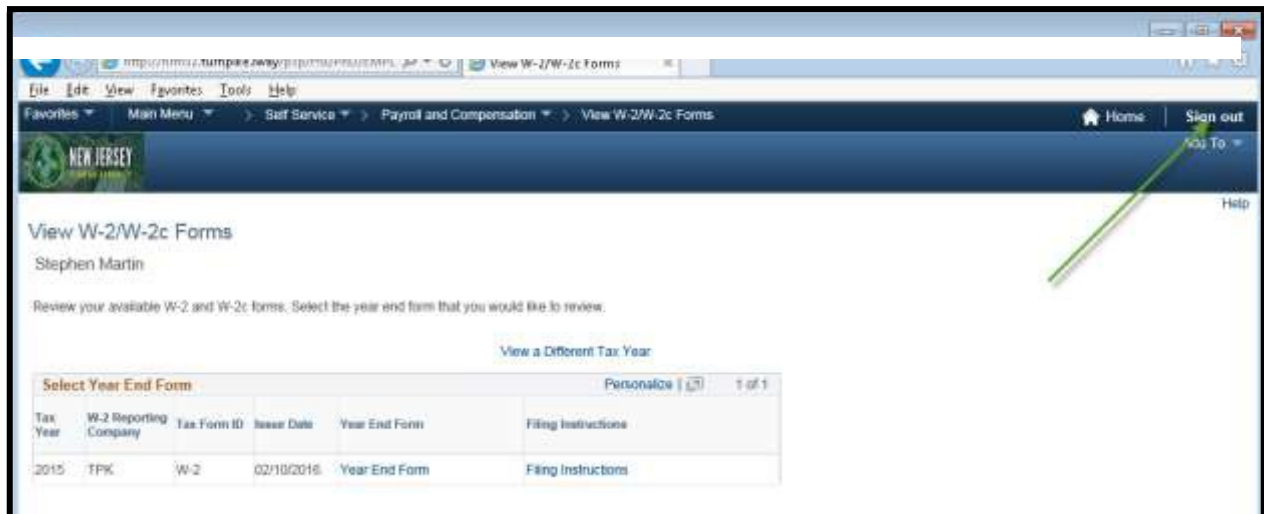
PROTECT YOUR INFO, DON'T FORGET TO SIGN OUT!

Clicking on the “X” in the upper right-hand corner of your screen does not sign you out of Employee Self Service. Please ensure that when done with a session, you click the **“Sign out”** link. Doing this will prevent others from accessing your information.

DON'T



Use Sign out



Once signed out, please close the browser by clicking on the “X” in the upper right-hand corner of your screen. Close all open documents and make sure that you do not leave any personal information at printers or copy machines.