



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 that 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 :

Google Chrome: minimum release 43

MicroSoft Edge: minimum release 25.10586

Firefox: minimum release 24

Safari: minimum release 9.0, 8

Internet Explorer is no longer supported

At this time, Mobile Devices are not supported.

3. Advice forms and W2 forms will appear in new windows. If you are using a pop-up blocker, please disable it for this site.

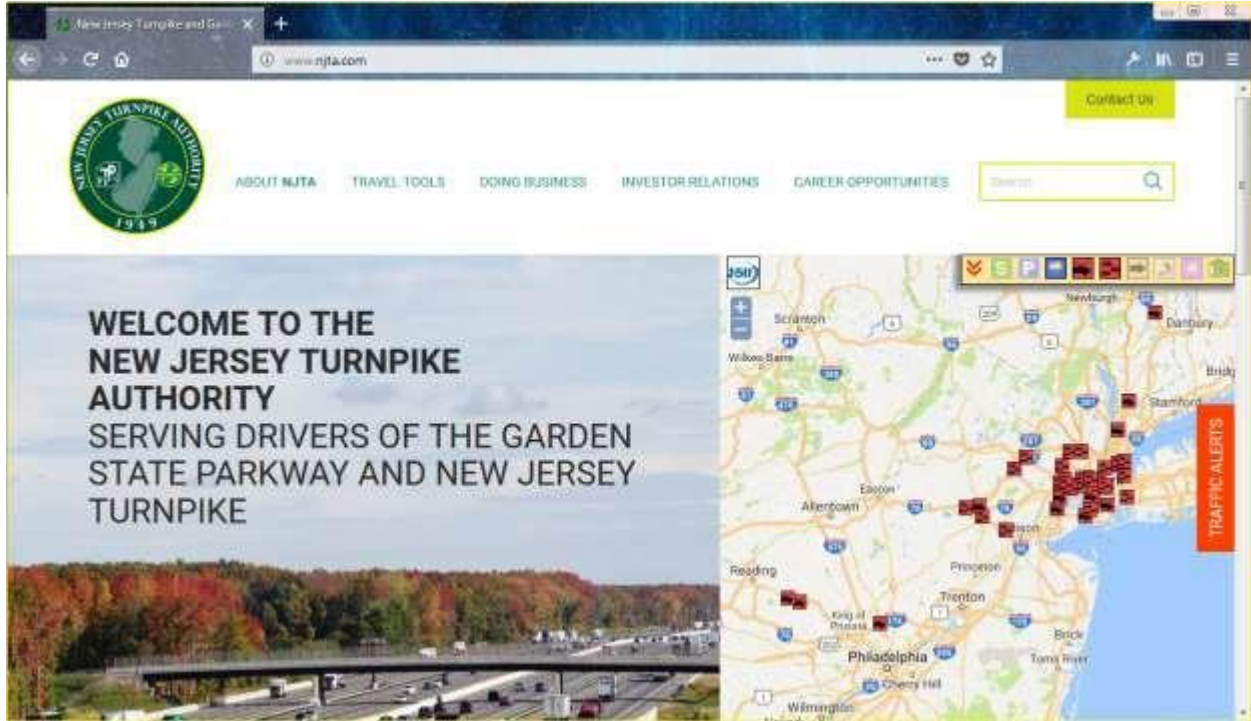
Please Note: Mobile devices are not supported.

Who Do I Call For Help?

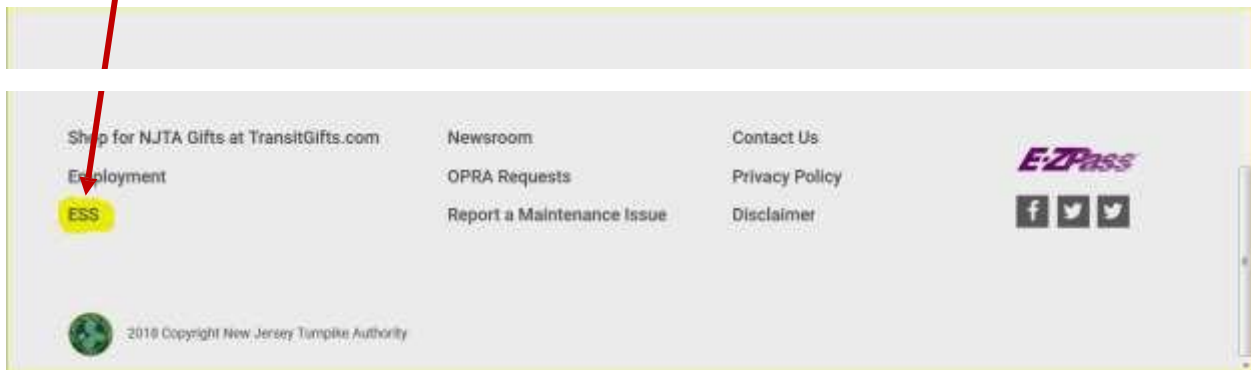
For Technical Support please email ITS Service desk to servicedesk@turnpike.state.nj.us. For questions about paychecks and W2s please leave a message at 732-750-5300 x 8346.

How do I access ESS?

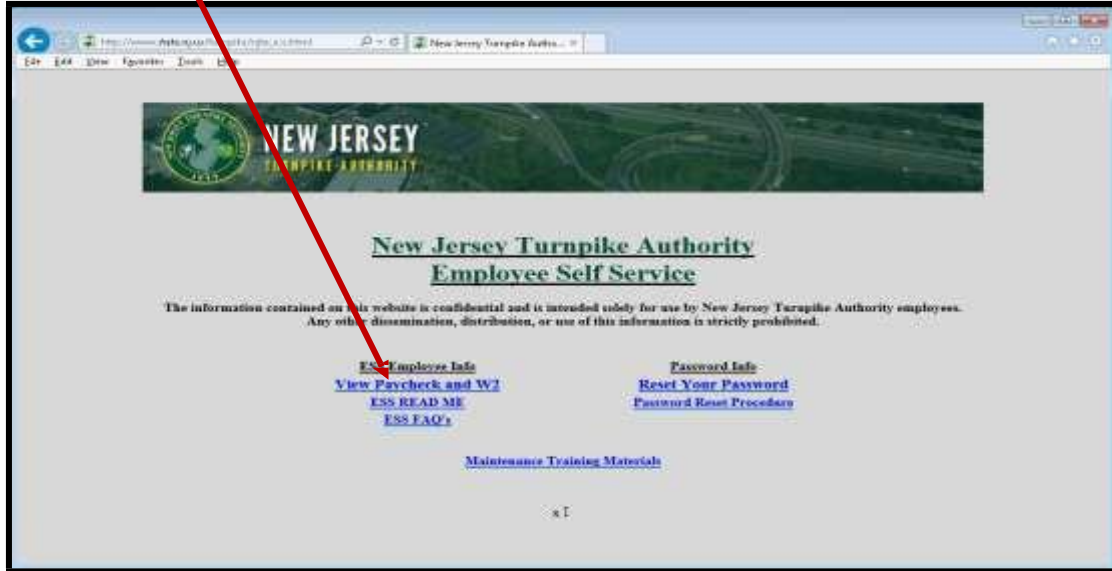
From your browser, visit: <http://www.njta.com>, which will take you to the New Jersey Turnpike Authority homepage and scroll to the bottom of the page.



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



Click on **Employee Portal** to go to the ESS login page



Logging In:

New Users will have received 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 will receive a letter from the Authority with a **temporary password**. Enter this **temporary password** and click on "Sign In". *Please note that both User ID and Password are case sensitive.*



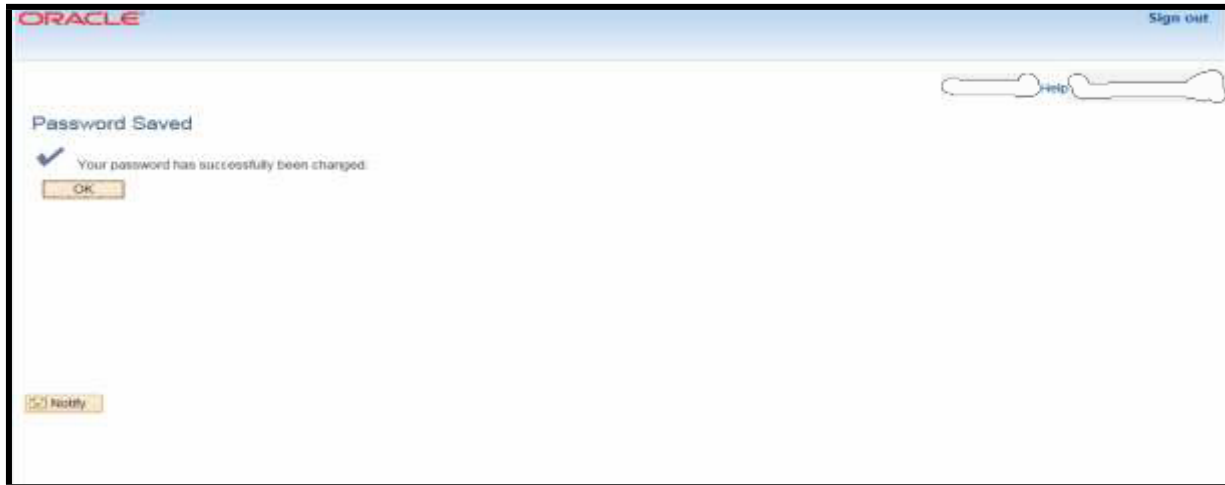
Upon successful login, you will see a “Password expired” message and will be prompted to change your password. Click on “**Click here to change your password**”



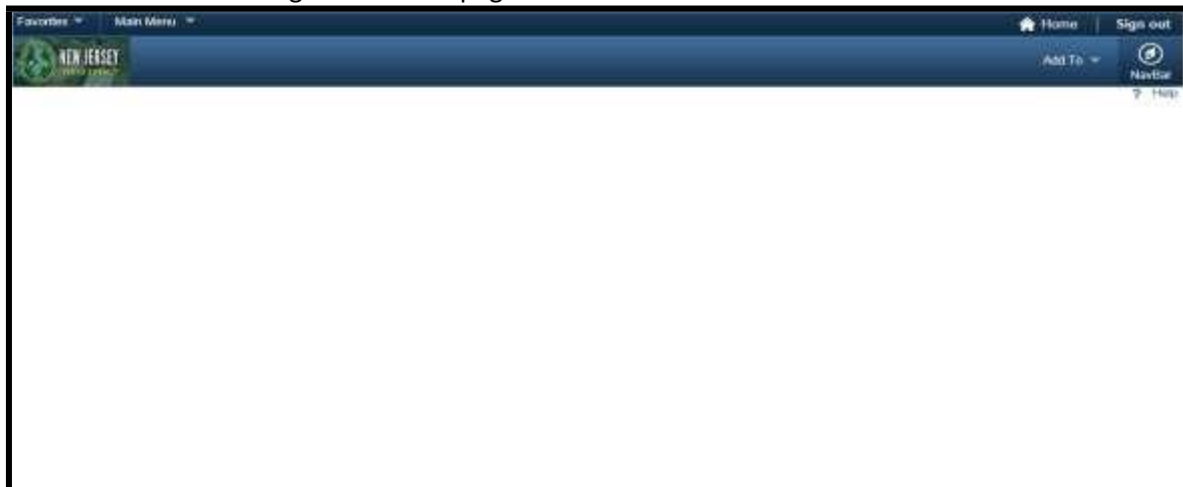
Enter your current password, and then enter your new password twice. Your **new password** must be a minimum of six (6) characters long and must contain a minimum of two (2) numbers. This password will be set for the next 30 days.
Click the “**Change Password**” button.



PeopleSoft will confirm that you have successfully changed the password



Click the OK button the get to the ESS page.



PAYROLL AND COMPENSATION:

Click Main Menu along the top bar, then Self Service. Click Payroll and Compensation. The Payroll and Compensation section can be used 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 up with the copy of the paycheck. It can be printed or saved as needed from that window.

Your current earnings, taxes, deductions, net pay and leave balances are viewable on the most recent check.

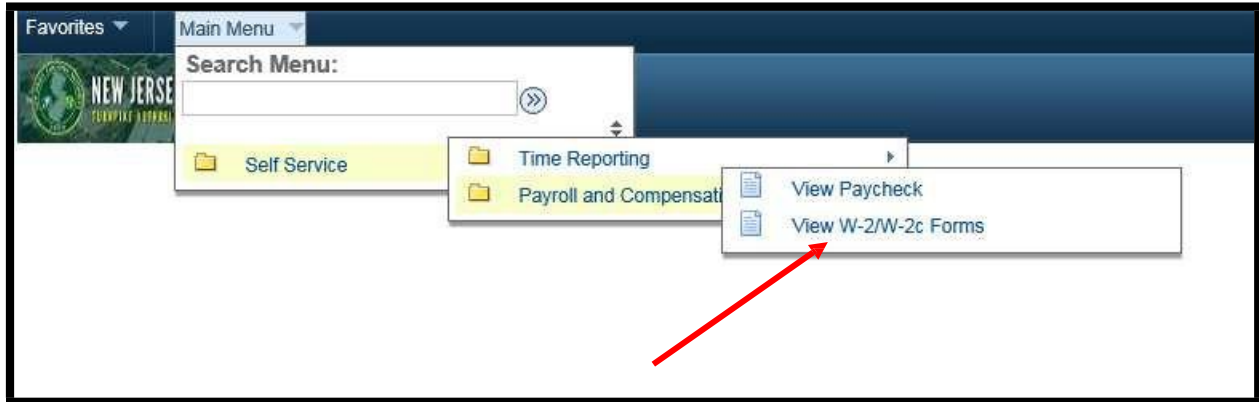
Navigation: Favorites > Main Menu > Self Service > Payroll and Compensation > View Paycheck

View Paycheck

Review your available paychecks. Select the check date of the paycheck you would like to review.

Select Paycheck								Personalize Find View 100 First 1-8 of 173 Last
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.

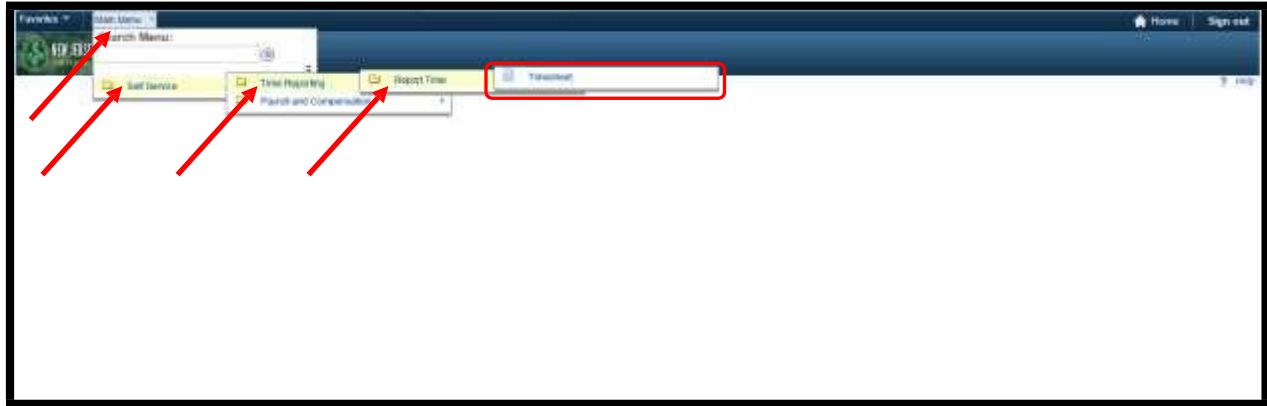


W2 forms are also stored as pdf documents. Like Advice Forms, when you click the link, a new window will open with your W2 form. You can print your form from this window.

TIME REPORTING (for Leave Balances):

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

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



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 Leave Plans in which you may be enrolled. 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.

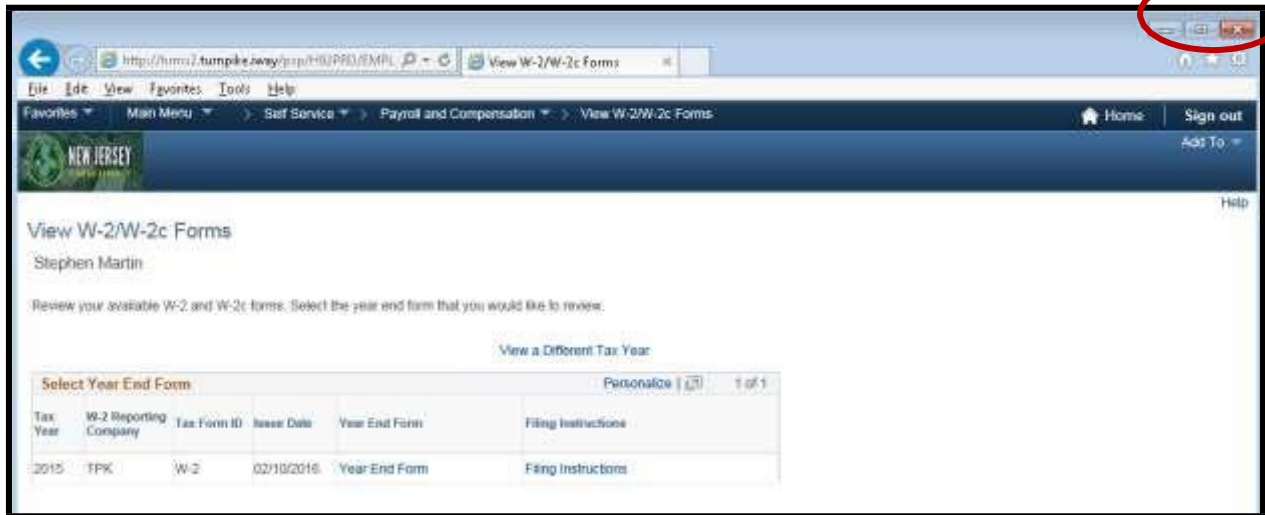
CHANGING YOUR PASSWORD

By following the Change My Password link on the Home page, you can modify your password at any time. Follow the same process as when you initially logged on the system the first time. The requirements for passwords are the same each time you change it, a minimum of six (6) characters long and must contain a minimum of two (2) numbers. This password will be set for the next 90 days.

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 PeopleSoft. Please ensure that when done with a session, you click the “**Sign out**” link. Doing this will prevent others from accessing your data.

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.