



Your Employee Self-Service (YESS) *For Faculty, Staff and Student Employees*

Welcome to Your Employee Self-Service for the College of New Jersey, where you can review your employment data.

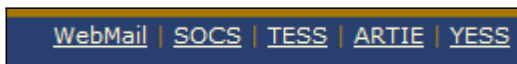
- View your personal information
- View, Add, Change or Edit your Home Address, Emergency Contact Information, and Telephone Numbers
- View and Print copies of current and previous paychecks
- View your Compensation History
- View, Add, Change or Edit your Direct Deposit and Federal Tax Filing status
- View your Voluntary Deductions and State Tax Filing Status

Be aware that this is your Personal Information and should only be viewed by you. Do not share your password with any other person. Always remember to log out of YESS when you have completed your data search. Leaving your data open without fully logging off the YESS system may allow others to view your personal data without your knowledge.

To Log-In to Your Employee Self-Service (YESS)

To Log into Your Employee Self-Service and access your personal information:

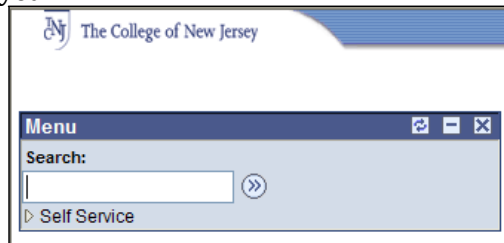
- From any computer with internet access, open your system's web browser (Internet Explorer)
- Enter the TCNJ Home Page at www.TCNJ.edu . Click on the YESS link in the upper right hand corner of the TCNJ Home Page.



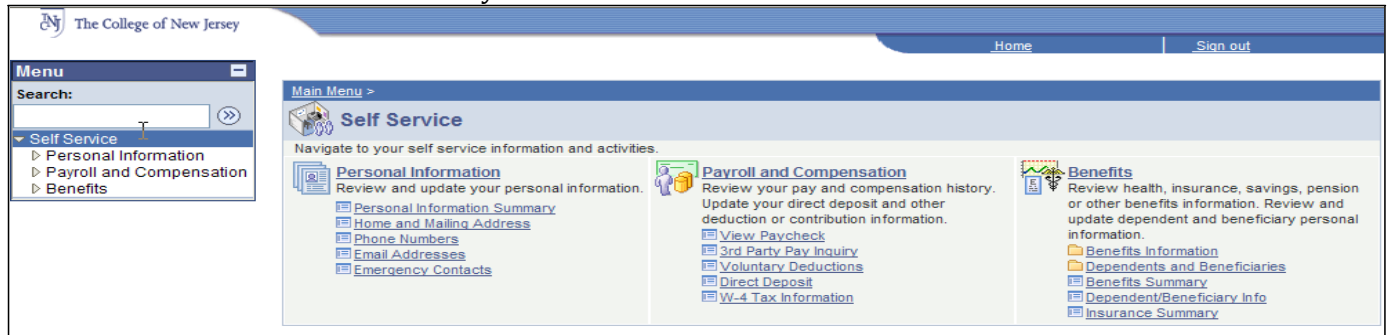
Enter your User Name and Password in the YESS login box. (Your User Name and Password are the same that you use to check your email. This must be entered in all lower case).

- Click the Log In button

The following page will be displayed:



To begin reviewing your HR and Payroll data, click on Self Service. The screen will expand to provide you with the Self-Service actions to which you have access.



[To review your Personal Data](#)

You can view, from a single page, the personal data that currently makes up your HR and Payroll records.

- After logging into [YESS](#), you can navigate by using the left hand navigation or go directly to the page by clicking on the folders and link on the page. Using the left hand navigation will open the same folders under the main heading.
- Click on the Personal Information Summary under the Personal Information section.
- This will open up your personal information
- Your Personal Information contains information that is currently on file in the Human Resources Office. If this information is not correct, contact the HR office at HR@TCNJ.EDU.

You can also view Email Addresses, Emergency Contacts, Home Address and Phone Numbers individually by clicking on the appropriate links.

[To Update your Home Address](#)

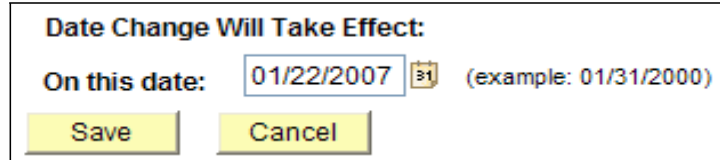
Sign into Your Employee Self Service
Select: Home and Mailing Address.
Review your home address information
If the information needs to be corrected, click on:



Edit button on the page.

You will need to re-enter your entire address.

- Address Line 1 Should list your street address. Address Line 2 should contain any additional mailing information, apartment number, box number, etc.
- Enter the date that your address change is to take place. You can enter a future date if your address change takes effect in the future, (you are moving the first of the next month). The system will update your address on that date. Click on the Save button.



The dialog box is titled "Date Change Will Take Effect:". It contains a label "On this date:" followed by a date input field containing "01/22/2007" and a calendar icon. To the right of the date field is the text "(example: 01/31/2000)". Below the date field are two buttons: "Save" and "Cancel".

To Update your Emergency Contact Data

It is sometimes important for The College of New Jersey to be able to contact another person in case of an emergency. Please list at least one individual that you designate that The College should contact in case of an emergency. You may list more than one but must designate which contact is primary.

To Add an Emergency Contact

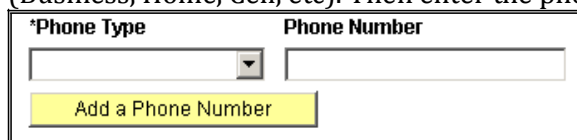
- Sign into Your Employee Self Service
- Select: the Emergency Contact link from the Personal Information section.

Click

Add an Emergency Contact

- Enter the Contact Name
 - John Dow
- Enter your relationship to the contact using the drop down box, (father, sister, friend, neighbor, etc.)
- If the contact's name is the same as your address, just click in the box provided.
 - Check here if this contact has the same address/phone number as the employee
 - If the address or phone number is different from your address, click on the Edit Address link and enter the address in the fields provided.

If you have additional phone numbers where the emergency contact can be reached, click on the Add a Phone Number box at the bottom of the page. Select a phone type from the Phone Type Drop Down box (Business, Home, Cell, etc). Then enter the phone number in the Phone Number box.



The form has two columns: "*Phone Type" and "Phone Number". Under "*Phone Type" is a dropdown menu. Under "Phone Number" is a text input field. Below these fields is a yellow button labeled "Add a Phone Number".

The Phone Number field is formatted so you can just enter the numbers and it will format the field for you. Enter 6095551212

- To save, click

To Change Emergency Contact Data

- Navigate to the Emergency Contact page
- Click
- Enter the changes directly on the page
- Click

To Delete an Emergency Contact

- Navigate to the Emergency Contact page
- Click for the contact you want to remove.
- **YESS** will ask you to confirm that you want to delete.
- When you select Yes-Delete, the change will be saved.
-
- You cannot delete the Primary Contact.

To Change the Primary Contact

When you enter multiple Emergency Contacts into **YESS**, the system will default the first to the primary contact.

- Navigate to the Emergency Contact page
- Select the Link:
- Select the Emergency Contact from the drop down box that you wish to designate as your primary.
- Click

To Add a Personal Phone Number

- Sign into Your Employee Self Service
- Click
- Select a Phone Type from the drop down box
- Enter all Phone Types that you want to be stored in YESS. Entering a Voice Alert or Text Alert phone does not replace entering a Home or Cellular number. You make enter the same number multiple times.
- Cellular – 609-555-1212
- Text Alert – 609-555-1212
- Voice Alert 1 – 609-555-1212
- Enter the Phone Number in the Telephone box
- The Phone Number field is formatted so you can just enter the numbers and it will format the field for you. Enter 6095551212
- You can only add 1 phone number for each phone type selected.
- To save, click

Enroll in Emergency Alert Messaging System

To enroll in TCNJ's Emergency Alert System, enter your text-messaging device number using phone type "Text Alert". You may designate two additional numbers to receive voice-message alerts by using phone types "Voice Alert 1" and "Voice Alert 2". TCNJ office numbers will not be part of the EAS System. Do not enter a TCNJ number into any of the Voice Alert fields. Phone types listed as "Voice Message" may not receive all text-message communication. No voice messages will be sent if a "Text Alert" number is not entered. Regular text messaging rates may apply.

- Sign into Your Employee Self Service
- Click
- To enroll in the Text Alert System, select Phone Type "Text Alert" from the drop down box.
- Enter the Phone Number in the Telephone Box
- The Phone Number field is formatted so you can just enter the numbers and it will format the field for you. Enter 6095551212
- To save, click
- After you register your phone number, TCNJ's Emergency Alert System will automatically send you a text message to that phone with a confirmation request during regular business hours. You will receive the message within two business days and will need to confirm the opt-in process.

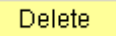
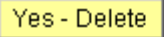
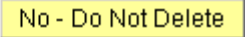
- To enroll in the Voice Alert System, select Phone Type "Voice Alert 1 or 2" from the drop down box.
- Enter the Phone Number in the Telephone box
- The Phone Number field is formatted so you can just enter the numbers and it will format the field for you. Enter 6095551212
- To save, click
- TCNJ office numbers will not be part of the EAS System. Do not enter a TCNJ number into any of the Voice Alert fields.
- After you register your phone number, TCNJ's Emergency Alert System will automatically send you a text message to that phone with a confirmation request during regular business hours. You will receive the message within two business days and will need to confirm the opt-in process.

Enter or Update your Campus Extension

- Sign into Your Employee Self Service
- Click
- To Add or Update your campus extension, select Phone Type "Campus" from the drop down box.
- Enter the Phone Number in the Telephone box
- The Phone Number field is formatted so you can just enter the numbers and it will format the field for you. Enter 6095551212
- To save, click
- After clicking on the Save button, the Extension field will automatically be populated. This is the number that will appear in the On-Line Directory. It may take up to two days for the new number to appear in the On-Line Directory.

To Delete a Phone Number

On occasions, phone number change, old phone numbers should be deleted out of **YESS**.

- Navigate to the Phone Numbers page.
- Click 
- **YESS** will ask you to confirm if you want to delete the number.
-  
- If you select Yes – Delete, **YESS** will automatically save your request.

To View and Print a Copy of Your Pay Statement

YESS will allow employees to view and print a copy of their pay statements. This payroll information will remain on line so you can view and print copies of your pay statements at any time.

- Sign into Your Employee Self Service

Select: View Paycheck under the Payroll and Compensation section.

- Your last paycheck will appear.
- To view previous pay statements, click on the link [Paycheck Selection](#).
- You will then see a listing of all previous checks in order beginning with the most recent. Just click on the pay period end date of the check that you wish to view.
- To print a copy of the pay statement, go to the File in the toolbar and select Print. Choose the printer you wish to print to and select OK.
- Note – Not all printers contain the same fonts and some may not format the Pay Statement onto one page.

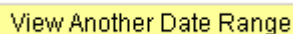
To view your Compensation History

- Sign into Your Employee Self Service

Select:

This page will provide you with a list of your salary changes for the period listed at the top.

- Information contained in Self-Service dates back to October of 2003.
- If you wish to change the view date, click



- You can then specify what date range you wish to review.

To View, Add, Change or Edit Your Federal W-4 Tax Status

- Sign into Your Employee Self Service

Select: W-4 Tax Information in the Payroll and Compensation section.

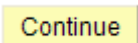
- Your Federal W-4 Tax Information will be displayed.

Make any changes to the Federal W-4 by entering the data into the fields on this page.

When you have completed the changes, click on the Submit button at the bottom of the page.



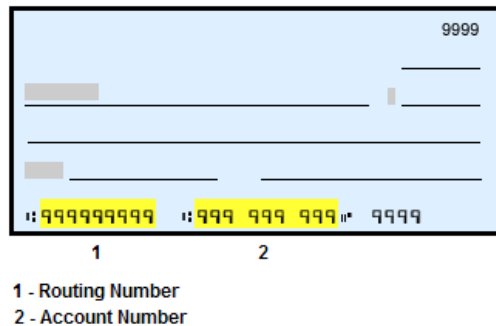
Under penalties of perjury, I declare that I have examined this certificate and to the best of my knowledge and belief, it is true, correct, and complete.

- After clicking on the Submit button, you will be required to enter your password to confirm your change, then click 
- After saving the data, **YESS** will automatically send you an email that your Federal Tax Data has been updated.

To View, Add, Change or Edit Your Direct Deposit Account Information

- Sign into Your Employee Self Service
- Select: Direct Deposit in the Payroll and Compensation section.
- Select: **Edit** **Delete** or **Add Account** and complete the pages as required.
- When electing direct deposit and you have one account designated, select Deposit Type -PERCENT and enter 100 in the AMOUNT/PERCENT field.
- When electing direct deposit and you have more the one account designated, you must have one balance account. This is the account to which all remaining money will be deposited.
- The Deposit Order is the order in which money will be distributed to each account. The lower the number, the higher the priority the money is distributed. 1 is the first account that will have money distributed.
- When using multiple accounts, it is best if you designate deposit order 1 with a deposit type of AMOUNT and the final deposit order to be identified as balance. When using deposit type of PERCENT, the total percentage must equal 100%.

Refer to the image below to identify account and transit



- Many savings account deposit slips do not contain a 9-digit bank transit number (also referred to as a routing number or ABA number). If you wish to deposit into a savings account and there is no transit number on the deposit slip, you must contact your financial institution to verify their transit number.
- If the account number printed on your check contains non-numerical fields (i.e. hyphens, dashes, periods) do not enter the non-numerical fields when entering your account number.
- After saving the data, YESS will automatically send you an email that your Direct Deposit information has been updated.
- NOTE: Enrolling (changing a Direct Deposit Account) may result in receiving a live check for one pay period. In order to determine if you will receive a live check or if you earnings are directly deposited into your account, view YESS.

To View Your State Tax Status

- Sign into Your Employee Self Service
- Select: State Tax Information in the Payroll and Compensation section.
- Your State Tax Information will be displayed.
 - You cannot make changes to your State Tax information. If you wish to change your State Tax information, contact Payroll at payroll@tcnj.edu.

To View Your Voluntary Deductions

- Sign into Your Employee Self Service

Select: Voluntary Deductions in the Payroll and Compensation section.

Your Voluntary Deductions will appear

- To change your Voluntary Deductions, contact the Payroll Office at payroll@tcnj.edu

To View your Benefits Information



- Sign into Your Employee Self Service

Select: Benefits under the Benefits section. This will provide you with the details about the Benefit you have selected.

- Choose the Savings Summary, Health Care Summary or Flexible Spending Account from the Benefits folder.

To Log Out of YESS

Always be sure to Log Out of your [YESS](#) session as soon as you have completed viewing, updating or printing your data.

- Click  in the Upper Right hand corner of the page. This will insure that no one else will be able to view Your Employee Self Service data.
- This will return you to the log in screen. Click the X  in the upper left hand corner of the page to fully end your session.
- If you have finished using the computer remember to fully log off the network.