


# How do I upload my COVID-19 Vaccinate or Testing status?

Log on to Employee Self Service at: <https://www.nps.k12.nj.us/employees/self-service/>

## Employee Self Service




### 2020 W-2 Tax Forms

The Newark Board of Education Human Resource Services Office of Payroll will be mailing all 2020 W-2 tax forms to your home/mailling address by January 29, 2021.

Also beginning on Monday, January 25, 2020, you can view, download and print a copy through Employee Self Service (ESS), accessible by clicking ESS Login below. Once you log in, click the View W-2/W-2c Forms. Follow the instructions on the screens. Note that you can also access and print W-2 forms back to 2007.

- If you need assistance in accessing ESS, please contact Information Services at 973-733-8700 or email them at [csupport@nps.k12.nj.us](mailto:csupport@nps.k12.nj.us).
- If you have any questions or believe there is an error on your W-2 form, please email Payroll Customer Service at [payrollcs@nps.k12.nj.us](mailto:payrollcs@nps.k12.nj.us) or call 973-733-6201.


 **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 [csupport@nps.k12.nj.us](mailto:csupport@nps.k12.nj.us).


Enter your NBOE User ID and Password where indicated.

## Newark Board of Education

# ESS



## Employee Self Service



User ID:

Password:

**Sign In**

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](#)

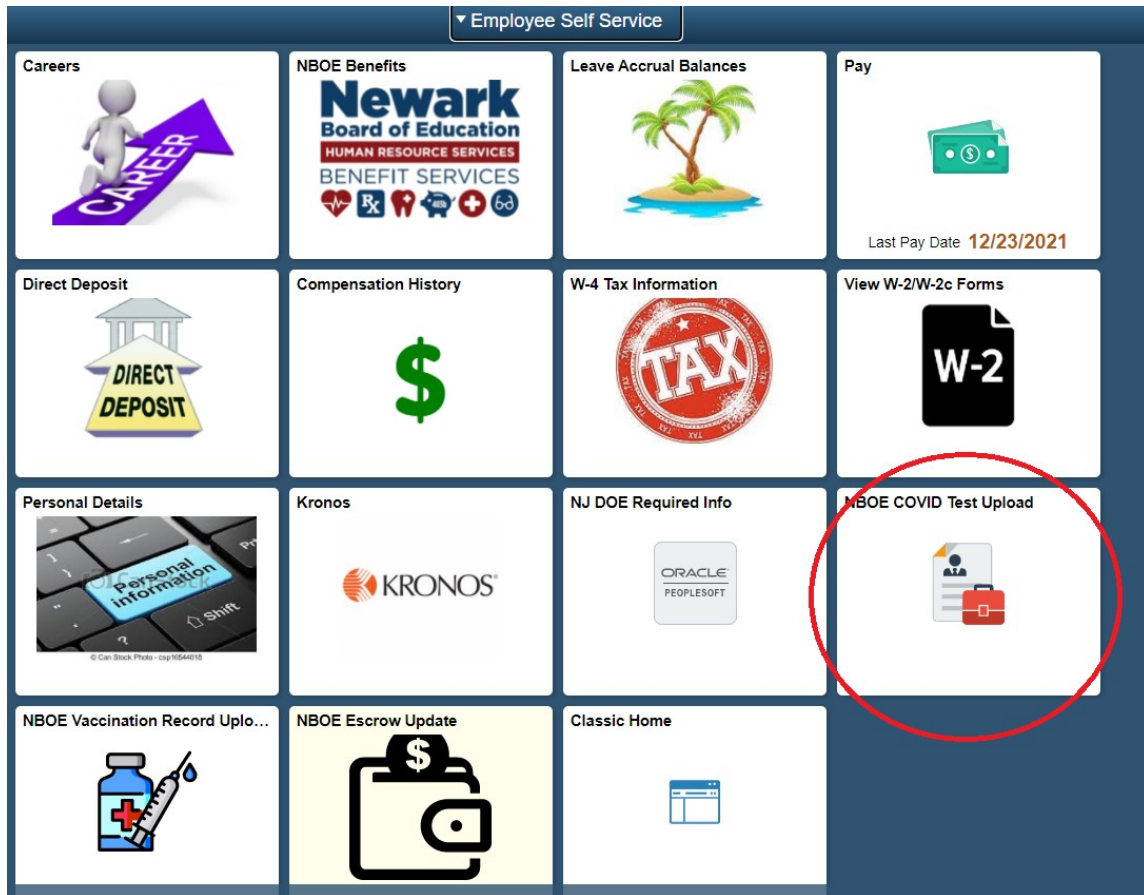
[Employee Self Service HOW-TO](#)

[NBOE Home Page](#)

[Click here to reset expired password](#)

# How to upload my COVID-19 Testing status?

Click on NBOE COVID TEST UPLOAD



Click on the PLUS SIGN up Unload your test

Employee Self Service

### NBOE COVID Test Upload

Location Code  
Empl ID

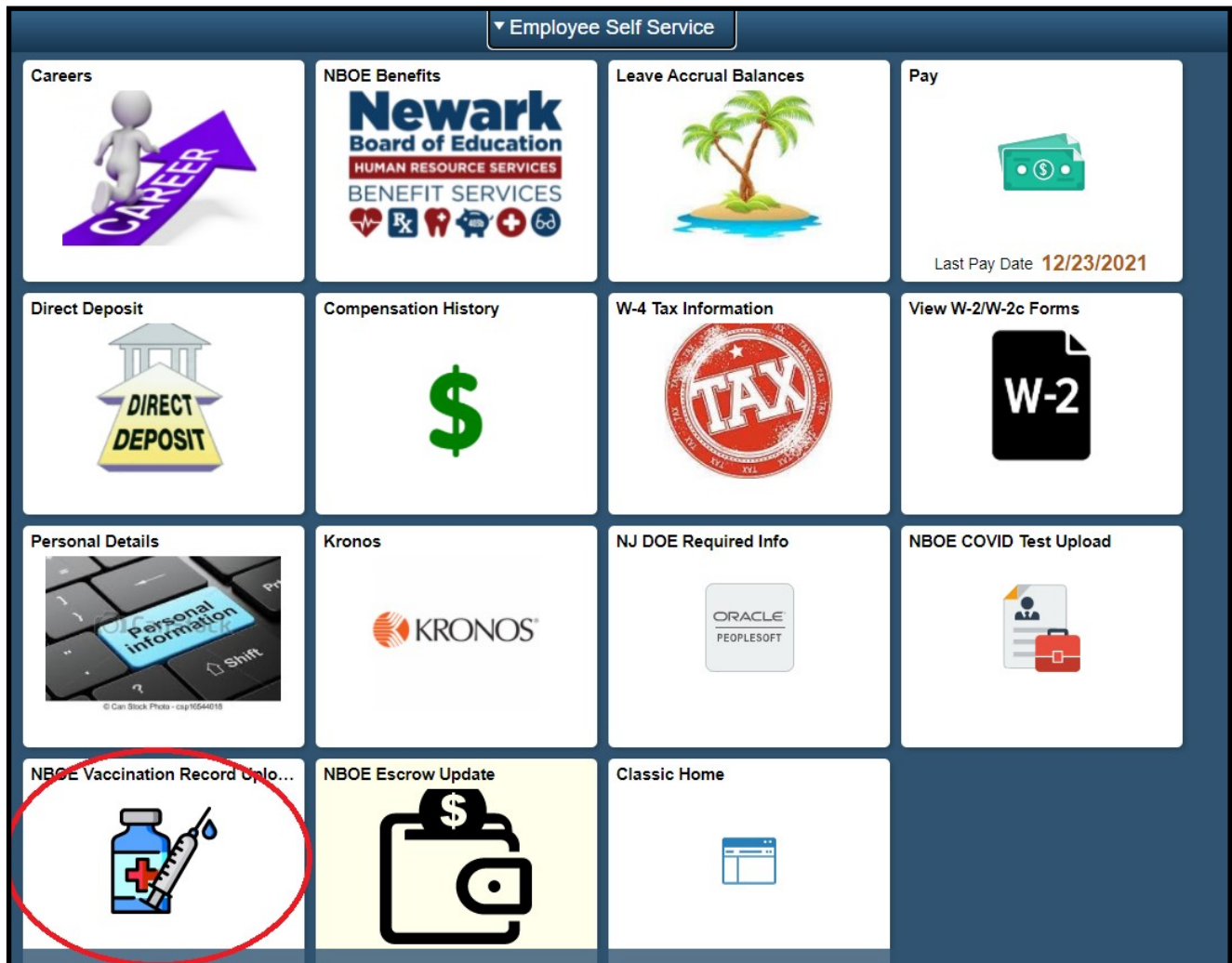
If you have a positive test result, please contact Health Services at [nboecovid@nps.k12.nj.us](mailto:nboecovid@nps.k12.nj.us).  
Enter the date that the Covid test was taken, and click on the Upload button to attach your results. To add an additional result, please use the [+] button.  
Once you submit your results, you will receive a confirmation email. You will receive additional email notification after your results are reviewed.

Sequence	Test Date	Work Status	Upload	View	Attached File	Submitted Date
1	08/22/2021	Approved for OnSite	Upload	View		08/25/2021

1 row

# How to upload my COVID-19 Vaccine status?

Click on NBOE Vaccination Record Update



Click on the PLUS SIGN up Unload your test

Employee Self Service | NBOE Vaccination Record Upload

NBOE Vaccination Record Upload

Location  
Empl ID  
Name

Enter the Vaccine Type and Dosing Status. Once these are entered, click on the Upload button to attach your Vaccine Record Card.  
To add a second Vaccine dose, use the [+] button and follow the same steps, selecting Complete to identify that your vaccination series is complete.

Seq	Vaccine Type	Dosing Status	Review Status	Upload	View	Attached File	Submitted Date
1	Moderna	Complete	Complete	Upload	View		04/01/2021

1 row

A red arrow points to the '+' button in the bottom right corner of the table.