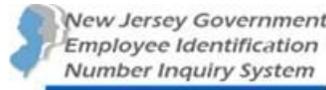


New Jersey Government Employee Identification Number Inquiry System (NJGEID)



User Manual

Department of Personnel Division of Information Technology and Management

Introduction

The State of New Jersey recognizes the special risks associated with the collection, use and disclosure of social security numbers in information technology application systems and processes. Identity Theft has become increasingly more common and damaging to people across the nation. In proactively responding to this threat, the Department of Personnel has established a unique identifier - Employee Identification Number (Employee ID) - on the Personnel Management Information System (PMIS). Every employee on PMIS is now assigned an Employee Identification Number.

The Department of Personnel (DOP), Personnel Management Information System (PMIS) and County and Municipal Personnel System (CAMPS) currently provide employee job information for state and local Appointing Authority human resource staff respectively. In order to access these systems, each user will need their unique EID. The DOP's Division of Information Technology and Management (ITM) has developed the New Jersey Government Employee Identification Number Inquiry System (NJGEID) to provide all state and local employees (including inactive employees) access to view their own EID and current job information.

User Manual Index

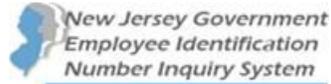
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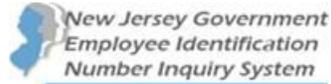
Registration Procedure

If you are a NJ State or Local employee (active and inactive), you must register before you can access the system. Please follow the procedures shown below to register.

Open Internet Explorer and access the following web site:

<https://webapps.dop.state.nj.us/njgeid/>



Or click on the icon  from the DOP homepage.

In the “User Login Page”, click on the Not registered? link below the “Submit” button.

A screenshot of the NJ DOP User Login page. At the top left is the NJ DOP logo. Below it, the text reads "New Jersey Government Employee Identification Number Inquiry System". There is a "User Manual" link in the top right. The main area contains a "User Login:" label above a text input field, a "Password:" label above another text input field, and a "Submit" button below them. Below the "Submit" button are two links: "Not registered?" and "Forgot your Login ID or Password?". At the bottom left, there is a copyright notice: "Copyright 2008 © State of New Jersey Department of Personnel".

You will be directed to the “Set Up Access” page. Please follow the instructions on the right (under “All Steps”). Add the last 4 digits of your SS, your Date of Birth (mm/dd/yyyy) and your last name. Click Next.

A screenshot of the NJGEID "Set Up Access - Verify Your Identity (Step 1 of 3)" page. The top header features the New Jersey Department of Personnel logo on the left and the "NJGEID" logo on the right. A "User Manual" link is in the top right. The main content area is divided into two columns. The left column, titled "Set Up Access - Verify Your Identity (Step 1 of 3)", contains a yellow warning box that says "All fields are required." Below this are three input fields: "Last four digits of SSN: xxx-xx- []", "Date of Birth: [] (mm/dd/yyyy)", and "Last Name: []". A "Next" button is at the bottom of these fields. The right column, titled "All Steps", lists the registration steps: "Step 1: Verify Your Identity", "Step 2: Select User ID, Password, and Setup Security Features", and "Step 3: Review and Sign On". A "Login" link is at the bottom of this column. At the bottom left, there is a copyright notice: "Copyright 2008 © State of New Jersey Department of Personnel". At the bottom right, there is a small blue circular icon with a white question mark.

You will be directed to Step 2 of the “Set Up Access” page. Select a Login ID (between 6-10 characters) and a password (also 6-10 characters). Provide your email address and retype it to confirm. The system also requires that you answer a security questions for future authentication. Click on the Create Account button, once all required information has been completed.

Set Up Access - Setup Login Information (Step 2 of 3)

Welcome,

Important: After you create account, an authentication code will be sent to the email address you provide below. You will need the authentication code to log into the system for the first time. If you forget your Logon ID or password in the future, the system will send your Logon ID or password to the email address you provide below. All fields are required.

Logon ID: (between 6-10 characters)

Password: (between 6-10 characters)

Retype your Password:

Email Address:

Retype your Email Address:

Security Question:

Security Answer:

Important: If you forget your password in the future, the system will ask you the question you enter here. If the answer you give then matches the answer you enter now, the system will reset your password.

Take a moment to review your sign-up information and be sure it's correct before you click the Create Account button.

All Steps

Step 1:
Verify Your Identity

Step 2:
Select User ID, Password,
and Setup Security
Features

Step 3:
Review and Sign On

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You will receive an email from NJGEID@dop.state.nj.us sent to the address that you provided shortly afterwards. This email contains the Authorization code specific to your account.

Subject: NJGEID Notification

This is an automatically generated e-mail, please do not reply. You have created your account successfully. You must enter the authentication code to login to the system for the first time. Your authentication code is: UQMTE012L3

You will be directed to Step 3 of the Set Up Access page. Using the Logon ID and password that you created during registration process, add the authentication code provided from the email. (It may be easier to cut and paste the code from the email, rather than retyping it.) Once the required information is completed, click the “Log on” button.

Set Up Access - Sign On (Step 3 of 3)

Important: You have created your account successfully. Please review your email for your authentication code. You must enter the authentication code to log into the system for the first time.

Logon ID:

Password:

Authentication Code:

[Authentication Code Problem?](#)

All Steps

Step 1:
Verify Your Identity

Step 2:
Select User ID, Password, and
Setup Security Features

Step 3:
Review and Sign On

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Information Review

Once you logon, you will be able to view your Employee Identification Number and your Job Information.



The screenshot shows the NJGEID interface for an employee. At the top, there is a header with the New Jersey Department of Personnel logo and the NJGEID title. Below the header, there are navigation links: User Login Info, Employee Job Info, and Logout. The main content area displays the Employee Identification Number as SAMPLE-EID. Under the heading 'Employee Job Information', there is a section for 'Personal Information' with the following details:

Employee ID:	SAMPLE-EID	Essential Employee:
Employee SSN:	XXX-XX-5397	Education Code:
Employee Name:	SAMPLE NAME	License Code:
Birth Date:		Veteran Status:
Ethnic Code:		Residency Code:
Gender:		Employee Status:
Location Code:		

An employee that has held both State and Local Government jobs will be prompted with selection option buttons for either Local or State employment record viewing.



This screenshot shows the NJGEID interface with additional options for employees with both State and Local Government jobs. The header and navigation are the same as the previous screenshot. Below the Employee ID (SAMPLE-EID) and Employee Name (SAMPLE NAME), there is a section titled 'Select Employee Job Information'. This section contains a table with selection options:

Select	State or Local Employee	Employee Status
<input type="checkbox"/>	Local	Inactive
<input type="checkbox"/>	State	Inactive

At the bottom of the page, there is a copyright notice: Copyright 2008 © State of New Jersey Department of Personnel, and a help icon.

An employee with multiple Local Government jobs will be prompted with selection option buttons to choose the appropriate Local position.



This screenshot shows the NJGEID interface displaying a table of job information for an employee. The header and navigation are the same as the previous screenshots. Below the Employee ID (SAMPLE-EID), there is a section titled 'Employee Job Information' which contains a table with the following data:

Select	Job	Title Code	Title Name	Perm Status	Appt Type	Appt Date	Department Name	Job Status
<input type="checkbox"/>	1	SAMPLE	SAMPLE	Y	RAP			A
<input type="checkbox"/>	2	SAMPLE	SAMPLE	Y	RAO			A
<input type="checkbox"/>	3	SAMPLE	SAMPLE	N	RAO			I

At the bottom of the page, there is a copyright notice: Copyright 2008 © State of New Jersey Department of Personnel, and a help icon.

When you've finished reviewing your information, please log-off of the system.

Access Issues

If the system cannot find a match with the information you provided with our database records, you will receive an error message. Please review the information that you typed is correct.

New Jersey Department of Personnel NJGEID

Set Up Access - Verify Your Identity (Step 1 of 3)

There is no match found in our database, please reenter.

All fields are required.

Last four digits of SSN: xxx-xx- 3333

Date of Birth: 10/09/1985 (mm/dd/yyyy)

Last Name: smith

Next

All Steps

Step 1: Verify Your Identity

Step 2: Select User ID, Password, and Setup Security Features

Step 3: Review and Sign On

[Login](#)

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If there is duplicate information or the DOB is not found in our database, the user needs to contact DOP by clicking [here](#):

New Jersey Department of Personnel NJGEID

Set Up Access - Verify Your Identity (Step 1 of 3)

Verification cannot be confirmed. Please contact DOP, click here.

All fields are required.

Last four digits of SSN: xxx-xx- 3333

Date of Birth: 03/03/1953 (mm/dd/yyyy)

Last Name: JOHN DOE

Next

All Steps

Step 1: Verify Your Identity

Step 2: Select User ID, Password, and Setup Security Features

Step 3: Review and Sign On

[Login](#)

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You will be directed to a request form. Please complete the information required in the form and then click the “Submit” button. The information will be sent to DOP.

NJ DOP New Jersey Government Employee Identification Number Inquiry System

All fields are Required.

First Name: _____

Last Name: _____

Your e-mail Address: _____

Your Last 4 Digits of SSN: _____

Your Birth Date: _____ (mm/dd/yyyy)

Submit Cancel

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Once DOP receives this information, the database will be corrected and the user will be informed by e-mail on how to access the system. User may need to re-register for the ID to be activated.