SALARY APPLICATION SYSTEM: STEP-BY-STEP GUIDE

Salary Upgrades - UFT Education Paraprofessionals



Division of Human Capital Office of Field and Information Services



9/9/2019



TABLE OF CONTENTS

- <u>Salary Upgrades Defined</u>
- Pre-Application Success Checklist
- <u>Sign In</u>
- <u>Start Application</u>
- Personal Information/Profile
- Educational Information
 - Diplomas/Credits/Degrees
 - <u>Select Upgrade</u>



TABLE OF CONTENTS -CONTINUED

- **Documents**
 - Upload Supporting Documents
- <u>Signature</u>
- Application Submission and Confirmation
- History and Certificates



SALARY UPGRADES DEFINED

 Salary upgrades are salary increases that are available to paraprofessionals based on the attainment of academic credentials and/or experience.



PRE-APPLICATION SUCCESS CHECKLIST – REVIEW BEFORE APPLYING FOR A SALARY UPGRADE

Pre-Application Success Checklist – Review Before Applying for a Salary Upgrade



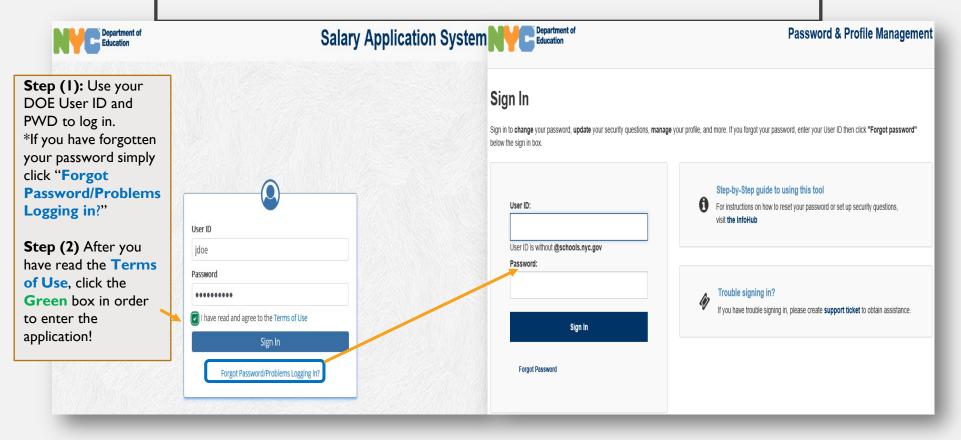
PRE-APPLICATION SUCCESS CHECKLIST - REVIEW BEFORE APPLYING FOR A SALARY UPGRADE

Pre-Application Success Checklist – Review Before Applying for a Salary Upgrade

Task	Completed (Yes or No)
iv. Educational Information and Experience (Where Applicable)	
1. Have all Degree(s) and/or Credit(s) information available so you can enter the information online (if applicable).	
a. Note you will need to upload transcripts (front and back) and graduation date if a degree is required.	
b. You must enter degrees in the order they were awarded. For example, enter your HS diploma before entering your	
bachelor's degree information.	
c. Proof of Credits (if applicable)	
v. Documents (Proof of Educational Experience and/or Credits and/or Employment)	
1. Have the files (allowable file formats: pdf, png, jpg or jpeg) for each credit(s) and/or degree(s) transcripts readily	
available on your computer (if applicable).	
2. Have the files (allowable file formats: pdf, png, jpg or jpeg) for proof of credits readily available on your computer (if	
2. Have the files (allowable file formats: pdf, png, jpg or jpeg) for proof of credits readily available on your computer (if applicable).	



SALARY APPLICATION SYSTEM - SIGN IN





	SALAF	RY UPGRADE	– APPLICATION			
The welcome		nt of	Salary Application System			
page provides you with information	# Home D History 8	Certificates	0	Jane Doe		
regarding your salary code eligibility.	Welcome,	Jane Doe!		ployee n Out		
If you are eligible to apply for a salary upgrade	According to our records, • Salary Code: P5	you are an existing employee of the NYC D	DE, with the following Salary Code.			
click "Start Application."	Based on your title, you a Start Application	re eligible to fill out a Salary Upgrade applie	ation.			

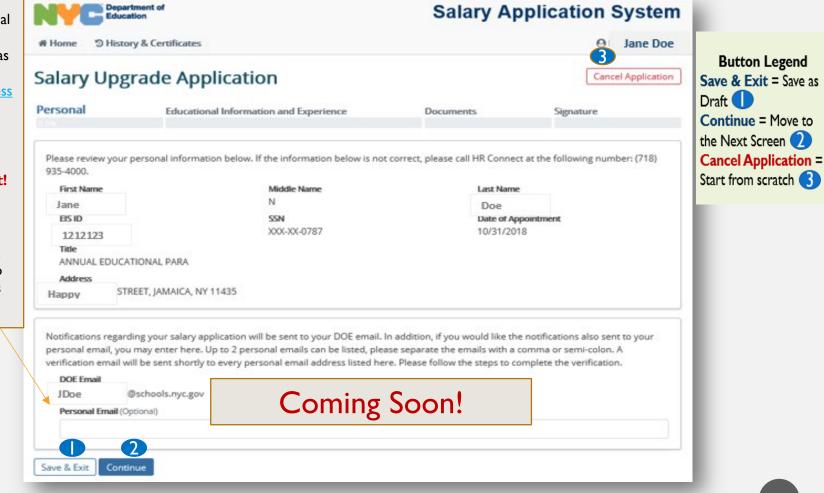


SALARY UPGRADE – PERSONAL INFORMATION

Review your personal information. *If your last name has recently changed, click <u>www.nyc.gov/ess</u> to update your information.

Coming Soon – Not Available Yet!

If you would like notifications of your application sent to your personal email, you may enter up to two email addresses on this page.





SALARY UPGRADE - EDUCATIONAL INFORMATION

(DIPLOMAS/CREDITS/DEGREES)

Step (1): Action is Department of Salary Application System required. Please Education select "**Yes**" or # Home D History & Certificates 0 Jane Doe "No" regarding 6 diplomas, degree(s) Salary Upgrade Application Cancel Application **Button Legend** or credit(s) earned. **Save** = After every "Save" each entry. Educational Information and Experience Personal Documents Signature entry *You must supply 20% Complete Cancel = Discard 2 **Back** = Previous documents to submit Have you earned a HS Diploma, college credits, and/or college degree(s) which may be credited towards your salary upgrade? Screen < the application. **IMPORTANT NOTE:** Please list **all** HS diplomas, ✓ Yes O No **Save & Exit** = Save as Step (2): If you have credits and/or degrees which may be credited towards Draft 4 selected "Yes" enter School 8 7 your salary upgrade. **Continue** = Move to information in the Mercy College English 75 Bachelors / Edit Delete the Next Screen 5 online form. 04/12/2019 **Cancel Application** = Start from scrate Enter as many Edit = Modify entry 7 Please enter the college degree and/or credits information below. degrees or credits **Delete** = Remove the that you have School Name Degree Type entire entry (8) Choose One... ۰ documentation for by Degree Major Earned Date Credits (if applicable) clicking the "+Add" MM/DD/YYYY 前 0 2 *You must supply Save Cancel 5 3 4 documents to submit Back Save & Exit Continue the application.



supporting

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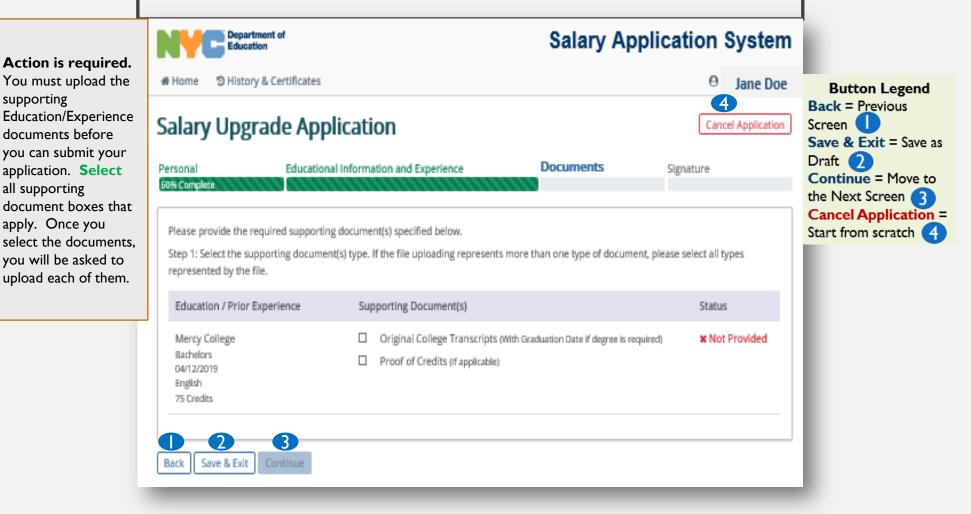
button.

supporting

SALARY UPGRADE – EDUCATIONAL **INFORMATION AND EXPERIENCE** (SELECT UPGRADE)

Action is	Department of Education		Salary Appl	ication System	
required. Please	Home SHistory & Certificates			Jane Doe	
select the upgrade. *You must supply	Salary Upgrade Appli	ication		Cancel Application	Button Legend Back = Previous
supporting	Personal Education	al Information and Experience	e Documents	Signature	Screen 🕕
documents to	Please select the salary upgrade for which	th you are applying.			Save & Exit = Save as
submit the	Title Designation	Step Code Education and/or E	xperience Requirements		Draft 📿
application.	O Teacher Assistant This title is not eligible for Salary Upgrade	P1 LEVEL 1 TEACHING	ASSISTANT CERTIFICATE		Continue = Move to
	O Educational Assistant	P2 6 APPROVED COLLE	GE CREDITS, PLUS ONE YEAR EXPERIE	INCE REQUIRED	the Next Screen (3)
	O Educational Assistant A-I		EGE CREDITS. NO EXPERIENCE REQU		Cancel Application =
	O Educational Assistant A-II		EGE CREDITS. NO EXPERIENCE REQU	RED.	Start from scratch 👍
	Educational Assistant B Educational Associate		EGE CREDITS. NO EXPERIENCE REQU EGE CREDITS PLUS 2 YEARS OF EXPER		
		EDUCATIONAL PAR	APROFESSIONAL WITH THE NYC DEPA S 1 YEAR OF EXPERIENCE AS AN EDUC	RTMENT OF EDUCATION	
	O Educational Associate A	PROGRAM APPROP DEPARTMENT OF EI	EGE CREDITS AS A MATRICULATED ST RIATE TO A TEACHING/PROFESSIONA OUCATION PLUS 2 VEARS OF EXPERIE L WITH THE NYC DEPARTMENT OF ED	L CAREER WITH THE NYC NCE AS AN EDUCATIONAL	
	O Educational Associate B	OF HIGHER EDUCAT	DEGREE FROM AN APPROVED DEGRE ION PLUS ONE YEAR OF SATISFACTO APROFESSIONAL WITH THE NYC DEPA	RY SERVICE AS AN	
	O Auxiliary Trainer	EDUCATIONAL PAR	EGE CREDITS PLUS 3 YEARS OF EXPER NPROFESSIONAL WITH THE NYC DEPA S 2 YEARS OF EXPERIENCE AS AN EDU L	ARTMENT OF EDUCATION	
	O Auxiliary Trainer A	PROGRAM APPROP DEPARTMENT OF EI PARAPROFESSIONA	EGE CREDITS AS A MATRICULATED ST RIATE TO A TEACHING/PROFESSIONA JUCATION PLUS 2 YEARS OF EXPERIE L WITH THE NYC DEPARTMENT OF ED LIARY TRAINER IS REQUIRED.	L CAREER WITH THE NYC NCE AS AN EDUCATIONAL	
	Auxiliary Trainer B	OF HIGHER EDUCAT EDUCATIONAL PAR	DEGREE FROM AN APPROVED DEGRE ION AND ONE YEAR OF SATISFACTOR APROFESSIONAL WITH THE NYC DEPA IS AN AUXILIARY TRAINER IS REQUIRE	RY SERVICE AS AN ARTMENT OF EDUCATION.	
	Back Save & Exit Continue				



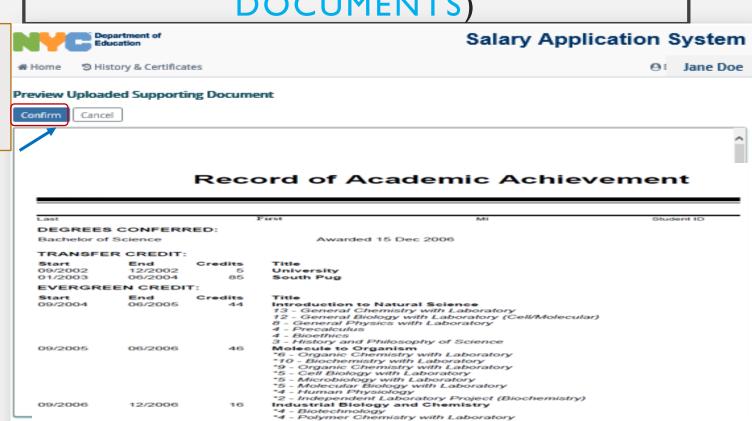




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Jpload	Step 1: Select the supporting docs	orting document(i) specified be			Sputure						
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g)		This PC	Name			Date modified	Type	Size			
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CK		Desktop				i/14/2010 12:23 PM	File folder				
	8	Documents				i/1/2018 11:29 AM	File folder				
ck		Downloads				1/20/2010 3:29 PM	File folder				
CK		Music				5/14/2010 12:26 PM 5/14/2010 12:27 PM	File folder File folder				
		Pictures				i/14/2010 12:27 PM	File folder				
		Videos				11/14/2018 8:26 AM	File folder				
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		Local Disk (D:)				3/14/2010 12:27 PM	File folder				
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You must click the **blue** "Confirm" button, once you have selected the correct file which has all the required information.



Confirm Cancel

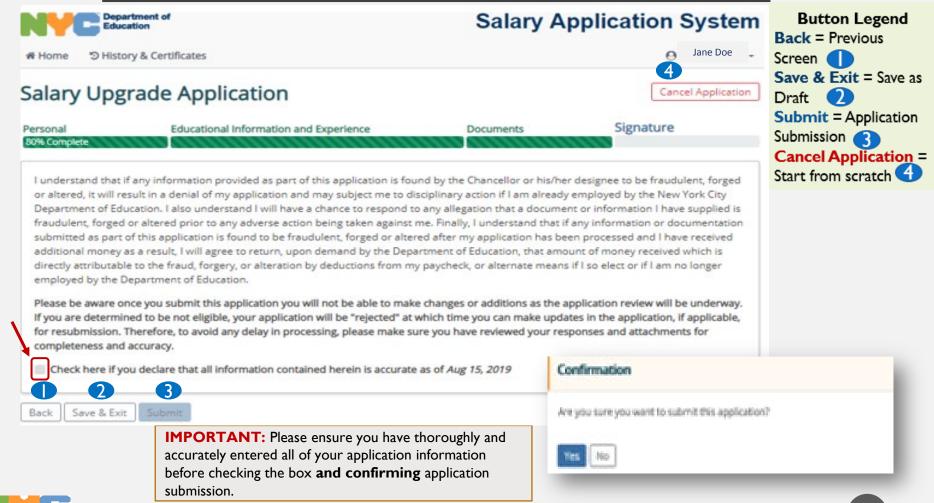


In order to "Continue" to the next page, the "Status" of" < Complete " must appear in each area you provided information.

	/	
Department of Education	Salary Application System	
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alary Upgrade App	dication Cancel Application	Screen Save & Exit = Save a
ersonal Education	al Information and Experience Documents Signature	Draft 2 Continue = Move to the Next Screen 3
Please provide the required supportin Step 1: Select the supporting docume represented by the file.	ng document(s) specified below. nt(s) type. If the file uploading represents more than one type of document, please select all types	Cancel Application Start from scratch Delete = Remove entire entry 5
Education / Prior Experience	Supporting Document(s) Status	
Mercy College Bachelors 04/12/2019 English 75 Credits	Original College Transcripts (With Graduation Date if degree is required) Mercy College.pdf Delete Proof of Credits (If applicable)	
Back Save & Exit Continue		







Department of Education

SALARY UPGRADE – APPLICATION SUBMISSION AND CONFIRMATION



Salary Application System

Θ

Jane Doe

Once you have submitted your application, you will be provided with an application tracking number confirming your application submission. You can also **view** and **print** your application.

Home 9 History & Certificates

Salary Upgrade Application

Congratulations! You have successfully submitted a salary application!

Your application will be evaluated for a Salary Upgrade application.

Your salary application tracking number is SU19040005782. Please retain this number for your records.

An email confirming submission of your salary upgrade application will also be sent to your designated email JDoe l@schools.nyc.gov

Kyou have any questions, please contact HR Connect at 718-935-4000.





SALARY UPGRADE – HISTORY & CERTIFICATES AND HOME

Department Education	of	-	Salary Applica	ation System	Departmen Education	td	Salary Applic	cation System
Home History & Cert				Jane Doe	Home DHistory & Welcome,			θ Jane Doe Employee
pplication pgrade Certificate pgrade Certificate	Submitted Date 05/22/2019 08/09/2019	Tracking Number SU19040005782 SU19040005782	Status Rejected Submitted	Varey/Frint	You are currently not eligib	Jane Doe! le to submit a Salary Application for the f pending salary application based on educ	san dan	Sign Cut
Imp "H see • • • • You	oortant: When y	ou log in and clic tificates," you ca e er	k	Application	will inforn	e " Home " page n you whether ligible to submit oplication.	Look for the "Sign near the top-right s browser window, it a drop-down menu account page or un name.	ection of the is located in under your

