

SALARY APPLICATION SYSTEM: STEP-BY-STEP GUIDE

Salary Upgrades - UFT Education Paraprofessionals



Division of Human Capital
Office of Field and Information Services

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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

Task	Completed (Yes or No)
i. Salary Application System Browser Requirements	
1. You will need one of the following to use the Salary Application System:	
a. Latest version of Microsoft Internet Explorer (IE)	
b. Latest version of Microsoft Edge	
c. Latest version of Google Chrome	
d. Latest version Safari	
ii. DOE user ID and password	
1. If you have forgotten your password, you can have your password reset.	
a. The Salary Application System will ask you whether you have forgotten your password.	
iii. Personal Information/Profile	
1. Have you recently changed your name?	
a. Go to ESS (www.nyc.gov/ess) to update the information.	
2. Consider whether you want to add up two personal email addresses where application status information can be sent.	

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 applicable).	
vi. Signature (Application Declaration)	
1. Be prepared to attest to the accuracy of all the information you have provided.	

SALARY APPLICATION SYSTEM – SIGN IN



Step (1): Use your DOE User ID and PWD to log in.
*If you have forgotten your password simply click “**Forgot Password/Problems Logging in?**”

Step (2) After you have read the **Terms of Use**, click the **Green** box in order to enter the application!

A screenshot of the login form with annotations. An orange arrow points from the 'Forgot Password/Problems Logging In?' link to the 'Password' field. Another orange arrow points from the 'Sign In' button to the 'Sign In' button in the larger screenshot on the right.

User ID
|doe

Password
.....

I have read and agree to the [Terms of Use](#)

Sign In

[Forgot Password/Problems Logging In?](#)

Sign In

Sign in to **change** your password, **update** your security questions, **manage** your profile, and more. If you forgot your password, enter your User ID then click “**Forgot password**” below the sign in box.

User ID:

User ID is without @schools.nyc.gov

Password:

Sign In

[Forgot Password](#)

Step-by-Step guide to using this tool



For instructions on how to reset your password or set up security questions, visit the [InfoHub](#)



Trouble signing in?

If you have trouble signing in, please create [support ticket](#) to obtain assistance.

SALARY UPGRADE – APPLICATION

The welcome page provides you with information regarding your salary code eligibility. If you are eligible to apply for a salary upgrade click “**Start Application.**”

The screenshot shows the 'Salary Application System' interface. At the top left is the NYC Department of Education logo. To the right, the title 'Salary Application System' is displayed. Below the logo are navigation links for '# Home' and 'History & Certificates'. On the right side, a user profile for 'Jane Doe' is shown with options for 'Employee' and 'Sign Out'. The main content area features a 'Welcome, Jane Doe!' message. Below this, it states: 'According to our records, you are an existing employee of the NYC DOE, with the following Salary Code.' A bullet point indicates 'Salary Code: P5'. The final line of text reads: 'Based on your title, you are eligible to fill out a Salary Upgrade application.' A blue button labeled 'Start Application' is highlighted with a red border, and an orange arrow points from the text in the left sidebar to this button.

SALARY UPGRADE – PERSONAL INFORMATION

Review your personal information.
 *If your last name has recently changed, click www.nyc.gov/ess 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.

NYC Department of Education

Salary Application System

Home History & Certificates Jane Doe

Salary Upgrade Application Cancel Application

Personal Educational Information and Experience Documents Signature

Please review your personal information below. If the information below is not correct, please call HR Connect at the following number: (718) 935-4000.

First Name Jane	Middle Name N	Last Name Doe
EIS ID 1212123	SSN XXX-XX-0787	Date of Appointment 10/31/2018
Title ANNUAL EDUCATIONAL PARA		
Address Happy STREET, JAMAICA, NY 11435		

Notifications regarding your salary application will be sent to your DOE email. In addition, if you would like the notifications also sent to your personal email, you may enter here. Up to 2 personal emails can be listed, please separate the emails with a comma or semi-colon. A verification email will be sent shortly to every personal email address listed here. Please follow the steps to complete the verification.

DOE Email
JDoe @schools.nyc.gov

Personal Email (Optional)

Save & Exit Continue

Button Legend
 Save & Exit = Save as Draft 1
 Continue = Move to the Next Screen 2
 Cancel Application = Start from scratch 3

Coming Soon!

SALARY UPGRADE – EDUCATIONAL INFORMATION (DIPLOMAS/CREDITS/DEGREES)

Step (1): Action is required. Please select “Yes” or “No” regarding diplomas, degree(s) or credit(s) earned. “Save” each entry. *You must supply supporting documents to submit the application.

Step (2): If you have selected “Yes” enter information in the online form.

Enter as many degrees or credits that you have supporting documentation for by clicking the “+Add” button. *You must supply supporting documents to submit the application.

IMPORTANT NOTE: Please list all HS diplomas, credits and/or degrees which may be credited towards your salary upgrade.

School	Degree Type	Language	Credits	Actions
Mercy College	Bachelors	English	75	Edit Delete

Please enter the college degree and/or credits information below.

School Name:

Degree Type:

Degree Major:

Earned Date:

Credits (if applicable):

[Save](#) [Cancel](#)

[Back](#) [Save & Exit](#) [Continue](#)

Button Legend

Save = After every entry **1**

Cancel = Discard **2**

Back = Previous Screen **3**

Save & Exit = Save as Draft **4**

Continue = Move to the Next Screen **5**

Cancel Application = Start from scratch **6**

Edit = Modify entry **7**

Delete = Remove the entire entry **8**

SALARY UPGRADE – EDUCATIONAL INFORMATION AND EXPERIENCE (SELECT UPGRADE)

Action is required. Please select the upgrade. *You must supply supporting documents to submit the application.

NYC Department of Education **Salary Application System**

Home History & Certificates **4** Jane Doe [Cancel Application](#)

Salary Upgrade Application

Personal **Educational Information and Experience** Documents Signature

40% Complete

Please select the salary upgrade for which you are applying.

Title Designation	Step Code	Education and/or Experience Requirements
<input type="radio"/> Teacher Assistant This title is not eligible for Salary Upgrade	P1	LEVEL 1 TEACHING ASSISTANT CERTIFICATE
<input type="radio"/> Educational Assistant	P2	6 APPROVED COLLEGE CREDITS, PLUS ONE YEAR EXPERIENCE REQUIRED
<input type="radio"/> Educational Assistant A-I	P3	15 APPROVED COLLEGE CREDITS. NO EXPERIENCE REQUIRED.
<input type="radio"/> Educational Assistant A-II	P4	30 APPROVED COLLEGE CREDITS. NO EXPERIENCE REQUIRED.
<input type="radio"/> Educational Assistant B	P5	45 APPROVED COLLEGE CREDITS. NO EXPERIENCE REQUIRED.
<input checked="" type="radio"/> Educational Associate	P6	60 APPROVED COLLEGE CREDITS PLUS 2 YEARS OF EXPERIENCE AS AN EDUCATIONAL PARAPROFESSIONAL WITH THE NYC DEPARTMENT OF EDUCATION OR 90 CREDITS PLUS 1 YEAR OF EXPERIENCE AS AN EDUCATIONAL PARAPROFESSIONAL
<input type="radio"/> Educational Associate A	P9	90 APPROVED COLLEGE CREDITS AS A MATRICULATED STUDENT IN A COLLEGE PROGRAM APPROPRIATE TO A TEACHING/PROFESSIONAL CAREER WITH THE NYC DEPARTMENT OF EDUCATION PLUS 2 YEARS OF EXPERIENCE AS AN EDUCATIONAL PARAPROFESSIONAL WITH THE NYC DEPARTMENT OF EDUCATION.
<input type="radio"/> Educational Associate B	P9	A BACCALAUREATE DEGREE FROM AN APPROVED DEGREE GRANTING INSTITUTION OF HIGHER EDUCATION PLUS ONE YEAR OF SATISFACTORY SERVICE AS AN EDUCATIONAL PARAPROFESSIONAL WITH THE NYC DEPARTMENT OF EDUCATION
<input type="radio"/> Auxiliary Trainer	P7	60 APPROVED COLLEGE CREDITS PLUS 3 YEARS OF EXPERIENCE AS AN EDUCATIONAL PARAPROFESSIONAL WITH THE NYC DEPARTMENT OF EDUCATION OR 90 CREDITS PLUS 2 YEARS OF EXPERIENCE AS AN EDUCATIONAL PARAPROFESSIONAL.
<input type="radio"/> Auxiliary Trainer A	P7	90 APPROVED COLLEGE CREDITS AS A MATRICULATED STUDENT IN A COLLEGE PROGRAM APPROPRIATE TO A TEACHING/PROFESSIONAL CAREER WITH THE NYC DEPARTMENT OF EDUCATION PLUS 2 YEARS OF EXPERIENCE AS AN EDUCATIONAL PARAPROFESSIONAL WITH THE NYC DEPARTMENT OF EDUCATION. CURRENT SERVICE AS AN AUXILIARY TRAINER IS REQUIRED.
<input type="radio"/> Auxiliary Trainer B	P7	A BACCALAUREATE DEGREE FROM AN APPROVED DEGREE GRANTING INSTITUTION OF HIGHER EDUCATION AND ONE YEAR OF SATISFACTORY SERVICE AS AN EDUCATIONAL PARAPROFESSIONAL WITH THE NYC DEPARTMENT OF EDUCATION. CURRENT SERVICE AS AN AUXILIARY TRAINER IS REQUIRED

1 **2** **3**

[Back](#) [Save & Exit](#) [Continue](#)

Button Legend
Back = Previous Screen **1**
Save & Exit = Save as Draft **2**
Continue = Move to the Next Screen **3**
Cancel Application = Start from scratch **4**

SALARY UPGRADE – DOCUMENTS (UPLOAD SUPPORTING DOCUMENTS)

Action is required.

You must upload the supporting Education/Experience documents before you can submit your application. **Select** all supporting document boxes that apply. Once you select the documents, you will be asked to upload each of them.

NYC Department of Education Salary Application System

Home History & Certificates Jane Doe

Salary Upgrade Application

Personal Educational Information and Experience **Documents** Signature

60% Complete

Please provide the required supporting document(s) specified below.

Step 1: Select the supporting document(s) type. If the file uploading represents more than one type of document, please select all types represented by the file.

Education / Prior Experience	Supporting Document(s)	Status
Mercy College Bachelors 04/12/2019 English 75 Credits	<input type="checkbox"/> Original College Transcripts (With Graduation Date if degree is required)	✖ Not Provided
	<input type="checkbox"/> Proof of Credits (if applicable)	

1 Back 2 Save & Exit 3 Continue 4 Cancel Application

Button Legend

Back = Previous Screen **1**
Save & Exit = Save as Draft **2**
Continue = Move to the Next Screen **3**
Cancel Application = Start from scratch **4**

SALARY UPGRADE – DOCUMENTS (UPLOAD SUPPORTING DOCUMENTS)

File Selection and Upload Steps

Step (1): Click

Browse

Step (2): Type the file name

(**Allowable file formats are:** pdf, png,

ipg, or jpeg)

Step (3): Click **Open**

Step (4): Click **Upload**

The screenshot displays the 'Salary Application System' interface for Jane Doe. The 'Documents' tab is active, showing a table of supporting documents. A 'Choose File to Upload' dialog box is open, showing a file named 'Mercy College.pdf' selected. The dialog box has a search bar and a file list. The file name 'Mercy College.pdf' is entered in the 'File name' field. The 'Open' button is highlighted with a blue circle and the number 3. The 'Upload' button in the background application is highlighted with a blue circle and the number 4. The 'Browse' button in the background application is highlighted with a blue circle and the number 1. The 'Open' button in the dialog box is highlighted with a blue circle and the number 2.

Education / Prior Experience	Supporting Document(s)	Status
Mercy College: Bachelor's 04/12/2019 English 36 Credits	<input checked="" type="checkbox"/> Original College Transcripts (With Graduation Date if degree is required) <input type="checkbox"/> Proof of Credits of applicable	Not Provided

SALARY UPGRADE – DOCUMENTS (UPLOAD SUPPORTING DOCUMENTS)

You must click the blue “Confirm” button, once you have selected the correct file which has all the required information.

NYC Department of Education Salary Application System

Home History & Certificates Jane Doe

Preview Uploaded Supporting Document

Record of Academic Achievement

Last	First	MI	Student ID
------	-------	----	------------

DEGREES CONFERRED:
Bachelor of Science Awarded 15 Dec 2006

TRANSFER CREDIT:

Start	End	Credits	Title
09/2002	12/2002	5	University
01/2003	06/2004	85	South Pug

EVERGREEN CREDIT:

Start	End	Credits	Title
09/2004	06/2005	44	Introduction to Natural Science 13 - General Chemistry with Laboratory 12 - General Biology with Laboratory (Cell/Molecular) 8 - General Physics with Laboratory 4 - Precalculus 4 - Bioethics 3 - History and Philosophy of Science
09/2005	06/2006	46	Molecule to Organism *6 - Organic Chemistry with Laboratory *10 - Biochemistry with Laboratory *9 - Organic Chemistry with Laboratory *5 - Cell Biology with Laboratory *5 - Microbiology with Laboratory *5 - Molecular Biology with Laboratory *4 - Human Physiology *2 - Independent Laboratory Project (Biochemistry)
09/2006	12/2006	16	Industrial Biology and Chemistry *4 - Biotechnology *4 - Polymer Chemistry with Laboratory

SALARY UPGRADE – DOCUMENTS (UPLOAD SUPPORTING DOCUMENTS)

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

NYC Department of Education

Salary Application System

Home History & Certificates Jane Doe

Salary Upgrade Application

Cancel Application

Personal 60% Complete Educational Information and Experience Documents Signature

Please provide the required supporting document(s) specified below.

Step 1: Select the supporting document(s) type. If the file uploading represents more than one type of document, please select all types represented by the file.

Education / Prior Experience	Supporting Document(s)	Status
Mercy College Bachelors 04/12/2019 English 75 Credits	<input type="checkbox"/> Original College Transcripts (With Graduation Date if degree is required) Mercy College.pdf 5	Complete
	<input type="checkbox"/> Proof of Credits (if applicable)	

1 Back **2** Save & Exit **3** Continue

Button Legend

Back = Previous Screen **1**

Save & Exit = Save as Draft **2**

Continue = Move to the Next Screen **3**

Cancel Application = Start from scratch **4**

Delete = Remove the entire entry **5**

SALARY UPGRADE – SIGNATURE

NYC Department of Education

Salary Application System

Jane Doe

Cancel Application

Personal 80% Complete Educational Information and Experience Documents Signature

I understand that if any information provided as part of this application is found by the Chancellor or his/her designee to be fraudulent, forged or altered, it will result in a denial of my application and may subject me to disciplinary action if I am already employed by the New York City Department of Education. I also understand I will have a chance to respond to any allegation that a document or information I have supplied is fraudulent, forged or altered prior to any adverse action being taken against me. Finally, I understand that if any information or documentation submitted as part of this application is found to be fraudulent, forged or altered after my application has been processed and I have received additional money as a result, I will agree to return, upon demand by the Department of Education, that amount of money received which is directly attributable to the fraud, forgery, or alteration by deductions from my paycheck, or alternate means if I so elect or if I am no longer employed by the Department of Education.

Please be aware once you submit this application you will not be able to make changes or additions as the application review will be underway. If you are determined to be not eligible, your application will be "rejected" at which time you can make updates in the application, if applicable, for resubmission. Therefore, to avoid any delay in processing, please make sure you have reviewed your responses and attachments for completeness and accuracy.

Check here if you declare that all information contained herein is accurate as of Aug 15, 2019

1 2 3

Back Save & Exit Submit

Confirmation

Are you sure you want to submit this application?

Yes No

- Button Legend**
- Back = Previous
 - Screen 1
 - Save & Exit = Save as Draft
 - 2
 - Submit = Application Submission
 - 3
 - Cancel Application = Start from scratch
 - 4

IMPORTANT: Please ensure you have thoroughly and accurately entered all of your application information before checking the box **and confirming** application submission.

SALARY UPGRADE – APPLICATION SUBMISSION AND CONFIRMATION

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.

The screenshot shows the 'Salary Application System' interface for Jane Doe. The main heading is 'Salary Upgrade Application'. A green message states: 'Congratulations! You have successfully submitted a salary application!'. Below this, it says 'Your application will be evaluated for a Salary Upgrade application.' The tracking number 'SU19040005782' is highlighted in an orange box. The text continues: 'Your salary application tracking number is SU19040005782. Please retain this number for your records.' It also mentions that a confirmation email will be sent to 'JDoe I@schools.nyc.gov'. At the bottom, there are two buttons: 'Close' and 'View / Print Application'.

SALARY UPGRADE – HISTORY & CERTIFICATES AND HOME

The image displays two screenshots of the Salary Application System interface. The left screenshot shows the 'History & Certificates' page, which includes a table with columns for Application, Submitted Date, Tracking Number, and Status. Below the table are 'View/Print' buttons for each application. The right screenshot shows the 'Home' page, which includes a 'Welcome, Jane Doe!' message and a 'Sign Out' option in the user menu.

Application	Submitted Date	Tracking Number	Status
Upgrade Certificate	05/22/2019	SU19040005782	Rejected
Upgrade Certificate	08/09/2019	SU19040005782	Submitted

Important: When you log in and click “**History and Certificates,**” you can see your:

- Application
- Submission Date
- Tracking Number
- Status

You can also **view** and **print** your application.

Note: The “**Home**” page will inform you whether you are eligible to submit a salary application.

Look for the “**Sign Out**” option near the top-right section of the browser window, it is located in a drop-down menu under your account page or under your name.