SALARY APPLICATION SYSTEM: STEP-BY-STEP GUIDE

Salary Steps

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TABLE OF CONTENTS

SALARY STEPS DEFINED

- Salary steps are increases in salary based on service at the NYC DOE or any relevant outside experience.

- You must apply for both salary differentials and steps in order to be placed on the correct salary scale based on your qualifications.

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

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

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 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 STEP

Pre-Application Success Checklist – Review Before Applying for a Salary Step	
Task	**Completed (Yes or No)**
iv. Educational Information and Experience (Where Applicable)	
1. Review salary and benefits information on the Employee InfoHub https://infohub.nyced.org/nyc-doe-roles/teachers-at-the-doe/your-teaching-career/salary	
2. 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 bachelor's degree information before entering your master's degree information.	
c. Proof of Credits (if applicable)	
d. Proof of A+ Credits/Coursework (if applicable)	
3. Have all DOE Employment information available so you can enter the information online (if applicable). Step	
4. Have all Employment (Taught) Outside of the DOE information available so you can enter the information online (if applicable). Trade Teachers Only	
a. Verification of employment such as dates, contact information, job description, etc. **Trade Teachers Only**	
5. Have Military Service information available so you can enter the information online (if applicable). Trade Teachers Only	
a. Note you will need to upload Form DD2-14, verification of Honorable Discharge (Military Experience). **Trade Teachers Only**	
6. Have all Non-Teaching Experience that is Related to Current Working License available so you can enter the information online (if applicable). Trade Teachers Only	
a. Proof of Credits (if applicable) **Trade Teachers Only**	
b. Proof of A+ Credits/Coursework (if applicable) **Trade Teachers Only**	

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

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

Task	Completed (Yes or No)
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 degree(s) and/or credit(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).	
3. Have the files (allowable file formats: pdf, png, jpg or jpeg) for proof of A+ Credits/Coursework readily available on your computer (if applicable).	
4. Have the files (allowable file formats: pdf, png, jpg or jpeg) for verification of employment or teaching experience readily available on your computer (if applicable).	
5. Have the files (allowable file formats: pdf, png, jpg or jpeg) for Form DD2-14, verification of Honorable Discharge (Military Experience) 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.	

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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!

Salary Application System

User ID

jdoe

Password

••••••••••

☑ I have read and agree to the Terms of Use

Sign In

Forgot Password/Problems Logging In?

Password & Profile Management

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 STEP – APPLICATION SELECTION

Step (1): Read the information.
*For additional salary information, please click on the DOE website link provided in "blue" to bring you to that page.

Step (2): Action is required. Click the respective application you are applying for and then click the "**Start Application**" button.

NYC Department of Education

Salary Application System

⌂ Home   ⟲ History & Certificates   ⊖ Jane Doe

Welcome, Jane Doe!

According to our records, you are an existing employee of the NYC DOE, with the following salary code.

- Salary Differential: RA
- Salary Step: 1A

PLEASE NOTE: Effective 9/1/2019, there are changes in the requirements for teachers applying for the "Second" Salary Differential (i.e. Bachelor's Degree + Master's degree + 30 additional credits). Please visit the DOE website for additional information on Salary Differentials and Salary Steps

Based on your title, you are eligible to fill out a new salary application. Please select the application you are applying for.

○ Educational Information (Salary Differential)
✔ Prior Experience (Salary Step)
○ Educational Information and Prior Experience (Salary Differential and Step)

Start Application

NYC Department of Education   Family Website

InfoHub   Search...

Resources ▾   Reports and Policies ▾   Partners and Providers ▾   DOE

Home ▸ Your Teaching Career ▸ Salary and Benefits

Salary and Benefits

On this page...

1. Overview ⊘   4. Prior teaching experience ⊘
2. Salary Steps ⊘   5. Applying for a Salary Step ⊘
3. Eligibility ⊘   6. What happens if...? ⊘

SALARY STEP – 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.

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

NYC Department of Education

Salary Application System

⚏ Home   ⟳ History & Certificates

⊖ Jane Doe

③

Salary Step Application

Cancel Application

Personal   Educational Information and Experience   Documents   Signature

0.0%

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

Last Name
Doe

EIS ID
1212123

SSN
XXX-XX-6123

Date of Appointment
09/04/2018

Title
TEACHER

Address
Happy   AVE, JAMIACA, NY 11432

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

Coming Soon!

Personal Email (Optional)

①   ②

Save & Exit   Continue

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SALARY STEP – PRIOR EXPERIENCE (NYC DOE EMPLOYMENT)

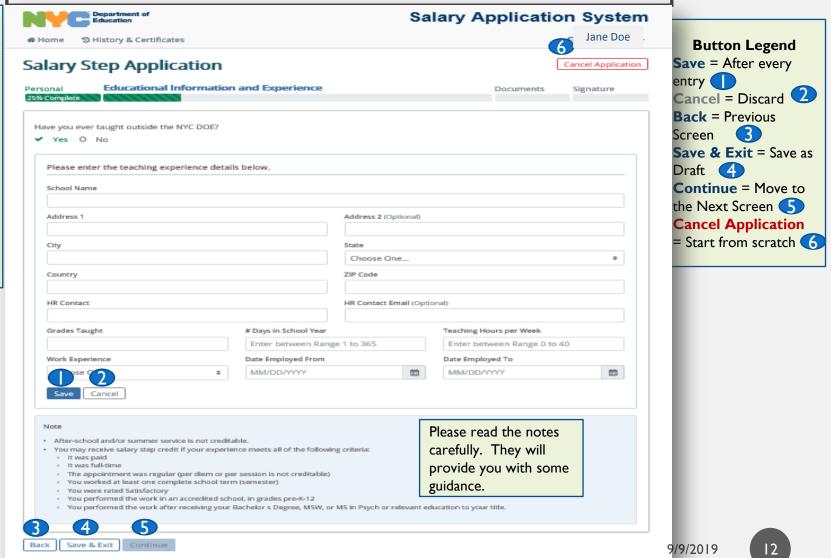**Action is required.** If you have selected "**Yes**" to previous NYC DOE employment, you must indicate the type of employment you had.
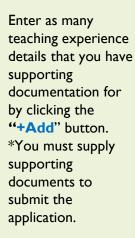
Button Legend
Back = Previous Screen ①
Save & Exit = Save as Draft ②
Continue = Move to the Next Screen ③
Cancel Application = Start from scratch ④

Please read the notes carefully. They will provide you with some guidance.

SALARY STEP – PRIOR EXPERIENCE
(OUTSIDE THE NYC DOE)

Step (1): Action is required. Please select "**Yes**" or "**No**" regarding teaching experience outside of the NYC DOE.
*You must supply supporting documents to submit the application.
Step (2): If you have selected "**Yes**" complete the online form.

NYC Department of Education

Salary Application System

⚙ Home   🕘 History & Certificates   Jane Doe   ⑥

Salary Step Application   [Cancel Application]

Personal   **Educational Information and Experience**   Documents   Signature
25% Complete

Have you ever taught outside the NYC DOE?
✔ Yes   ○ No

Please enter the teaching experience details below.

School Name
[   ]

Address 1   Address 2 (Optional)
[   ]   [   ]

City   State
[   ]   [Choose One...   ⬍]

Country   ZIP Code
[   ]   [   ]

HR Contact   HR Contact Email (Optional)
[   ]   [   ]

Grades Taught   # Days in School Year   Teaching Hours per Week
[   ]   [Enter between Range 1 to 365]   [Enter between Range 0 to 40]

Work Experience   Date Employed From   Date Employed To
[①ose ②   ⬍]   [MM/DD/YYYY   📅]   [MM/DD/YYYY   📅]

[① Save] [② Cancel]

Note
• After-school and/or summer service is not creditable.
• You may receive salary step credit if your experience meets all of the following criteria:
   ○ It was paid
   ○ It was full-time
   ○ The appointment was regular (per diem or per session is not creditable)
   ○ You worked at least one complete school term (semester)
   ○ You were rated Satisfactory
   ○ You performed the work in an accredited school, in grades pre-K-12
   ○ You performed the work after receiving your Bachelor's Degree, MSW, or MS in Psych or relevant education to your title.

Please read the notes carefully. They will provide you with some guidance.

[③ Back] [④ Save & Exit] [⑤ 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

SALARY STEP – PRIOR EXPERIENCE (OUTSIDE THE NYC DOE)

Enter as many teaching experience details that you have supporting documentation for by clicking the **"+Add"** button.
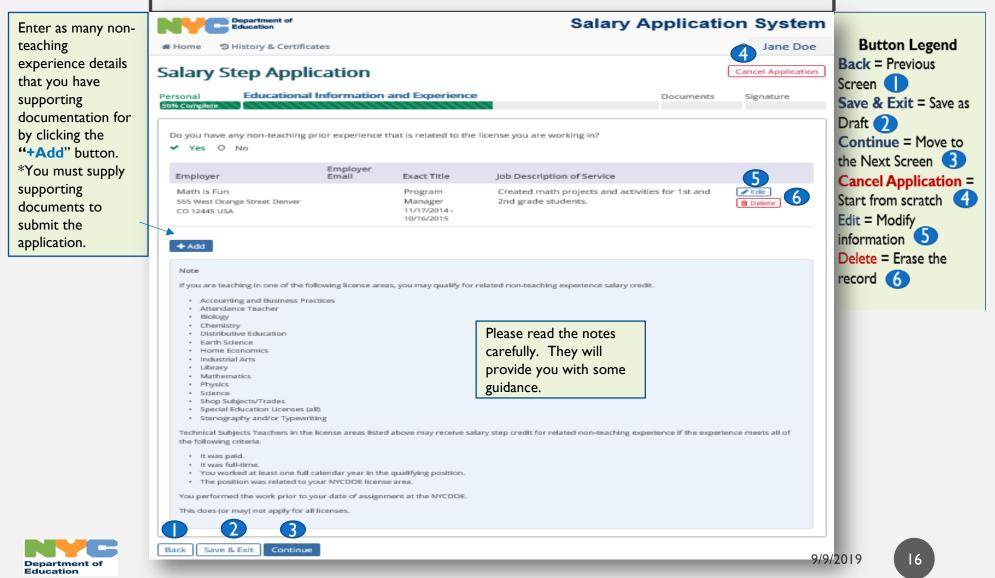*You must supply supporting documents to submit the application.

NYC Department of Education

Salary Application System

☰ Home   ⟳ History & Certificates   ☺ Jane Doe

Salary Step Application

4 Cancel Application

Personal	**Educational Information and Experience**	Documents	Signature
25% Complete			

Have you ever taught outside the NYC DOE?

✔ Yes   ○ No

School	HR Contact & Email	Experience		
Hunter College
123 Bway New York NY 10025 USA	Bill Smitt	Part-Time
06/04/2018 - 07/10/2019
Grades Taught: 1, 2
Days in School Year: 300
Teaching Hours per Week: 30	**5** ✏ Edit	**6** 🗑 Delete

+ Add

Note

- After-school and/or summer service is not creditable.
- You may receive salary step credit if your experience meets all of the following criteria:
  - It was paid
  - It was full-time
  - The appointment was regular (per diem or per session is not creditable)
  - You worked at least one complete school term (semester)
  - You were rated Satisfactory
  - You performed the work in an accredited school, in grades pre-K-12
  - You performed the work after receiving your Bachelor's Degree, MSW, or MS in Psych or relevant education to your title.

Please read the notes carefully. They will provide you with some guidance.

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**

Edit = Modify information **5**

Delete = Erase the record **6**

SALARY STEP – PRIOR EXPERIENCE (MILITARY SERVICE)

Action is required. Please select "**Yes**" or "**No**" if you have ever served in the military.
Enter as many military service details that you have supporting documentation for by clicking the "**+Add**" button.
*You must supply supporting documents to submit the 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
Edit = Modify information ⑤
Delete = Erase the record ⑥

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Salary Application System

⊖ Jane Doe

Home   ⟳ History & Certificates

Salary Step Application

④ Cancel Application

Personal	Educational Information and Experience		Documents	Signature
38% Complete				

Have you ever served in the military?

✔ Yes   ○ No

Branch of Military	Dates Served	Location of Service	Contact Person & Email		
Special Ops	09/05/2016 - 10/06/2017	Morocco	Jane Doe	⑤ ✎ Edit	⑥ 🗑 Delete

+ Add

① Back   ② Save & Exit   ③ Continue

NYC Department of Education

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SALARY STEP – PRIOR EXPERIENCE (NON-TEACHING WORK)

Step (1): Action is required. Please select "**Yes**" or "**No**" regarding non-teaching experience. *You must supply supporting documents to submit the application.

Step (2): If you have selected "**Yes**" complete the online form.

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

Please read the notes carefully. They will provide you with some guidance.

SALARY STEP – PRIOR EXPERIENCE (NON-TEACHING WORK)

Enter as many non-teaching experience details that you have supporting documentation for by clicking the "**+Add**" button.
*You must supply supporting documents to submit the application.

NYC Department of Education

Salary Application System

⌂ Home   ↻ History & Certificates

④ Jane Doe

Salary Step Application

Cancel Application

Personal **Educational Information and Experience** Documents Signature
50% Complete

Do you have any non-teaching prior experience that is related to the license you are working in?

✔ Yes   ○ No

Employer	Employer Email	Exact Title	Job Description of Service	
Math is Fun
555 West Orange Street Denver
CD 12445 USA		Program Manager
11/17/2014 –
10/16/2015	Created math projects and activities for 1st and 2nd grade students.	⑤ ✎ Edit
⑥ 🗑 Delete

+ Add

Note

If you are teaching in one of the following license areas, you may qualify for related non-teaching experience salary credit.

- Accounting and Business Practices
- Attendance Teacher
- Biology
- Chemistry
- Distributive Education
- Earth Science
- Home Economics
- Industrial Arts
- Library
- Mathematics
- Physics
- Science
- Shop Subjects/Trades
- Special Education Licenses (all)
- Stenography and/or Typewriting

Please read the notes carefully. They will provide you with some guidance.

Technical Subjects Teachers in the license areas listed above may receive salary step credit for related non-teaching experience if the experience meets all of the following criteria.

- It was paid.
- It was full-time.
- You worked at least one full calendar year in the qualifying position.
- The position was related to your NYCDOE license area.

You performed the work prior to your date of assignment at the NYCDOE.

This does (or may) not apply for all licenses.

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

Edit = Modify information ⑤

Delete = Erase the record ⑥

SALARY STEP – PRIOR EXPERIENCE (COLLEGE/UNIVERSITY TEACHING)

Step (1): Action is required. Please select "**Yes**" or "**No**" regarding college/university experience. *You must supply supporting documents to submit the application. **Step (2):** If you have selected "**Yes**" complete the online form.

Please read the notes carefully. They will provide you with some guidance.

SALARY STEP – PRIOR EXPERIENCE (COLLEGE/UNIVERSITY TEACHING)

Enter as many college/university experience details that you have supporting documentation for by clicking the "**+Add**" button.
*You must supply supporting documents to submit the application.

NYC Department of Education

Salary Application System

👤 Home   🕘 History & Certificates

👤 | Jane Doe

④

Cancel Application

Salary Step Application

Personal
63% Complete

Educational Information and Experience

Documents   Signature

Have you taught at a college or university?
✔ Yes ⚪ No

College Institution	Experience	Employer Email	⑤	⑥
University of Chicago 123 Broad Street Chicago, IL, 55555 USA	Part Time 10/08/2018 - 07/10/2019 Teaching Hours per Week: 25		✎ Edit	🗑 Delete

+ Add

Note

This only applies to Teachers and Trade Teachers. Please select "NO" if you are NOT a Teacher or Trade Teacher.

Please read the notes carefully. They will provide you with some guidance.

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
Edit = Modify information ⑤
Delete = Erase the record ⑥

SALARY STEP – DOCUMENTS
(UPLOAD SUPPORTING DOCUMENTS)

Action is required. You must upload the supporting **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.

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 STEP – 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**

SALARY STEP – DOCUMENTS
(UPLOAD SUPPORTING DOCUMENTS)

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

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Salary Application System

⚌ Home   ⟳ History & Certificates   ⊖ Jane Doe

Preview Uploaded Supporting Document

[Confirm] [Cancel]

Work Experience

[Confirm] [Cancel]

SALARY STEP – 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 ④

Salary Step Application

Cancel Application

Personal | Educational Information and Experience | Documents | Signature
75% 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
Hunter College 02/11/2019 - 04/17/2019	☐ Verification of Employment — Hunter College Transcript.pdf 🗑 Delete ☐ Resume — Hunter College Transcript.pdf 🗑 Delete	✔ Complete
Special Forces 10/09/2018 - 05/16/2019	☐ FORM DD2-14, verification Honorable Discharge — Hunter College Transcript.pdf 🗑 Delete	✔ Complete
Teaching School 05/13/2019 - 08/05/2019	☐ Verification of Employment — Mercy College.pdf 🗑 Delete	✔ Complete
University of Chicago 10/08/2018 - 07/10/2019	☐ Verification of Employment — Hunter College Transcript.pdf 🗑 Delete	✔ Complete

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 STEP – SIGNATURE

NYC Department of Education

Salary Application System

⚫ Home   🕘 History & Certificates

⊖ | Jane Doe

④

Salary Step Application

Cancel Application

Profile | Educational Information and Experience | Documents | **Signature**
90% Complete

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   X

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.

NYC Department of Education

9/9/2019

SALARY STEP – 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.

Salary Application System

🏠 Home   🕘 History & Certificates   👤 Jane Doe

Salary Step Application

Congratulations! You have successfully submitted a salary application!

You have entered additional educational information and prior experience. As a result, your application will be evaluated for a **Salary Step** application.

Your salary application tracking number is **SC19084619435**. Please retain this number for your records.

An email confirming submission of your salary differential and step application will also be sent to your designated email Jdoe **@schools.nyc.gov**

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

Close   View / Print Application

SALARY STEP – HISTORY & CERTIFICATES AND HOME

Salary Application System

NYC Department of Education

☰ Home ⟳ History & Certificates   ⊖ Jane Doe

History & Certificates

Application	Submitted Date	Tracking Number	Status
Salary Step Certificate	08/13/2019	SC19084619435	Submitted	View/Print Application

Salary Application System

NYC Department of Education

☰ Home ⟳ History & Certificates   ⊖ Jane Doe

Employee
Sign Out

Welcome, Jane Doe!

You are currently not eligible to submit a Salary Application for the following reason(s):

• You currently have a pending salary application based on educational information and experience (*Salary Step*

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.

NYC Department of Education