

SALARY APPLICATION SYSTEM: STEP-BY-STEP GUIDE

Salary Steps



Division of Human Capital
Office of Field and Information Services

TABLE OF CONTENTS

- [Salary Steps Defined](#)
- [Pre-Application Success Checklist](#)
- [Sign In](#)
- [Application Selection](#)
- [Personal Information/Profile](#)
- [Educational Experience – Prior Experience](#)
 - [Internal Experience \(NYC DOE Employment\)](#)
 - [External Experience \(Outside NYC DOE\)](#)

TABLE OF CONTENTS

- [Military Experience](#)
- [Non-Teaching Experience](#)
- [College/University Experience](#)
- [Documents](#)
 - [Upload Supporting Documents](#)
- [Signature](#)
- [Application Submission and Confirmation](#)
- [History and Certificates](#)

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.	

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 a blue box around the 'Forgot Password/Problems Logging in?' link and a blue arrow pointing to the 'Sign In' button. The form includes a user ID field with 'jdoe', a password field with masked characters, a checked checkbox for 'I have read and agree to the Terms of Use', and a 'Sign In' button.

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.

A screenshot of the sign in form with a blue box around the 'Forgot Password' link and a blue arrow pointing to the 'Sign In' button. The form includes a 'User ID:' field with a placeholder 'User ID is without @schools.nyc.gov', a 'Password:' field, and a 'Sign In' button.

Step-by-Step guide to using this tool

i 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

InfoHub

Search...

Resources Reports and Policies Partners and Providers DOE R

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.

NYC Department of Education

Salary Application System

Home History & Certificates Jane Doe

Salary Step 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	Middle Name	Last Name
Jane		Doe
EIS ID	SSN	Date of Appointment
1212123	XXX-XX-6123	09/04/2018
Title	TEACHER	
Address	HARDY 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

Personal Email (Optional)

Coming Soon!

1 Save & Exit 2 Continue 3 Cancel Application

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

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.

NYC Department of Education

Home History & Certificates Jane Doe

Salary Step Application

Cancel Application

Personal 13% Complete Educational Information and Experience Documents Signature

Have you ever been employed by the NYC DOE prior to your current position?
 Yes No

What type of employment did you have with the NYC DOE? (Please select all that apply)

- Full-Time: Worked in a full-time appointed or regular substitute assignment.
- Part-Time: Worked in a part-time assignment, less than 35 hours per week.**
- Per Diem: Worked in an occasional (day-to-day), or Z-Status assignment.
- Per Session: Worked in after-school or summer assignment, paid on an hourly basis.

Note

Appointed Employees with prior DOE experience may receive salary step credit for satisfactory service in Pre-K-12 day schools or adult education. Service in summer or evening schools is **not** accepted.

Prior per diem service is creditable only if you worked at least 85 aggregate days (per diem service is only credited in blocks of 85 days). For every block of 85 days worked, one term of credit will be awarded.

NON-appointed Employees cannot receive credit for per diem service.

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

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.

The screenshot shows the 'Salary Step Application' form in the 'Salary Application System' interface. The user is Jane Doe. The form is titled 'Salary Step Application' and has a progress bar showing 'Personal' at 25% completion and 'Educational Information and Experience' at 0%. The main question is 'Have you ever taught outside the NYC DOE?' with radio buttons for 'Yes' (selected) and 'No'. Below this is a section for 'Please enter the teaching experience details below.' with fields for School Name, Address 1, Address 2 (Optional), City, State (dropdown), Country, ZIP Code, HR Contact, and HR Contact Email (Optional). There are also fields for Grades Taught, # Days in School Year (range 1 to 365), Teaching Hours per Week (range 0 to 40), Work Experience (dropdown), Date Employed From (calendar), and Date Employed To (calendar). At the bottom of the form are buttons for 'Save' (1), 'Cancel' (2), 'Back' (3), 'Save & Exit' (4), and 'Continue' (5). A 'Cancel Application' button (6) is located in the top right corner of the form area. A note section at the bottom provides additional instructions.

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 (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

Personal 25% Complete Educational Information and Experience Documents Signature

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

+ 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.

Back Save & Exit Continue 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**

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.

NYC Department of Education Salary Application System

Home History & Certificates Jane Doe

Salary Step 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

+ Add

1 Back 2 Save & Exit 3 Continue

4 Cancel Application

5 Edit 6 Delete

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 (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.

The screenshot shows the 'Salary Step Application' form in the 'Salary Application System'. The user is Jane Doe. The form is divided into sections: Personal (50% Complete), Educational Information and Experience, Documents, and Signature. A question asks: 'Do you have any non-teaching prior experience that is related to the license you are working in?' with radio buttons for 'Yes' (selected) and 'No'. Below this is a section for 'Please enter the non-teaching experience details below.' with fields for: Name of Employer, Address 1, Address 2 (Optional), City, State (dropdown), Country, ZIP Code, Date Employed From (MM/DD/YYYY), Date Employed To (MM/DD/YYYY), Exact Title, Job Description of Service, Employer Email (Optional), and Hours Worked (range 0 to 40). At the bottom left are 'Save' and 'Cancel' buttons. A blue circle with the number '6' is overlaid on the 'Cancel Application' button.

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

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.

Buttons: 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**

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 Jane Doe

Salary Step Application Cancel Application

Personal 50% Complete Educational Information and Experience Documents Signature

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 CO 12445 USA		Program Manager 11/17/2014 - 10/16/2015	Created math projects and activities for 1st and 2nd grade students.

+ 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

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 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

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

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.

The screenshot shows the 'Salary Application System' interface for 'Jane Doe'. The main heading is 'Salary Step Application'. Below it, there are tabs for 'Personal' (63% Complete), 'Educational Information and Experience', 'Documents', and 'Signature'. A 'Cancel Application' button is visible in the top right. The main form area asks 'Have you taught at a college or university?' with radio buttons for 'Yes' (selected) and 'No'. Below this, a section titled 'Please enter the college teaching experience details below.' contains several input fields: 'College Institution', 'Address 1', 'Address 2 (Optional)', 'City', 'State' (a dropdown menu), 'Country', 'ZIP Code', 'Employer Email (Optional)', 'Work Experience' (a dropdown menu), 'Hours Worked per Week' (a range selector from 1 to 40), 'Date Employed From' (MM/DD/YYYY), and 'Date Employed To' (MM/DD/YYYY). At the bottom of this section are 'Save' and 'Cancel' buttons. Below the form is a 'Note' section with the text: 'This only applies to Teachers and Trade Teachers. Please select "NO" if you are NOT a Teacher or Trade Teacher.' At the very bottom are 'Back', 'Save & Exit', and 'Continue' buttons. Numbered callouts (1-6) are placed on the form to indicate key actions: 1 on the 'Yes' radio button, 2 on the 'Hours Worked per Week' range selector, 3 on the 'Back' button, 4 on the 'Save & Exit' button, 5 on the 'Continue' button, and 6 on the 'Cancel Application' button.

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 (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

Home History & Certificates Jane Doe

Salary Step Application

Cancel Application

Personal Educational Information and Experience Documents Signature

63% Complete

Have you taught at a college or university?
 Yes No

College Institution	Experience	Employer Email
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.

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**

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

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.

NYC Department of Education Salary Application System

Home History & Certificates Jane Doe

Salary Step Application

Personal 75% 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
Hunter College 02/11/2019 - 04/17/2019	<input type="checkbox"/> Verification of Employment <input type="checkbox"/> Resume	✗ Not Provided
Special Forces 10/09/2018 - 05/16/2019	<input type="checkbox"/> FORM DD2-14, verification Honorable Discharge	✗ Not Provided
Teaching School 05/13/2019 - 08/05/2019	<input type="checkbox"/> Verification of Employment	✗ Not Provided
University of Chicago 10/08/2018 - 07/10/2019	<input type="checkbox"/> Verification of Employment	✗ Not Provided

1 2 3

Back Save & Exit Continue

Cancel Application 4

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**

The screenshot displays the 'Salary Application System' interface for user 'Jane Doe'. The main window is titled 'Salary Step Application' and shows a progress bar for 'Personal' (75% Complete) and 'Educational Information and Experience'. Below this, there is a section for 'Education / Prior Experience' with a table listing various institutions and dates. A 'Browse' button is visible at the bottom left of this section. A 'Choose File to Upload' dialog box is open over the main window, showing a file explorer view of the 'Jane Doe' folder. The dialog box has a search bar, a file list with columns for Name, Date modified, Type, and Size, and a file name input field. The file name field contains 'Jane Doe' and is highlighted with a blue circle '2'. The 'Open' button is highlighted with a blue circle '3'. The 'Upload' button in the main window is highlighted with a blue circle '4'. The 'Browse' button in the main window is highlighted with a blue circle '1'. A 'Cancel Application' button is visible at the top right of the main window.

Name	Date modified	Type	Size
This PC			
3D Objects	6/14/2010 12:23 PM	File folder	
Desktop	6/14/2010 12:23 PM	File folder	
Documents	5/1/2018 11:29 AM	File folder	
Downloads	7/20/2010 3:29 PM	File folder	
Music	6/14/2010 12:26 PM	File folder	
Pictures	6/14/2010 12:27 PM	File folder	
Videos	11/14/2018 8:26 AM	File folder	
Local Disk (C:)	6/18/2019 8:19 AM	File folder	
Local Disk (D:)	6/14/2010 12:27 PM	File folder	
APPSS (\\\ES00A1	12/12/2010 10:48 PM	File folder	
Jane Doe	6/25/2010 9:40 AM	File folder	
Jane Doe	6/14/2010 12:27 PM	File folder	
Jane Doe	6/14/2010 12:27 PM	File folder	

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.

The screenshot displays the 'Salary Application System' interface. At the top left is the NYC Department of Education logo. The top right shows the user's name 'Jane Doe'. Below the header, there are navigation links for 'Home' and 'History & Certificates'. The main content area is titled 'Preview Uploaded Supporting Document' and contains two buttons: a blue 'Confirm' button and a white 'Cancel' button. A blue arrow points to the 'Confirm' button. Below the buttons is a large white box containing the text 'Work Experience'. At the bottom of the page, there are two more buttons: a blue 'Confirm' button and a white 'Cancel' button.

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 75% 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
Hunter College 02/11/2019 - 04/17/2019	<input type="checkbox"/> Verification of Employment Hunter College Transcript.pdf Delete <input type="checkbox"/> Resume Hunter College Transcript.pdf Delete	✔ Complete
Special Forces 10/09/2018 - 05/16/2019	<input type="checkbox"/> FORM DD2-14, verification Honorable Discharge Hunter College Transcript.pdf Delete	✔ Complete
Teaching School 05/13/2019 - 08/05/2019	<input type="checkbox"/> Verification of Employment Mercy College.pdf Delete	✔ Complete
University of Chicago 10/08/2018 - 07/10/2019	<input type="checkbox"/> 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

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

Back Save & Exit Submit

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 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.

The screenshot shows the 'Salary Application System' interface. At the top left is the NYC Department of Education logo. To the right is the title 'Salary Application System'. Below the logo are navigation links for 'Home' and 'History & Certificates'. On the right side, there is a user profile for 'Jane Doe'. The main heading is 'Salary Step Application'. A green confirmation message reads: 'Congratulations! You have successfully submitted a salary application!'. Below this, it states: 'You have entered additional educational information and prior experience. As a result, your application will be evaluated for a Salary Step application.' The tracking number 'SC19084619435' is provided. It also mentions that a confirmation email will be sent to 'Jdoe @schools.nyc.gov'. At the bottom, there are two buttons: 'Close' and 'View / Print Application'.

SALARY STEP – 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. A 'View/Print Application' button is visible next to the first row. The right screenshot shows the 'Home' page, which includes a welcome message for Jane Doe and a sign-out menu.

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