

# SALARY APPLICATION SYSTEM: STEP-BY-STEP GUIDE

## Salary Differentials



Division of Human Capital  
Office of Field and Information Services

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# SALARY DIFFERENTIALS DEFINED

- Salary differentials are increases in salary based on academic credit, coursework, or degrees earned beyond your bachelor's degree.
- You must apply for salary differentials, they are not granted automatically!
- In addition, 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 DIFFERENTIAL



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

Task	Completed (Yes or No)
<b>i. Salary Application System Browser Requirements</b>	
1. You will need <b>one</b> 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	
<b>ii. DOE user ID and password</b>	
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.	
<b>iii. Personal Information/Profile</b>	
1. Have you recently changed your name?	
a. Go to ESS ( <a href="http://www.nyc.gov/ess">www.nyc.gov/ess</a> ) 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 DIFFERENTIAL



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

Task	Completed (Yes or No)
<b>iv. Educational Information (Where Applicable)</b>	
1. Review salary and benefits information on the Employee InfoHub <a href="https://infohub.nyced.org/nyc-doe-roles/teachers-at-the-doe/your-teaching-career/salary">https://infohub.nyced.org/nyc-doe-roles/teachers-at-the-doe/your-teaching-career/salary</a>	
2. Have all Degree(s) and/or Credit(s) information in front of you 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)	
<b>v. Documents (Proof of Educational Experience and/or Credits)</b>	
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).	
<b>vi. Signature (Application Declaration)</b>	
1. Be prepared to attest to the accuracy of all the information you have provided.	

# SALARY APPLICATION SYSTEM – SIGN IN



Salary Application System



Password & Profile Management

**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!

User ID  
jdoe

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

**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 DIFFERENTIAL – APPLICATION SELECTION

**Step (1):** Read the information. \*For more information on salary differentials click the **website** word to bring you to that page.

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



## 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

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 DIFFERENTIAL – PERSONAL INFORMATION

Review your personal information.  
 \*If your last name has recently changed, click [www.nyc.gov/ess](http://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

Home History & Certificates

Jane Doe

Cancel Application

## Salary Differential Application

Personal Educational Information and Experience Supporting 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
1111111	XXX-XX-6123	09/04/2018

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  
jane @schools.nyc.gov

Personal Email (Optional)

1 2

Save & Exit Continue

**Coming Soon!**

### Button Legend

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

# SALARY DIFFERENTIAL – EDUCATIONAL INFORMATION AND EXPERIENCE (ADDITIONAL CREDITS/DEGREES)

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

**Step (2):  
Action may be  
required.** If you  
select “Yes”  
you must enter  
all the applicable  
information.

**IMPORTANT NOTE:** Please list all degree(s) and/or credits  
(chronologically) to help determine your eligibility for a salary increase.

**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 DIFFERENTIAL – EDUCATIONAL INFORMATION AND EXPERIENCE (ADDITIONAL CREDITS/DEGREES)

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.

**NYC** Department of Education

Home History & Certificates Jane Doe

## Salary Differential Application

Cancel Application

Personal Educational Information and Experience Supporting Documents Signature

20% Complete

Have you earned additional degree(s) and/or obtained additional credits which may be credited towards a salary increase?

Yes  No

**IMPORTANT NOTE:** Please list all degree(s) and/or credits (chronologically) to help determine your eligibility for a salary increase.

School	Degree	Major	Credits
Mercy College	Bachelors	English	120

+ Add

Back Save & Exit Continue

Edit 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 degree or credit information **5**

**Delete** = Erase the record **6**

# SALARY DIFFERENTIAL – EDUCATIONAL INFORMATION AND EXPERIENCE (SELECT DIFFERENTIAL)

**Action is required.** Please select the appropriate differential. Click the **blue circle** with the white question mark for more information. **“Save”** each entry. \*You must supply supporting documents to submit the application.

**NYC** Department of Education

Home History & Certificates Jane Doe

## Salary Differential Application

Personal 40% Complete Educational Information and Experience Supporting Documents Signature

Please select the salary differential for which you are applying.

- First - Bachelor's Degree + 30 Credits (PA) ⓘ
- Promotional - Bachelor's + 30 credits with 36 credits in an area of specialization - Bachelor's degree + 30 additional credits with 36 credits in an Area of Specialization - C2 + PD (RA) ⓘ
- Promotional - Master's Degree - Master's degree - C2 + PD (RA) ⓘ
- Intermediate without Area Specialization - Bachelor's degree + 60 additional credits -
- Intermediate with Area Spec. - Bachelor's + 60 credits with 36 credits in an area of specialization OR 60-credit Master's degree C2+PD+ID (SA) ⓘ
- Second - Bachelor's degree + Master's degree + 30 additional credits - C2+PD+C6 (LIA)
- Second (With A+ Credits) - Bachelor's degree + Master's degree + 30 additional credits

1 2 3

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**

**?**

- Approved Bachelor's degree AND
- Approved Master's degree

OR

- Approved Bachelor's degree AND
- An additional 30 semester credits (undergraduate or graduate) AND
- Of all credits earned (undergraduate and graduate), 30 must be in one of the approved areas of specialization (a list of approved areas of specialization is provided at the end of this section)

OR

A course used to qualify for the First Differential may be used again to meet the 30 semester hour requirement of the Promotional Differential.

**IMPORTANT NOTE:** If any credits were earned prior to the conferral of the Bachelor's degree, an original letter signed by the school's registrar and bearing the school seal must identify the exact number of credits required for the degree and the number of excess credits. This letter must be submitted with your application for salary differential, along with your supporting transcripts.

Close

# SALARY DIFFERENTIAL – 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 Differential Application Cancel Application

Profile Educational Information and Experience Documents Signature

80% 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 Bachelors 05/17/2019 English 120 Credits	<input type="checkbox"/> Original College Transcripts (With Graduation Date if degree is required) <input type="checkbox"/> Proof of Credits (if applicable) <input type="checkbox"/> Proof of A+ Credits/Coursework (if applicable)	✗ Not Provided
Mercy College 07/09/2018 - 03/15/2019	<input type="checkbox"/> Verification of Employment <input type="checkbox"/> Resume	✗ Not Provided

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 DIFFERENTIAL – 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. It includes a table for document requirements and a file selection dialog box.

Education / Prior Experience	Supporting Document(s)	Status
Mercy College Bachelors 11/12/2018 English 120 Credits	<input checked="" type="checkbox"/> Original College Transcripts (With Graduation Date if degree is required) <input type="checkbox"/> Proof of Credits (if applicable) <input type="checkbox"/> Proof of A+ Credits/Coursework (if applicable)	✖ Not Provided

Step 1: Select the file. (1) **Browse** (4) **Upload**

The 'Choose File to Upload' dialog box shows the file 'Mercy College.pdf' selected in the 'File name' field (2). The 'Open' button is highlighted (3).

# SALARY DIFFERENTIAL – DOCUMENTS (UPLOAD SUPPORTING DOCUMENTS)

You will need 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

Confirm Cancel

**Record of Academic Achievement**

Last	First	MI	Student ID
<b>DEGREES CONFERRED:</b>			
Bachelor of Science		Awarded 15 Dec 2006	
<b>TRANSFER CREDIT:</b>			
Start	End	Credits	Title
09/2002	12/2002	5	University
01/2003	05/2004	85	South Pug
<b>EVERGREEN CREDIT:</b>			
Start	End	Credits	Title
09/2004	06/2005	44	<b>Introduction to Natural Science</b>
			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	<b>Molecule to Organism</b>
			16 - Organic Chemistry with Laboratory
			19 - Organic Chemistry with Laboratory
			15 - Cell Biology with Laboratory
			15 - Microbiology with Laboratory
			15 - Molecular Biology with Laboratory
			14 - Human Physiology
			12 - Independent Laboratory Project (Biochemistry)
09/2006	12/2006	16	<b>Industrial Biology and Chemistry</b>
			14 - Biotechnology
			14 - Polymer Chemistry with Laboratory

Confirm Cancel

# SALARY DIFFERENTIAL – DOCUMENTS (UPLOAD SUPPORTING DOCUMENTS)

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

**Salary Application System**

Home History & Certificates Jane Doe

## Salary Differential Application

Personal Educational Information and Experience Supporting 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 11/12/2018 English 120 Credits	<input type="checkbox"/> Original College Transcripts (With Graduation Date if degree is required) <a href="#">Mercy College.pdf</a> <span style="color: red;">Delete</span> <input type="checkbox"/> Proof of Credits (if applicable) <input type="checkbox"/> Proof of A+ Credits/Coursework (if applicable)	✔ Complete

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**

Delete = Erase the record



# SALARY DIFFERENTIAL – SIGNATURE

**NYC** Department of Education **Salary Application System**

Home History & Certificates Jane Doe

## Salary Differential 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

### Confirmation

Are you sure you want to submit this application?

Yes No

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

# SALARY DIFFERENTIAL - APPLICATION SUBMISSION

Once you have submitted your application, you will be provided with an application tracking number confirming your application submission.



### Salary Differential Application

**Congratulations! You have successfully submitted a salary application!**

You have entered additional educational information. As a result, your application will be evaluated for a Salary Differential application.

Your salary application tracking number is **SD19083477633**. Please retain this number for your records.

An email confirming submission of your salary differential application will also be sent to your designated email address: [redacted]@schools.nyc.gov

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

Close

View / Print Application

# SALARY DIFFERENTIAL - HISTORY & CERTIFICATES AND HOME

NYC Department of Education Salary Application System

Home History & Certificates Jane Doe

## History & Certificates

Application	Submitted Date	Tracking Number	Status
Differential Certificate	08/09/2019	SD19083477633	Submitted

View/Print Application

NYC Department of Education Salary Application System

Home History & Certificates Jane Doe

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 (Salary Differential)

Employee Sign Out

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

- Application
- Submission Date
- Tracking Number
- Status

You can also **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.

## NEW INFORMATION: A+ CREDIT – INTERIM MEASURE

- If you have or obtain an additional NY State teaching certificate in any of the following areas, then the required courses you take to achieve that certificate qualify for A+ credit, regardless of when they were completed:
  - Bilingual Extension
  - Additional Certificate to achieve dual certification as a teacher of English as a Second Language (ESL) and a teacher of a secondary content area: sciences, mathematics, English, and Social Studies
  - Additional certificate to achieve dual certification as a Student with Disabilities (SWD) and secondary content teacher.
- When you are applying for A+ credit, please write, scan and submit documentation that indicates the credential you have earned and the coursework (specific courses and credits for each) you have taken to obtain the credential. We will cross-check this submission against your transcripts.