SALARY APPLICATION SYSTEM: STEP-BY-STEP GUIDE

Salary Differentials

Division of Human Capital
Office of Field and Information Services

Department of Education

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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)**
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.	

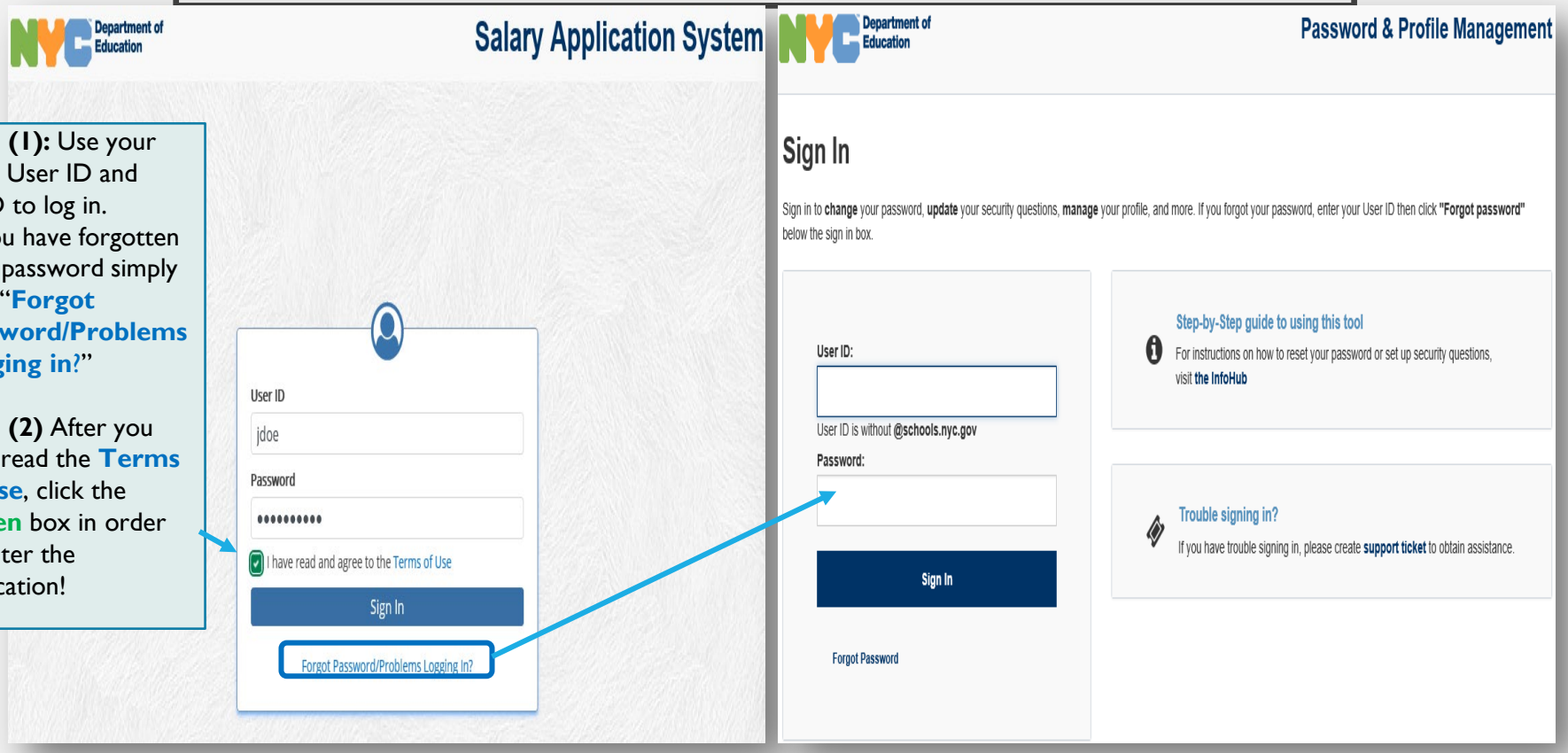
PRE-APPLICATION SUCCESS CHECKLIST – **REVIEW BEFORE APPLYING** FOR A SALARY DIFFERENTIAL

Pre-Application Success Checklist – Review Before Applying for a Salary Differential	
Task	**Completed (Yes or No)**
iv. Educational Information (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 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)	
v. Documents (Proof of Educational Experience and/or Credits)	
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).	
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?**"

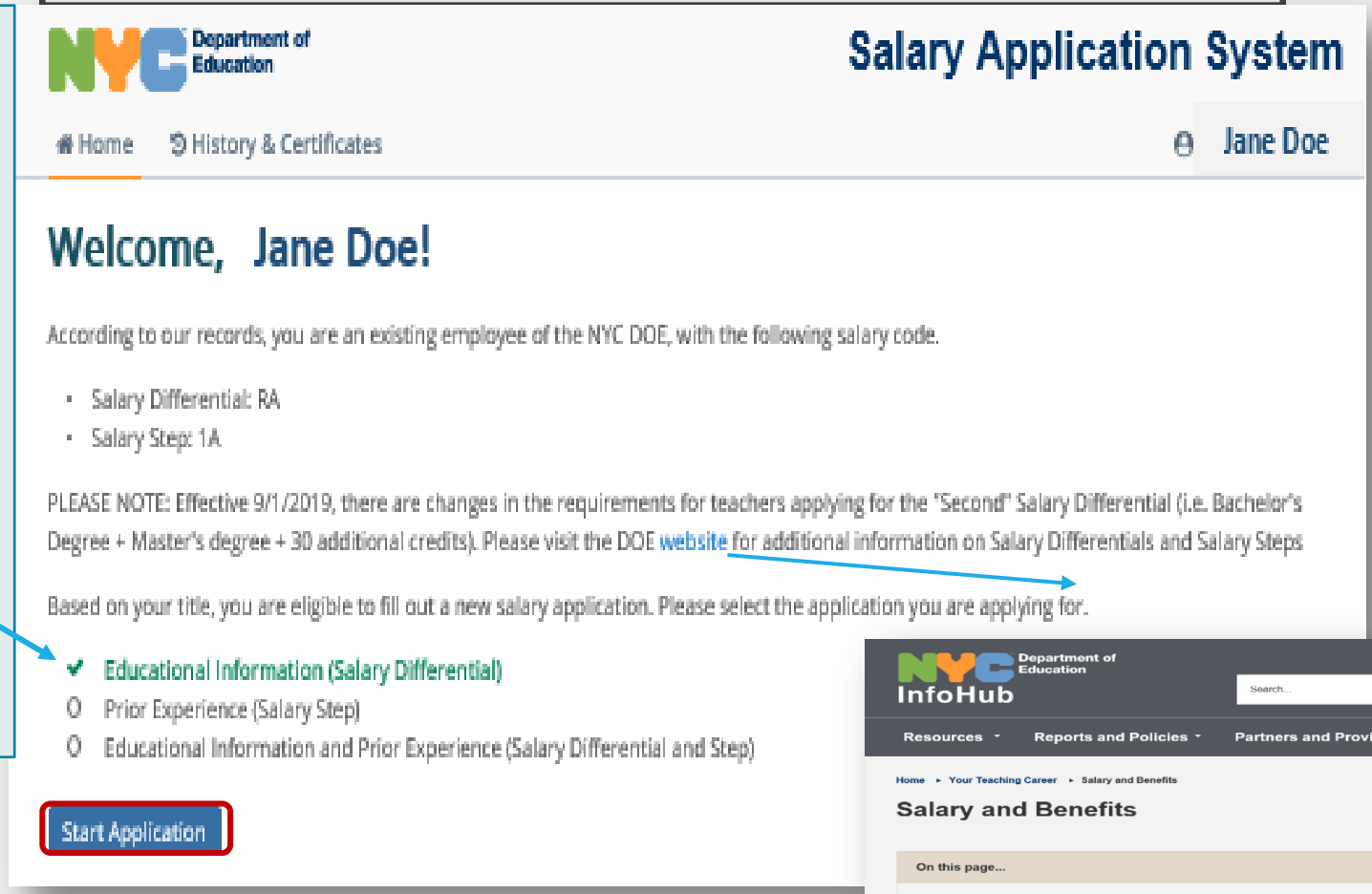
Step (2) After you have read the **Terms of Use**, click the **Green** box in order to enter the application!

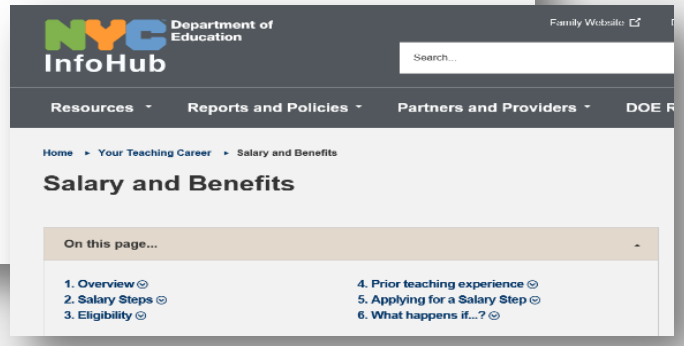


SALARY DIFFERENTIAL – APPLICATION SELECTION

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.

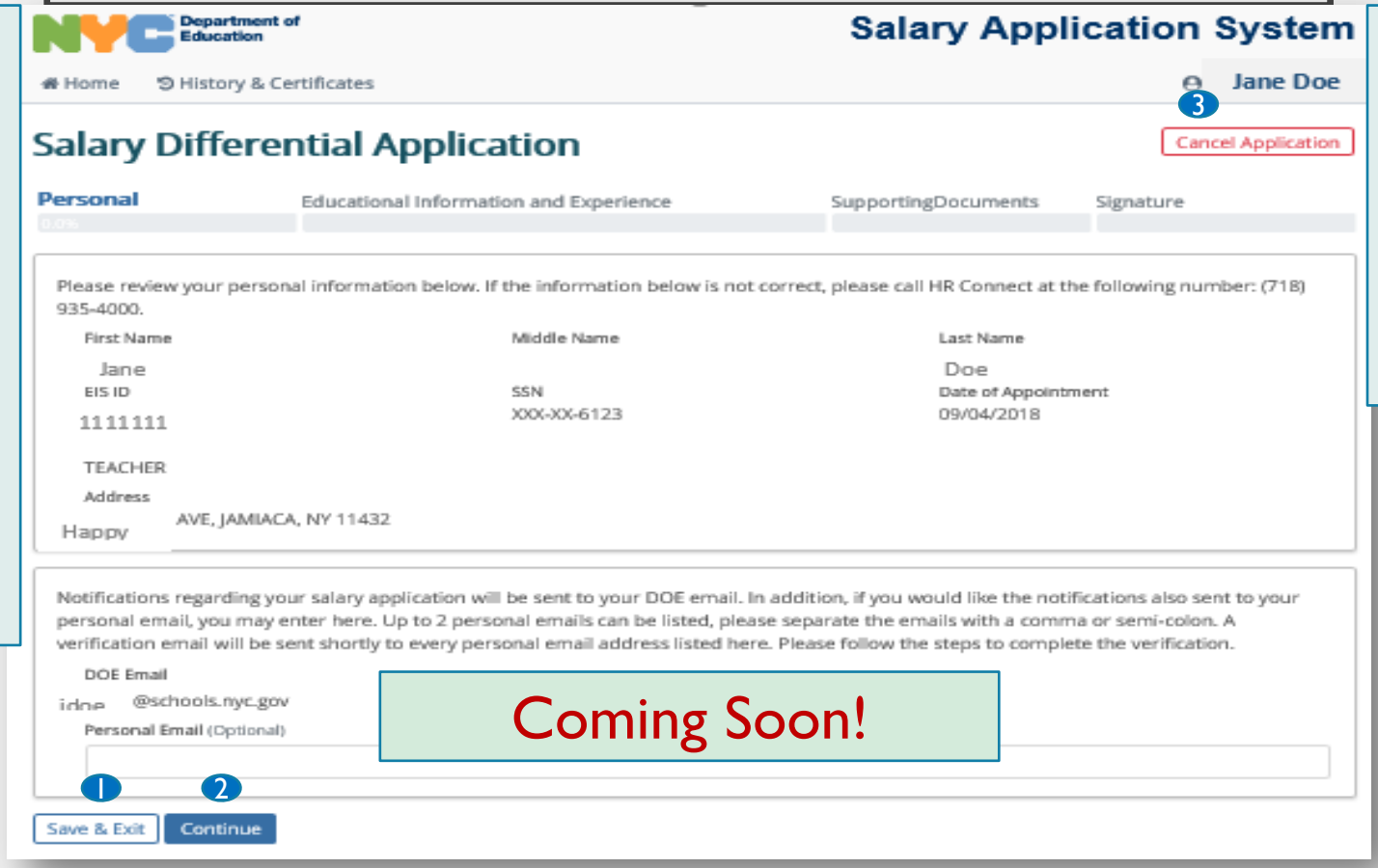




SALARY DIFFERENTIAL – PERSONAL INFORMATION

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.



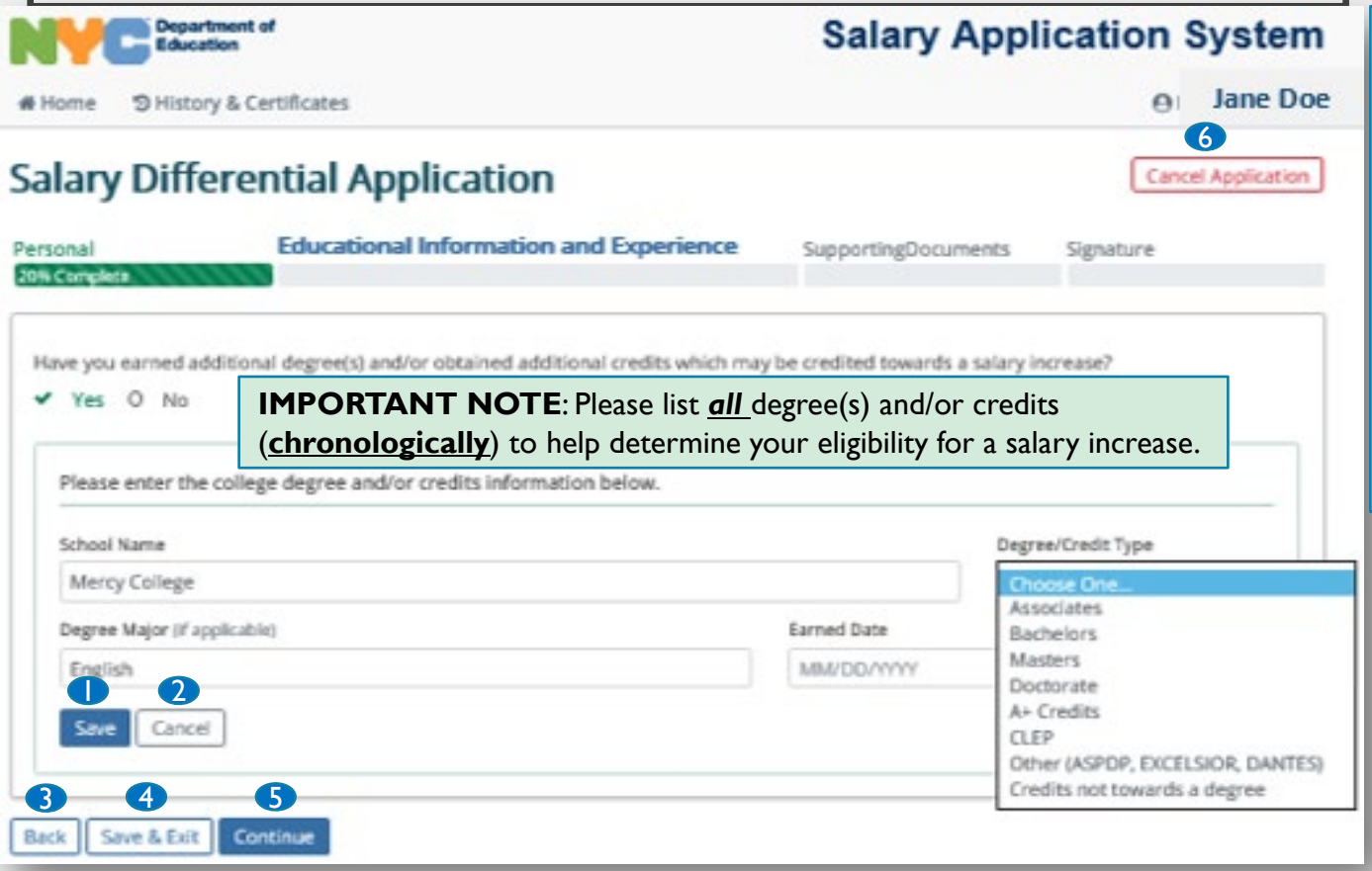
Button Legend
Save & Exit = Save as Draft 1
Continue = Move to the Next Screen 2
Cancel Application = Start from scratch 3

Department of Education

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.



Button Legend

Save = After every entry 1

Cancel = Discard 2

Back = Previous Screen 3

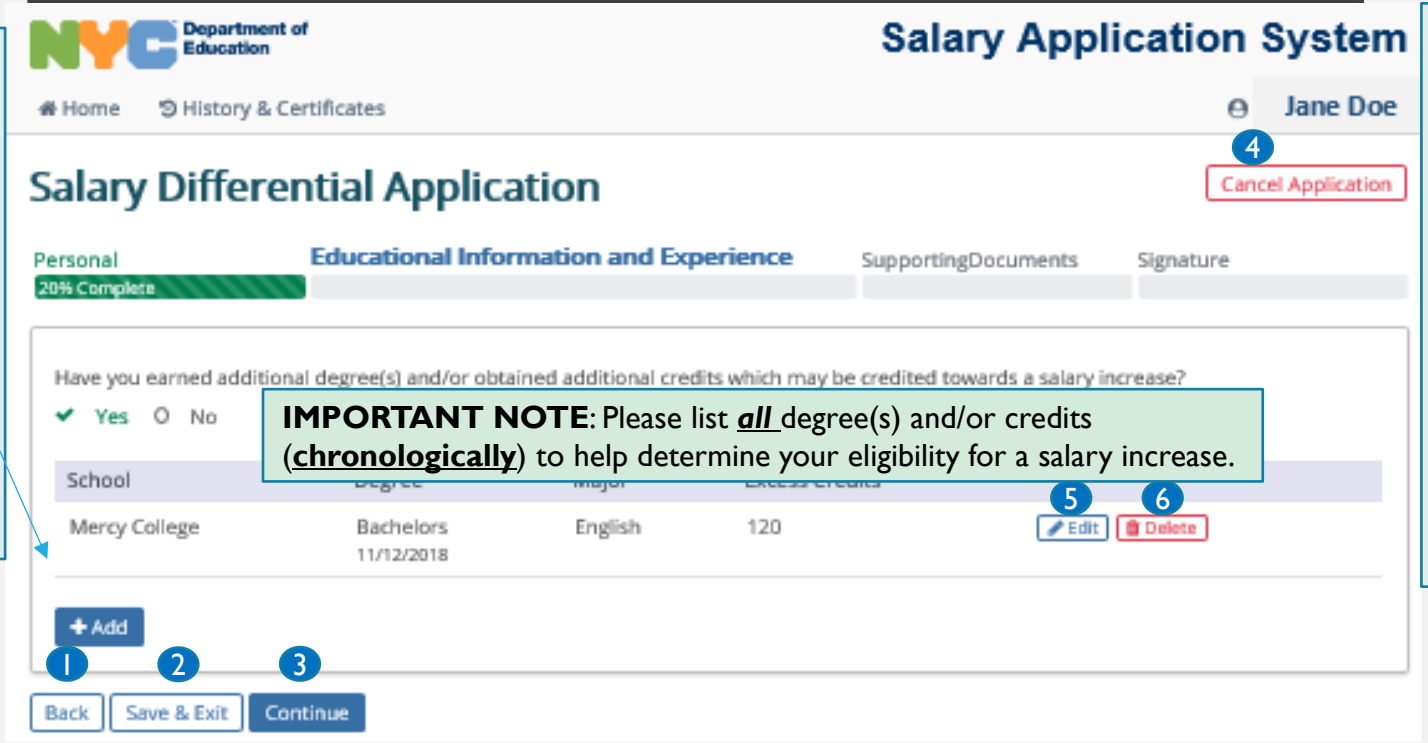
Save & Exit = Save as Draft 4

Continue = Move to the Next Screen 5

Cancel Application = Start from scratch 6

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

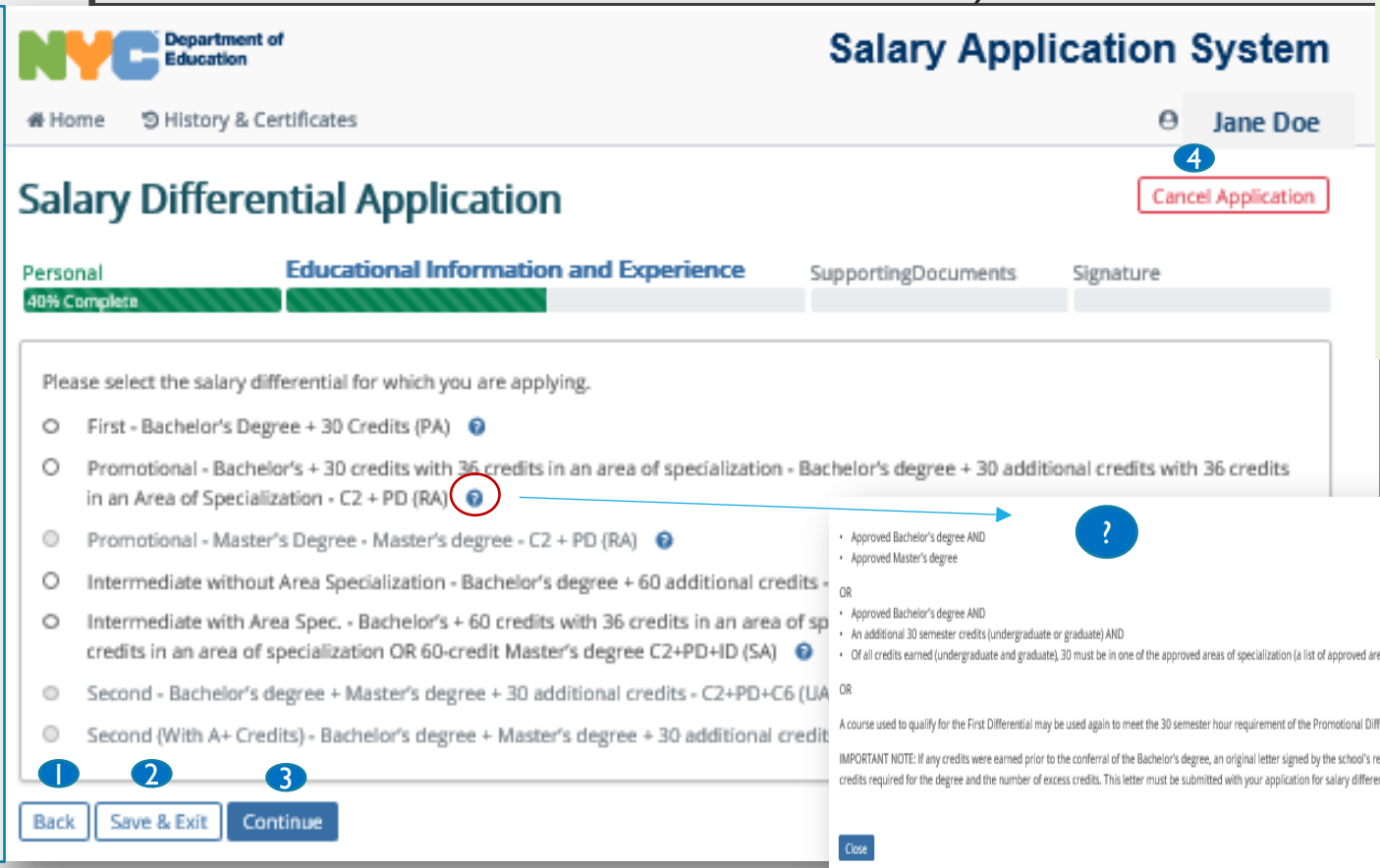
Enter as many degrees or credits that you have supporting documentation for by clicking the "**+Add**" button.
*You must supply supporting documents to submit the application.



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.



Button Legend

Back = Previous Screen 1

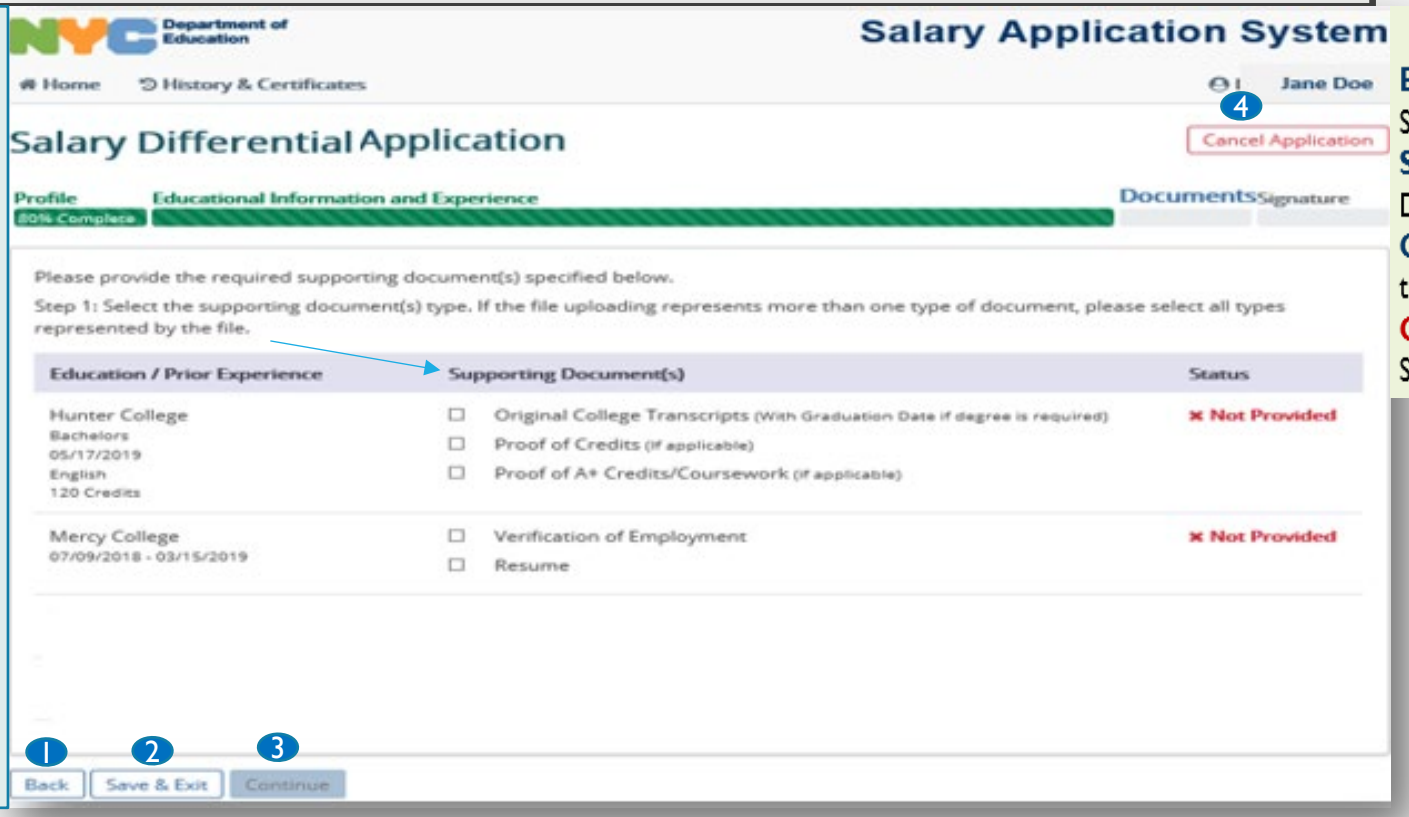
Save & Exit = Save as Draft 2

Continue = Move to the Next Screen 3

Cancel Application = Start from scratch 4

SALARY DIFFERENTIAL – DOCUMENTS (UPLOAD SUPPORTING DOCUMENTS)

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.



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)

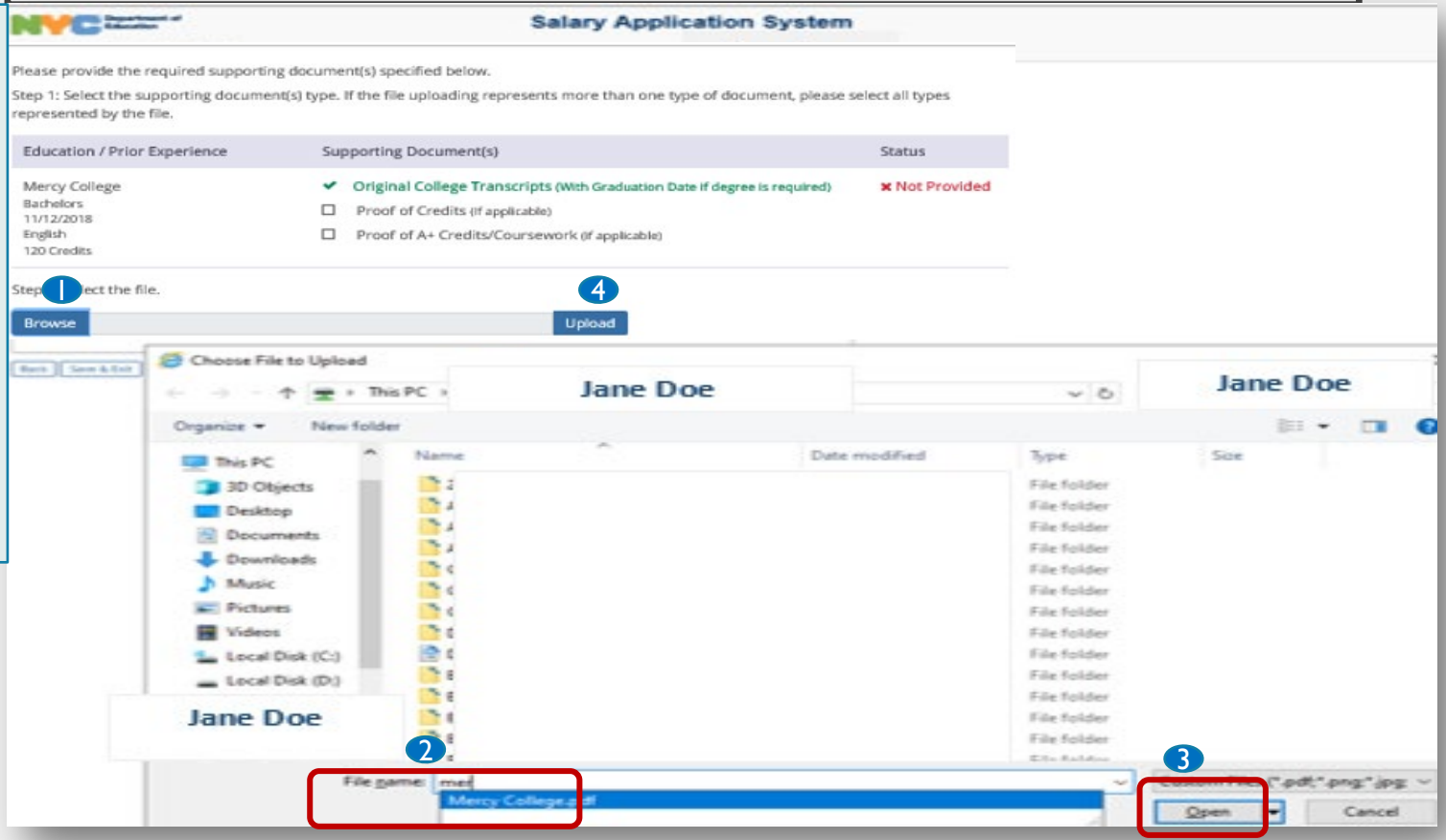
File Selection and Upload Steps

Step **(1):** Click **Browse**

Step **(2):** Type the file name (**Allowable file formats are**: pdf, png, ipg, or jpeg)

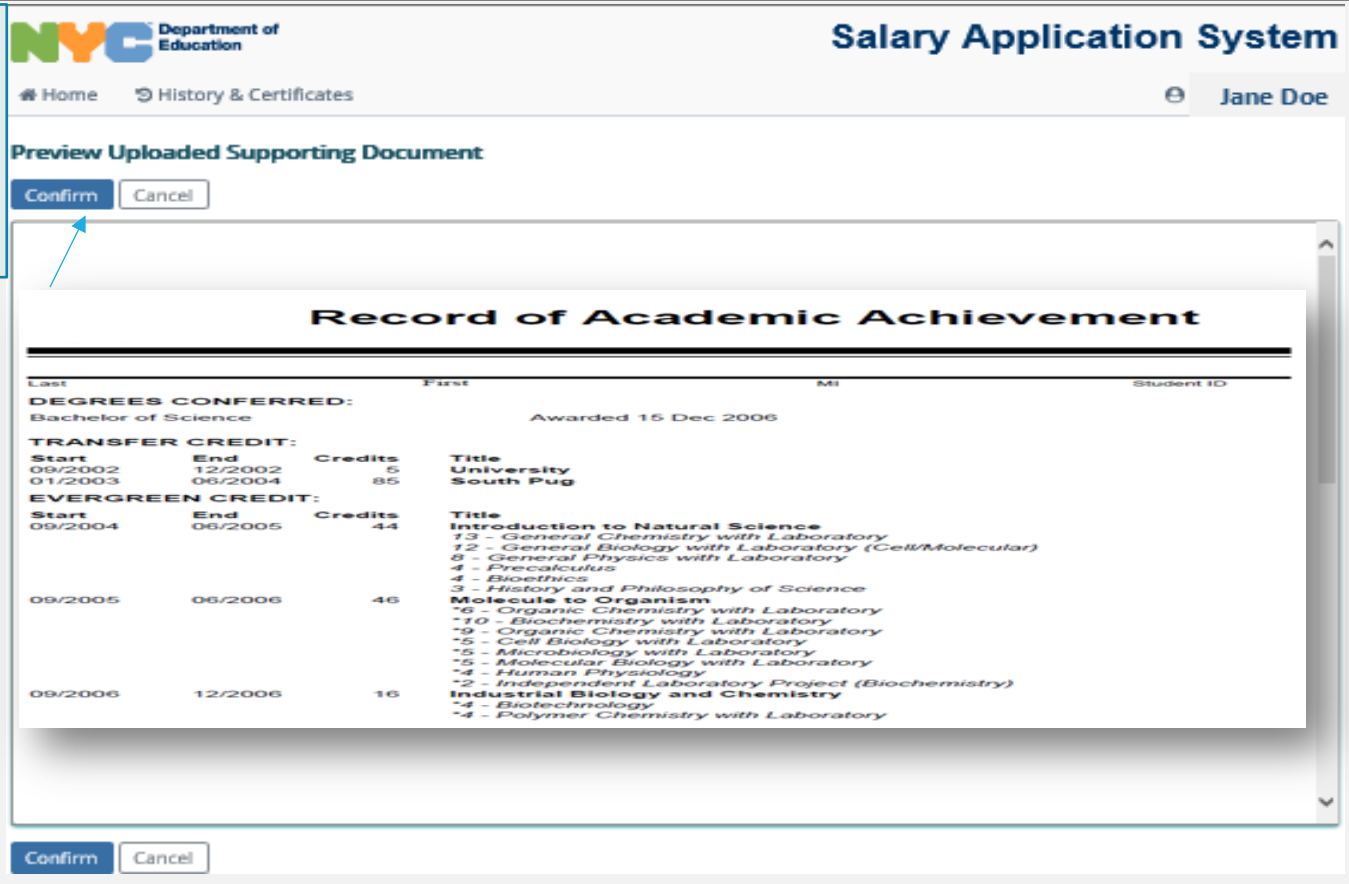
Step **(3):** Click **Open**

Step **(4):** Click **Upload**



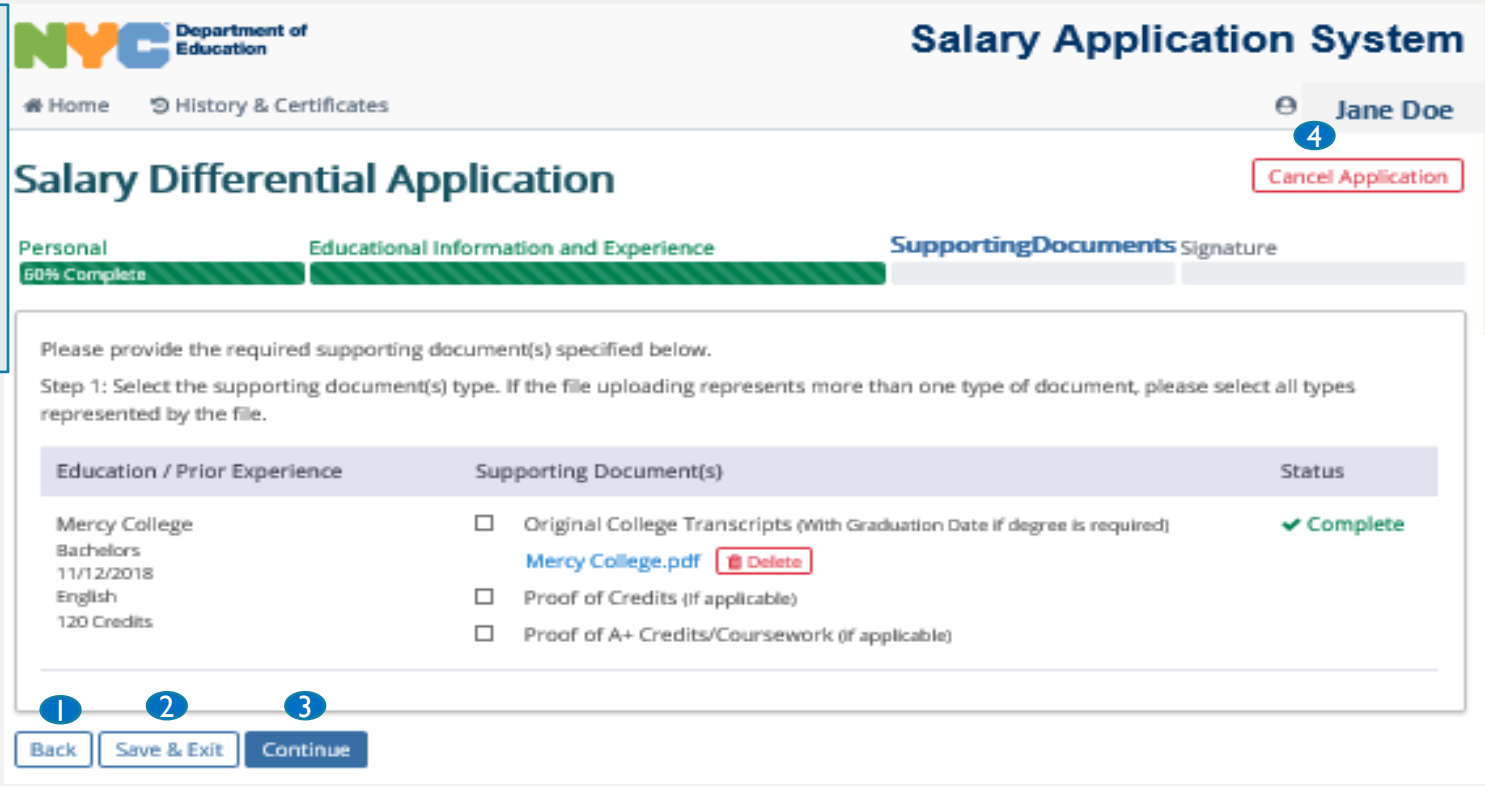
SALARY DIFFERENTIAL – DOCUMENTS (UPLOAD SUPPORTING DOCUMENTS)

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



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.



Button Legend

Back = Previous Screen 1

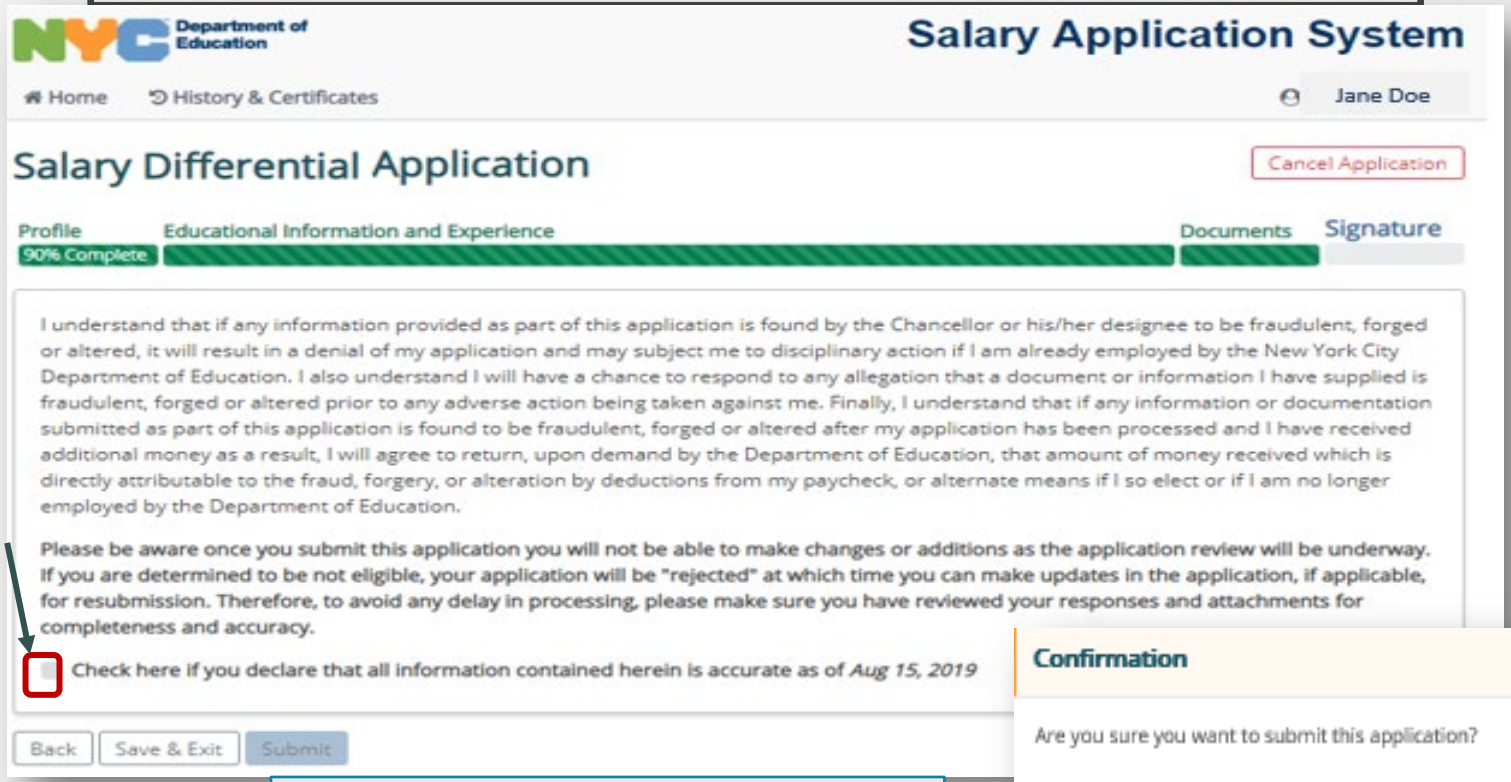
Save & Exit = Save as Draft 2

Continue = Move to the Next Screen 3

Cancel Application = Start from scratch 4

Delete = Erase the record

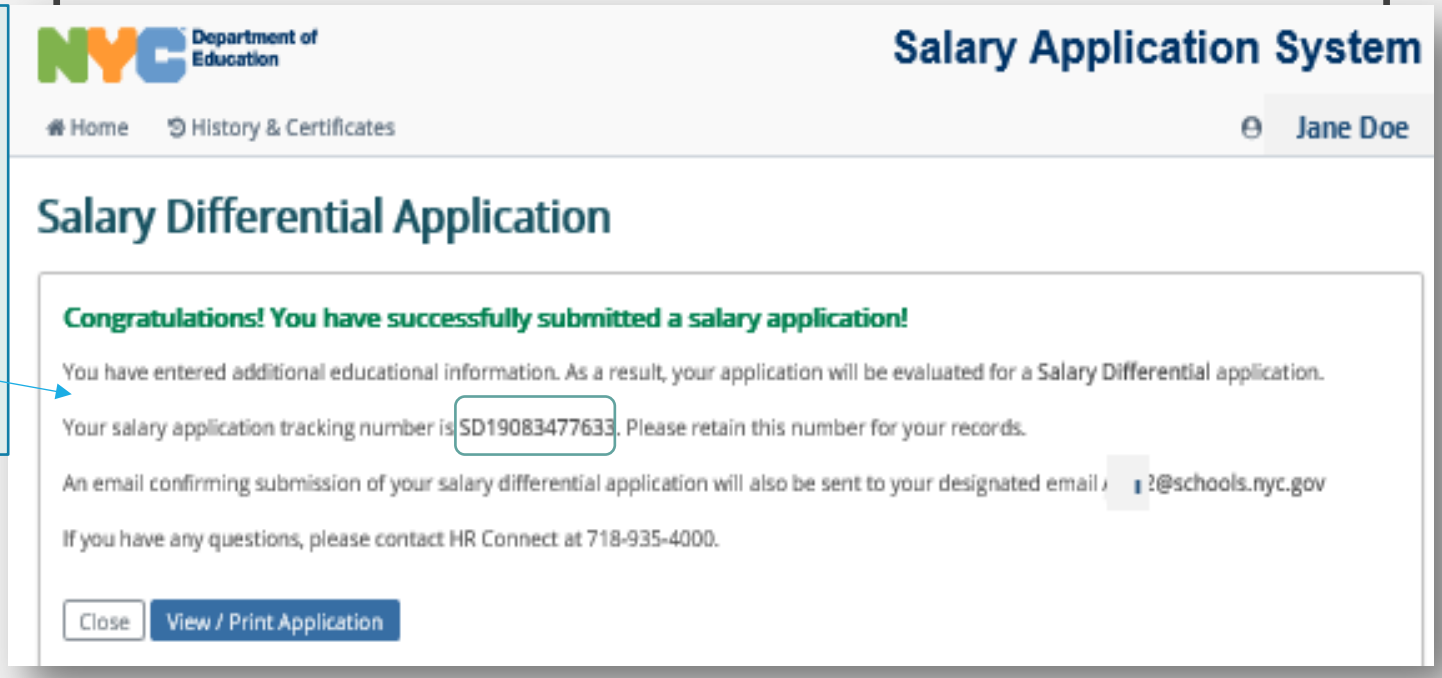
SALARY DIFFERENTIAL – SIGNATURE



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.

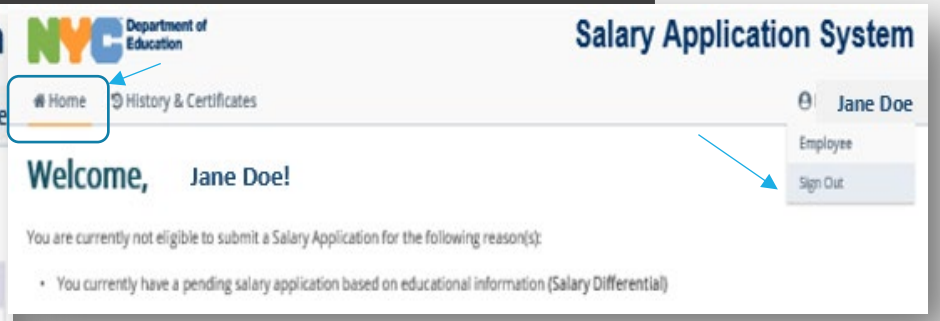


SALARY DIFFERENTIAL - HISTORY & CERTIFICATES AND HOME

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.