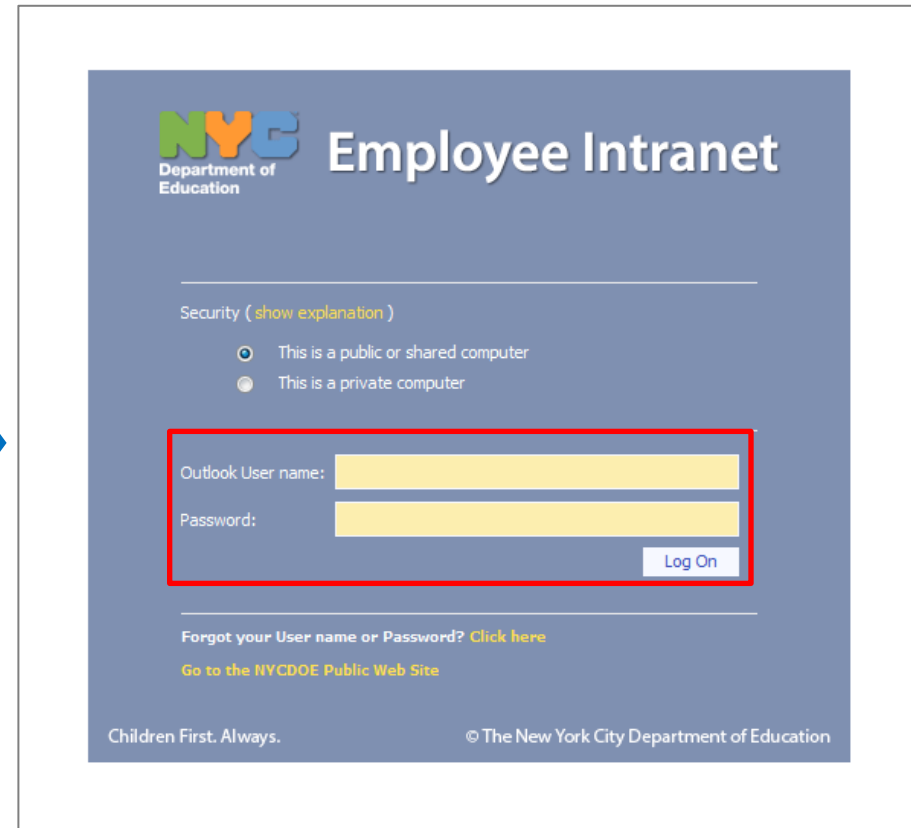
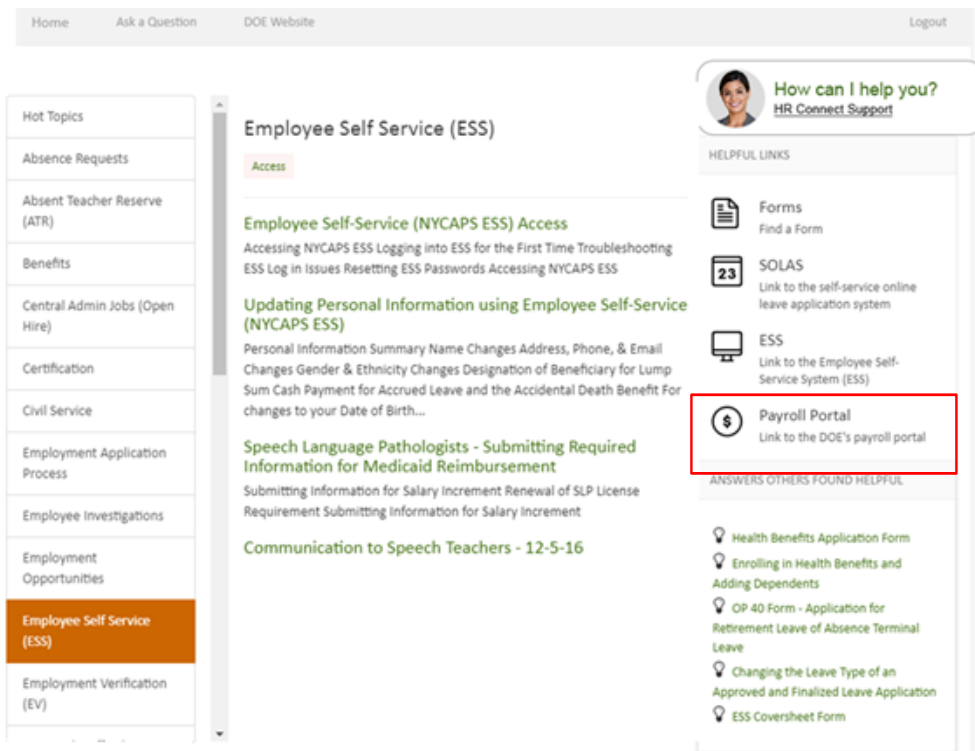


Step-by-step Guide for Teachers: How to apply for Salary Step



1

Go to <https://doehrconnect.custhelp.com>, login with your **Outlook User name** and **Password**.

Note: These are the same credentials you use to log into your DOE email account.

Then click "**Payroll Portal**"

2

Enter your DOE **Outlook User name** and **Password** again. Then click the **Log On** button to be redirected to the Payroll Portal page.

NYC Department of Education

Note for Internet Explorer Users: If you are using Internet Explorer version 10 or 11, and you experience difficulty accessing the Payroll Portal applications, please note the following instructions:
[Click Here if you are using IE10](#) [Click Here if you are using IE11](#)

Functions
 News (Home)
 Documents
 Events
 Polls
 Training

Employee Self Service
 DOE Applications
 Other

LOGIN

Sign-in Help

Network\Email Id:
 *

Password:
 *

Forgot Id/Password?

EMP ID
 EIS ID

* Required Fields

Custodians Click Here

Viewing 1 to 5 of 26 [Next Page](#)

Listing News of All Tags Sort By Date Sort By Name

Journal Entry option is Open in the PDPS Payroll System for Pedagogic Per Diem and Per Session Payroll

The Journal Entry option is open for Pedagogic Per Diem Payroll and Per Session Payroll in the PDPS Payroll System. [Click to see more...](#)

10/02/2014 - by *Benvisto, Richard*

Professional Development Workshop for New Payroll Secretaries

We are pleased to announce that the Division of Financial Operations, Office of Payroll Administration will be having a Professional Development Seminar for new Payroll Secretaries and those who have been in the title for one year or less beginning Monday October 6 through Friday October 10, 2014 at 65 Court St. Please note that ONLY licensed and new Payroll Secretaries will be allowed to participate in the Payroll Secretaries Professional Development workshop. All registrants will receive an [Click to see more...](#)

09/22/2014 - by *Davenport, Joan*

Payroll Portal Announcement

Due to the high volume of paycheck inquiries, you may



NYC Department of Education

10:4:9 AM

News

Viewing 1 to 5 of 9 [Next Page](#)

Listing News of Preferred Tags
[\(List News of All Tags\)](#) Sort By Date Sort By Name

Payroll Portal

The Payroll Portal is currently unavailable. We apologize for the inconvenience

[Click to see more...](#)

10/11/2012 - by *admin, admin*

New arrival as of September 21, 2012

The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. [Click to see more...](#)

09/21/2012 - by *admin, admin*

Functions
 News (Home)
 Documents
 Events
 Polls
 Training

Employee Self Service

DOE Applications
 Other

LOGIN

User login successful.

[Subscribe To Mailing List](#)

3

Enter the following:

- Your **Network\Email ID**.
- Your **Password**.
- Select either **EMP ID** or **EIS ID**.
- Enter your **EMP ID** or **EIS ID** in the box.

Then click the **Sign-in** button.

4

Click the **Employee Self Service** blue bar to the left of the page.

The screenshot shows the NYC Department of Education website. On the left sidebar, under the 'Employee Self Service' section, the link 'Sal Diff Step Req' is highlighted with a red box. The main content area displays a news article titled 'Professional Development Workshop for New Payroll Secretaries' dated 09/22/2014. Below the article is a 'Payroll Portal Announcement' with a 'Sign-off' button and a 'Click to see more...' link.



The screenshot shows the 'Salary Differential & Step' form. Under the 'Form Type Selection' section, the 'Salary Step Form' radio button is selected and highlighted with a red arrow. Below this, in the 'Employee Selection' section, the 'Validate' button is highlighted with a red arrow. At the bottom of the form are buttons for 'Main Screen', 'Clear', and 'Continue'.

5

Trace to and click **Sal Differ Step Req**.

Note: If you are not eligible to apply for a Salary Differential/Salary Step, you will receive an error message stating that you cannot complete an application. If you believe this to be incorrect, contact your payroll secretary.

6

Click the **Salary Step Form** button and then enter your Social Security Number.

Salary Step Eligibility Requirements

(Use the links below to jump to the answer for a specific question)

- [Who is eligible for a salary step increase?](#)
- [What type of prior professional experience qualifies for a salary step increase?](#)
- [How many years of credit am I eligible for based upon my prior experience?](#)
- [How will my prior employment be verified?](#)

UFT Bronx 2100 Bartow Avenue Bronx, New York 10475 718-379-6200	UFT Brooklyn 335 Adams Street Brooklyn, New York 11201 718-852-4900
UFT Queens 97-77 Queens Boulevard Rego Park, New York 11374 718-275-4400	UFT Manhattan 52 Broadway New York, New York 10004 212-598-6800
UFT Staten Island 4456 Amboy Road Staten Island, New York 10312 718-605-1400	



Salary Differential, Step & Upgrade

Create New Form

Summary

If the information below is correct please click "Continue" to proceed to the form entry page, if not please correct any incorrect entries.

Form Type: Salary Step Form
Employee: ()
Title: TEACHER, SPECIAL EDUCATION - 742 Q-Bank - Pay cycle (S)

7

Make sure you read the information about salary step before clicking the **Continue** button.

8

Verify that your information is correct on the screen.

Click the **Continue** button after you have reviewed your personal information.

Create New Salary Step Form

Section A - Personal Information

First Name: (*)

Middle Name Initial:

Last Name: (*)

Email Address: @schools.nyc.gov (*)

Warning: The Email address that you have provided will be used to notify the status of your salary step application

EIS ID: 0889494

SSN: ***-**-6065

Date of Appointment: N/A

Mailing Address

Address: (*)

City: (*)

State: - Select One - (*)

Zip Code: (*) Last 4 digits are optional

Warning: Please verify that this is your correct address, if not please call HR Connect at 718-935-4000 to update your address



Section B - Prior Experience Selection

Please select one or more check boxes that corresponds with your work experience that you provide

Check here if you have prior teaching experience performed in the NYC Department of Education

Check here if you have prior teaching experience performed outside the NYC Department of Education

Check here if you have prior related non-teaching experience

Check here if you have prior college teaching experience

Section C - Applicant's Declaration

I understand that if any information or documentation provided as part of this application is found by the Chancellor or his 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.

Check here if you declare that all information contained herein is accurate as of 10/15/2014

X Cancel Clear Continue

9 Fill out all of the fields in **Section A – Personal Information** of the form, and scroll down.

Note: Fields with (*) must be filled out.

10 Click the check box that best describes your situation:

- **Prior Teaching Experience with the DOE**
- **Prior Teaching Experience outside of the DOE**
- **Prior Related Non-teaching Experience**
- **Prior College Teaching Experience**

Note: Depending on the option(s) you selected in **Section B**, different options will appear in **Section B.1, B.2, B.3, and B.4**.

Section B - Prior Experience Selection

Please select one or more check boxes that corresponds with your work experience that you provide

- Check here if you have prior teaching experience performed in the NYC Department of Education
- Check here if you have prior teaching experience performed outside the NYC Department of Education
- Check here if you have prior related non-teaching experience
- Check here if you have prior college teaching experience

Section B.2 - Prior Teaching Experience Performed Outside the NYC Department of Education

School Name	Complete Address	Name of Head of Institution	Subj/Grade Taught	# Days in School Year	Teaching Hours Per Week	Employer Email	Work Experience
-------------	------------------	-----------------------------	-------------------	-----------------------	-------------------------	----------------	-----------------

No records to display.

[Click here to add prior work experience](#)

Section B.3 - Prior Related Non-Teaching Experience

Name of Employer	Complete Address	Exact Title	Job Description of Service	Date of Employment From	To	Hours Worked Per Week
------------------	------------------	-------------	----------------------------	-------------------------	----	-----------------------

No records to display.

[Click here to add prior work experience](#)



Section B.2 - Prior Teaching Experience Performed Outside the NYC Department of Education

School Name	Complete Address	Name of Head of Institution	Subj/Grade Taught	# Days in School Year	Teaching Hours Per Week	Employer Email	Work Experience	Date of Employment From	To
-------------	------------------	-----------------------------	-------------------	-----------------------	-------------------------	----------------	-----------------	-------------------------	----

No records to display.

School Name: Edgemont Elementary School
Address Line 1: 1 Edgemont Road
Address Line 2:
City: Edgemont
State: NY
Zip: 10683
Name of Head of Institution: Mary Smith
Subj/Grade Taught: 4th & 5th grade
Days in School Year: 180
Teaching Hours Per Week: 35
Employer Email: M.Smith@edgmoconslem.edu
Work Experience: Full Time
Date of Employment (From): 9/2/2005
Date of Employment (To): 7/1/2008

[Add](#) [Cancel](#)

[Click here to add prior work experience](#)

11

Click the **Click here to add prior work experience** button to add your work experiences.

Complete all the fields.

12

Click the **Add** button. If you have additional work experience to add, click the **Click here to add prior work experience** button, otherwise scroll down.

NYC Department of Education

Functions Employee Self Service DOE Applications Other Logout

Edgemont Elementary School	1 Edgemont Road, Edgemont, NY 10683	Mary Smith	4th & 5th grade	180	35	M.Smith@edgmo.stolen.edu	Full Time	09/02/2005	07/01/2008	Edit	Delete
----------------------------	-------------------------------------	------------	-----------------	-----	----	--------------------------	-----------	------------	------------	------	--------

Click here to add prior work experience

Section B.3 - Prior Related Non-Teaching Experience

Name of Employer	Complete Address	Exact Title	Job Description of Service	Date of Employment From To	Hours Worked Per Week	Employer Email
Mario Spence CPAs	246 White Plains Road, White Plains, NY 10587	Accountant	CPA/provided full accounting services	08/15/2008 07/01/2015	40	mspence@mspenceCPA.com

Click here to add prior work experience

Section C - Applicant's Declaration

I understand that if any information or documentation provided as part of this application is found by the Chancellor or his 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.

Check here if you declare that all information contained herein is accurate as of

NYC Department of Education

Functions Employee Self Service DOE Applications Other Logout

9:52:5

Section B.1 - Prior Teaching Experience Performed in the NYC Department of Education

School Name	License	Date of Employment From To	# of Days Served	Type of Service
Harvey Milk High School	English	08/02/2013 09/27/2013	22	Teacher

Click here to add prior work experience

Confirm

Are you sure you want to submit this form?

Check here if you declare that all information contained herein is accurate as of 10/15/2014

Cancel Clear Continue

13

Complete the following sections if they apply to you:

- **Section B.2, Prior Teaching Experience Performed Outside the NYC DOE.**
- **Section B.3, Prior Related Non-Teaching Experience.**
- **Section B.4, Prior College Teaching Experience.**

Click the **check box** to agree to the declaration.

14

Click the **Yes** button.

An **email will be sent to you** telling you that you successfully submitted the form. Your application will be reviewed and processed with 8-10 weeks.