Applying for Salary Steps

A Step-By-Step Guide
THE GRANTING OF SALARY DIFFERENTIALS AND STEPS IS NOT AN AUTOMATIC PROCESS!

THE APPLICANT MUST APPLY FOR BOTH SALARY DIFFERENTIALS AND STEPS IN ORDER TO BE PLACED ON THE CORRECT SALARY SCALE BASED ON THEIR QUALIFICATIONS!
Filing a Salary Step Placement Application!
What are Salary Steps?

• Salary step placement is based on previous, paid, full-time teaching experience and/or related non-teaching experience.

• All appointed teachers and appointed school-based-staff are assigned a salary step and an equate date. Twice each year, these individuals will automatically advance to the next salary step—one on his/her equate date and again every March.

• Non-appointed teachers and non-appointed school-based staff advance to the next salary step after 85 days worked, up to a maximum of step 4A.
When to apply for Salary Step Placement?

***All newly hired teachers and school-based staff must apply for the Salary Step within 6 months from their start date***

- When notified that an applicant has been selected for a position, they will be required to go the payroll portal and create the salary step application.
- They **MUST** submit their Salary Step application within six (6) months of appointment (*i.e. if appointment date is 9/8/16, they have until 3/31/17 to apply without losing retroactivity*). *Applications filed after six (6) months are not eligible for retroactivity.*
- If no previous work experience has been entered, the applicant will automatically be placed on Salary Step 1A and granted an equate date that coincides with their first day of employment.
Let’s get started:

Log in for teacher/teacher line employees
Click OK
NYC Gives

The Department of Citywide Administrative Services (DCAS) has launched the 2016 Combined Municipal Campaign. NYC Gives offers City employees an opportunity to contribute, through convenient payroll deductions, to a vetted group of charitable organizations that provide urgently needed services to local, state, national, and international communities. Since the year 2000, City employees have contributed over $33 million to a myriad of organizations. Click to see more...

10/21/2016 - by admin, admin

9/21/2015 - Evan

9/21/2015 Click to see more...

09/21/2015 - by admin, admin

Payroll Portal

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

Click to see more...
Choose which application to file (i.e. Salary Differential or Salary Step)

Enter the social security number, then click “Validate.”
Please provide an email address that is used frequently. This is the email address we will use to notify the applicant of their status.
Check the boxes that reflect prior experience.

*Note the headings that appear and fill in the experience accordingly.

Click the “+” button to add an employer.
Fill out the information and click the “Add” button to save.
If there is additional experience to add, click the “+” button and repeat the steps for each one.
Be sure to check the “Applicant’s Declaration” box. Then scroll down and click “Continue.”
Click Yes
Click OK
At this point, they may print a copy of the application for their records.
Salary Step Placement FAQ’s

• What is a salary step?
• Who can apply for a salary step?
• When should I apply for a salary step?
• What type of prior professional experience qualifies for a salary step increase?
• How do I apply for a salary step?
• How many years of initial credit am I eligible for?
• What is an equate date?
• How is my prior work experience verified?
• Do I need to apply every year for salary step placement?
• How long will it take for my application to be processed?
• What happens after I reach the maximum salary step?
• How long will it take for my application to be processed?
• Do I need to apply every year for salary step placement?
• How do I read my salary step certificate?
• What if I receive my salary step certificate but don’t receive an increase in pay?
• How is my salary step affected if I fail to meet licensing requirements?
• Who do I contact if I have additional questions about salary steps?

The answers to these questions are found at the following link: