

SALARY APPLICATION SYSTEM: FAQS



Division of Human Capital
Office of Field and Information Services

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HOW DO I SCAN DOCUMENTS?

- How to Scan a Document from your Printer to Your Computer
 - 1. In search box on your taskbar, type **Devices and Printers** and hit the **Enter** key.
 - 2. Turn on your printer.
 - 3. Right-click your printer and select **Start scan**.
 - 4. In the New scan window uncheck the **Preview or scan images as separate files** option at the bottom.
 - 5. Click **Scan**.
- For more directions on how to scan documents, please go to:
<https://www.wikihow.com/Scan-Documents>

HOW DO I SCAN DOCUMENTS? - CONTINUED

- Allowable file formats:
 - pdf
 - png
 - jpg
 - jpeg
- Please ensure that scanned documents are legible.

HOW DO I UPLOAD FILES?

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**

NYC Department of Education

Salary Application System

Jane Doe

Cancel Application

Salary Differential and Step Application

Profile: Educational Information and Experience (100% Complete)

Please provide the required supporting document(s) specified below.

Step 1: Select the supporting document(s) type. If the file uploading represents the file.

Education / Prior Experience	Supporting Document(s)
<input checked="" type="checkbox"/> Original College Transcript	<input type="checkbox"/> Proof of Credits (if applicable)
Hunter College Bachelors 06/17/2019 English 120 Credits	<input type="checkbox"/> Proof of A+ Credits/C
Mercy College 07/09/2018 - 09/15/2019	<input type="checkbox"/> Verification of Employment <input type="checkbox"/> Resume
Navy 01/21/2019 - 08/09/2019	<input type="checkbox"/> FORM DD2-14, verification
Alpine College 02/04/2019 - 07/09/2019	<input type="checkbox"/> Verification of Employment

1 Select the file. **Browse**

4 **Upload**

3 **Open** **Cancel**

Back Save & Exit Continue

WHAT BROWSERS ARE COMPATIBLE WITH THE SALARY APPLICATION SYSTEM?

- You must use the latest version of the following browsers:
 - Microsoft Internet Explorer (IE)
 - Microsoft Edge
 - Google Chrome
 - Safari

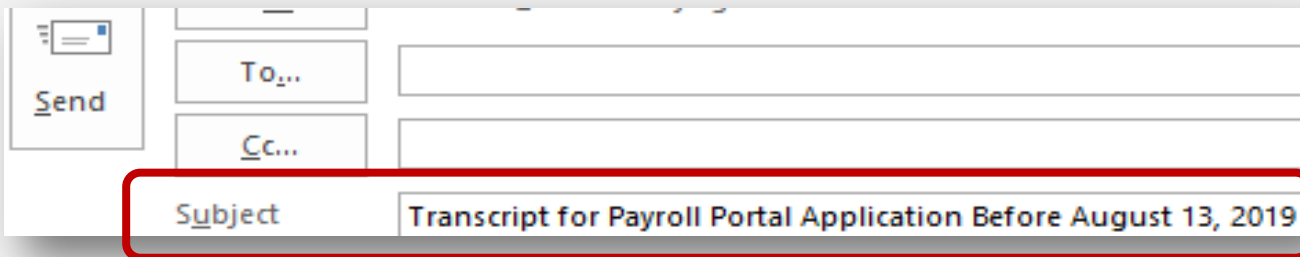
If you are experiencing a technical issue, please call HR Connect at (718) 935-4000.

WHAT IF I NEED TO MAKE CHANGES AFTER I HAVE SUBMITTED MY APPLICATION?

- You will no longer be able to make changes to your application after submission.
 - Please do not submit your application until you are confident that you have all the supporting documents and sufficient credentials uploaded. **Submitting an application with incomplete or insufficient documents will significantly increase your application processing time!**
- You will need to wait until the Office of Salary Services processes your application before you are able to make changes or submit another application.

HOW CAN I SUBMIT MY TRANSCRIPT IF I SUBMITTED AN APPLICATION VIA THE PAYROLL PORTAL BEFORE AUGUST 13, 2019?

- You may submit your transcript by uploading the transcript to the Salary Application System or you may mail your transcript to the Office of Salary Services.
- If the electronic option is not available, your school may mail or email your transcript to the Office of Salary Services at SalaryDifferentialApplications@schools.nyc.gov
- If you email your transcript, please put the following in the email
Subject “Transcript for Payroll Portal Application Before August 13, 2019.”



The image shows a screenshot of an email client interface. The 'Subject' field is highlighted with a red border and contains the text: "Transcript for Payroll Portal Application Before August 13, 2019". Other fields visible include 'To...', 'Cc...', and a 'Send' button.

HOW ARE TRANSCRIPTS HANDLED?

- You are required to upload transcripts into the Salary Portal Application
 - Please obtain and electronic transcript from your college/university.
 - All transcripts must have a conferral date (graduation or degree date)
- It is important that your uploaded transcripts, and degree certificates are legible, to avoid delays in the processing of your application. Transcripts that are not legible will not be accepted.
- An uploaded transcript and/or academic document must be from the official version of the document. An official transcript bears the original signature of the registrar and/or the original seal of the issuing institution..
- On August 30, 2019 C.O.B., the HR Connect Walk-In Center will no longer accept hard copies of your transcripts. **You must upload the transcripts into the application.**

WHEN DO I NEED A COMBINED (DIFFERENTIAL & STEP) APPLICATION?

- If you are a new employee you are required to complete the combined (differential & step) application.
- If you are missing supporting documents or have insufficient credentials, **rejected** by our processing team. You will have 30 days to supply the supporting documents before it is **declined**.
- application will first be **rejected** by our processing team. You will have 30 days to supply the supporting documents before it is **declined**.

WHAT DOES REJECTED MEAN?

- An application that does not have all the supporting documents will be rejected. The applicant will receive the following email and can see the rejected status in the Salary Application System under “History & Certificates.” Note only the email will provide you with a reason.

Your Salary Application is Incomplete

Tracking #:
EIS ID:

Dear #ApplicantName#:

Your Salary Application has been **rejected** by the Office of Salary Services due to the following reason(s):

insert desired text

In order to complete your Salary Application, please submit the required information using this [link](#).

Thank you for your cooperation.

Sincerely,
NYC Department of Education
Office of Salary Services
65 Court Street, Room 815
Brooklyn, NY 11201

Please do not reply to this message as this mailbox cannot receive inquiries.

NYC Department of Education Salary Application System

Home History & Certificates Jane Doe

History & Certificates

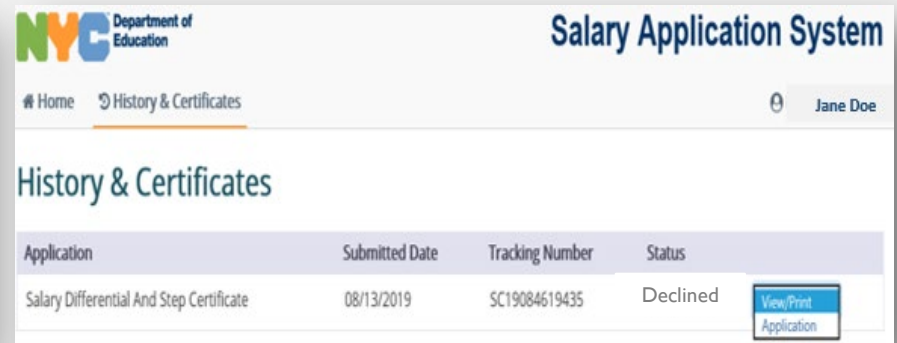
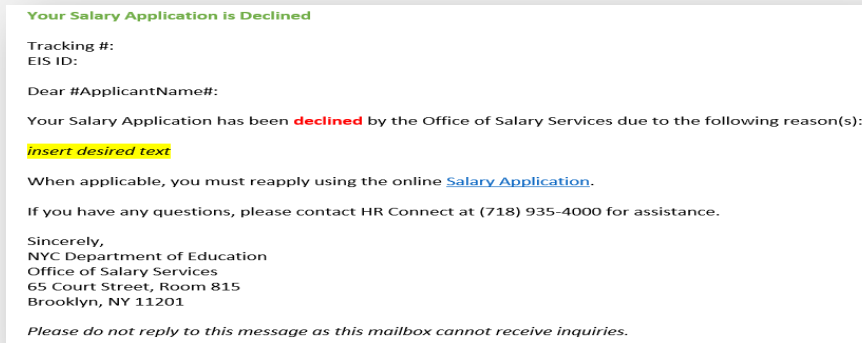
Application	Submitted Date	Tracking Number	Status
Salary Differential And Step Certificate	08/13/2019	SC19084619435	Rejected

[View/Print Application](#)

- The applicant will have 30 days to supply the supporting documents.
- Rejected applications appear in draft form to the applicant. Applicants can resume the application process once they log into the salary application system.

WHAT DOES DECLINED MEAN?

- If you have insufficient credentials and/or did not supply the supporting documents after 30 days, your application will be declined. The applicant will receive the following email and can see the declined status in the Salary Application System under “History & Certificates.” Note only the email will provide you with a reason.



- You will need to resubmit the application once you have all the supporting documents and sufficient credentials.

WILL SALARY CERTIFICATES STILL BE EMAILED?

- Salary certificates will no longer be emailed. You will be able to print the certificate from the Salary Application System by selecting “History & Certificates” and then selecting “Application.”

The screenshot shows the NYC Department of Education Salary Application System interface. At the top left is the NYC Department of Education logo. The page title is "Salary Application System". Below the logo, there are navigation links: "# Home" and "History & Certificates". The "History & Certificates" link is highlighted with a red box and an orange arrow. In the top right corner, there is a user profile icon and the name "Jane Doe". Below the navigation links, the page title "History & Certificates" is displayed. A table with the following columns: "Application", "Submitted Date", "Tracking Number", and "Status". The table contains one row: "Salary Differential And Step Certificate", "08/13/2019", "SC19084619435", and "Submitted". To the right of the "Submitted" status, there is a blue button labeled "View/Print Application", which is also highlighted with an orange arrow.

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

HOW CAN I CONFIRM THAT THE OFFICE OF SALARY SERVICES HAS RECEIVED MY APPLICATION?

You will be able to confirm the submission of your application from the Salary Application System by selecting “History & Certificates.”

The screenshot displays the NYC Department of Education Salary Application System interface. At the top left is the NYC Department of Education logo. The page title is "Salary Application System". The user is logged in as "Jane Doe". The navigation menu includes "Home" and "History & Certificates", with the latter highlighted by a red box and an arrow. The main content area is titled "History & Certificates" and contains a table with the following data:

Application	Submitted Date	Tracking Number	Status	
Salary Differential And Step Certificate	08/13/2019	SC19084619435	Submitted	View/Print Application

CAN F/O/Z STATUS USE THE SALARY APPLICATION SYSTEM?

- This process is under construction, please check back within a few weeks.

ASSISTANCE AND HELPFUL HINTS

- If you need assistance completing your application and/or have additional questions, please reach out to your union.
- Helpful Hints:
 - Always “**Save**” each entry.
 - If you do not submit the application but wish to exit or sign off from the Salary Application System, always click “**Save & Exit**” to save as a draft or your entries will be deleted.