SALARY APPLICATION SYSTEM: STEP-BY-STEP GUIDE

Salary Differentials
TABLE OF CONTENTS

• Salary Differentials Defined
• Pre-Application Success Checklist
• Sign In
• Application Selection
• Personal Information/Profile
• Educational Information
  • Additional Credits/Degrees
  • Select Differential
TABLE OF CONTENTS - CONTINUED

- **Documents**
  - **Upload Supporting Documents**
- **Signature**
- **Application Submission**
- **History and Certificates**
- **New Information: A+ Credits**
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

<table>
<thead>
<tr>
<th>Task</th>
<th>Completed (Yes or No)</th>
</tr>
</thead>
<tbody>
<tr>
<td>i. Salary Application System Browser Requirements</td>
<td></td>
</tr>
<tr>
<td>1. You will need one of the following to use the Salary Application System:</td>
<td></td>
</tr>
<tr>
<td>a. Latest version of Microsoft Internet Explorer (IE)</td>
<td></td>
</tr>
<tr>
<td>b. Latest version of Microsoft Edge</td>
<td></td>
</tr>
<tr>
<td>c. Latest version of Google Chrome</td>
<td></td>
</tr>
<tr>
<td>d. Latest version Safari</td>
<td></td>
</tr>
<tr>
<td>ii. DOE user ID and password</td>
<td></td>
</tr>
<tr>
<td>1. If you have forgotten your password, you can have your password reset.</td>
<td></td>
</tr>
<tr>
<td>a. The Salary Application System will ask you whether you have forgotten your password.</td>
<td></td>
</tr>
<tr>
<td>iii. Personal Information/Profile</td>
<td></td>
</tr>
<tr>
<td>1. Have you recently changed your name?</td>
<td></td>
</tr>
<tr>
<td>a. Go to ESS (<a href="http://www.nyc.gov/ess">www.nyc.gov/ess</a>) to update the information.</td>
<td></td>
</tr>
<tr>
<td>2. Consider whether you want to add up two personal email addresses where application status information can be sent.</td>
<td></td>
</tr>
</tbody>
</table>
### Pre-Application Success Checklist – Review Before Applying for a Salary Differential

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<tbody>
<tr>
<td><strong>iv. Educational Information (Where Applicable)</strong></td>
<td></td>
</tr>
<tr>
<td>2. Have all Degree(s) and/or Credit(s) information in front of you so you can enter the information online (if applicable).</td>
<td></td>
</tr>
<tr>
<td>a. Note you will need to upload transcripts (front and back) and graduation date if a degree is required.</td>
<td></td>
</tr>
<tr>
<td>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.</td>
<td></td>
</tr>
<tr>
<td>c. Proof of Credits (if applicable)</td>
<td></td>
</tr>
<tr>
<td>d. Proof of A+ Credits/Coursework (if applicable)</td>
<td></td>
</tr>
<tr>
<td><strong>v. Documents (Proof of Educational Experience and/or Credits)</strong></td>
<td></td>
</tr>
<tr>
<td>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).</td>
<td></td>
</tr>
<tr>
<td>2. Have the files (allowable file formats: pdf, png, jpg or jpeg) for proof of credits readily available on your computer (if applicable).</td>
<td></td>
</tr>
<tr>
<td>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).</td>
<td></td>
</tr>
<tr>
<td><strong>vi. Signature (Application Declaration)</strong></td>
<td></td>
</tr>
<tr>
<td>1. Be prepared to attest to the accuracy of all the information you have provided.</td>
<td></td>
</tr>
</tbody>
</table>
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!
**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.
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.

### Salary Differential Application

<table>
<thead>
<tr>
<th>Personal</th>
<th>Educational Information and Experience</th>
<th>Supporting Documents</th>
<th>Signature</th>
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</thead>
</table>

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:** Jane
- **Middle Name:** Doe
- **Last Name:** Doe

**BIID:** 1111111

**SSN:** XXX-XX-6123

**TEACHER Address:**

**HAPPY AVE, JAMAICA, 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:**

**Personal Email (Optional):**

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*Button Legend*

- **Save & Exit** = 1
- **Continue** = 2
- **Move to the Next Screen** = 1
- **Cancel Application** = 3

9/9/2019 9
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.
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.

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

**Salary Application System**

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</table>

Please select the salary differential for which you are applying.

1. First - Bachelor’s Degree + 30 Credits (PA)
   - Approved Bachelor’s degree AND
   - Approved Master’s degree
   - Minimum of 30 semester credits
   - Must be in one of the approved areas of specialization

2. Promotional - Bachelor’s + 30 credits in an area of specialization - Bachelor’s + 30 additional credits with 36 credits in an Area of Specialization - C2 + PD (RA)
   - Approved Bachelor’s degree
   - Minimum of 30 semester credits
   - Must be in one of the approved areas of specialization

3. Promotion - Master’s Degree - Master’s degree - C2 + PD (RA)
   - Approved Master’s degree
   - Minimum of 30 semester credits

4. Intermediate without Area Specialization - Bachelor’s + 60 credits with 36 credits in an area of specialization
   - Minimum of 60 semester credits

5. Intermediate with Area Spec. - Bachelor’s + 60 credits with 36 credits in an area of specialization
   - Minimum of 60 semester credits

6. Master’s Degree - Master’s degree
   - Minimum of 30 semester credits

7. Promotion - Bachelor’s + 30 credits in an area of specialization - Bachelor’s + 30 additional credits with 36 credits in an Area of Specialization
   - Minimum of 60 semester credits

8. Second - Bachelor’s degree - Master’s degree - 30 additional credits - C2 + PD (CAA)
   - Approved Bachelor’s degree
   - Minimum of 30 semester credits

9. Second (With A+ Credits) - Bachelor’s degree - Master’s degree - 30 additional credits
   - Minimum of 30 semester credits

### Important Note

- All credits must be earned prior to the completion of the Bachelor’s degree. The student must identify the exact number of credits earned for the degree and the number of excess credits. The latter must be substantiated by the student with supporting transcripts.
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.
File Selection and Upload Steps
Step (1): Click Browse
Step (2): Type the file name (Allowable file formats are: pdf, png, jpg, or jpeg)
Step (3): Click Open
Step (4): Click Upload
You will need to click the blue "Confirm" button, once you have selected the correct file which has all the required information.
In order to “Continue” to the next page, the “Status” of “✓ Complete” must appear in each area you provided information.
IMPORTANT: Please ensure you have thoroughly and accurately entered all of your application information before checking the box and confirming application submission.
Once you have submitted your application, you will be provided with an application tracking number confirming your application submission.
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.