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.
Enter the following:

a. Your **Network Email ID**.

b. Your **Password**.

c. Select either **EMP ID** or **EIS ID**.

d. Enter your **EMP ID** or **EIS ID** in the box.

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

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

Click the **Salary Step Form** button and then enter your Social Security Number.
Verify that your information is correct on the screen.

Click the **Continue** button after you have reviewed your personal information.
Fill out all of the fields in **Section A – Personal Information** of the form, and scroll down.

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

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.**
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.

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

Complete all the fields.
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.

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.