Step-by-step Guide for Paraprofessionals: How to apply for Salary Upgrade

1. Go to https://infohub.nyced.org/, and then click the Payroll Portal link.

2. Enter your DOE Outlook User name and Password. Note: These are the same credentials you use to log into your DOE email account.

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, and then click the **Sal Upgrade UFT/DC37** link.
If you are not eligible to apply for an upgrade, 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 **Create New Salary Upgrade Form** button. You can also see the status of any applications you may have submitted on this screen.
**7** Make sure you read the information on salary upgrade 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.
In Section B – Educational Information, click the Add Educational Information button, and then fill out the form to add your credentials.

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

Note: Fields with (*) must be filled out.
11. Click the title you are upgrading to in Section C - Salary Upgrade Being Applied For section.

Scroll down the page.

12. Read the information on the screen, click the check box to agree to the declaration, and then click the Continue button.
13 Click the Yes button.

14 Click the OK button.
Click the Print button.

Submit your printed application along with your transcripts (showing the conferral date of any degrees) to the front desk.

Note: It takes 6 – 8 weeks for it to be reviewed and processed.