



How to apply for Salary Differentials and Steps

A Step-By-Step Guide

**Division of Human
Resources**

*Office of Field and
Information Services*

**THE GRANTING OF SALARY
DIFFERENTIALS AND STEPS IS NOT AN
AUTOMATIC PROCESS!**

**YOU MUST APPLY FOR BOTH SALARY DIFFERENTIALS AND STEPS IN
ORDER TO BE PLACED ON THE CORRECT SALARY SCALE BASED ON YOUR
QUALIFICATIONS!**

What are SALARY DIFFERENTIALS ?

- A salary differential is an incremental increase in salary based on academic credit, coursework, or degrees earned beyond your bachelor's degree.
- For example, you may receive a differential once you achieve any of the following:
 1. **FIRST**-30 Credits above and beyond the Bachelor's degree requirements. This differential is commonly referred to as the, *1st Differential*.
 2. **PROMOTIONAL**-Master's Degree or 36 credits beyond baccalaureate in an area of specialization (commonly known as the -- *Promotional Differential*.)
 3. **INTERMEDIATE**- (*without Area of Specialization*)-60 Credits above and beyond the baccalaureate degree. This level is commonly known as the -- *Intermediate Differential*.)
 4. **INTERMEDIATE**- (*with Area of Specialization*)-60 Credits above and beyond the baccalaureate (can include credits towards the Master degree and excess credits, not used towards degree requirements, from undergraduate program. This level is also known as the -- *Intermediate Differential*.)
 5. **SECOND**-Master's and Baccalaureate Degrees plus additional 30 credits (commonly known as the -- *Second Differential*.)

For further information on each differential, click on the link below:

<http://schools.nyc.gov/Offices/DHR/TeacherPrincipalSchoolProfessionals/Salary/Salary+Differential+Eligibility.htm>

Let's get started:

Sal Step Request App
Savings Bond Telerik
Payroll Register 2.0

DOE Applications

Other

LOGIN

Sign-in Help

Network/Email Id:
* mgarcia

Password:
*

SSN
 EIS ID
 EMP ID

*

* Required Fields

Sign-in

[Click to see more...](#)
09/26/2008 - by admin, admin

Accelerated Payroll
Payroll Close deadline will be accelerated due to the upcoming Holidays. [Click to see more...](#)
09/26/2008 - by admin, admin

test 202
test 202
TESTING
TESTING
TESTING
[Click to see more...](#)
09/19/2008 - by admin, admin

Accelerated Payroll
Due to the upcoming Holiday Payroll with close early on 10/01/2008. [Click to see more...](#)
09/17/2008 - by admin, admin

				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Filter by Payroll Bank
 202 744 746
 740 745 747
 742

[Print Calendar Events](#)

DOCUMENTS

Latest Documents

- test 202
- Salary Differential Request Application
- E745 Payroll Calendar 2009
- Security Request Application for Extended Use of School Building User Guide
- Payroll Memoranda 19 2007-2008

[View All](#)

NEWS

Latest News:

- Payroll Portal Update
- Accelerated Payroll
- test 202
- Accelerated Payroll
- Enroll in Electronic Fund Transfer

[View All](#)

Local intranet

Log in for
teacher/teacher
line employees

Mailing List

USER INFO

User Name mruiz
First Name
Last Name
Address
City
Zip
State

Profile

Work Location Code  [Click to Add Work Location](#)

System Code

Work Location Description

Address Line 1

Address Line 2

Address Line 3

City State Zip

Office Phone Number Ext

Email

Confirm Email

Message



The mailing list hosted on this site is for distribution of information to employees. By joining this list, you will be kept up to date about important news, documents or events in the payroll portal. You can always unsubscribe or edit your subscription selections.



[Do not display this Page Again](#)

- Functions
- Employee Self Service
 - College Savings
 - Customer Service
 - EFT/Direct Deposit
 - Payroll Register
 - Sal Diff Step Req
 - W2 System
 - Emp.Records Research
 - Sal Upgrade UFT/DC37
 - WageWrks/Commuter Cd
 - Nepal Relief Fund
 - Retro Statements
- DOE Applications
- Other
- LOGIN
- Welcome to the NYC Department of Education Payroll Portal. This is the first time you've entered our Portal,so we defined your information on the payroll portal system.
- RUIZ, MARGIE**
- Sign-off
- Subscribe To Mailing List

News

Viewing 1 to 5 of 11 [Next Page](#)

Listing News of Preferred Tags
[\(List News of All Tags\)](#) Sort By Date Sort By Name

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

[Click to see more...](#)

10/11/2012 - by *admin, admin*

New arrival as of September 21, 2012

The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. [Click to see more...](#)

09/21/2012 - by *admin, admin*

test

https://intranet.nycboe.net/DOEPortal/Principals/M_ySchool/HR/Systems/RatingsForm.htm

[Click to see more...](#)

07/31/2012 - by *admin, admin*



SEARCH

Advanced Search

EVENT CALENDAR

< August 2015 >

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Filter by Payroll Bank

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
202	744	746
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
740	745	747
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
742		

[Print Calendar Events](#)

DOCUMENTS

Latest Documents

- Waiver test
- W2 Correction Form2
- Emp. Records Research
- TEST doc
- Rods second doc

[View All](#)

Salary Differential & Step

Create New Form

Form Type Selection

Please select form type

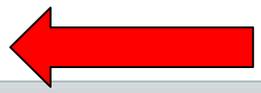
- Salary Differential Form
- Salary Step Form



Employee Selection

Please enter Employee's SSN and Click Validate

Validate



Main Screen Clear Continue

Click on which application you would like to submit (i.e. Salary Differential or Salary Step)

Enter your social security number, Then click "Validate."

Salary Step Form

Employee Selection

Please enter Employee's SSN and Click Validate

SSN is Validated

Summary

If the information below is correct please click Continue to proceed to the form entry page, if not please edit any pertinent information on the following page

Form Type: Salary Differential Form

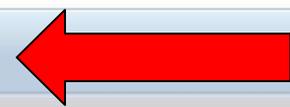
Employee: RUIZ, MARGIE (***-**-1396)

Title: TEACHER ATTENDANCE - 742 S Bank

↑ Main Screen

🗑 Clear

✓ Continue



You must click "continue".



Create New Salary Differential Form

Section A - Personal Information

Position: - Select One - (*)

First Name: - Select One - (*)

Middle Name Initial: Teacher (*)

Last Name: Guidance Counselor (*)

Email Address: Laboratory Specialist (*)

EIS ID: School Secretary (*)

SSN: Social Worker (*)

Date of Appointment: School Psychologist (*)

Trade Teacher (*)



Address that you have provided will be used to notify the differential application

Mailing Address

Address: 136 WEST 91ST STREET (*)

15H

City: NEW YORK (*)

State: NY (*)

Be sure to select your correct title from the drop down menu.

Section A - Personal Information

Position: Teacher (*)

First Name: MARGIE (*)

Middle Name Initial:

Last Name: RUIZ (*)

Email Address: MRuiz@schools.nyc.gov (*)

Warning: The Email address that you have provided will be used to notify the status of your salary differential application

EIS ID: 2299553
SSN: ***-**-1396
Date of Appointment: N/A

Mailing Address

Address: 136 WEST 91ST STREET (*)

15H

City: NEW YORK (*)

State: NY (*)

Zip Code: 10024 () (*) Last 4 digits are optional

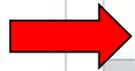
Warning: Please verify that this is your correct address, if not please call HR Connect at 718-935-4000 to update your address



Please supply an email address that you use frequently. This is the email address we will use to notify you of the your status or any questions we may have.

Section B - Educational Information

Degree Type	Degree/Major	Degree Date	School	Excess Crdts: ?
No records to display.				
Add Educational Information				



Click "Add Educational Information" To enter your degrees and credits.

Section C - Salary Differential Applied For

- First - Bachelor's + 30 approved credits FIRST - C2 (PA)
- Promotional - Bachelor's + 30 approved credits with 36 credits an area of specialization - C2+PD (RA)
- Intermediate without Area Spec. - Bachelor's + 60 approved credits - C2+ID (QA)
- Intermediate with Area Spec. - Bachelor's + 60 approved credits with 36 credits in an area of spec. - C2+PD+ID (SA)
- Promotional - Master's Degree - C2+PD (RA)
- Second - Bachelor's + Master's + 30 approved credits - C2+PD+C6 (UA)
- Guidance counselor - VIH2 (WH)
- Laboratory Specialist - IIC (WU)

Degree Type	Degree/Major	Degree Date	School	Excess Crdts: ?
No records to display.				
Degree Type:	- Select One -			
Degree/Major:	- Select One -			
Degree Date:	Associate's			
	Bachelor's			
School:	Other (ASPDA, CLEP, EXCELSIOR, DANTES)			
Excess Credits:	Credits Not towards a Degree			
<input type="button" value="Add"/>				
Add Educational Information				

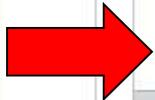


Bachelor's Degree Information must be added first!!

Section C - Salary Differential Applied For

- First - Bachelor's + 30 approved credits FIRST - C2 (PA)
- Promotional - Bachelor's + 30 approved credits with 36 credits an area of specialization - C2+PD (RA)
- Intermediate without Area Spec. - Bachelor's + 60 approved credits - C2+ID (QA)
- Intermediate with Area Spec. - Bachelor's + 60 approved credits with 36 credits in an area of spec. - C2+PD+ID (SA)

Degree Type	Degree/Major	Degree Date	School	Excess Crdts: ?
Bachelor's	English	05/25/2007	NYU	Edit Delete

[Add Educational Information](#)

Click “Add Educational Information” to add each additional record.

Section C - Salary Differential Applied For

- ? First - Bachelor's + 30 approved credits FIRST - C2 (PA)
- ? Promotional - Bachelor's + 30 approved credits with 36 credits an area of specialization - C2+PD (RA)
- ? Intermediate without Area Spec. - Bachelor's + 60 approved credits - C2+ID (QA)
- ? Intermediate with Area Spec. - Bachelor's + 60 approved credits with 36 credits in an area of spec. - C2+PD+ID (SA)
- ? Promotional - Master's Degree - C2+PD (RA)
- ? Second - Bachelor's + Master's + 30 approved credits - C2+PD+C6 (UA)
- ? Guidance counselor - VIH2 (WH)
- ? Laboratory Specialist - IIC (WU)
- ? Educational - 60 credits of approved study - IIC2 (WB)
- ? Professional - Educational Differential plus additional 30 credits in professional area(s) - IIC3 (WE)
- ? First - 60-credit MA in Social Work OR MA + 30 OR 60 credits + Masters in Social Work - VIF2 (WQ)

Degree Type	Degree/Major	Degree Date	School	Excess Crdts: ?
Bachelor's	English	05/25/2007	NYU	Edit Delete

Degree Type: - Select One -
 Degree/Major: - Select One -
 Degree Date: Associate's
 School: Bachelor's
 Excess Credits: Other (ASPDA, CLEP, EXCELSIOR, DANTES)
 Credits Not towards a Degree

[Add Educational Information](#)



Be sure to include all information required to qualify for each differential.

Section C - Salary Differential Applied For

- ? First - Bachelor's + 30 approved credits FIRST - C2 (PA)
- ? Promotional - Bachelor's + 30 approved credits with 36 credits an area of specialization - C2+PD (RA)
- ? Intermediate without Area Spec. - Bachelor's + 60 approved credits - C2+ID (QA)
- ? Intermediate with Area Spec. - Bachelor's + 60 approved credits with 36 credits in an area of spec. - C2+PD+ID (SA)

Degree Type	Degree/Major	Degree Date	School	Excess Crdts: ?
Bachelor's	English	05/25/2007	NYU	Edit Delete
Master's	English Literature	08/15/2008	Hunter College	Edit Delete

[Add Educational Information](#)



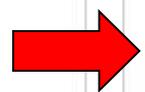
This information will be auto-saved for future applications!

Section C - Salary Differential Applied For

- ? First - Bachelor's + 30 approved credits FIRST - C2 (PA)
- ? Promotional - Bachelor's + 30 approved credits with 36 credits an area of specialization - C2+PD (RA)
- ? Intermediate without Area Spec. - Bachelor's + 60 approved credits - C2+ID (QA)
- ? Intermediate with Area Spec. - Bachelor's + 60 approved credits with 36 credits in an area of spec. - C2+PD+ID (SA)
- ? Promotional - Master's Degree - C2+PD (RA)
- ? Second - Bachelor's + Master's + 30 approved credits - C2+PD+C6 (UA)
- ? Guidance counselor - VIH2 (WH)
- ? Laboratory Specialist - IIC (WU)
- ? Educational - 60 credits of approved study - IIC2 (WB)
- ? Professional - Educational Differential plus additional 30 credits in professional area(s) - IIC3 (WE)

Section C - Salary Differential Applied For

- ? First - Bachelor's + 30 approved credits FIRST - C2 (PA)
- ? Promotional - Bachelor's + 30 approved credits with 36 credits an area of specialization - C2+PD (RA)
- ? Intermediate without Area Spec. - Bachelor's + 60 approved credits - C2+ID (QA)
- ? Intermediate with Area Spec. - Bachelor's + 60 approved credits with 36 credits in an area of spec. - C2+PD+ID (SA)
- ? Promotional - Master's Degree - C2+PD (RA)
- ? Second - Bachelor's + Master's + 30 approved credits - C2+PD+C6 (UA)
- ? Guidance counselor - VIH2 (WH)
- ? Laboratory Specialist - IIC (WU)
- ? Educational - 60 credits of approved study - IIC2 (WB)
- ? Professional - Educational Differential plus additional 30 credits in professional area(s) - IIC3 (WE)
- ? First - 60-credit MA in Social Work OR MA + 30 OR 60 credits + Masters in Social Work - VIF2 (WQ)
- ? Second - Doctorate - VIF3 (WR)
- ? First - 60-credit MA in Psychology OR MA + 30 OR MA + 60 credits in Psychology - VIK2 (WL)
- ? Second - Doctorate - VIK3 (WM)
- ? First Differential - Bachelor's degree + 30 additional credits OR Substitution of occupational experience (please click on ? for further information) C2 (PA)



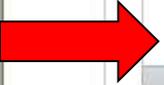
***Click on the differential That corresponds to the information you have provided in "section B".**

***Click on the ? To get the requirements for the Differential you are applying for.**

Section D - Applicants Declaration

I understand that if any information or documentation provided as part of this application is found by the Chancellor or his designee to be fraudulent, forged, or altered, it will result in a denial of my application and may subject me to disciplinary action if I am already employed by the New York City Department of Education. I also understand I will have a chance to respond to any allegation that a document or information I have supplied is fraudulent, forged, or altered prior to any adverse action being taken against me. Finally, I understand that if any information or documentation submitted as part of this application is found to be fraudulent, forged, or altered after my application has been processed and I have received additional money as a result, I will agree to return, upon demand by the Department of Education, that amount of money received which is directly attributable to the fraud, forgery, or alteration by deductions from my paycheck, or alternate means if I so elect or if I am no longer employed by the Department of Education.

Check here if you declare that all information contained herein is accurate as of 07/14/2009 (*)



Check the declaration box.
This serves as your "e-signature" and is required to submit your application.

Cancel Clear Continue



Click "continue" to submit the application.

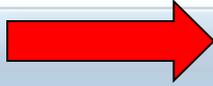
Section I

I understand that if any information or document submitted to the Chancellor or his designee is fraudulent, forged, or otherwise false, and may subject me to disciplinary action if found to be so by the Department of Education. I also understand I will have a criminal record if any information I have supplied is fraudulent, forged, or otherwise false against me. Finally, I understand that if any application is found to be fraudulent, forged, or otherwise false, I may have received additional money as a result of my application from the Department of Education, that amount of money received may be recovered by deductions from my paycheck, or alternative means of recovery by the Department of Education.

Check here if you declare that all information contained herein is accurate as of 07/14/2009 (*)

Confirm

Are you sure you wish to submit this form?

 Yes No

You will be prompted to “review” your information before you submit your application. Click “Yes” to submit or “No” to review or edit.

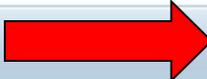
Section I

I understand that if any information or document submitted to the Department of Education, or any of its employees, is found to be fraudulent, forged, or otherwise false, I and my employer may be subject to disciplinary action if found guilty. I also understand I will have a disciplinary record if found guilty. I understand that if any information I have supplied is fraudulent, forged, or otherwise false, I will be held responsible for any action taken against me. Finally, I understand that if any application is found to be fraudulent, forged, or otherwise false, I will have received additional money as a result of the application, that amount of money received will be recovered by deductions from my paycheck, or alternative means of recovery. I understand that the Department of Education will not be responsible for any such recovery.

Check here if you declare that all information contained herein is accurate as of 07/14/2009 (M)

Warning

Thank you for submitting your Salary Differential application. The Office of Salary Services will notify you via email of your Salary Differential assignment once your application has been processed.



A copy of your application will appear. Please make 2 copies, one for your records and one to submit as a cover sheet with your transcripts.

Salary Differential FAQ's

- Who can apply for a salary differential?
- When should I apply for a salary differential?
- When do I qualify for a salary differential?
- Other than approved college/university courses, what other types of courses qualify for the salary differential?
- Is there any limit to the number of alternate forms of credit I can apply toward my differential?
- How do I apply for a salary differential?
- What if I am eligible for several differentials at once? Do I need to submit a separate application for each differential?
- What documentation will I need to submit with my application?
- How long will it take to process my application?
- How do I read my salary differential certificate?
- What if I receive my salary differential certificate but don't receive an increase in pay?
- Is there any limit to the number of differentials I can earn?
- Will I be entitled to retroactive pay?
- Who do I contact if I have additional questions about salary differentials?

The answers to these questions can be found on the following link:

<http://schools.nyc.gov/Offices/DHR/TeacherPrincipalSchoolProfessionals/Salary/Salary+Differential+FAQ.htm>

**Now we can move on to filing your 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—once 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 should I apply for Salary Step Placement

All newly hired teachers and school-based staff reports their prior work experience in their online application (TSN) for employment

- This information will be automatically sent to the new on-line salary step application via the payroll portal.
- When you are notified that you have been selected for a position, you will be asked to go the payroll portal and review/edit the information that has been pre-populated on the form.
- You **MUST** review/edit and submit your Salary Step application within six (6) months of your appointment (i.e. if your appointment date is 9/5/15, you have until 3/31/16 to apply without losing retroactivity). *Applications filed after six (6) months **are not eligible** for retroactivity.
- If you **do not** validate the form, the Office of Salary Services will validate on your behalf.
- If **no** previous work experience has been entered, you will automatically be placed on Salary Step 1A and granted an equate date that coincides with your first day of employment.

Let's get started:

Payroll Portal Main Page - Internet Explorer provided by NYC DOE DDT

http://10.2.27.26:payrollportalweb/Main.aspx

NYC Department of Education DFO

12:39 (12 PM)

Functions

- News (Home)
- Documents
- Events
- Polls
- Training

Employee Self Service

DOE Applications

Other

LOGIN

Sign-in Help

Network\Email Id:

Network\Email Id:

Password:

Forgot Id/Password?

EMP ID

EIS ID

Required Fields

Custodians Click Here

News

Viewing 1 to 5 of 24 [Next Page](#)

Listing News of All Tags

Sort By Date Sort By Name

Payroll Portal

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

[Click to see more...](#)

10/11/2012 - by admin, admin

New arrival as of September 21, 2012

The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. [Click to see more...](#)

09/21/2012 - by admin, admin

test

https://intranet.nycdoe.net/DOEPortal/Principals/M_ySchool/HR/Systems/RatingsForm.htm

[Click to see more...](#)

07/31/2012 - by admin, admin

SEARCH

Advanced Search

EVENT CALENDAR

August 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Filter by Payroll Bank

202 264 298

292 292 292

292

Print Calendar Events

DOCUMENTS

Latest Documents

- Waiver test
- W2 Correction Form2
- Emp. Records Research
- TEST doc
- Rids second doc

View All

http://schools.nyc.gov/Office/DFO/

Local intranet | Protected Mode: Off

125%



Log in for teacher/
teacher line employees

Mailing List

USER INFO

User Name

vsooknana

First Name

Last Name

Address

City

Zip

State

Profile

Work Location Code

[Click to Add Work Location](#)

System Code

Work Location
Description

Address Line 1

Address Line 2

Address Line 3

City

State

Zip

Office Phone Number

Ext

Email

Confirm Email



Subscribe



Cancel

[Do not display this Page Again](#)

Message



The mailing list hosted on this site is for distribution of information to employees. By joining this list, you will be kept up to date about important news, documents or events in the payroll portal. You can always unsubscribe or edit your subscription selections.



Ok

Click OK

Functions

Employee Self Service

- College Savings
- Customer Service
- EFT/Direct Deposit
- Payroll Register
- Sal Diff Step Req
- W2 System
- Emp.Records Research
- Sal Upgrade UFT/DC37
- WageWrks/Commuter Cd
- Nepal Relief Fund
- Retro Statements

DOE Applications

Other

LOGIN

User login successful.

SOOKNANAN, VANESSA

Sign-off

Subscribe To Mailing List

News

Viewing 1 to 5 of 11 [Next Page](#)

Listing News of Preferred Tags [\(List News of All Tags\)](#) Sort By Date Sort By Name

Payroll Portal is currently unavailable. We apologize for the inconvenience

[Click to see more...](#)

10/11/2012 - by *admin, admin*

New arrival as of September 21, 2012

The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. [Click to see more...](#)

09/21/2012 - by *admin, admin*

test

https://intranet.nycboe.net/DOEPortal/Principals/M_ySchool/HR/Systems/RatingsForm.htm

[Click to see more...](#)

07/31/2012 - by *admin, admin*

SEARCH

[Advanced Search](#)

EVENT CALENDAR

< August 2015 >

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Filter by Payroll Bank

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
202	744	746
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
740	745	747
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
742		

[Print Calendar Events](#)

DOCUMENTS

Latest Documents

- Waiver test
- W2 Correction Form2
- Emp. Records Research
- TEST doc
- Rods second doc



Select

Salary Differential & Step Management

Create New Salary Differential Form

Create New Salary Step Form

Submitted Forms

Tracking No	Date	Status	Application Type	
14040000008	08/06/2015	Pending (Updated)	Salary Step	History



Salary Differential & Step

Update Salary Step Form

Section A - Personal Information

First Name: VANESSA (*)
Middle Name Initial: S
Last Name: SOOKNANAN (*)
Email Address: vsooknanan@schools.nyc.gov (*)

Warning: The Email address that you have provided will be used to notify the status of your salary step application

EIS ID: 0854483
SSN: ***-**-5367

Date of Appointment: N/A

Mailing Address

Address: 1901 84 STREET (*)
6D
City: BROOKLYN (*)
State: NY (*)
Zip Code: 11214 () (*) Last 4 digits are optional

Warning: Please verify that this is your correct address, if not please call HR Connect at 718-935-4000 to update your address



Please supply an email address that you use frequently. This is the email address we will use to notify you of the your status or any questions we may have.

Section B - Prior Experience Selection

Please select one or more check boxes that corresponds with your work experience that you provide

- Check here if you have prior teaching experience performed in the NYC Department of Education
- Check here if you have prior teaching experience performed outside the NYC Department of Education
- Check here if you have prior related non-teaching experience
- Check here if you have prior college teaching experience

Check the boxes that reflect your prior experience.

Section B.2 - Prior Teaching Experience Performed Outside the NYC Department of Education

School Name	Complete Address	Name of Head of Institution	Subj/Grade Taught	# Days in School Year	Teaching Hours Per Week	Employer Email	Work Experience	Date of Employment From	To
No records to display.									
+ Click here to add prior work experience									

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

Section B.3 - Prior Related Non-Teaching Experience

Name of Employer	Complete Address	Exact Title	Job Description of Service	Date of Employment From	To	Hours Worked Per Week	Employer Email
No records to display.							
+ Click here to add prior work experience							

Click the "+" button to add an employer.

Section B.2 - Prior Teaching Experience Performed Outside the NYC Department of Education

School Name	Complete Address	Name of Head of Institution	Subj/Grade Taught	# Days in School Year	Teaching Hours Per Week	Employer Email	Work Experience	Date of Employment From	To
-------------	------------------	-----------------------------	-------------------	-----------------------	-------------------------	----------------	-----------------	-------------------------	----

No records to display.

School Name: Edgemont Elementary School

Address Line 1: 1 Edgemont Road

Address Line 2:

City: Edgemont

State: NY

Zip: 10683 ()

Name of Head of Institution: Gina Carson

Subj/Grade Taught: 4th & 5th grade

Days in School Year: 180

Teaching Hours Per Week: 35

Employer Email: gcarson@edgemontelem.edu

Work Experience: Full Time

Date of Employment (From): 9/2/2005 *

Date of Employment (To): 7/1/2008 *

[Click here to add prior work experience](#)

Fill out the information and click the "Add" button to save.



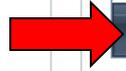
Section B.2 - Prior Teaching Experience Performed Outside the NYC Department of Education

School Name	Complete Address	Name of Head of Institution	Subj/Grade Taught	# Days in School Year	Teaching Hours Per Week	Employer Email	Work Experience	Date of Employment			
								From	To		
Edgemont Elementary School	1 Edgemont Road, Edgemont, NY 10683	Gina Carson	4th & 5th grade	180	35	gcarson@edgemontelem.edu	Full Time	09/02/2005	07/01/2008	Edit	Delete



Saved information Looks like this.

+ Click here to add prior work experience

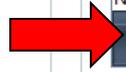


Section B.3 - Prior Related Non-Teaching Experience

Name of Employer	Complete Address	Exact Title	Job Description of Service	Date of Employment		Hours Worked Per Week	Employer Email		
				From	To				

No records to display.

+ Click here to add prior work experience



***If you have additional employers to add, click the "+" button and repeat the steps for each one.

Section C - Applicant's Declaration

I understand that if any information or documentation provided as part of this application is found by the Chancellor or his designee to be fraudulent, forged, or altered, it will result in a denial of my application and may subject me to disciplinary action if I am already employed by the New York City Department of Education. I also understand I will have a chance to respond to any allegation that a document or information I have supplied is fraudulent, forged, or altered prior to any adverse action being taken against me. Finally, I understand that if any information or documentation submitted as part of this application is found to be fraudulent, forged, or altered after my application has been processed and I have received additional money as a result, I will agree to return, upon demand by the Department of Education, that amount of money received which is directly attributable to the fraud, forgery, or alteration by deductions from my paycheck, or alternate means if I so elect or if I am no longer employed by the Department of Education.

Edgemont Elementary School	1 Edgemont Road, Edgemont, NY 10683	Gina Carson	4th & 5th grade	180	35	gcarson@edgemontelem.edu	Full Time	09/02/2005	07/01/2008	Edit	Delete
----------------------------	-------------------------------------	-------------	-----------------	-----	----	--------------------------	-----------	------------	------------	----------------------	------------------------

[Click here to add prior work experience](#)

Section B.3 - Prior Related Non-Teaching Experience

Name of Employer	Complete Address	Exact Title	Job Description of Service	Date of Employment From	Date of Employment To	Hours Worked Per Week	Employer Email		
Elliot Spence CPAs	246 White Plains Road, White Plains, NY 10587	Accountant	CPA/provided full accounting services	08/15/2008	07/01/2015	40	espece@especeCPA.com	Edit	Delete

[Click here to add prior work experience](#)

Section C - Applicant's Declaration

I understand that if any information or documentation provided as part of this application is found by the Chancellor or his designee to be fraudulent, forged, or altered, it will result in a denial of my application and may subject me to disciplinary action if I am already employed by the New York City Department of Education. I also understand I will have a chance to respond to any allegation that a document or information I have supplied is fraudulent, forged, or altered prior to any adverse action being taken against me. Finally, I understand that if any information or documentation submitted as part of this application is found to be fraudulent, forged, or altered after my application has been processed and I have received additional money as a result, I will agree to return, upon demand by the Department of Education, that amount of money received which is directly attributable to the fraud, forgery, or alteration by deductions from my paycheck, or alternate means if I so elect or if I am no longer employed by the Department of Education.

Check here if you declare that all information contained herein is accurate as of

Be sure to check the "Applicant's Declaration" box. Then scroll down and click "Continue."



Section B.3 - Prior Related Non-Teaching Experience

Name of Employer	Complete Address	Exact Title	Job Description of Service	Date of Employment		Hours Worked Per Week	Employer Email
				From	To		
Elliot Spence CPAs	246 White Plains Road, White Plains, NY 10587	Accountant	CPA/provided full accounting services				

[Click here to add prior work experience](#)

Confirm

Are you sure you want to submit this form?



I understand that if any information or documentation provided as part of this application is found to be fraudulent, forged, or altered, it will result in a denial of my application and I will be subject to disciplinary action. I also understand that if any information or documentation submitted as part of this application is found to be fraudulent, forged, or altered after my application has been processed and I have received additional money as a result, I will agree to return, upon demand by the Department of Education, that amount of money received which is directly attributable to the fraud, forgery, or alteration by deductions from my paycheck, or alternate means if I so elect or if I am no longer employed by the Department of Education.

Check here if you declare that all information contained herein is accurate as of

Section B.3 - Prior Related Non-Teaching Experience

Name of Employer	Complete Address	Exact Title	Job Description of Service	Date of Employment From To	Hours Worked Per Week	Employer Email
Elliot Spence CPAs	246 White Plains Road, White Plains, NY 10587	Accountant	CPA/provided full accounting services			

[Click here to add prior work experience](#)

Warning

Thank you for submitting your salary step application. The Office of Salary Services will notify you of your salary step assignment via email, once your application has been processed.



View Salary Step Form

Elliot Spence CPAs	246 White Plains Road, White Plains, NY 10587	Accountant	CPA/provided full accounting services	From: 08/15/2008 To: 07/01/2015	40	espece @especeCPA.com
-----------------------	--	------------	--	------------------------------------	----	--------------------------

SECTION B.4: PRIOR COLLEGE TEACHING EXPERIENCE

No Prior Experience Information has been entered

SECTION C: APPLICANT'S DECLARATION AND SIGNATURE

I understand that if any information or documentation provided as part of this application is found by the Chancellor or his designee to be fraudulent, forged, or altered, it will result in a denial of my application and may subject me to disciplinary action if I am already employed by the New York City Department of Education. I also understand I will have a chance to respond to any allegation that a document or information I have supplied is fraudulent, forged, or altered prior to any adverse action being taken against me. Finally, I understand that if any information or documentation submitted as part of this application is found to be fraudulent, forged, or altered after my application has been processed and I have received additional money as a result, I will agree to return, upon demand by the Department of Education, that amount of money received which is directly attributable to the fraud, forgery, or alteration by deductions from my paycheck, or alternate means if I so elect or if I am no longer employed by the Department of Education.

----- 08/04/2015 -----
 Applicant's Signature Date

Close Print



At this point, you may print a copy of your application for your records.

First Name

Middle Name Initial

Last Name

Email Address

EIS ID

SSN

Date of Appointment

Address: 317 East 9th

City: New York

State: NY

Zip Code: 10003

Warning: Please call address

Section B - Prior Experience Selection

Please select one or more check boxes that corresponds with your work experience that you provide

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:

<http://schools.nyc.gov/Offices/DHR/TeacherPrincipalSchoolProfessionals/Salary/Salary+Step+FAQ.htm>