

Instructions to Access the DOE Payroll Portal Salary Differential Application

With Internet Explorer v.10

1. After clicking on <https://payrollportal.nycboe.net>, enter your Outlook (network) user name and password.



The image shows a screenshot of the NYC Employee Intranet login page. The page has a blue background. At the top left is the NYC Department of Education logo. To its right is the text "Employee Intranet". Below the logo is a "Security" section with two radio buttons: "This is a public or shared computer" (selected) and "This is a private computer". A warning message follows: "Warning: By selecting this option you acknowledge that the computer complies with your organization's security policy." Below the security section are two yellow input fields for "Outlook User name:" and "Password:". To the right of the password field is a "Log On" button. At the bottom left, there is a link "Forgot your User name or Password? Click here" and another link "Go to the NYCDOE Public Web Site". At the bottom right, there is a copyright notice: "© The New York City Department of Education".

NYC
Department of
Education

Employee Intranet

Security ([show explanation](#))

This is a public or shared computer
 This is a private computer

Warning: By selecting this option you acknowledge that the computer complies with your organization's security policy.

Outlook User name:

Password:

[Log On](#)

[Forgot your User name or Password? Click here](#)

[Go to the NYCDOE Public Web Site](#)

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2. Next, log into the [Payroll Portal Main Page](#) as shown below. Remember to select and enter either your Employee ID or EIS ID as one of the required fields.

Functions
News (Home) Documents Events Polls Training
Employee Self Service
DOE Applications
Other
 LOGIN
<p>Sign-in Help</p> <p>Network\Email Id: * <input type="text"/></p> <p>Password: * <input type="password"/></p> <p>Forgot Id/Password?</p> <p><input type="radio"/> EMP ID <input type="radio"/> EIS ID</p> <p>* <input type="text"/></p> <p>* Required Fields</p> <p> Sign-in</p> <p>Custodians Click Here</p>

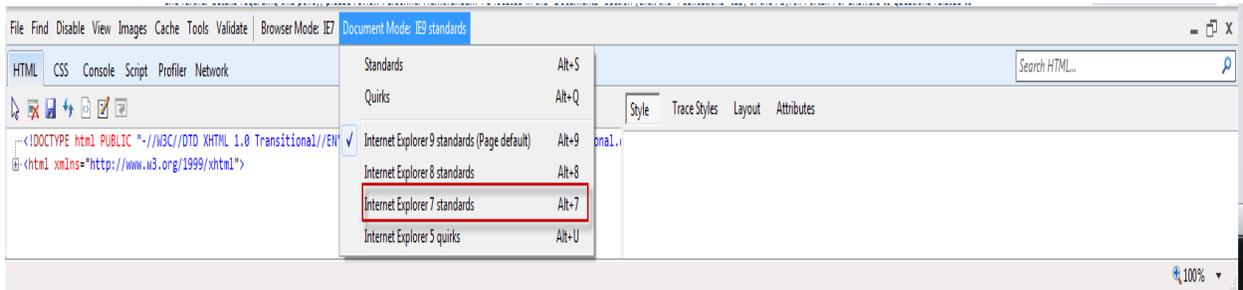
3. After signing in--and before you continue to Employee Self Service--click the F12 button on your keyboard and the screen below will pop-up.

The screenshot shows a web portal with a left-hand navigation menu containing 'Functions', 'Employee Self Service', 'DOE Applications', 'Administration', and 'Other'. The main content area displays several news items, including 'Special announcement for WageWorks Commuter Benefit Commuter Card Participants', 'New Payroll Secretaries Professional Development Workshop', 'E-745 WageWorks Commuter Benefits 08/21/14 check deduction', and 'Time and Leave Policy for January 3, 2014 Winter Snow Storm'. A right-hand sidebar includes a search bar, an event calendar for August 2014, and a 'DOCUMENTS' section with 'Latest Documents'. At the bottom, a browser developer tool is open, showing the 'Browser Mode: IE10 Compat View' dropdown menu.

4. Click on "Browser Mode IE10 Compat View" and select "Internet Explorer 7" from the dropdown.

This close-up shows the 'Browser Mode: IE10 Compat View' dropdown menu. The menu is open, displaying a list of browser modes: Internet Explorer 10, Internet Explorer 10 Compatibility View, Internet Explorer 9, Internet Explorer 8, and Internet Explorer 7. The 'Internet Explorer 7' option is highlighted with a red rectangular box.

5. Next, click on “Document Mode IE9 standards” and select “Internet Explorer 7 standards.”



6. The screen will refresh and you will be able to apply for a salary differential by selecting “Sal Diff Step Req” under Employee Self Service.



Please Note: Please allow popup blockers from this site. If popup blocker is not enabled certain features within Employee Self Service will not work.