

## Chapter 683 Application Guide

Beginning this summer, candidates for the Chapter 683 Summer Program will apply for all summer positions electronically. The benefits of this new program include:

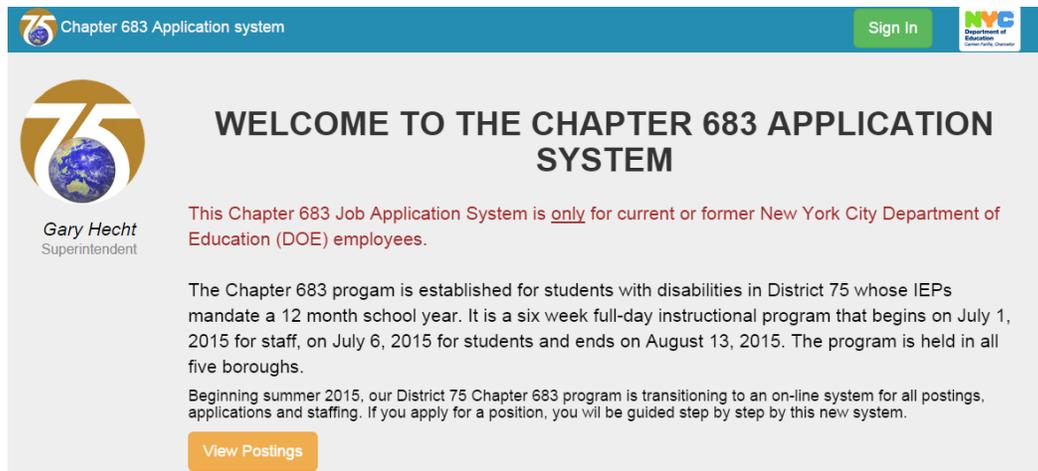
- Significantly reduce the level of paperwork involved as no paper applications will be accepted
- Allow candidates to apply from anywhere at any time utilizing any type of technology (e.g. laptop, iPad, Samsung Galaxy, etc.)
- Enable candidates to submit discrepancies electronically – candidates will now be notified of the result of their discrepancy
- Identify issues earlier through real time reporting and reduce grievances

### Information for Current District 75 Employees

*For Non-District 75 Employees, please go to page 5*

#### **1.1 Accessing the System**

The Chapter 683 Application System can be accessed at: <https://payrollapps.finance360.org/PS/Chapter683Application/>.



The screenshot shows the login page for the Chapter 683 Application System. At the top, there is a blue header with the District 75 logo, the text "Chapter 683 Application system", a "Sign In" button, and the NYC Department of Education logo. Below the header, on the left, is the District 75 logo and the name "Gary Hecht Superintendent". The main heading reads "WELCOME TO THE CHAPTER 683 APPLICATION SYSTEM". Below this, a message states: "This Chapter 683 Job Application System is only for current or former New York City Department of Education (DOE) employees." A paragraph follows: "The Chapter 683 program is established for students with disabilities in District 75 whose IEPs mandate a 12 month school year. It is a six week full-day instructional program that begins on July 1, 2015 for staff, on July 6, 2015 for students and ends on August 13, 2015. The program is held in all five boroughs." Another paragraph states: "Beginning summer 2015, our District 75 Chapter 683 program is transitioning to an on-line system for all postings, applications and staffing. If you apply for a position, you will be guided step by step by this new system." At the bottom of the main content area, there is a "View Postings" button.

### **GETTING STARTED**

NYC DOE Employees with active email account:

[Sign In](#)

NYC DOE Employees without active DOE email account:

[Register](#)

#### **NEED ASSISTANCE?**

If you are unsure if you have been issued a DOE email account, or if you do not know your user name and password.

[Outlook login assistance](#)

## 1.2 Logging In

### Candidates with a DOE Email Account

If the candidate has an active DOE email account, s/he should click on the **Sign In** button and enter his/her username and password. If the candidate does remember his/her username or password, the candidate should click on the **Outlook login assistance** button.

### Candidates without a DOE Email Account

If the candidate does not have an active DOE email account, s/he should click on the **Register** button to create an account with the Chapter 683 Application System. The candidate will be brought to a registration screen – s/he must enter all information in order to create an account with the application system.

The candidate must enter a personal email address in order to create an account. If the candidate does not have an email address, email addresses are available from a variety of websites (e.g. Gmail, Yahoo) at no cost.

After completing the registration form and agreeing to the terms of service, a verification email will be sent to the personal email address provided. The candidate must open the email and click on the link provided in order to verify his/her account. After verification, the candidate will be able to log into the system and begin the application process. If the candidate is having any difficulty with creating an account with the application system, s/he can send an email to [Ch\\_683\\_Application\\_Support@schools.nyc.gov](mailto:Ch_683_Application_Support@schools.nyc.gov) for assistance.

The screenshot shows a registration form titled "CHAPTER 683 APPLICANT LOGIN REGISTRATION FORM (Applicants without DOE Email Account)". The form is divided into several sections: "First Name" and "Last Name" (both required), "File Number / EIS ID" (7 Digits File Number and Employee ID), "SSN (Last Four Digits)" (SSN Last Four Digits), "Email" (User Login Email), "Password" and "Re-type Your Password", "Secondary Email", and "Home Number" and "Mobile Number". At the bottom, there is a checkbox for "I agree to the Terms of Service" and a link for "Having trouble logging on? Click here".

## 1.3 Applying for a Position

After logging into the system, candidates will be brought to the following screen in which they can apply for a summer position.

SUMMER 2015 - CHAPTER 683 PROGRAM APPLICATION

The screenshot shows the "APPLICANT SUMMARY" screen. At the top right, there is a "JOB POSTING" button. Below it, the application status is "NOT SUBMITTED". The summary includes fields for FILE NO., NAME, Address, DOE Email, and Email, with an "Edit" button. Below this, there is a table with the following data:

WINTER SCHOOL:	97X188	LICENSE:	900BQ	APPLICATION DATE:	3/19/2015
C683 POSITION:	TEACHER	SUMMER:	2015		

Below the table, there is a dropdown menu labeled "Do You claim retention rights in this activity?:" with "Selected One" as the current selection. This dropdown menu is circled in red.

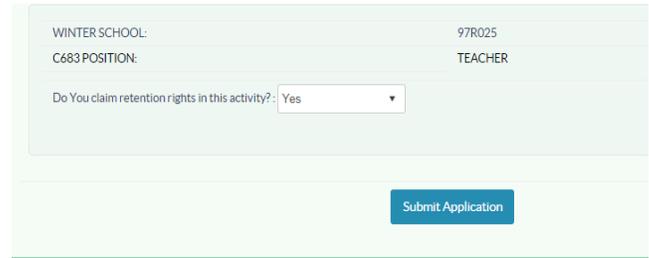
The candidate's File Number, Name, Home Address, and Email Address will be displayed above. In addition, the candidate's winter school, title, and license (if applicable) will also be displayed. In order to begin the application process, the candidate must indicate if they claim retention rights for the summer school activity (circled in red above).

## 1.4 Retention Rights\*\*

The candidate must click on the drop down box (circled in red) to indicate if s/he will claim retention rights for this activity.

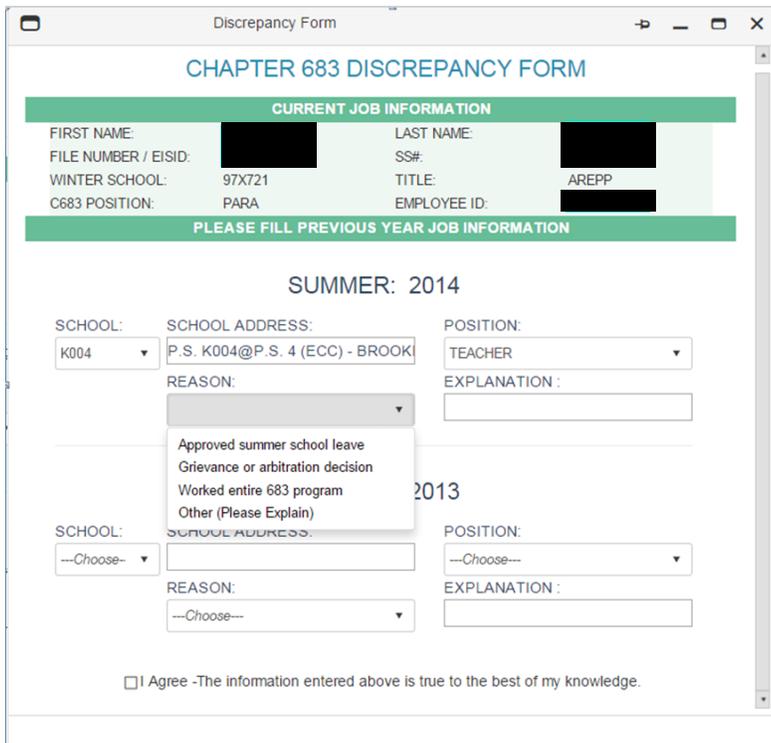
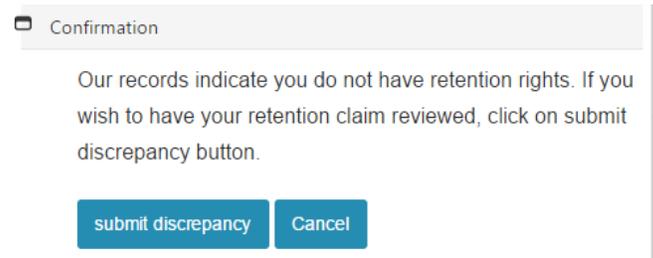
### Candidates with Retention Rights

If the candidate claims that s/he has retention rights and system verifies the candidate's retention rights, s/he will click on the **Submit Application** button. After clicking this button, the candidate will receive an email confirmation of his/her application.



### Candidates with No Retention Rights in the System

If the candidate claims that s/he has retention rights, but the system cannot verify the candidate's retention rights, the candidate will have the opportunity to submit an electronic discrepancy form by clicking on the **submit discrepancy** button.



After clicking on this button, the candidate will be brought to a new page in which the discrepancy can be submitted. On this page, the candidate will be able to select the last two summer schools (the address of the school will auto populate) and/or the reason for the discrepancy from the drop down menus.

After the form is complete and the applicant presses the submit button, s/he will have the opportunity to upload any documentation to support his/her claim.

The discrepancy will then be reviewed by Chapter 683 Human Resources Staff. The applicant will be advised of the outcome of the review and receive an email confirmation.

\*\*In order to claim retention rights, Teachers and Paras must have worked the previous two consecutive summers in the same title.

## 1.5 Application Submission

After the candidate submits his/her application, the application system will update to the current status.

After submitting the application, the Application Status will change to reflect the current status

Application status: **SUBMITTED/PENDING REVIEW**

WINTER SCHOOL:	97X188	LICENSE:	900BQ	APPLICATION DATE:	3/20/2015
POSITION APPLIED FOR:	TEACHER	SUMMER:	2015		

The candidate has the option to withdraw their application

Upon submission, the candidate will receive a confirmation email regarding the submitted application.

DISTRICT 75/CITYWIDE PROGRAMS  
400 FIRST AVENUE  
NEW YORK, NEW YORK 10010

### SUBMIT APPLICATION NOTIFICATION

DATE: 03/20/2015  
EMPLOYEE NAME: [REDACTED]  
EIS ID: [REDACTED]  
WINTER SCHOOL: [REDACTED]

Thank you for applying for the Summer 2015 Chapter 683 Program. Your application has been accepted.  
Please click on the link below to withdraw your application if you no longer wish to be considered for a position.

[Click Here](#)

Sincerely,  
District 75 HR Team

## External (Non-D75) Employees Application Procedures

### 2.1 Accessing the System, Logging In, and Retention Rights

The Accessing the System, Logging In, and Retention Rights procedures for Non-District 75 Candidates are the same as the procedures for District 75 Candidates. Please review sections 1.1, 1.2, and 1.4 for additional information.

### 2.2 Applying for a Position

After logging in to the Chapter 683 Application System, the Non-District 75 candidate will be brought to the following screen in which they can claim retention rights and complete the OP-175 form in order to apply for a summer position.

SUMMER 2015 - CHAPTER 683 PROGRAM APPLICATION

[JOB POSTING](#)

APPLICATION STATUS IS: NOT SUBMITTED

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APPLICANT SUMMARYSUMMARY OF C-175 REGULATION

FILE NO: [REDACTED]  
NAME: [REDACTED]  
Address: [REDACTED]

DOE Email: [REDACTED]  
Email: [REDACTED]  
[Edit](#)

WINTER SCHOOL: 22K251      LICENSE: 900B      APPLICATION DATE: 4/2/2015  
C683 POSITION: TEACHER      SUMMER: 2015

Do You claim retention rights in this activity?:

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PERSESSION APPLICATION

2015 - 2016 APPLICATION FOR PER SESSION EMPLOYMENT AND CLAIM FOR RETENTION RIGHTS (OP-175)

Directions: This form must be completed and submitted to the per session supervisor prior to commencement of employment in a per session activity. A copy of this form must be retained by the per session supervisor. An applicant who wishes to claim retention rights must assert such a claim on this form. Retention rights may be claimed ONLY in one per session activity. No person may work more than 500 hours in one or a combination of per session activities (with a maximum of 270 hours in a school psychologist and/or school social worker position) without prior written approval of the Division of Human Resources in accordance with Chancellor's Regulation C-175.

1. Between July 1, 2015 and June 30, 2016, have you worked or do you plan to work in any other per session activity?

If yes, indicate all positions below. Use add button to enter more information.

[Add More](#)

Program Name	CFN	District	Approx Start Date	Claim retention rights? School/Office	Approx Total Hours in Activity	Work Hours Mon-Fri	Work Hours Sat-Sun	
<input type="text"/>	<input type="text"/>	<input type="text"/>	4/2/2015	<input type="text"/> --Select--	<input type="text"/>	2:11 PM To: 2:11 PM	2:11 PM To: 2:11 PM	<a href="#">Delete</a>

2. Will your total per session hours for this year, including the hours for the position for which you are applying, exceed 500?

3. If yes, have you submitted a waiver request to exceed the 500 hour maximum?

4. Declaration: I have read and understand the requirements in Chancellor's Regulation C-175. I understand that I am bound by this regulation. I affirm that the information give above is, to my knowledge, accurate and complete, and I understand that a willfully false answer to any question contained herein is a Class E felony which shall render this application null and void and may result in loss of retention rights, cancellation of per session employment, loss of pay, recoupment of compensation already paid, or disciplinary action.

     04/02/2015  
Date & Time

I Agree Accept Terms and Conditions

After the candidate completes the OP-175 and clicks submit, s/he will have the opportunity to upload his/her resume and cover letter. When the documents have been uploaded, the candidate will be able to submit his/her application and will receive a confirmation email of the submission.