



# 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!

Both applications, Salary Differentials and Salary Step can be found at:  
[www.payrollportal.nycboe.net](http://www.payrollportal.nycboe.net)

# 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, *1<sup>st</sup> 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: Access salary information at the Payroll Portal!

Log in for teacher/teacher line employees

The screenshot displays the Payroll Portal interface. On the left is a sidebar with a 'Sign-in Help' section containing fields for 'Network/Email Id:' (with 'garcia' entered), 'Password:', and radio buttons for 'SSN', 'EIS ID', and 'EMP ID'. A 'Sign-in' button is at the bottom of this section. The main content area features three news items, each with a 'Click to see more...' link and a date: '09/26/2008 - by admin, admin', '09/19/2008 - by admin, admin', and '09/17/2008 - by admin, admin'. The right sidebar includes a calendar for September 2008, a 'Filter by Payroll Bank' section with checkboxes for 202, 744, 746, 740, 745, 747, and 742, a 'DOCUMENTS' section with a list of documents like 'test 202', 'Salary Differential Request Application', and 'E745 Payroll Calendar 2009', and a 'NEWS' section with items like 'Payroll Portal Update' and 'Accelerated Payroll'.

## 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

 **Subscribe**  **Cancel**

[Do not display this Page Again](#)

## Message



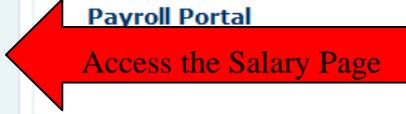
The mailing list hosted on this site is for distribution of information to employees. By joining this list, you will be kept up to date about important news, documents or events in the payroll portal. You can always unsubscribe or edit your subscription selections.

**ok**

Click OK

You may add your contact information here!

- 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

**Payroll Portal**

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](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

- 202
- 744
- 746
- 740
- 745
- 747
- 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

Begin your Salary Application!

### 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

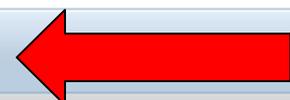
Employee: RUIZ, MARGIE (\*\*\*-\*\*-1396)

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



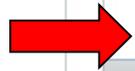
Please supply an email address that you use frequently. This is the email address we will use to notify you of the your status or any questions we may have.

**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                            |             |        |                 |
|                        | <b>Bachelor's</b>                      |             |        |                 |
| School:                | Other (ASPDA, CLEP, EXCELSIOR, DANTES) |             |        |                 |
| Excess Credits:        | Credits Not towards a Degree           |             |        |                 |

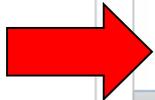


Bachelor's Degree Information must be added first!!

**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    | <a href="#">Edit</a> <a href="#">Delete</a> |

[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    | <a href="#">Edit</a> <a href="#">Delete</a> |

|                 |  |
|-----------------|--|
| Degree Type:    | - Select One -                         |
| Degree/Major:   | - Select One -                         |
| Degree Date:    | Associate's                            |
| School:         | Bachelor's                             |
|                 | <b>Master's</b>                        |
| 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            |                 | <a href="#">Edit</a> | <a href="#">Delete</a> |
| Master's                                    | English Literature | 06/15/2008  | Hunter College |                 | <a href="#">Edit</a> | <a href="#">Delete</a> |
| <a href="#">Add Educational Information</a> |                    |             |                |                 |                      |                        |



**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)
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- ? 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.**

Be sure to "e-sign" your form!

**Section D - Applicants Declaration**

I understand that any information or documentation provided as part of this application is found by the Department of Education to be fraudulent, forged, or altered, it will result in a denial of my application and I will have a chance to respond to any allegation that a document or information applied is fraudulent, forged, or altered prior to any adverse action being taken against me. 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 my salary, I will agree to return, upon demand by the Department of Education, the 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 (\*)

Cancel Clear Continue



Click "continue" to submit the application.

**Confirm**

Are you sure you wish to submit this form?



**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 Chancellor or his designee to be fraudulent, and may subject me to disciplinary action if Education. I also understand I will have a criminal record if information I have supplied is fraudulent, for which I may be prosecuted 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 to the Department of Education, that amount of money received by deductions from my paycheck, or alternative means of payment to the Department of Education.

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

Section I

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

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

**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.



**IMPORTANT: 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?
- What 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.

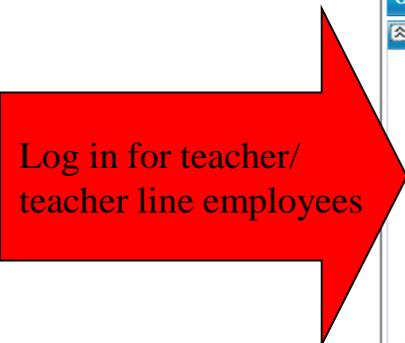
# *When should I apply for Salary Step Placement?*

**\*\*\* 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: Access salary information at the Payroll Portal!

The screenshot shows the 'Payroll Portal Main Page' in Internet Explorer. The browser address bar displays 'http://10.2.27.26/payrollportalweb/Main.aspx'. The page header includes the NYC Department of Education logo and 'DFO'. The main content area is titled 'News' and shows 'Viewing 1 to 5 of 24' items. The first news item is 'Payroll Portal', which states: 'The Payroll Portal is currently unavailable. We apologize for the inconvenience.' Below this, there are two other news items: one dated 10/11/2012 and another dated 07/31/2012. The left sidebar contains a 'Functions' menu with options like 'News (Home)', 'Documents', 'Events', 'Polls', and 'Training'. Below that is an 'Employee Self Service' section with a 'LOGIN' button. The right sidebar features a 'SEARCH' box, an 'EVENT CALENDAR' for August 2015, and a 'DOCUMENTS' section with 'Latest Documents' such as 'Waiver test' and 'W2 Correction Form2'.



## Mailing List

You may add  
your contact  
information  
here!

## USER INFO

User Name

vsooknana

First Name

Last Name

Address

City

Zip

State

Profile

## 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

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](#)

- 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**

able. 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](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"/> |                          |                          |
| 742                      |                          |                          |

[Print Calendar Events](#)

**DOCUMENTS**

**Latest Documents**

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

## 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      | <a href="#">History</a> |

Click here to open application for editing.

## 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 \*

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



Click here to add prior work experience

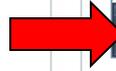
**Section B.2 - Prior Teaching Experience Performed Outside the NYC Department of Education**

| 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         |                      |                        |
| 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 | <a href="#">Edit</a> | <a href="#">Delete</a> |



Saved information Looks like this.

+ Click here to add prior work experience

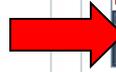


**Section B.3 - Prior Related Non-Teaching Experience**

| 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 | <a href="#">Edit</a> | <a href="#">Delete</a> |
|----------------------------|-------------------------------------|-------------|-----------------|-----|----|--------------------------|-----------|------------|------------|----------------------|------------------------|

[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 | <a href="#">Edit</a> | <a href="#">Delete</a> |

[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<br>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

**Confirm**

Are you sure you want to submit this form?



Click Yes

**Section C - App**

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 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

Cancel Clear Continue

**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<br>CPAs | 246 White<br>Plains Road,<br>White Plains,<br>NY 10587 | Accountant | CPA/provided full<br>accounting services | From: 08/15/2008<br>To: 07/01/2015 | 40 | espece<br>@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 94

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?
- What 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>