



THE NEW YORK CITY DEPARTMENT OF EDUCATION

DIVISION OF HUMAN RESOURCES
Office of Salary Services- Room 815
65 Court Street – Brooklyn, NY 11201
(718) 935-4000

Commencement of Service upon Withdrawal of Resignation or Restoration from Retirement

Instructions: Please complete this form on your first day of service and mail it to the address listed above. Your placement on the correct salary step is dependent upon the prompt return of this form.

Section I: Personal Information

Form with fields: Last Name, First Name, Middle Initial, Maiden/Other Surname (if applicable), File #, Social Security #, Home Address, Phone Number, Email Address

Section II: Commencement of Service

Please provide information concerning your reinstatement.

Form with fields: Date of Reinstatement, Title/Subject License, School Name/Number, Borough, District, Region

Section III: Salary Status

Form with questions A, B, C, D regarding salary step, differential status, longevity, and additional work experience.

Note 1: Should you have questions concerning your previous salary step or differential assignment, please call HR Connect at (718) 935-4000.

Note 2: If you believe you are eligible for any differential not yet granted to you, please submit an online Salary Differential Application immediately. The application can be found at our website: schools.nyc.gov/teachersalary

Section IV: Certifications

Certification by Employee: I hereby certify that I commenced service as stated in Section II above. I will faithfully perform the duties of this position and understand that failure to serve at any time without authorization may lead to severe penalties including loss of position.

Form with fields: Signature of Employee, Title, Date

Certification by Principal (or equivalent organizational head): I hereby certify that the above named reinstated employee commenced service under the license shown on the date indicated and has been assigned to an appropriate class and grade.

Form with fields: Signature of Principal (if other title, please specify), Date