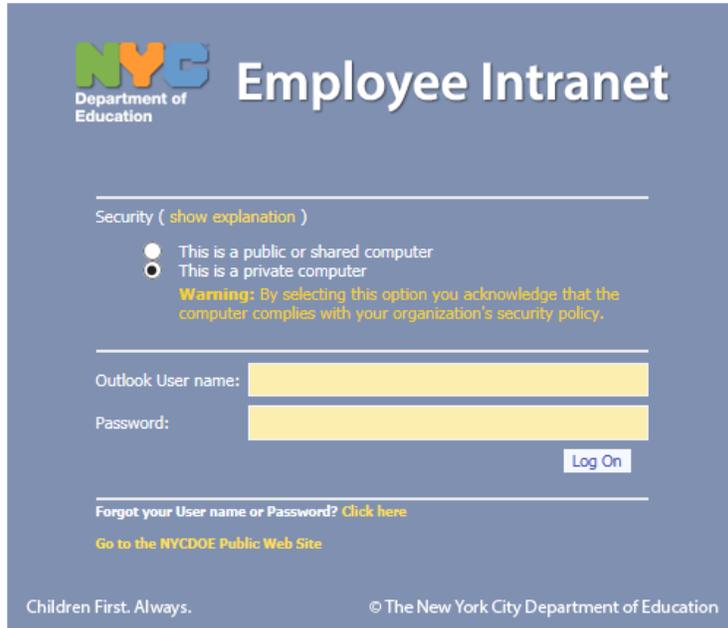


Instructions to Access the DOE Payroll Portal Salary Differential Application

With Internet Explorer v.11

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



The screenshot shows the login page for the NYC Department of Education Employee Intranet. 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 states: "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, there are links for "Forgot your User name or Password? Click here" and "Go to the NYCDOE Public Web Site". The footer contains the text "Children First. Always." and "© 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](#)

Children First. Always. © The New York City Department of Education

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

[Sign-in Help](#)

Network\Email Id:
*

Password:
*

[Forgot Id/Password?](#)

EMP ID

EIS ID

*

* Required Fields

[Custodians Click Here](#)

Payroll Portal login screen

3. The progress icon will continue to spin.



Functions

- News (Home)
- Documents
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DOE Applications

Other

LOGIN

[Sign-in Help](#)

Network\Email Id:

* admin

Password:

*

[Forgot Id/Password?](#)

EMP ID

EIS ID

*

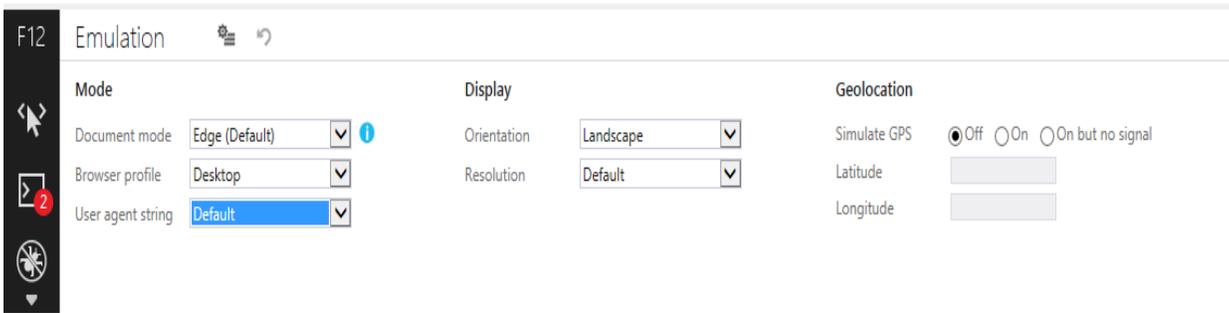
* Required Fields



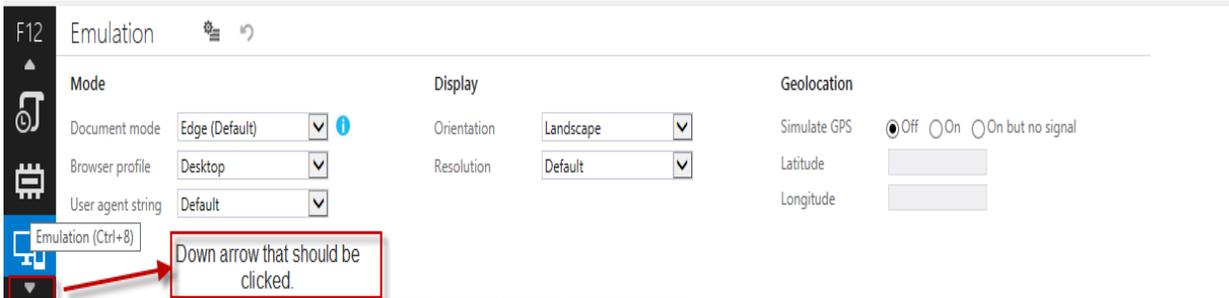
[Custodians Click Here](#)

Progress Icon

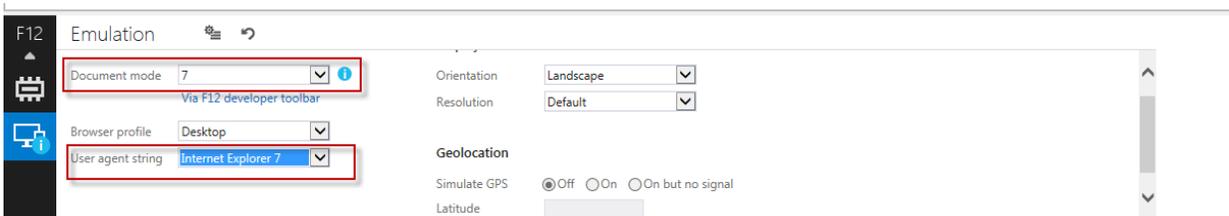
4. Press F12 on your keyboard. The popup below will appear at the bottom of the screen.



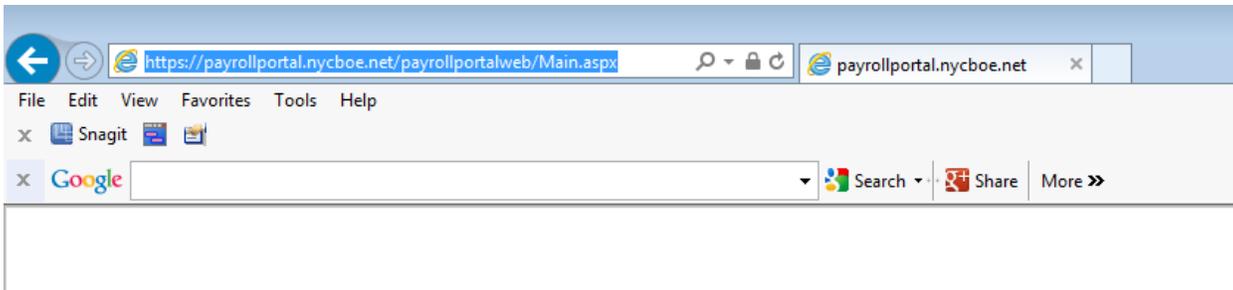
5. Click on the arrow key below until you get to the last icon named “Emulation.”



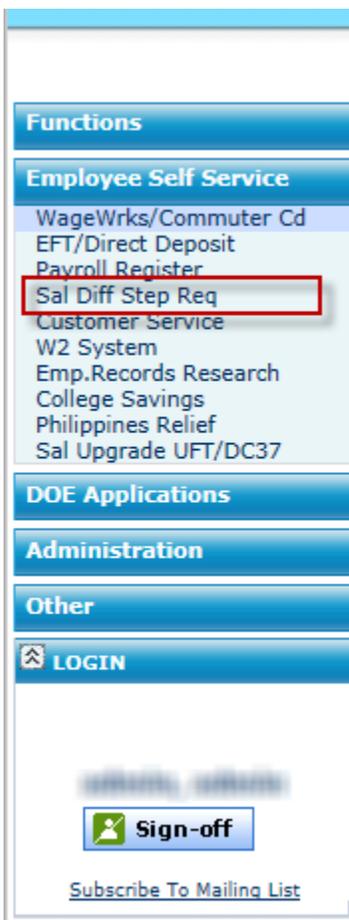
6. From the dropdown boxes below, select 7 from the “Document mode” and Internet Explorer 7 from the “User agent string.”



7. Highlight the Payroll Portal link at the top of your screen and click enter.



8. 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.