

Release Notes: Release 2.6.19

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Release 2.6.19 includes the following updates and enhancements for myGalaxy.

myGalaxy

FY 2007 – Vacancy Forecasting Period- Workflow for OMTS applicants and Changes to the Vacancy Window

The FY2007 forecasting period is between March 20th to April 24th. During that time, users will utilize myGalaxy to create 'forecasted vacancies' for applicants in the Open Market Transfer System. OMTS is used to record and verify existing employees' interest in transferring to a new school for a select group of UFT titles. Once an employee has an application in OMTS, they are eligible to be selected into a Galaxy vacancy.

Using Option 3 of the Vacancy Window, you will be able to create a vacancy for an OMTS candidate by entering their Social Security number into the Intended SSN field. Creating a vacancy for an OMTS candidate is the same as any other annual pedagogical employee. However, once you enter the attributes and select funding the following message will appear after saving:



The OMTS applicant is now considered to be selected into an unapproved vacancy. Galaxy will notify OMTS in real time that the candidate has been selected. The Agreement to Accept Open Market Transfer will automatically appear in a separate window (**Appendix A**). The signature of both the applicant and the principal must be obtained, and a copy of the signed letter must be retained at the school.

The list of OMTS titles that trigger the Agreement to Accept Open Market Transfer letter is contained in **Appendix B**

The Personnel Details Screen can also be used to print the OMTS agreement to transfer document. The screen now includes a print icon for this purpose.

Personnel Details Screen -- Web Page Dialog

myGalaxy
Personnel Details

Title: Teacher - Regular Grades
Cost Factor: \$56,318.00 Title ID: TRTRQ Eff. Date: 09/01/2006 End Date: 06/30/2007 Title Type: Annual Position

Intended Name: CHIN, DONNA [Print Icon] Please select a name
Intended EIS ID: 0746511 Change EIS/SSN Average Cost Basis: \$56,318
Intended SSN: - - Average Cost Basis W/Fringe: \$56,318
(Cost basis may change depending on the allocation selected)

Start Date: 09/01/2006
End Date: 06/30/2007

Schedule Start Date: 09/01/2006 Schedule End Date: 06/30/2007

--Annual Position-- Calculate

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
0	0	0	0	0	0	0

Number of Employees: 1 Include: Legal Holidays School Holidays

The (P/H/D) calculated from your schedule is 0.
Do you wish to use this calculated (P/H/D) or override this value and enter a (P/H/D) or Dollar amount directly?

Use (P/H/D) calculated from schedule.
 Enter (P/H/D) 1
 Enter Dollar Amounts Directly (Please select funding to enter dollar amount) \$56,318.00

BreakFast: None 1/2 Hour 1 Hour 1 1/2 Hour

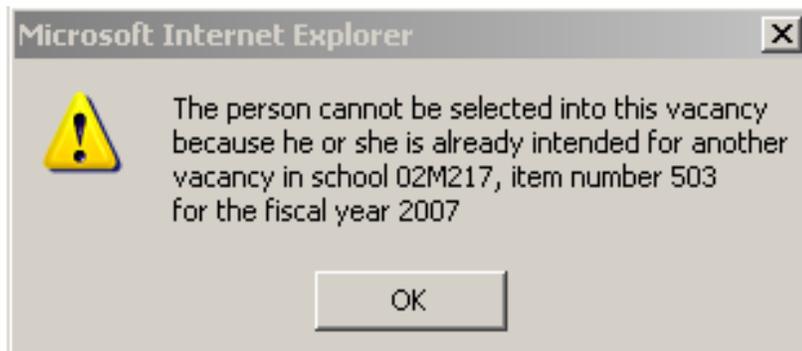
Save Close Add Comment

http://165.155.104.28/librarv/createItem/osiframe.asp?as section_id=8479&as ttl i=TR Internet

Print OMTS Agreement to Transfer

Note: In FY '06 and FY'07, there will be additional titles that will invoke the Vacancy Window (e.g. Ed Para Annual IEP). This is due to the increased number of titles that qualify for the Open Market Transfer System.

Once an OMTS candidate is selected into an unapproved Vacancy, that candidate cannot be selected into another vacancy. The following message below will appear when attempting to create vacancy using a SSN of an OMTS candidate that has already been selected into an unapproved vacancy.



MyGalaxy will prevent changes by disabling the SSN and PRI fields. The item can be removed but please use caution when doing so. During the forecasting period, vacancies created will remain in unapproved status. You can still use the Personnel Details screen to indicate if the candidate is replacing someone on leave or sabbatical.

Appendix A

Copy of Agreement to Accept Open Market Transfer Letter



New York City Department of Education AGREEMENT TO ACCEPT OPEN MARKET TRANSFER

Instructions: Form must be completed in full and signed by Principal offering and Employee offered/accepting transfer. Copies of form should be retained by school and applicant. The selected candidate must be attached to a clear, budget vacancy with a Galaxy job ID at the hiring school and notify the Region and HR Partner of the selection in order for the transfer to be finalized.

Dear Colleague:

Name: LIEBERMAN, SUSAN

File # / EIS #: 0360157

Job ID:

I am pleased to offer you a position at REGION 09/02/02M217
Region/District/Borough/School

as a TEACHER - ADULT ED

Position (if teacher, indicate subject area of license)

through the Open Market Transfer Plan. Necessary processing to finalize this individual to the school's table of organization will be completed in accordance with the Open Market Transfer Plan requirements. Transfers finalized on August 7 or earlier will not require a release from the current school. **All transfers are subject to budget availability**

Signature of Principal: _____

Please Print Name: _____

Today's Date: 03/17/2006

I have accepted the above position offered to me through the Open Market Transfer Plan. I understand that my current school will be notified of this transfer.

Signature of Employee Accepting Transfer: _____

Please Print Name: LIEBERMAN, SUSAN

My Current Work Location: ALTERNATIVE DISTRICT/79/79K755

Current Region/District/Borough/School

Today's Date: 03/17/2006

Agreement to Accept Open Market Transfer

Signed

-Copy maintained at school

Applicant received copy of the signed agreement

Check Both Boxes

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APPENDIX B: OPEN MARKET TITLES – FY06 AND FY07

Galaxy Title	EIS ID	Galaxy ID
AUDIOLOGIST	TRTSQ	TRTSA
COACH - LITERACY	TRTRQ	TRTA1
COACH - MATH	TRTRQ	TRTA2
COACH - SPECIAL ED	TRTSQ	COSPQ
ED PARA - ANNUAL (NON-IEP)	AREPP	AREXP
ED PARA - ANNUAL IEP	AREPP	AREP2
ED PARA-SPEC ED RATIO	AREPP	AREP3
GUIDANCE COUNSELOR	GCGCQ	GCGCQ
GUIDANCE COUNSELOR BILINGUAL	GCGCQ	GCGBQ
LABORATORY ASSISTANT	LBLAQ	LALAQ
LABORATORY SPECIALIST	LBLAQ	LBLAQ
PARAS WHO WORK 30 HOURS WKLY IN ADULT ED	AEPFP	AEFBP
PARAS WHO WORK 35 HOURS WKLY IN ADULT ED	AEPOP	AEOBP
SCHOOL PSYCHOLOGIST (see additional title below)	CLSPQ	CLSPQ
SCHOOL PSYCHOLOGIST (Mandated Services)	CLSPQ	CLSPZ
SCHOOL SECRETARY	SYSYQ	SYSYQ
SCHOOL SOCIAL WORKER (see additional title below)	CLSWQ	CLSWQ
SCHOOL SOCIAL WORKER (Mandated Services)	CLSWQ	CLSWZ
TEACHER - ADAPTIVE PHYS ED	TRTRQ	TRAEQ
TEACHER - ADAPTIVE PHYS ED (LINE 3101)	TRTSQ	TRTSZ
TEACHER - ADULT ED	AETRQ	AETRQ
TEACHER - ASSISTANT	TRTRQ	TRTRE
TEACHER - ATTENDANCE	TRWXQ	TRWXQ
TEACHER – ATTENDANCE (LINE 3281 DIST 97)	TRWXQ	TRWX2
TEACHER - BILINGUAL	TRTRQ	TRTMQ
TEACHER - LIBRARY	TRTRQ	TRLBQ
TEACHER - REGULAR GRADES	TRTRQ	TRTRQ
TEACHER - REGULAR GRADES (LINE 3101 DIST 97)	TRTRQ	TRTS7
TEACHER - RESOURCE ROOM	TRRRQ	TRRRQ
TEACHER - SPECIAL ED (LINE 3101)	TRTSQ	TRTSQ
TEACHER - SPEECH (RELATED SERVICES)	TRTSQ	TRTS2
TEACHER - SPEECH IMPROVEMENT (LINE 3101)	TRTSQ	TRTS1
TEACHER - SPEECH IMPROVEMENT (LINE 3171)	TRTSQ	TRTS3
TEACHER - VOCATIONAL ASSESSMENT	TRTSQ	TRVOC
TEACHER AIDE	ARTAP	ARTAP
TEACHER EARLY GRADE CLASS SIZE	TRTRQ	TRTRZ
TEACHER ON WAIVER AS A PIT	TRTRQ	TRTRW

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