Chapter 5

# TPM 131.1a Salary Adjustments Short Forms

## Chapter Topics

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# Using 131.1a Salary Adjustment Transactions

The Salary Adjustment pages are used to request salary increases under Section 131.1a. Increased Minimums and Equivalent Qualifications can be submitted in one Request if appropriate.

## Increased Minimums

Use to request a hiring rate for appointments that are above the current statutory minimum salary, under Section 131.1a of the Civil Service Law.

## Equivalent Qualifications

Use to request salary parity for existing employees with qualifications similar to those of new appointees that have received increased minimums under Section 131.1a.

# Increased Minimums

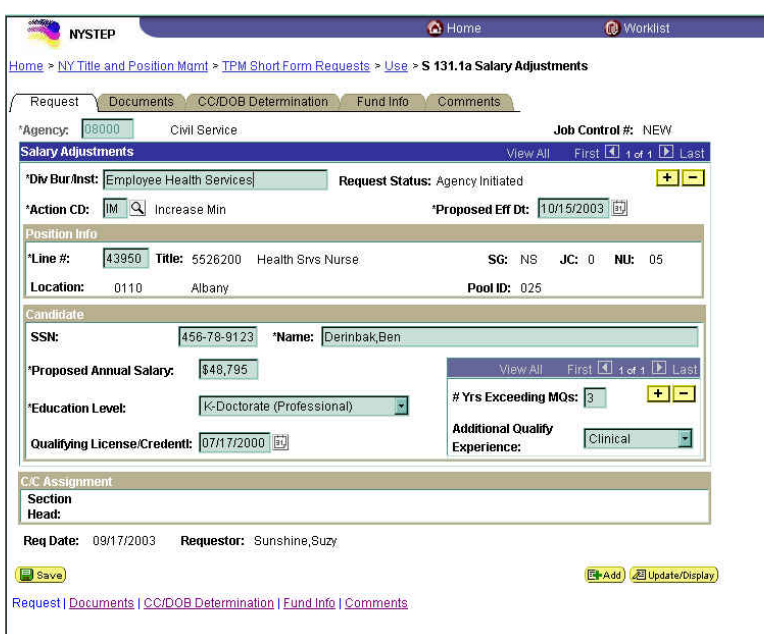
The Short Form Request for Increased Hiring Rate page allows an agency to request salary relief for appointments above the current statutory minimum salary, under Section 131.1a of the Civil Service Law. Section 131.1a allows for salary adjustment where an appointee's training and/or experience substantially exceeds the minimum.

## Access the Page

1. Click **NY Title and Position Mgmt**, **TPM Short Form Requests, Use**, **S 131.1a Salary Adjustments**.
   *A Search Dialog Box will display.*

2. To find an existing value, enter data into appropriate data fields, press **Search**, and select a value. To enter a new transaction, click the **Add New Transaction** hyperlink.

### *Increased Minimums Request Page Field Descriptions*



| Field | Description |
|---|---|
| **Agency** | The Agency Code and name requesting the transaction. |
| **Trx Sumry** | When pressed, brings the user to the transaction summary page. Hidden until request is submitted. |
| **Job Control #** | System generated number that will display upon saving or submitting. |
| **Div Bur/Inst** | The Division, Bureau or Institution within the agency. For roll-up agencies this field is populated. |
| **Request Status** | The point the transaction is at in the approval process; i.e. Agency Submitted, C&C Supp. Info Requested, C&C Disapproved, C&C Submitted, C&C Withdrawn, Pending DOB Determination, DOB Approved/C&C Streamlined, DOB Disapproved, DOB Withdrawn, Sunset. |
| **Action CD** | The action code related to the form code; i.e. IM = Increased Minimum, EQ = Equivalent Qualifications. |
| **Proposed Eff Dt:** | The proposed date for the increased minimum to take effect. |
| **Position Info** | The area of the page that displays the position information. |
| **Line Item #** | The line number of the position. |
| **Title** | The Title Code and description for the position. |
| **SG** | The Salary Grade of the position. |
| **JC** | The Jurisdictional Classification of the position. |
| **NU** | The Negotiating Unit of the position. |
| **Location** | The Location code and geographic description of the position. |
| **Pool ID** | Indicates from which PayServ funding source the position is being paid. |
| **Candidate** | The area of the page that displays the candidate information. |
| **SSN** | The social security number of the candidate. |
| **Name** | The name of the candidate. |
| **Proposed Annual Salary** | The proposed annual salary. |
| **Education Level** | The educational level of the candidate. |
| **Qualifying Licens/Credentl** | The date of the qualifying licensure or credential. This value may be 3 months in the future or 360 months in the past. |
| **# Years Exceeding MQs** | Number of qualifying years of experience the candidate has. There may be more than one entry. |

| Field | Description |
|---|---|
| **Additional Qualify Experience** | Type of qualifying experience the candidate has. There may be more than one entry. |
| **C/C Assignment** | The area of the page that displays the C&C staff assigned to the transaction. This workgroup remains blank until C&C receives the transaction. |
| **Section Head** | The C&C Section Head to whom the transaction is routed based upon the Dept ID of the Requestor. This value is overwritten when routed to another Section Head. The last Section Head to receive the package before it has been approved, denied, withdrawn, or sent back for additional info, is saved to the record. |
| **Assigned Analyst** | The C&C Analyst assigned to this transaction. |
| **Req. Date** | Date the request was saved or submitted. |
| **Requestor** | The person requesting the transaction. |

### *Increased Minimums Documents Page Field Descriptions*

See the Documents section of this manual.

### *Increased Minimums CC/DOB Determination Page Field Descriptions*

**NOTE:** The Agency will be able to view all the data on this page only if the Request Status is Pending DOB Determination, DOB Approved, DOB Disapproved, DOB Withdrawn, or Sunset. If the Request Status is other than these values, the only values that will display are Agency, Trx Sumry, Job Control #, Div Bur/Inst, Request Status, and Action CD.

| Field | Description |
|---|---|
| **Agency** | The Agency Code and name requesting the transaction. |
| **Trx Sumry** | When pressed, brings the user to the transaction summary page. Hidden until request is submitted. |
| **Job Control #** | System generated number that will display upon saving or submitting. |
| **Div Bur/Inst** | The Division, Bureau or Institution within the agency. |
| **Request Status** | The point the transaction is at in the approval process; i.e. Agency Submitted, C&C Supp. Info Requested, C&C Disapproved, C&C Submitted, C&C Withdrawn, Pending DOB Determination, DOB Approved/C&C Streamlined, DOB Disapproved, DOB Withdrawn, Sunset. |

| Field | Description |
|---|---|
| **Action CD** | The action code related to the type of transaction; i.e. Increased Minimums. |
| **C/C Determination** | The area of the page C&C uses to record their determination. |
| **Action** | Approve with change, Approve as Requested, Approve as Requested with letter, Deny, Return For Additional Information, Withdraw. |
| **Approved Annual Salary** | The annual salary approved by C&C. |
| **Eff. Date** | The date the transaction becomes effective. Displays only if streamlined. |
| **Disp. Date** | Disposal Date (appears only if the Action is “Withdraw” or “Deny”). |
| **Streamlined** | The Analyst will streamline transactions consistent with the Division of Budget’s policy. If the requesting agency is 00640 this transaction is considered streamlined (the box is checked) and stops with C&C determination. If the requesting agency is not one of the above mentioned and the box is not checked, then the transaction is routed to DOB for final determination. |
| **Determination Dt** | The date the determination was made by C&C. |
| **Analyst** | The C&C Analyst assigned to this transaction. |
| **Budget Determination** | The area of the page that DOB uses to record their determination. Grayed if streamlined, C&C Disapproved or Withdrawn. |
| **Action** | Approved as Requested, Denied, Withdrawn. |
| **Approved Annual Salary** | The annual salary approved by DOB. |
| **Eff. Date** | The date the transaction becomes effective. |
| **Determination Dt** | The date the determination was made by DOB. |
| **Examiner** | The DOB Examiner assigned to the transaction. |

### *Increased Minimums Fund Info Page Field Descriptions*

| Field | Description |
|---|---|
| **Agency** | The Agency Code and name requesting the transaction. |
| **Job Control #** | System generated number that will display upon saving or submitting. |

| Field | Description |
|---|---|
| **Div Bur/Inst** | The Division, Bureau or Institution within the agency. |
| **Funding** | The area of the page that displays the funding information. |
| **Pool ID** | Indicates from which PayServ funding source the position is being paid. |
| **Program** | If the value entered in the Pool ID is currently active, this field is displayed and grayed. If the value entered is not currently an active ID, this field is required. |
| **Fund** | If the value entered in the Pool ID is currently active, this field is displayed and grayed. If the value entered is not currently an active ID, this field is required. |
| **Subfund** | If the value entered in the Pool ID is currently active, this field is displayed and grayed. If the value entered is not currently an active ID, this field is required. |
| **Fund Type** | If the value entered in the Pool ID is currently active, this field is displayed and grayed. If the value entered is not currently an active ID, this field is required. |

### *Increased Minimums Comments Page Field Descriptions*

**NOTE:** Comments are not required for an Increased Minimum transaction. Any comments that are added cannot be edited or deleted once a request is submitted.

| Field | Description |
|---|---|
| **Agency** | The Agency Code and name requesting the transaction. |
| **Job Control #** | System generated number that will display upon saving or submitting. |
| **Request Level Comments** | Free form field that allows users to enter comments for the entire Job Control number. The field will allow up to 254 characters. |
| **Sequence Level Comments** | Free form field that allows users to enter comments related to the Job Seq number. The field will allow up to 8000 characters. |
| **Div Bur/Inst** | The Division, Bureau or Institution within the agency. |

## Work with the Page

1. In the **Agency** field, enter the agency code (defaults to agency access granted by security).

2. In the **Div Bur/Inst** field, enter the Division, Bureau or Institution (*for roll-up agencies this field is defaulted and grayed out*).

3. In the **Action CD** field, click the and select *IM* (or enter *IM*). Press **Tab**.

4. In the **Proposed Eff Date** field, enter the proposed effective date or click the and select the date.

5. In the **Line Item #** field, enter the line number.

6. In the **SSN** field, enter the Social Security Number of the candidate.

7. In the **Name** field, enter the name of the candidate (Last,First Initial.).

8. In the **Proposed Annual Salary** field, enter the proposed annual salary.

9. In the **Education Level** field, click the ↓ and select the education level of the candidate.

10. In the **Qualifying Licensure/Credentl** field, enter the date of the candidate's qualifying licensure or credential, if applicable or click and select a date.

11. In the **# Years Exceeding MQs** field, enter the number of years of qualifying experience that the candidate has, if applicable.

12. In the **Type of Experience** field, click the ↓ and select the appropriate type of experience, if applicable.

**NOTE:** + may be pressed to enter as many additional entries as necessary.

13. Click the **Documents** page tab.

14. Attach the appropriate documents (see instructions in the Documents section of this manual).

15. Click the **Comments** page tab. Comments are optional. In the **Request Level Comments** field, enter any comments that relate to the entire package. In the

**Sequence Level Comments** field, enter any comments that relate to individual sequences.

16. Click the **Documents** page tab.

17. Click **Submit**.

**NOTE:** The NYSTEP system does not require comments or documentation for Short Form transactions. However, individual C&C Analysts may require additional documentation. Please continue to follow the current policies set by your agency's Analyst.

# Equivalent Qualifications

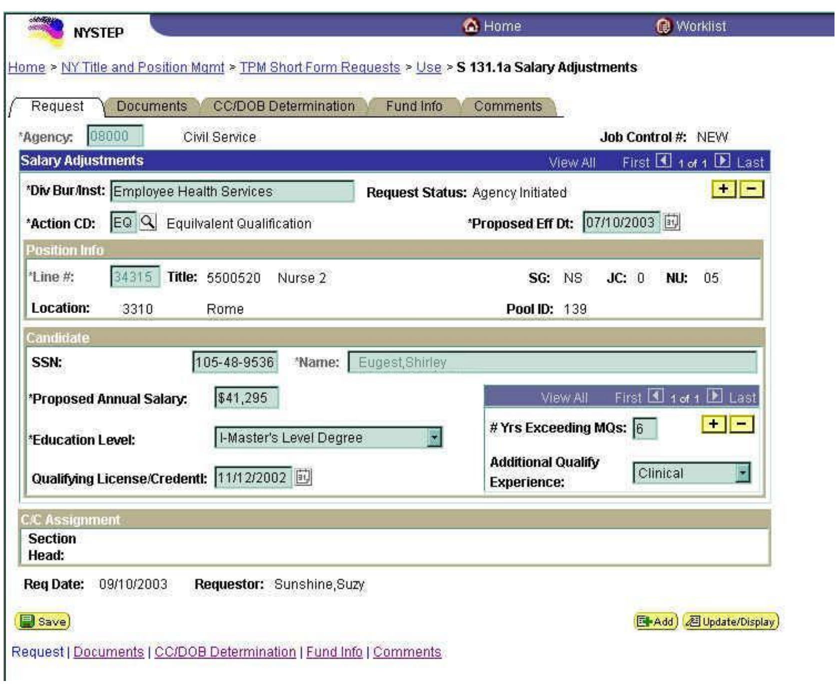
The Short Form Request for Equivalent Qualifications Salary Adjustment page is used to request salary parity for existing employees with qualifications essentially the same as those of new appointees that have received increased minimums under Section 131.1a.

## Access the Page

1. Click **NY Title and Position Mgmt**, **TPM Short Form Requests, Use**, **S 131.1a Salary Adjustments**.
   *A Search Dialog Box will display.*

2. To find an existing value, enter data into appropriate data fields, press **Search**, and select a value. To enter a new transaction, click the **Add New Transaction** hyperlink.

### *Equivalent Qualifications Request Page Field Descriptions*



| Field | Description |
|---|---|
| **Agency** | The Agency Code and name requesting the transaction. |
| **Trx Sumry** | When pressed, brings the user to the transaction summary page. Hidden until request is submitted. |
| **Job Control #** | System generated number that will display upon saving or submitting. |
| **Div Bur/Inst** | The Division, Bureau or Institution within the agency. For roll-up agencies this field is populated. |
| **Request Status** | The point the transaction is at in the approval process; i.e. Agency Submitted, C&C Supp. Info Requested, C&C Disapproved, C&C Submitted, C&C Withdrawn, Pending DOB Determination, DOB Approved/C&C Streamlined, DOB Disapproved, DOB Withdrawn, Sunset. |
| **Action CD** | The action code related to the form code; i.e. IM = Increased Minimum, EQ = Equivalent Qualifications. |
| **Proposed Eff Date** | The proposed effective date for the transaction. This value cannot be more than the system date plus 3 months in the future or less than the system date minus 60 months in the past. |
| **Position Info** | The area of the page that displays the position information. |
| **Line #** | The line number of the position. |
| **Title** | The Title Code and description for the position. |
| **SG** | The Salary Grade of the position. |
| **JC** | The Jurisdictional Classification of the position. |
| **NU** | The Negotiating Unit of the position. |
| **Location** | The Location code and geographic description of the position. |
| **Pool ID** | Indicates from which PayServ funding source the position is being paid. |
| **Candidate** | The area of the page that displays the candidate information. |
| **SSN** | The social security number of the candidate. |
| **Name** | The name of the candidate. |
| **Proposed Annual Salary** | The proposed annual salary. |
| **Education Level** | The educational level of the candidate. |
| **Qualifying Licensure/Credentl** | The date of the qualifying licensure or credential. This value may be 3 months in the future or 360 months in the past. |
| **# Years Exceeding MQs** | Number of qualifying years of experience the candidate has. There may be more than one entry. |

| Field | Description |
|---|---|
| **Additional Qualify Experience** | Type of qualifying experience the candidate has. There may be more than one entry. |
| **C/C Assignment** | The area of the page that displays the C&C staff assigned to the transaction. This workgroup remains blank until C&C receives the transaction. |
| **Section Head** | The C&C Section Head to whom the transaction is routed based upon the Dept ID of the Requestor. This value is overwritten when routed to another Section Head. The last Section Head to receive the package before it has been approved, denied, withdrawn, or sent back for additional info, is saved to the record. |
| **Assigned Analyst** | The C&C Analyst assigned to this transaction. |
| **Req. Date** | Date the request was submitted. |
| **Requestor** | The person requesting the transaction. |

### *Equivalent Qualifications Documents Page Field Descriptions*

See the Documents section of this manual.

### *Equivalent Qualifications CC/DOB Determination Page Field Descriptions*

**NOTE:** The Agency will be able to view all the data on this page only if the Request Status is Pending DOB Determination, DOB Approved, DOB Disapproved, DOB Withdrawn, or Sunset. If the Request Status is other than these values, the only values that will display are Agency, Trx Sumry, Job Control #, Div Bur/Inst, Request Status, and Action CD.

| Field | Description |
|---|---|
| **Agency** | The Agency Code and name requesting the transaction. |
| **Trx Sumry** | When pressed, brings the user to the transaction summary page. Hidden until request is submitted. |
| **Job Control #** | System generated number that will display upon saving or submitting. |
| **Div Bur/Inst** | The Division, Bureau or Institution within the agency. |
| **Request Status** | The point the transaction is at in the approval process; i.e. Agency Submitted, C&C Supp. Info Requested, C&C Disapproved, C&C Submitted, C&C Withdrawn, Pending DOB Determination, DOB Approved/C&C Streamlined, DOB Disapproved, DOB Withdrawn, Sunset. |

| Field | Description |
|---|---|
| **Action CD** | The action code related to the type of transaction; i.e. Increased Minimums. |
| **C/C Determination** | The area of the page C&C uses to record their determination. |
| **Action** | Approve with change, Approve as Requested, Approve as Requested with letter, Deny, Return For Additional Information, Withdraw. |
| **Approved Annual Salary** | The annual salary approved by C&C. |
| **Eff. Date** | The date the transaction becomes effective. Displays only if streamlined. |
| **Disp. Date** | Disposal Date (appears only if the Action is “Withdraw” or “Deny”). |
| **Streamlined** | The Analyst will streamline transactions consistent with the Division of Budget’s policy. If the requesting agency is 00640 this transaction is considered streamlined (the box is checked) and stops with C&C determination. If the requesting agency is not one of the above mentioned and the box is not checked, then the transaction is routed to DOB for final determination. |
| **Determination Dt** | The date the determination was made by C&C. |
| **Analyst** | The C&C Analyst assigned to this transaction. |
| **Budget Determination** | The area of the page that DOB uses to record their determination. Grayed if streamlined, C&C Disapproved or Withdrawn. |
| **Action** | Approved as Requested, Denied, Withdrawn. |
| **Approved Annual Salary** | The annual salary approved by DOB. |
| **Eff. Date** | The date the transaction becomes effective. |
| **Determination Dt** | The date the determination was made by DOB. |
| **Examiner** | The DOB Examiner assigned to the transaction. |

### *Equivalent Qualifications Fund Info Page Field Descriptions*

| Field | Description |
|---|---|
| **Agency** | The Agency Code and name requesting the transaction. |
| **Job Control #** | System generated number that will display upon saving or submitting. |

| Field | Description |
|---|---|
| **Div Bur/Inst** | The Division, Bureau or Institution within the agency. |
| **Funding** | The area of the page that displays the funding information. |
| **Pool ID** | Indicates from which PayServ funding source the position is being paid. |
| **Program** | If the value entered in the Pool ID is currently active, this field is displayed and grayed. If the value entered is not currently an active ID, this field is required. |
| **Fund** | If the value entered in the Pool ID is currently active, this field is displayed and grayed. If the value entered is not currently an active ID, this field is required. |
| **Subfund** | If the value entered in the Pool ID is currently active, this field is displayed and grayed. If the value entered is not currently an active ID, this field is required. |
| **Fund Type** | If the value entered in the Pool ID is currently active, this field is displayed and grayed. If the value entered is not currently an active ID, this field is required. |

### *Equivalent Qualifications Comments Page Field Descriptions*

**NOTE:** Comments are not required for an Equivalent Qualifications transaction. Any comments that are added cannot be edited or deleted once a request is submitted.

| Field | Description |
|---|---|
| **Agency** | The Agency Code and name requesting the transaction. |
| **Job Control #** | System generated number that will display upon saving or submitting. |
| **Request Level Comments** | Free form field that allows users to enter comments for the entire Job Control number. The field will allow up to 254 characters. |
| **Sequence Level Comments** | Free form field that allows users to enter comments related to the Job Seq number. The field will allow up to 8000 characters. |
| **Div Bur/Inst** | The Division, Bureau or Institution within the agency. |

## Work with the Page

1. In the **Agency** field, enter the agency code. Defaults to agency access granted by security.

2. In the **Div Bur/Inst** field, enter the Division, Bureau or Institution (*for roll-up agencies this field is defaulted and grayed out*).

3. In the **Action CD** field, click the and select *EQ* (or type *EQ*).

4. In the **Proposed Eff Date** field, enter the proposed effective date or click the and select a date.

5. In the **SSN** field, enter the Social Security Number of the candidate. The system will populate the employee's name, title and location.

6. In the **Proposed Annual Salary** field, enter the proposed annual salary. Press **Tab**.

7. In the **Education Level** field, click the ↓ and select the education level of the candidate.

8. In the **Qualifying Licensure/Credentl** field, enter the date of the candidate's qualifying licensure or credential, if applicable, or click and select a date.

9. In the **# Years of Exceeding MQs** field, enter the number of years of qualifying experience that the candidate has, if applicable.

10. In the **Additional Qualify Experience** field, click the ↓ and select the appropriate type of experience, if applicable.

**NOTE:** + may be pressed to enter as many additional entries as necessary.

11. Click the **Documents** page tab.

12. Attach the appropriate documents (see instructions in the Documents section of this manual).

13. Click the **Comments** page tab. Comments are optional. In the **Request Level Comments** field, enter any comments that relate to the entire package. In the **Sequence Level Comments** field, enter any comments that relate to individual sequences.

14. Click the **Documents** page tab.

15. Click **Submit**.

**NOTE:** The NYSTEP system does not require comments or documentation for Short Form transactions. However, individual C&C Analysts may require additional documentation. Please continue to follow the current policies set by your agency's Analyst.