Chapter 3

TPM 1A Electronic Short Forms

## Chapter Topics

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Using 1A Transactions

The 1A panels are used to request new positions. 1A and 2A transactions can be submitted in one Request if they are related.

1A 31

Use to establish new positions in a title approved for short form transactions. Decentralized agencies and those with established staffing patterns may also use this process.
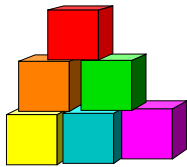
New Position Request

The Short Form New Position Request (1A 31) panel is used to request the establishment of a new position, in a pre-approved title, using the "short form" classification process. Decentralized agencies may use the short form for titles that have classification standards. Agencies with approved staffing patterns may also use the short form.

Access the Panel

1. Click **NY Title & Position Mgmt**, **TPM Short Form Requests.**

2. Click **Use**, **1A/2A Transactions**, **Request**, **Add**.

Home > NY Title and Position Mgmt > TPM Short Form Requests > Use > 1A/2A Transactions

| Request | Documents | CC/DOB Determination | Fund Info | Comments |

'Agency: 08000   Civil Service   Job Control #: NEW

Requests   View All   First ◀ 1 of 1 ▶ Last

'Div Bur/Inst: OHRM   Request Status: Agency Initiated   [+] [−]

'Form CD: 1A 🔍 'Action CD: 31 🔍 'Proposed Eff Date: 10/20/2005 📆

Line # Range

POS Req: 1   Begin: 77777   End: Pos Type: P 🔍

Prop TC: 1441300 🔍 Senr Persnl Admr   SG: 18   JC: 0   NU: 06

Location: [ ] 🔍

Proposed Rate

○ Hourly ○ Annual ○ NTE ○ SG EQ

Pool ID: 011 🔍

C/C Assignment

Section
Head:

Req Date: 10/18/2005   Requestor: Smith,Susan A   [Replicate]

[💾 Save]   [➕ Add] [🖉 Update/Display]

Request | Documents | CC/DOB Determination | Fund Info | Comments

1A – 31 Request Panel Field Descriptions

Field	Description
Agency	The Agency Code and name requesting the transaction.
Div Bur/Inst	The Division, Bureau or Institution within the agency. For roll-up agencies this field is populated.
Job Control #	System generated number that will display upon saving or submitting.
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 Info Requested, C&C Disapproved, C&C Submitted, C&C Withdrawn, Pending DOB Determination, DOB Approved/C&C Streamlined, DOB Disapproved, DOB Withdrawn, Sunset.
Trx Sumry	When pressed, brings the user to the transaction summary panel. Hidden until request is submitted.
Form Code	The code of the type of transaction being requested; i.e. 1A or 2A.
Action CD	The action code related to the form code; i.e. 31 or 13.
Proposed Eff. Date	The proposed effective date for the new position.
Proposed Exp. Date	The proposed expiration date for the new position if temporary or seasonal. Hidden if permanent.
# POS Req	The number of new positions requested.
Line # Range Begin	The beginning line number of the position(s). All line item numbers must not currently exist.
Line # Range End	The ending line number of the position(s). All line item numbers must not currently exist.
Duration	The duration of the position(s) being requested; i.e. T = temp, S = seasonal, P = permanent.
No. of Mnths	If it is not a permanent position, the number of months requested for the position(s). Hidden if permanent.
Audit	This button only appears if C&C has made any changes to the values of the originally submitted transaction. When pressed, a pop-up panel displays with the original values.
Prop. TC	The proposed Title Code of the requested position.
SG	The proposed Salary Grade of the requested position. Can be NS.

Field	Description
JC	The Jurisdictional Classification assigned to the title.
NU	The Negotiating Unit assigned to the title.
Location	The Location code and geographic description of the position.
Proposed Rate	The proposed rate of the requested position if NS.
Pool ID	Indicates from which PayServ funding source the position will be paid.
C/C Assignment	The area of the panel 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.
Replicate	When the Replicate button is pressed, the transaction will be saved, the system will insert a row, and all the values from the previous row will be carried forward except the **# POS Req**, **Line # Range Begin**, and **Location** fields. Used for requests of positions with same title attributes but in a non-contiguous line item number.

1A —31 Documents Panel Field Descriptions

See the Documents section of this manual

1A – 31 CC/DOB Determination Panel Field Descriptions

NOTE: The Agency will only be able to view all the data on this panel 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, Div Bur/Inst, Job Control #, Action, and Request Status.

Field	Description
Agency	The Agency Code and name requesting the transaction.
Div Bur/Inst	The Division, Bureau or Institution within the agency.
Job Control #	System generated number that will display upon saving or submitting.
Form	The code of the type of transaction being requested; i.e. 1A or 2A
Action	The action code related to the form code; i.e. 13, or 31.
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.
Trx Sumry	When pressed, brings the user to the transaction summary panel. Hidden until request is submitted.
C/C Determination	The area of the panel 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.
Prop. TC	Requested Title Code
Description	Description of the requested title code.
SG	The proposed Salary Grade.
JC	The proposed Jurisdictional Classification.
NU	The proposed Negotiating Unit.
Disp. Date	Disposal date (appears only if the Action is "Withdraw" or "Deny").
Appr. TC	The code of approved the title. Input by C&C Analyst.
Description	Description of the approved title code.
SG	The approved Salary Grade.
JC	The approved Jurisdictional Classification.
NU	The approved Negotiating Unit.
Streamlined	The Analyst will streamline transactions consistent with the Division of Budget's policy. If the requesting agency is 07950, 11340, 55020, 55090, 55095, or 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, the box is not checked and the transaction is routed to DOB for final determination.
Rate	Displays only if the position is NS and streamlined.

Field	Description
# Positions Req.	The number of positions requested.
Approved	The number of positions C&C approved.
Disapproved	The number of positions C&C disapproved.
Eff. Date	The date the position becomes effective (appears only if streamlined). Default is proposed effective date but may be changed.
Exp. Date	If the position is Temporary or Seasonal, the date the position expires (appears only if streamlined).
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 panel that DOB uses to record their determination. Grayed if streamlined, C&C Disapproved or Withdrawn.
Action	Approved as Requested, Denied, Withdrawn.
Rate	Approved rate if NS.
Line # (Range) Approved: thru:	System generated. The line number range of the approved position(s).
# Positions	Determination information on the positions.
C&C Apprv	Number of positions C&C approved.
Approved	Number of positions DOB approved.
Disapproved	Number of positions DOB disapproved.
Eff. Date	The date the position becomes effective.
Exp. Date	If the position is Temporary or Seasonal, the date the position expires.
Determination Dt	The date the determination was made by DOB.
Examiner	The DOB Examiner assigned to the transaction.

1A – 31 Fund Info Panel Field Descriptions

Field	Description
Agency	The Agency Code and name requesting the transaction.
Div Bur/Inst	The Division, Bureau or Institution within the agency.

Field	Description
Job Control #	System generated number that will display upon saving or submitting.
Form Code	The code of the type of transaction being requested; i.e. 1A or 2A.
Action Code	The action code related to the form code; i.e. 13, or 31.
Item Range	The range of line items requested.
TC	Title Code.
SG	Salary Grade.
JC	Jurisdictional Code.
NU	Negotiating Unit.
Funding	The area of the panel that displays the funding information.
Pool ID	Indicates from which PayServ funding source the position will be 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. If the requesting agency is 07950, 11340, 55020, 55090, or 55095 this field is hidden.
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. If the requesting agency is 07950, 11340, 55020, 55090, or 55095 this field will not appear.
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. If the requesting agency is 07950, 11340, 55020, 55090, or 55095 this field is hidden.
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. If the requesting agency is 07950, 11340, 55020, 55090, or 55095 this field is hidden.

## 1A – 31 Comments Panel Field Descriptions

NOTE: Comments are not required for a 1A 31 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.

Field	Description
Div Bur/Inst	The Division, Bureau or Institution within the agency.
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.
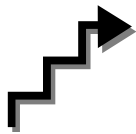
Work with the Panel

REMINDER: Use Tab where directed to. If the Enter key is used, it activates Save. If pressed during a transaction, the business rules are initiated and error messages may result from incomplete data.

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

2.   In the **Div Bur/Inst** field, enter the division, bureau or institution. (*For roll-up agencies this field is defaulted and grayed out*) Press **Tab**.

3.   In the **Form Code** field, click the ⬇ and select *1A* (or enter *1A*). Press **Tab**.

4.   In the **Action CD** field, click the ⬇ and select *31* (or enter *31*). Press **Tab**.

5.   In the **Proposed Eff. Date** field, enter the proposed effective date. Press **Tab**.

6.   In the **# POS Req** field, enter the number of positions being requested. Press **Tab**.

7.   In the **Line # Range Begin** field, enter the beginning line number. Press **Tab**.

8.   In the **Duration** field, enter the duration of the position i.e. *T*, *S*, or *P*. Press **Tab**.

9.   If the duration is *Temporary* or *Seasonal*, in the **No. of Mnths** field, enter the number of months the position will last. Hidden if *Permanent*. Press **Tab**.

10.   In the **Proposed Exp. Date** field, enter the proposed expiration date if different than the system generated date. Hidden until **Duration** is filled in. May be changed to a date less than that generated by the system. Press **Tab**.

11. In the **Prop. TC** field, enter the title code or click the ⬇ and select the appropriate title code. The title must be an eligible short form title for the requesting agency. Press **Tab**.

12. In the **SG** field, enter the proposed salary grade (if different than the system generated grade.). Press **Tab**.

13. In the **Location** field, enter the location code or click the ⬇ and select the appropriate location code. Press **Tab**.

14. In the **Proposed Rate** workgroup, select the appropriate radio button for an NS position. Press **Tab**.

15. Enter the dollar value of the proposed rate. Press **Tab**.

16. In the **Pool ID** field, enter the Pool ID. Press **Tab**.

> **NOTE:** If the **Pool ID** that was entered does not exist, the system will take the user to the **Fund Info** panel. Enter the **Program**, **Fund**, **Subfund**, and **Fund type** in the appropriate fields.

17. If you wish to add another sequence, either click on `Replicate` to bring up a new panel automatically filled in with much of the same information as the one you just completed **or** click on ➕ in the upper right to add a blank panel. You may add up to 99 sequences.

18. Click the **Documents** panel tab.

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

20. Click the **Comments** panel 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.

21. Click the **Documents** panel tab.

22. Click **Submit**.

> **NOTE:** The NYSTEP system does not require comments or documentation for Short Form transactions. However, documentation may be required by both the decentralized classification process and by individual C&C Analysts. Please follow the relevant policies.