Chapter 4

# TPM 2A Short Forms

## Chapter Topics

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# Using 2A Transactions

2A requests are used to reclassify and/or move positions.  2A and 1A transactions can be submitted in one Request if appropriate.

## 2A – 71

Use to reclassify a position to another existing, pre-approved title.  Decentralized agencies can use this page to reclassify positions to titles with standards.  Agencies with standard staffing patterns may also use this page.

## 2A – 72

Use to reclassify and change the line item number of a position to an existing, pre-approved title. Decentralized agencies can use this page to reclassify positions to titles with standards.  Agencies with standard staffing patterns may also use this page.

## 2A – 73

Use to simultaneously reclassify and change item number.

**Within a roll-up agency**, use to simultaneously reclassify and move an existing position to a different agency code, with or without a change in line item number, consistent with other authorizations.

## 2A – 74

**Within an agency**, use to change the line item number with or without a change in funding code and/or the location code.

**Within a roll-up agency**, use to move a position from one agency/facility to another, with or without a line item number change.
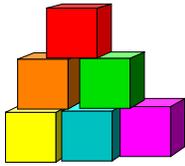
# Position Reclassification to an Existing Title—without Line Item Change

The Short Form Position Reclassification to an Existing Title – without Line Item Change (2A - 71) page is used to request the reclassification of a position to an existing, pre-approved title, using the "short form" reclassification process.  Decentralized agencies may use the form for titles that have classification standards.  Agencies with approved staffing patterns may also use the short form process. Use this page only for those pre-approved titles with standard and consistent attributes (salary grade, jurisdictional class, and negotiating unit).

## Access the Page

1.   Click **NY Title and Position Mgmt**, **TPM Short Form Requests, Use**, **1A/2A Transactions**.
     *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.

### 2A –71 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. |
| **Form CD** | 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. 71, 72, etc. |
| **Proposed Eff Date** | The proposed effective date for the reclassification. |
| **# POS Req** | The number of positions requested for reclassification. |
| **Line # Range:  Begin** | The beginning line number of the position(s).  All line item numbers must currently exist, must be contiguous and have the same attributes. |
| **Line # Range:  End** | The ending line number of the position(s). All line item numbers must currently exist, must be contiguous and have the same attributes. |
| **Location** | The Location code and geographic description of the position. |
| **TC** | The Title Code and description of the position(s). |
| **SG** | The Salary Grade of the position(s). |
| **JC** | The Jurisdictional Classification of the position(s). |
| **NU** | The Negotiating Unit of the position(s). |
| **Pool ID** | Indicates from which PayServ funding source the position is being paid. |
| **Audit** | This hyperlink only appears if C&C has made changes to the values of the originally submitted transaction.  When pressed, a pop-up page displays the original values. |
| **View Pos** | When pressed, a secondary page appears with all line items in the range. Shows the Title description, SG, JC, NU, and location. |
| **Prop. TC** | The proposed Title Code and description of the position(s). |
| **SG** | The Salary Grade assigned to the requested title.  Populated from the Title file and cannot be changed. |

| Field | Description |
|---|---|
| **JC** | Jurisdictional Classification of the requested title.  Populated from the Title file and cannot be changed. |
| **NU** | The Negotiating Unit of the requested title.  Populated from the Title file and cannot be changed. |
| **Proposed Rate** | The proposed rate of the requested position if NS. |
| **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. |
| **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. |

*2A – 71 Documents Page Field Descriptions*

See Documents section of this manual.

*2A – 71 CC/DOB Determination Page Field Descriptions*

**NOTE:**    The Agency will only be able to view all the data on this page 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, Form CD 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. |
| **Form CD** | 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. 71, 72, etc. |
| **CC 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. |
| **Prop TC/Appr TC** | The Title Code of the position requested to be reclassified. |
| **Description** | Description of the position requested to be reclassified. |
| **SG** | The Salary Grade of the title requested for reclassification. |
| **JC** | The Jurisdictional Classification of the title requested for reclassification. |
| **NU** | The Negotiating Unit of the title requested for reclassification. |
| **Disp. Date** | Disposal Date (appears only if the Action is "Withdraw" or "Deny"). |
| **Appr. TC** | Approved Title Code. |
| **Description** | Description of the Approved Title Code. |
| **SG** | The approved Salary Grade. Read from the Title file and cannot be changed. |
| **JC** | The approved Jurisdictional Classification. Populated from the Title file and cannot be changed. |
| **NU** | The approved Negotiating Unit. Populated from the Title file and cannot be changed. |

| Field | Description |
|---|---|
| **Streamlined?** | The Analyst will streamline transactions consistent with the Division of Budget 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. |
| **# Positions Req.** | The number of positions requested to be reclassified. |
| **Approved** | The number of positions C&C approved. |
| **Disapproved** | The number of positions C&C disapproved. |
| **Eff Date** | Grayed unless the transaction is streamlined.  The date the action is to become effective. |
| **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 DOB uses to record their determination Grayed if streamlined, C&C Disapproved or Withdrawn. |
| **Action** | Approved as Requested, Denied, Withdrawn. |
| **Line # (Range) Approved:   thru:** | The range of line items approved. |
| **# Positions** | Determination information on the positions. |
| **Apprv** | Number of positions C&C approved. |
| **Approved** | Number of positions DOB approved. |
| **Disapproved** | Number of positions DOB disapproved. |
| **Eff Date** | The date the action becomes effective. |
| **Determination Dt** | The date the determination was made by DOB. |
| **Examiner** | The DOB Examiner assigned to the transaction. |

*2A – 71 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. |
| **Div Bur/Inst** | The Division, Bureau or Institution within the agency. |

| Field | Description |
|---|---|
| **Transaction Information** | The area of the page that displays transaction information. |
| **Form CD** | 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. 71, 72, etc. |
| **Item Range:    to** | The range of line items requested. |
| **Title** | Title Code and description of requested title. |
| **SG** | Salary Grade. |
| **JC** | Jurisdictional Classification. |
| **NU** | Negotiating Unit. |
| **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** | N/A |
| **Fund** | N/A |
| **Subfund** | N/A |
| **Fund Type** | N/A |

## 2A – 71 Comments Page Field Descriptions

**NOTE:** Comments are not required for a 2A - 71 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 **Form CD** field, click the 🔍 and select *2A* (or enter *2A*).

4.  In the **Action CD** field, click the 🔍 and select *71* (or enter *71*).

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

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

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

8.  In the **Prop TC** field, enter a short form eligible title code or click the 🔍 and use the table lookup to select the appropriate title.

9.  If NS, in the **Proposed Rate** workgroup, select the appropriate radio button.

10.  If NS, enter the dollar value or the equated salary grade of the proposed rate in the text box.

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 request.  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.
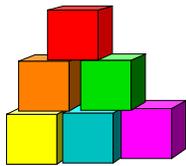
# Position Reclassification to an Existing Title—with Line Item Change

The Short Form Position Reclassification to an Existing Title – with Line Item Change (2A - 72) page is used to request the reclassification of a position to an existing, pre-approved title, using the "short form" reclassification process. At the same time, it will change the line number of the position. Decentralized agencies may use the form for titles that have classification standards. Agencies with approved staffing patterns may also use the short form process. Use this page only for those pre-approved titles with standard and consistent attributes (salary grade, jurisdictional class, and negotiating unit).

## Access the Page

**1.** Click **NY Title and Position Mgmt**, **TPM Short Form Requests, Use**, **1A/2A Transactions**.

*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.

### 2A –72 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. |
| **Form CD** | 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. 71, 72, etc. |
| **Proposed Eff Date** | The proposed effective date for the reclassification. |
| **# POS Req** | The number of positions requested to be reclassified. |
| **Line # Range:  Begin** | The beginning line number of the position(s). All line item numbers must currently exist, must be contiguous, and must have the same attributes. |
| **Line # Range:  End** | The ending line number of the position(s).  All line item numbers must currently exist, must be contiguous, and must have the same attributes. |
| **Location** | The Location code and geographic description of the position. |
| **TC** | The Title Code and description of the position(s). |
| **SG** | The Salary Grade of the position(s). |
| **JC** | The Jurisdictional Classification of the position(s). |
| **NU** | The Negotiating Unit of the position(s). |
| **Pool ID** | Indicates from which PayServ funding source the position is being paid. |
| **Audit** | This hyperlink only appears if C&C has made changes to the values of the originally submitted transaction.  When pressed, a pop-up page displays the original values. |
| **View Pos** | When pressed, a secondary page appears with all line items in the range. Shows the Title description, SG, JC, NU, and location. |
| **Prop TC** | The proposed Title Code and description of the position(s). |
| **SG** | The Salary Grade assigned to the requested title.  Populated from the Title file and cannot be changed. |

| Field | Description |
|---|---|
| **JC** | Jurisdictional Classification of the requested title.  Populated from the Title file and cannot be changed. |
| **NU** | The Negotiating Unit of the requested title.  Populated from the Title file and cannot be changed. |
| **Chg to Loc:** | The proposed Location of the position.  If there are various locations within the request the value 9999 should be selected. |
| **Proposed Rate** | The proposed rate of the requested position(s) if NS. |
| **Change To Line #  Beginning** | The beginning line # of the range that the position is being reclassified to. All line item numbers must not currently exist. |
| **Change To Line #  Ending** | The ending line # of the range that the positions are being reclassified to. All line item numbers must not currently exist. |
| **Pool ID** | Indicates from which PayServ funding source the position is being paid. |
| **C/C Assignment** | The area of the page that displays the C&C staff assigned to 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. |
| **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. |

### 2A – 72 Document Page Field Descriptions

See Documents section of this manual.

### 2A – 72 CC/DOB Determination Page Field Descriptions

**NOTE:** The Agency will only be able to view all the data on this page 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, Form CD 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. |
| **Form CD** | 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. 71, 72, etc. |
| **CC Determination** | The area of the page which 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** | The Title Code of the position requested to be reclassified. |
| **Description** | Description of the position requested to be reclassified. |
| **SG** | The Salary Grade of the title requested for reclassification. |
| **JC** | The Jurisdictional Classification of the title requested for reclassification. |
| **NU** | The Negotiating Unit of the title requested for reclassification. |
| **Disp. Date** | Disposal Date (appears only if the Action is "Withdraw" or "Deny"). |
| **Appr. TC** | Approved Title Code. |
| **Description** | Description of the Approved Title Code. |
| **SG** | The approved Salary Grade.  Populated from the Title file and cannot be changed. |

| Field | Description |
|---|---|
| JC | The approved Jurisdictional Classification. Populated from the Title file and cannot be changed. |
| NU | The approved Negotiating Unit. Populated from the Title file and cannot be changed. |
| Streamlined? | The analyst will streamline transactions consistent with The Division of the Budget 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 | If NS and streamlined, the Approved Rate. |
| # 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 | Grayed unless the transaction is streamlined. The date the action is to become effective. |
| 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 DOB uses to record their determination Grayed if streamlined, C&C Disapproved or Withdrawn. |
| Action | Approved as Requested, Denied, Withdrawn. |
| Line # (Range) Approved | The range of line items approved. |
| # Positions | Determination information on the positions. |
| CC Apprv | Number of positions C&C approved. |
| Approved | Number of positions DOB approved. |
| Disapproved | Number of positions DOB disapproved. |
| Eff Date | The date the reclassification becomes effective. |
| Determination Dt | The date the determination was made by DOB. |
| Examiner | The DOB Examiner assigned to the transaction. |

*2A – 72 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. |
| **Div Bur/Inst** | The Division, Bureau or Institution within the agency. |
| **Transaction Information** | The area of the page that displays transaction information. |
| **Form CD** | 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. 71, 72, etc. |
| **Item Range:   to** | The range of line items requested. |
| **Title** | Title Code and description of requested title. |
| **SG** | Salary Grade. |
| **JC** | Jurisdictional Classification. |
| **NU** | Negotiating Unit. |
| **Change to Line Range:   To:** | The beginning and ending line # of the range that the position is being reclassified to. |
| **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.  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 is hidden. |
| **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. |

*2A – 72 Comments Page Field Descriptions*

**NOTE:** Comments are not required for a 2A - 72 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 **Form CD** field, click the 🔍 and select *2A* (or enter *2A*).

4. In the **Action CD** field, click the 🔍 and select *72* (or enter *72*).

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

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

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

8. In the **Prop TC** field, enter a short form eligible title code or click the 🔍 and select the title.

9.    In the **Location** field, enter the location to which the position is being assigned or click the 🔍 to select the location.

10.   In the **Change To Line # Beginning** field, enter the beginning line # that the position is being reclassified to.

11.   In the **Pool ID** field, click the 🔍 and select the appropriate Pool ID.

12.   Click the **Documents** page tab to add any documents.

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

14.   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.

15.   Click the **Documents** page tab.

16.   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.
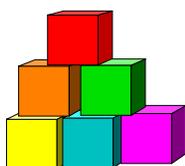
# Position Reclassification to an Existing Title—with Line Item Change & Move to New Division/Department/Institution

The Short Form Position Reclassification to an Existing Title – with Line Item Change & Move to New Division/Department/Institution (2A - 73) page is used to request the reclassification of an existing position to a pre-approved title, when there are line number changes and a Division, Department, or Institution change. Decentralized agencies may use the form for titles that have classification standards. Agencies with approved staffing patterns may also use the short form process.

## Access the Page

1.  Click **NY Title and Position Mgmt**, **TPM Short Form Requests, Use**, **1A/2A Transactions**.
    *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.

*2A –73 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. |
| **Form CD** | 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. 71, 72, etc. |
| **Proposed Eff Date** | The proposed effective date for the reclassification. |
| **# POS Req** | The number of positions requested to be reclassified. |
| **Line # Range**<br>   **Begin** | The beginning line number of the position(s). All line item numbers must currently exist, must be contiguous, and must have the same attributes. |
| **Line # Range**<br>   **End** | The ending line number of the position(s). All line item numbers must currently exist, must be contiguous, and must have the same attributes. |
| **Location** | The Location code and geographic description of the position. |
| **TC** | The Title Code and description of the position(s). |
| **SG** | The Salary Grade of the position(s). |
| **JC** | The Jurisdictional Classification of the position(s). |
| **NU** | The Negotiating Unit of the position(s). |
| **Pool ID** | Indicates from which PayServ funding source the position is being paid. |
| **Audit** | This hyperlink only appears if C&C has made changes to the values of the originally submitted transaction. When pressed, a pop-up page displays the original values. |
| **View Pos** | When this button is pressed, a secondary page will display with all line items in the range along with their Job Code, SG, JC, and NU. |
| **Prop TC** | The proposed Title Code and description of the position(s). |
| **SG** | The Salary Grade assigned to the requested title. Populated from the Title file and cannot be changed. |

| Field | Description |
|---|---|
| **JC** | Jurisdictional Classification of the requested title.  Populated from the Title file and cannot be changed. |
| **NU** | The Negotiating Unit of the requested title.  Populated from the Title file and cannot be changed. |
| **Chg to Loc** | The location to which the position is being moved. |
| **Proposed Rate** | The proposed rate of the requested position(s) if NS. |
| **Change To Line # Range  Beginning** | The beginning line # of the range that the position is being reclassified to. All line item numbers must not currently exist. |
| **Change To Line # Range  Ending** | The ending line # of the range that the positions are being reclassified to. All line item numbers must not currently exist. |
| **Chgd to Agency** | The Agency to which the position is being moved. |
| **Div/Bur/Inst** | The Division, Bureau or Institution the position is being moved to. |
| **Pool ID** | Indicates from which PayServ funding source the position will be paid. |
| **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. |
| **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. |

*2A – 73 Documents Page Field Descriptions*

See Documents section in this manual.

### *2A – 73 CC/DOB Determination Page Field Descriptions*

**NOTE:** The Agency will only be able to view all the data on this page 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, Form CD 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. |
| **Form CD** | 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. 71, 72, etc. |
| **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. |
|    **Prop. TC** | The Title Code of the position requested to be reclassified. |
|    **Description** | Description of the position requested to be reclassified. |
|    **SG** | The Salary Grade of the title requested for reclassification. |
|    **JC** | The Jurisdictional Classification of the title requested for reclassification. |
|    **NU** | The Negotiating Unit of the title requested for reclassification. |
|    **Disp. Date** | Disposal Date (appears only if the Action is "Withdraw" or "Deny"). |
|    **Appr. TC** | Approved Title Code. |
|    **Description** | Description of the approved Title Code. |
|    **SG** | The approved Salary Grade. Populated from the Title file and cannot be changed. |
|    **JC** | The approved Jurisdictional Classification. Populated from the Title file and cannot be changed. |

| Field | Description |
|---|---|
| **NU** | The approved Negotiating Unit. Populated from the Title file and cannot be changed. |
| **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** | If NS and streamlined, the Approved Rate. |
| **# 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** | Grayed unless streamlined. The date the action becomes effective. |
| **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 DOB uses to record their determination Grayed if streamlined, C&C Disapproved or Withdrawn. |
| **Action** | Approved as Requested, Denied, Withdrawn. |
| **Line # (Range)** **Approved:   thru:** | The range of line items approved. |
| **# Positions** | Determination information on the positions. |
| **CC Apprv** | Number of positions C&C approved. |
| **Approved** | Number of positions DOB approved. |
| **Disapproved** | Number of positions DOB disapproved. |
| **Eff Date** | The date the action becomes effective. |
| **Determination Dt** | The date the determination was made by DOB. |
| **Examiner** | The DOB Examiner assigned to the transaction. |

*2A – 73 Fund Info Page Field Descriptions*

| Field | Description |
|---|---|
| **Agency** | The Agency Code and name requesting the transaction. |

| Field | Description |
|-------|-------------|
| **Job Control #** | System generated number that will display upon saving or submitting. |
| **Div Bur/Inst** | The Division, Bureau or Institution within the agency. |
| **Transaction Information** | The area of the page that displays transaction information. |
| **Form CD** | 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. 71, 72, etc. |
| **Item Range:   to** | The range of line items requested. |
| **Title** | Title Code and description of requested title. |
| **SG** | Salary Grade. |
| **JC** | Jurisdictional Classification. |
| **NU** | Negotiating Unit. |
| **Change to Line Range   To** | The beginning and ending line # of the range that the position is being reclassified to. |
| **Change to Agency** | The Agency to which the position is being moved. |
| **Change to Division Bureau/Inst** | The Division, Bureau or Institution to which the position is being moved. |
| **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.  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 is hidden. |
| **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. |

## 2A – 73 Comments Page Field Descriptions

**NOTE:** Comments are not required for a 2A - 73 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 **Form CD** field, click the 🔍 and select *2A* (or enter *2A*).

4.   In the **Action CD** field, click the 🔍 and select *73* (or enter *73*).

5.   In the **Proposed Eff Date** field, enter the proposed effective date or click the 📅 to select a date.

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

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

8.   In the **Prop TC** field, enter a short form eligible title code or click the 🔍 to select a title.

9.   In the **Chg to Location** field, enter the location to which the position is being moved or click the 🔍 to select a location.

10.  In the **Chgd to Agency** field, enter the agency code to which the position is being moved or click the 🔍 to select a new agency.

11.  In the **Div Bur/Inst** field, enter the division, bureau or institution to which the position is being transferred.

12.  In the **Change To Line # Beginning** field, enter the beginning line # that the position is being reclassified to.

13.  In the **Pool ID** field, enter the Pool ID.

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

14.  Click the **Documents** page tab to add any documents.

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

16.  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.

17.  Click the **Documents** page tab.

18.  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.
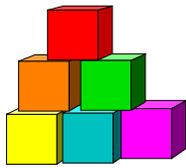
# Line Item Change or Position Movement without a Reclassification

The Short Form Line Item Change or Position Movement without a Reclassification (2A 74) page is used to request a change in item number with or without a funding source change, organizational placement or payroll agency of a position when there is no reclassification.  This transaction cannot be used for the sole purpose of changing the Pool ID.  That change must be processed through PayServ.

## Access the Page

1.  Click **NY Title and Position Mgmt**, **TPM Short Form Requests, Use**, **1A/2A Transactions**.
    *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.

### 2A –74 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. |
| **Form CD** | 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. 71, 72, etc. |
| **Proposed Eff Date** | The proposed effective date for the action. |
| **# Pos Req** | The number of positions requested to be moved. |
| **Line # Range:  Begin** | The beginning line number of the position(s).  All line item numbers must currently exist, must be contiguous, and must have the same attributes. |
| **Line # Range:  End** | The ending line number of the position(s). All line item numbers must currently exist, must be contiguous, and must have the same attributes. |
| **Location** | The Location code and geographic description of the position. |
| **TC** | The Title Code and description of the position(s). |
| **SG** | The Salary Grade of the position(s). |
| **JC** | The Jurisdictional Classification of the position(s). |
| **NU** | The Negotiating Unit of the position(s). |
| **Pool ID** | Indicates from which PayServ funding source the position is being paid. |
| **Audit** | This hyperlink only appears if C&C has made changes to the values of the originally submitted transaction.  When pressed, a pop-up page displays the original values. |
| **View Pos** | When this button is pressed, a secondary page displays with all line items in the range, along with their Job Code, SG, JC, and NU. |
| **Chg to Loc:** | The location where the position(s) are being moved to. |
| **Change To Line # Beginning** | The beginning line # of the range that the position is being reclassified to. All line item numbers must not currently exist. |

| Field | Description |
|---|---|
| **Change To Line # Ending** | The ending line # of the range that the positions are being changed to. All line item numbers must not currently exist. |
| **Chgd to Agency** | The Agency the position is being moved to. |
| **Div/Bur/Inst** | The Division, Bureau or Institution the position is being moved to. |
| **Pool ID** | Indicates from which PayServ funding source the position will be paid. |
| **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. |
| **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. |

## 2A – 74 Documents Page Field Descriptions

See the Documents section in this manual.

## 2A – 74 CC/DOB Determination 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. |

| Field | Description |
|---|---|
| **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. |
| **Form CD** | 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. 71, 72, etc. |
| **Budget Determination** | The area of the page DOB uses to record their determination. Grayed if streamlined, C&C Disapproved or Withdrawn. |
| **Action** | Approved as Requested, Denied, Withdrawn. |
| **Line # (Range) Approved:   thru:** | The range of the Approved position(s). |
| **# Positions** | Determination information on the positions. |
| **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. |
| **Determination Dt** | The date the determination was made by DOB. |
| **Examiner** | The DOB Examiner assigned to the transaction. |

*2A – 74 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. |
| **Div Bur/Inst** | The Division, Bureau or Institution within the agency. |
| **Transaction Information** | The area of the page that displays transaction information. |
| **Form CD** | 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. 71, 72, etc. |
| **Item Range:   to** | The range of line items requested. |

| Field | Description |
|---|---|
| **Change to Line Range    To** | The beginning and ending line # of the range that the position is being changed to. |
| **Changed to Agency** | The Agency to which the position is being moved. |
| **Change to Division Bureau/Inst** | The Division, Bureau or Institution to which the position is being moved. |
| **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.  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 is hidden. |
| **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. |

### 2A – 74 Comments Page Field Descriptions



**NOTE:** Comments are not required for a 2A - 74 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. |

| Field | Description |
|-------|-------------|
| **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 **Form CD** field, click the 🔍 and select *2A* (or enter *2A*).

4.   In the **Action CD** field, click the 🔍 and select *74* (or enter *74*).

5.   In the **Proposed Eff Date** field, enter the proposed effective date or click the 📅 to select a date.

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

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

8.   In the **Chg to Loc** field, if different than the system generated value, enter the location to which the position is being moved or click the 🔍 to select a location.  Press **Tab**.

9.   In the **Chgd to Agency** field, if different than the system generated value, enter the agency to which the position is being assigned or click the 🔍 to select an agency.

10.   In the **Div Bur/Inst** field, enter the division, bureau or institution to which the position is being transferred.

11.   In the **Change to Line # Beginning** field, enter the beginning line # that the position is being changed to.

12.   In the **Pool ID** field, enter the Pool ID or click the 🔍 to select a Pool ID.

   **NOTE:**   If the **Pool ID** entered does not exist, the system will take the user to the **Fund Info** page.  Enter the **Program**, **Fund**, **Subfund**, and **Fund type** in

the appropriate fields.

**13.**     Click the **Documents** page tab to add any documents.

**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 DOB Examiners may require additional documentation.  Please continue to follow the current policies set by your agency's Examiner.