

TPM § 130 Salary Adjustments Long Forms

Chapter Topics

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Using § 130 Salary Adjustments Transactions

The § 130 pages are used to request Salary Adjustments to groups of positions in the requested agency. These transactions are not available to the following agencies: Housing Finance (07950), Teacher's Retirement System (11340), Bridge Authority (55020), Thruway Authority (55090), or Canal Corporation (55095).

130.4

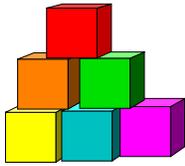
Use the 130.4 page to request an Increased Hiring Rate for a title.

130.6

Use the 130.6 page to request a Shift Payment Differential for a title.

130.7

Use the 130.7 page to request a Geographic Area Pay Differential for a title.



130.4

Use to request an Increased Hiring Rate for a title.



Access the Page

1. Click **NY Title and Position Mgmt, TPM Long Form Requests, Use, S 130 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.

130.4 Request Page Field Descriptions

The screenshot displays the NYSTEP system interface for 'Form 4D - Salary Adjustments'. The breadcrumb trail is: Home > NY Title and Position Mgmt > TPM Long Form Requests > Use > S 130 Salary Adjustments. The interface includes tabs for 'Request', 'Documents', 'CC/DOB Determination', and 'Comments'. Key fields include: Agency (10000), Correctional Services, Job Control #: NEW, Div Bur/Inst (Inmate Educational Services), Request Status (Agency Initiated), Action CD (4 - Increased Hiring Rate), Title Code (8195600 - Coord Hisprc Inmate P), Increased Hiring Rate (\$52,921), Location(s) Affected (9999 - Statewide), and Effective Dates (Admin: , Inst: 10/16/2003). At the bottom, there are buttons for 'Save', 'Replicate', 'Add', and 'Update/Display', along with a breadcrumb trail: Request | Documents | CC/DOB Determination | Comments.

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. .4, .6, or .7.
Title Info	The area of the page that displays the title information.
Title Code	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).
Rate Info	The area of the page that deals with the increased hiring rate for the group of positions.
Increased Hiring Rate	The proposed increased hiring rate for the group of positions.
Location(s) Affected	The Location code and geographic description of the position(s) affected.
Effective Dates	The proposed effective date for either Administrative or Institutional payroll periods.
Admin.	The proposed effective date for the administrative payroll.
Inst.	The proposed effective date for the institutional payroll.
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.

Field	Description
Assigned Analyst	The C&C Analyst assigned to this transaction. This field remains blank until C&C works the transaction.
Req Date	Date the request was submitted.
Requestor	The person requesting the transaction.

130.4 Document Page Field Descriptions

See the Documents section of this manual.

130.4 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, Action CD, Request Status.

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.
Action CD	The action code related to the form code; i.e. .4, .6, or .7.
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.
Title Info	The area of the page that displays the title information.
Title Code	The Title Code and description of the position(s).
SG	The Salary Grade of the position(s).

Field	Description
Calculate Geo Pos Cnt	The number of positions within an agency that will be affected by the transaction. Appears as 0 until a final DOB determination has been made.
C/C Determination	The area of the page C&C uses to record their determination.
Increased Hiring Rate	The increased hiring rate approved by C&C.
Location(s) Affected	The Location code and geographic description of the position(s) affected.
CC Action	Approve with change, Approve with change with letter, Approve as Requested, Approve as requested with letter, Deny, Supplemental Information Requested, Withdraw.
Determination Dt	The date the determination was made by C&C.
Analyst	The assigned C&C analyst reviewing the transaction.
Budget Determination	The area of the page that DOB uses to record their determination. Grayed if streamlined. C&C Disapproved or Withdrawn.
DOB Action	Approved as Requested, Denied, Withdrawn.
Effective Dates	The effective date for either Administrative or Institutional payroll.
Admin.	The effective date for the administrative payroll.
Inst.	The effective date for the institutional payroll.
Determination Dt	The date the determination was made by DOB.
Examiner	DOB examiner assigned to review the request.

130.4 Comments Page Field Descriptions



NOTE: Comments are not required for an § 130 .4 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.

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



Work with the Page

1. In the **Agency** field, type the appropriate agency code or click  and select the appropriate 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, enter .4 or click the  and select .4.
4. In the **Title Code** field, enter the title code of the position(s) or click  and select the appropriate title code.
5. In the **Increased Hiring Rate** field, enter the proposed increased hiring rate.
6. In the **Location(s) Affected** field, type the appropriate location code or click  and select the location. Multiple locations may be entered for each title.
7. In the **Eff Dates** area, select an **Admin:** and/or an **Inst:** payperiod date. *The date entered cannot be more than 3 pay periods in the future or more than 13 pay periods in the past and must be a valid first day of a payperiod.*

Note: For multiple sequences, click  and fill in the appropriate data. Repeat as many times as necessary.

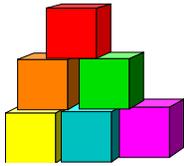
8. Click the **Documents** tab.
9. Attach the appropriate and required documents (Agency Justification Letter is required). See instructions in the Documents section of this manual.
10. Click the **Comments** page and add any comments. Comments are optional. In the **Request Level Comments** field, enter any comments that relate to the entire request. In the **Sequence Level Comments** field, enter any comments that relate to individual sequences.
11. Click the **Documents** page tab.
12. Click **Submit**.



NOTE: At Save or Submit, the system will count the number of positions in the agency at the requested location. If the count is zero, the request cannot be saved or submitted.



NOTE: The NYSTEP system requires certain documentation for Long Form transactions. However, individual C&C Analysts may require additional documentation. Please continue to follow the current policies set by your agency's Analyst.



130.6

Use to request a Shift Payment Differential for a particular shift and title.



Access the Page

1. Click **NY Title and Position Mgmt, TPM Long Form Requests, Use, S 130 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.

130.6 Request Page Field Descriptions

The screenshot displays the 'S 130 Salary Adjustments' page in the NYSTEP system. The breadcrumb trail is: Home > NY Title and Position Mgmt > TPM Long Form Requests > Use > S 130 Salary Adjustments. The form includes the following fields and values:

- Agency:** 10160 Cor Main Office
- Job Control #:** NEW
- Form 4D - Salary Adjustments** (View All, First, 1 of 2, Last)
- *Div Bur/Inst:** Facilities Maintenance
- Request Status:** Agency Initiated
- *Action CD:** 6 Shift Pay Differential
- Title Info:**
 - *Title Code: 3308700 Corrl L&House S Supvr
 - SG: 21 JC: 0 NU: 05
- Rate Info:**
 - *Shift Diff \$ Amount: \$1,950
 - *Location(s) Affected: 9999 Statewide
- Effective Dates:**
 - Admin: [] Inst: 10/16/2003
- Shift Hours:** 04 : 00 PM thru: 12 : 00 AM
- C/C Assignment:**
 - Section Head:
- Req Date:** 09/10/2003 **Requestor:** Drink, Anita
- Buttons:** Save, Replicate, Add, Update/Display

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. .4, .6, or .7.
Title Info	The area of the page that displays the title information.
Title Code	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).
Rate Info	The area of the page that deals with the shift pay rate for the group of positions.
Shift Diff \$ Amount	The additional amount being requested for the shift.
Location(s) Affected	The Location code and geographic description of the position(s) affected.
Effective Dates	The proposed effective date for either Administrative or Institutional payroll periods.
Admin.	The proposed effective date for the administrative payroll.
Inst.	The proposed effective date for the institutional payroll.
Shift Hours: thru:	The start and end time of the shift.
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.

Field	Description
Assigned Analyst	The C&C Analyst assigned to this transaction. This field remains blank until C&C works the transaction.
Req Date	Date the request was submitted.
Requestor	The person requesting the transaction.

130.6 Document Page Field Descriptions

See the Document Attachment & Deletion section of this manual

130.6 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, Action CD, and Request Status.

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.
Action CD	The action code related to the form code; i.e. .4, .6, or .7.
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.
Title Info	The area of the page that displays the title information.
Title Code	The Title Code and description of the position(s).
SG	The Salary Grade of the position(s).

Field	Description
Calculate Geo Pos Cnt	The number of positions within an agency that will be affected by the transaction. Appears as 0 until a final DOB determination has been made.
C/C Determination	The area of the page C&C uses to record their determination.
Shift Diff. \$ Amount	The differential dollar amount approved by C&C.
Location(s) Affected	The Location code and geographic description of the position(s) affected.
CC Action	Approve with change, Approve with change with letter, Approve as Requested, Approve as requested with letter, Deny, Supplemental Information Requested, Withdraw.
Shift Hours	The hours of the shift.
Determination Dt	The date the determination was made by C&C.
Analyst	The assigned C&C analyst reviewing the transaction.
Budget Determination	The area of the page that DOB uses to record their determination. Grayed if streamlined. C&C Disapproved or Withdrawn.
DOB Action	Approved as Requested, Denied, Withdrawn.
Effective Dates	The effective date for either Administrative or Institutional payroll.
Admin.	The effective date for the administrative payroll.
Inst.	The effective date for the institutional payroll.
Determination Dt	The date the determination was made by DOB.
Examiner	DOB examiner assigned to review the request.

130.6 Comments Page Field Descriptions



NOTE: Comments are not required for an § 130 .6 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, type the appropriate agency code or click  and select the appropriate 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 Code** field, enter .6 or click the  and select .6.
4. In the **Title Code** field, enter the title code of the position(s) or click  and select the appropriate title code.
5. In the **Shift Diff \$ Amount** field, enter the proposed differential dollar amount. Press **Tab**.
6. In the **Location(s) Affected** field, type the appropriate or click the  and select the location.
7. In the **Eff Dates** area, select an **Admin:** and/or an **Inst:** payperiod date. *The date entered cannot be more than 3 pay periods in the future or more than 13 pay periods in the past and must be a valid first day of a payperiod.*
8. In the **Shift Hours** field, enter the beginning time and ending time of the shift. Be sure to designate AM and PM. *At least four hours of the shift must occur between 6:00 PM and 6:00 AM.*

Note: For multiple sequences, click  and fill in the appropriate data. Repeat as many times as necessary.

9. Click the **Documents** tab.
10. Attach the appropriate and required documents (Agency Justification Letter is required). See instructions in the Documents section of this manual.

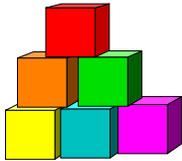
11. Click the **Comments** page and add any comments. Comments are optional. In the **Request Level Comments** field, enter any comments that relate to the entire request. In the **Sequence Level Comments** field, enter any comments that relate to individual sequences.
12. Click the **Documents** page tab.
13. Click **Submit**.



NOTE: At Save or Submit, the system will count the number of positions in the agency at the requested location. If the count is zero, the request cannot be saved or submitted.



NOTE: The NYSTEP system requires certain documentation for Long Form transactions. However, individual C&C Analysts may require additional documentation. Please continue to follow the current policies set by your agency's Analyst.



130.7

Use to request a Geographic Area Pay Differential for a specific title.



Access the Page

1. Click **NY Title and Position Mgmt, TPM Long Form Requests, Use, S 130 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.

130.7 Request Page Field Descriptions

The screenshot displays the 'Form 4D - Salary Adjustments' page in the NYSTEP system. The breadcrumb trail is: Home > NY Title and Position Mgmt > TPM Long Form Requests > Use > S 130 Salary Adjustments. The page has tabs for 'Request', 'Documents', 'CC/DOB Determination', and 'Comments'. The 'Request' tab is active, showing the following fields and values:

- *Agency: 10000 Correctional Services Job Control #: NEW
- *Div Bur/Inst: Security Services Request Status: Agency Initiated
- *Action CD: 7 Geo. Area Pay Dif
- Title Info**: *Title Code: 8700100 Corr Officer SG: 14 JC: 0 NU: 01
- Rate Info**: *Geographic Diff Rate: \$3,749 *Location(s) Affected: 0700 Chautauqua County
- Effective Dates**: Admin: Inst: 10/16/2003
- C/C Assignment**: Section Head:
- Req Date: 09/10/2003 Requestor: Derrinbak,Ben Replicate

Buttons at the bottom include Save, Add, and Update/Display. A footer at the bottom of the page reads: Request | Documents | CC/DOB Determination | Comments.

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. .4, .6, or .7.
Title Info	The area of the page that displays the title information.
Title Code	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).
Rate Info	The area of the page that displays the increased amount for a given geographic location.
Geographic Diff. Rate	The amount requested for a geographic location.
Location(s) Affected	The Location code and geographic description of the position(s) affected.
Effective Dates	The proposed effective date for either Administrative or Institutional payroll periods.
Admin.	The proposed effective date for the administrative payroll.
Inst.	The proposed effective date for the institutional payroll.
C/C Assignment	The area of the page that displays the C&C staff assigned to the transaction. This workgroup is blank until C&C works 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.

Field	Description
Assigned Analyst	The C&C Analyst assigned to this transaction. This field is blank until C&C works the transaction.
Req Date	Date the request was submitted.
Requestor	The person requesting the transaction.

130.7 Document Page Field Descriptions

See the Documents section of this manual

130.7 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, Action CD, and Request Status.

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.
Action CD	The action code related to the form code; i.e. .4, .6, or .7.
Request Status	The point the transaction is at in the approval process; i.e. Agency Submitted, Pending DOB Determination, C&C Supp. Info Requested, C&C Disapproved, C&C Submitted, C&C Withdrawn, DOB Approved/C&C Streamlined, DOB Disapproved, DOB Withdrawn, Sunset.
Title Info	The area of the page that displays the title information.
Title Code	The Title Code of the position(s).
SG	The Salary Grade of the position(s).
Calculate Geo Pos Cnt	The number of positions within an agency that will be affected by the transaction. Appears as 0 until a final DOB determination has been made.

Field	Description
C/C Determination	The area of the page C&C uses to record their determination.
Geographic Diff. Rate	The geographic differential rate approved by C&C.
Location(s) Affected	The Location code and geographic description of the position(s) affected.
CC Action	Approve with change, Approve with change with letter, Approve as Requested, Approve as requested with letter, Deny, Supplemental Information Requested, Withdraw.
Determination Dt	The date the determination was made by C&C.
Analyst	The assigned C&C analyst reviewing the transaction.
Budget Determination	The area of the page that DOB uses to record their determination. Grayed if streamlined. C&C Disapproved or Withdrawn.
DOB Action	Approved as Requested, Denied, Withdrawn.
Effective Dates	The effective date for either Administrative or Institutional payroll.
Admin.	The effective date for the administrative payroll.
Inst.	The effective date for the institutional payroll.
Determination Dt	The date the determination was made by DOB.
Examiner	DOB examiner assigned to review the request.

130.7 Comments Page Field Descriptions



NOTE: Comments are not required for an § 130 .7 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, type the appropriate agency code or click  and select the appropriate 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, enter .7 or click the  and select .7.
4. In the **Title Code** field, enter the title code of the position(s) or click the  and select the appropriate title code.
5. In the **Geographic Diff. Rate** field, enter the differential rate requested.
6. In the **Location(s) Affected** field, type the appropriate value or click the  and select the location.
7. In the **Eff Dates** area, select an **Admin:** and/or an **Inst:** payperiod date. *The date entered cannot be more than 3 pay periods in the future or more than 13 pay periods in the past and must be a valid first day of a payperiod.*
8. Click the **Documents** tab.
9. Attach the appropriate and required documents (Agency Justification Letter is required). See instructions in the Documents section of this manual.
10. Click the **Comments** page and add any comments. 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.
11. Click the **Documents** page tab.
12. Click **Submit**.



NOTE: At Save or Submit, the system will count the number of positions in the agency at the requested location. If the count is zero, the request cannot be saved or submitted.



NOTE: The NYSTEP system requires certain documentation for Long Form transactions. However, individual C&C Analysts may require additional documentation. Please continue to follow the current policies set by your agency's Analyst.