

TPM 4N Long Forms

Chapter Topics

Using 4N Transactions	7-3
4N - 11	7-4
4N - 12	7-12
4N - 13	7-20

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Using 4N Transactions

The 4N pages are used to request New Positions. 4N and 4R transactions can be submitted in one Request if appropriate.

4N – 11

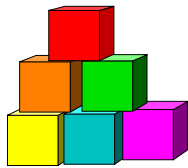
Use to request a new position using an existing title.

4N – 12

Use to request a new position in a new title.

4N – 13

Use to request a position extension when documentation is required.



4N - 11

Use the 4N-11 to request a new position in an existing title.



Access the Page

1. Click **NY Title and Position Mgmt, TPM Long Form Requests, Use, 4N/4R 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.

4N - 11 Request Page Field Descriptions

The screenshot displays the NYSTEP system interface for the 4N-11 Request Page. The page is titled "4N/4R Transactions" and shows a search dialog box with various input fields and buttons. The fields include:

- Agency: 08000 Civil Service
- Job Control #: NEW
- Div Bur/Inst: Bureau of Forms & Files
- Request Status: Agency Initiated
- Form CD: 4N
- Action CD: 11
- Proposed Eff Date: 09/19/2003
- Proposed Exp Date: 03/18/2005
- # POS Req: 3
- Line # Range: Begin: 21124 End: 21126
- Pos Type: T
- No. of Mnths: 18
- Prop. TC: 2867100 Prj Assnt
- SG: NS
- JC: 0
- NU: 05
- Proposed Rate: Hourly (selected), Annual, NTE, SG EQ
- Location: 0110 Albany
- Req Chgs: NU, JC, Min Quals
- Pool ID: 040
- Section Head:
- Req Date: 08/20/2003
- Requestor: Sunshine, Suzy
- Buttons: Save, Add, Update/Display, Replicate

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. 4N or 4R.
Action CD	The action code related to the form code; i.e. 11, 12, 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.
Pos Type	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 hyperlink appears only if C&C has made changes to the values of the originally submitted transaction. When pressed, a pop-up page displays the original values.
Prop. TC	The proposed Title Code and description for the position(s).
SG	Salary Grade of the proposed position(s).
JC	Jurisdictional Classification of the proposed position(s).
NU	Negotiating Unit of the proposed position(s).
Location	The proposed Location code and geographic description of the position.
Proposed Rate	The proposed rate of the requested position if NS.

Field	Description
Req Chgs.	NU, JC, Min Quals. If checked, indicates supporting documentation must be attached.
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	The 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.

4N – 11 Documents Page Field Descriptions

See the Documents section of this manual.

4N – 11 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.

Field	Description
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. 4N or 4R.
Action CD	The action code related to the form code; i.e. 11, 12, or 13.
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	The Title Code requested.
Description	The description of the title code requested.
SG	Salary Grade requested.
JC	Jurisdictional Classification requested.
NU	Negotiating Unit requested.
Disp. Date	Disposal date (appears only if the Action is "Withdraw" or "Deny").
Appr TC	Description and code of approved title. Input by C&C Analyst.
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 and the box is not checked, then the transaction is routed to DOB for final determination.
Rate	Displays only if the position is NS and streamlined.
# Positions Req.	The number of positions requested.
Approved	The number of positions C&C approved.

Field	Description
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 page 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 making the determination.

4N – 11 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.

Field	Description
Form CD	The code of the type of transaction being requested; i.e. 4N or 4R.
Action CD	The action code related to the form code; i.e. 11, 12, or 13.
Item Range: to	The range of line items requested.
Title	Title Code and description of the position(s).
SG	Salary Grade of the position(s).
JC	Jurisdictional Class of the position(s).
NU	Negotiating Unit of the position(s).
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.

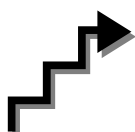
4N – 11 Comments Page Field Descriptions









NOTE: Comments are not required for a 4N - 11 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
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, click the , highlight the appropriate agency code and click to select, or 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 , highlight *4N* and click to select (or enter *4N*).
4. In the **Action CD** field, click the , highlight *11* and click to select (or enter *11*).
5. In the **Proposed Eff Date** field, click the  and select the date or enter the proposed effective 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 **Pos Type** field, click the , highlight and click the appropriate value (or enter P, T, or S).
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*.
10. In the **Proposed Exp Date** field, enter the proposed expiration date if different than the system generated date. Hidden until **Pos Type** is filled in. May be changed to a date less than that generated by the system.
11. In the **Prop. TC** field, enter the requested title code of the position or click  and select the proposed title code.

- 12. The **SG** defaults to value from Title file. May be changed.
- 13. The **JC** defaults to value from Title file. May be changed.
- 14. The **NU** defaults to value from Title file. May be changed.
- 15. In the **Location** field, click the , highlight and click the appropriate value.
- 16. In the **Proposed Rate** field, select the appropriate radio button for NS position(s).
- 17. In the blank text field, enter the rate amount of the position.
- 18. In the **Pool ID** field, enter the Pool ID or click  and select the appropriate value.

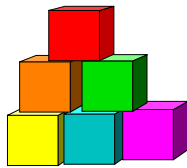


NOTE: If the **Pool ID** entered does not exist, the system will take the user to the **Fund Info** page. Enter the **Program, Fund, Subfund,** and **Fund type** in the appropriate fields.

- 19. Click the **Documents** page tab.
- 20. Attach the appropriate and required documents (see instructions in the Documents section of this manual).
- 21. 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.
- 22. Click the **Documents** page tab.
- 23. Click **Submit**.



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.



4N - 12

Use the 4N-12 to request a new position in a new title.



Access the Page

1. Click **NY Title and Position Mgmt, TPM Long Form Requests, Use, 4N/4R 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.

4N - 12 Request Page Field Descriptions

The screenshot displays the NYSTEP system interface for the 4N/4R Transactions page. The breadcrumb trail is: Home > NY Title and Position Mgmt > TPM Long Form Requests > Use > 4N/4R Transactions. The page has tabs for Request, Documents, CC/DOB Determination, Fund Info, and Comments. The main form contains the following fields and values:

- Agency: 08000, Civil Service, Job Control #: NEW
- Request Status: Agency Initiated
- *Div Bur/Inst: Bureau of Forms & Files
- *Form CD: 4N, *Action CD: 12, Proposed Eff Date: 09/19/2003, Proposed Exp Date: 09/18/2004
- # POS Req: 2, Line # Range: Begin: 21068, End: 21069, Pos Type: T, No. of Mnths: 12
- Prop. Title: Lord of the Files, SG: 14, JC: 1, NU: 06
- Proposed Rate: Hourly, Annual, NTE, SO EQ (radio buttons)
- Location: 0110, Albany
- Req Chgs: NU, JC, Min Quals (checkboxes)
- Pool ID: 007
- C/C Assignment: Section, Head
- Req Date: 08/20/2003, Requestor: Sunshine, Suzy
- Buttons: Save, Replicate, Add, Update/Display
- Navigation: Request | Documents | CC/DOB Determination | Fund Info | 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.
Form CD	The code of the type of transaction being requested; i.e. 4N or 4R.
Action CD	The action code related to the form code; i.e. 11, 12, 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.
Pos Type	The duration of the positions 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 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.
Prop. Title	The proposed Title for the position(s). Must be a new title.
SG	Proposed Salary Grade of the title.
JC	Proposed Jurisdictional Classification of the title.
NU	Proposed Negotiating Unit of the title.
Location	The proposed location code and geographic description of the position(s).
Proposed Rate	The proposed rate of the requested position if NS.

Field	Description
Req. Chgs.	NU, JC, Min Quals. If checked, indicates supporting documentation must be attached.
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. 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.

4N – 12 Documents Page Field Descriptions

See the Documents section of this manual.

4N – 12 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.

Field	Description
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. 4N or 4R.
Action CD	The action code related to the form code; i.e. 11, 12, or 13.
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	Blank
Description	The description of the proposed title.
SG	Proposed Salary Grade.
JC	Proposed Jurisdictional Classification.
NU	Proposed Negotiating Unit.
Disp. Date	Disposal date (appears only if the Action is "Withdraw" or "Deny").
Appr TC	Approved Title Code and description. Entered by C&C.
SG	Approved Salary Grade.
JC	Approved Jurisdictional Classification.
NU	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 and the box is not checked, then the transaction is routed to DOB for final determination.
Rate	If NS and streamlined, the approved rate displays.
# Positions Req.	The number of positions requested.
Approved	The number of positions C&C approved.

Field	Description
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 page DOB uses to record their determination. Grayed if streamlined, C&C Disapproved or Withdrawn.
Action	Approved as Requested, Denied, Withdrawn.
Apprv. Rate	If NS and not streamlined, the Approved rate displays.
Line # (Range) Approved: thru:	System generated. The line number range of the approved positions.
# 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 making the determination.

4N – 12 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.
Form CD	The code of the type of transaction being requested; i.e. 4N or 4R.

Field	Description
Action CD	The action code related to the form code; i.e. 11, 12, or 13.
Item Range: to	The range of line items requested.
Title	Title Code and description of the position(s).
SG	Salary Grade of the position(s).
JC	Jurisdictional Class of the position(s).
NU	Negotiating Unit of the position(s).
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.

4N - 12 Comments Page Field Descriptions








NOTE: Comments are not required for a 4N - 12 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.

Field	Description
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, click the , highlight the appropriate agency code and click to select. 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 , highlight *4N* and click to select (or enter *4N*).
4. In the **Action CD** field, click the , highlight *12* and click to select (or enter *12*).
5. In the **Proposed Eff Date** field, enter the proposed effective date or click  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 **Pos Type** field, click the , highlight and click the appropriate value (or enter P, T, or S).
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*.
10. In the **Proposed Exp. Date** field, enter the proposed expiration date if different than the system generated date. Hidden until **Pos Type** is filled in. May be changed to a date less than that generated by the system.
11. In the **Prop Title** field, enter the requested title of the position.
12. In the **SG** field, enter the requested salary grade of the position.
13. In the **JC** field, enter the appropriate value.

14. In the **NU** field, enter the appropriate value.
15. In the **Location** field, enter the appropriate value.
16. In the **Proposed Rate** field, select the appropriate radio button for NS position(s).
17. In the blank text field, enter the rate amount of the position.
18. In the **Pool ID** field, enter the Pool ID or click  to search for a Pool ID.

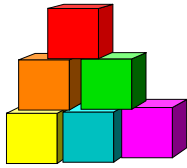


NOTE: If the **Pool ID** that was entered does not exist, the system will take the user to the **Fund Info** page. Enter the **Program, Fund, Subfund,** and **Fund type** in the appropriate fields.

19. Click the **Documents** page tab.
20. Attach the appropriate and required documents (see instructions in the Documents section of this manual).
21. 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.
22. Click the **Documents** page tab.
23. Click **Submit**.



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.



4N – 13

Use the 4N-13 to request a position extension, when extensive documentation is required.



Access the Page

1. Click **NY Title and Position Mgmt, TPM Long Form Requests, Use, 4N/4R 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.

4N – 13 Request Page Field Descriptions

The screenshot displays the NYSTEP system interface for a request page. At the top, there are navigation links for Home and Worklist. The breadcrumb trail indicates the path: Home > NY Title and Position Mgmt > TPM Long Form Requests > Use > 4N/4R Transactions. Below this, there are tabs for Request, Documents, CC/DOB Determination, Fund Info, and Comments. The main form area includes the following fields and sections:

- Agency:** 08000 Civil Service **Job Control #:** NEW
- Requests** section with a "View All" link and pagination (First, 1 of 1, Last).
- *Div Bur/Inst:** Bureau of Forms & Files **Request Status:** Agency Initiated
- *Form CD:** 4N ***Action CD:** 13 ***Proposed Eff Date:** 06/02/2003 **Proposed Exp Date:** 12/01/2003
- # POS Req:** 1 **Line # Range:** Begin: 43950 End: Pos Type: T **No. of Mths:** 06 **Location:** 0110 Albany
- TC:** 5526200 **Health Svcs Nurse** **SG:** NS **JC:** 0 **NU:** 05 **Pool ID:** 025
- C/C Assignment** section with **Section Head:** fields.
- Req Date:** 08/21/2003 **Requestor:** Sunshine, Suzy **Replicate** button.
- Save** button and **Add** / **Update/Display** buttons.

At the bottom, there are navigation links: Request | Documents | CC/DOB Determination | Fund Info | 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.
Form CD	The code of the type of transaction being requested; i.e. 4N or 4R.
Action CD	The action code related to the form code; i.e. 11, 12, or 13.
Proposed Eff Date	Default is the day following the current expiration date and cannot be changed.
Proposed Exp Date	The proposed expiration date for the extension. Based on number of months in the No. of Mnths field. May be changed to a date less than that generated by the system.
# POS Req	The number of positions requested.
Line # Range: Begin	The beginning line number of the position(s) requested. 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) requested. All line item numbers must currently exist, must be contiguous, and have the same attributes.
Pos Type	The duration of the temporary position(s). Default is <i>T</i> and cannot be changed.
No. of Mnths	The requested number of months to extend the position.
Location	The Location code and geographic description of the position(s).
TC	The Title Code and description of the position(s) being extended.
SG	Salary Grade of the position(s).
JC	Jurisdictional Classification of the position(s).
NU	Negotiating Unit of the position(s).
Pool ID	Indicates from which PayServ funding source the position is being paid.

Field	Description
View Pos	When pressed, a secondary page appears with all line items in the range. Shows the Title description, SG, JC, NU, and location.
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.
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 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.

4N – 13 Documents Page Field Descriptions

See Documents section of this manual.

4N – 13 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.

Field	Description
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. 4N or 4R.
Action CD	The action code related to the form code; i.e. 11, 12, or 13.
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/Appr TC	The Title Code of the position(s) being extended.
Description	The description of the position(s) being extended.
SG	Salary Grade of the extended position(s).
JC	Jurisdictional Classification of the extended position(s).
NU	Negotiating Unit of the extended position(s).
Disp. Date	Disposal date (appears only if the Action is "Withdraw" or "Deny"). Displays current date but may 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, then the transaction is routed to DOB for final determination.
# 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	System generated. The date the extension becomes effective.
Exp. Date	If streamlined, the requested expiration date displays. May be changed.
Determination Dt	The date the determination was made by C&C.

Field	Description
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	System generated. The line number range of the approved positions.
# 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	If not streamlined, the date the position becomes effective.
Determination Dt	The date the determination was made by DOB.
Examiner	The DOB Examiner assigned to the transaction.

4N – 13 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.
Form CD	The code of the type of transaction being requested; i.e. 4N or 4R.
Action CD	The action code related to the form code; i.e. 11, 12, or 13.
Item Range: to	The range of line items requested.
Title	Title Code and description of the position(s).
SG	Salary Grade of the position(s).
JC	Jurisdictional Class of the position(s).
NU	Negotiating Unit of the position(s).
Funding	The area of the page that displays the funding information.
Pool ID	Indicates from which PayServ funding source the position is being paid.

Field	Description
Program	System generated and the field is displayed and grayed. If the requesting agency is 07950, 11340, 55020, 55090, or 55095 this field is hidden.
Fund	System generated and the field is displayed and grayed. If the requesting agency is 07950, 11340, 55020, 55090, or 55095 this field is hidden.
Subfund	System generated and the field is displayed and grayed. If the requesting agency is 07950, 11340, 55020, 55090, or 55095 this field is hidden.
Fund Type	System generated and the field is displayed and grayed. If the requesting agency is 07950, 11340, 55020, 55090, or 55095 this field is hidden.

4N - 13 Comments Page Field Descriptions





NOTE: Comments are not required for a 4N - 13 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 appropriate 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 , highlight *4N* and click to select (or enter *4N*).
4. In the **Action CD** field, click the , highlight *I3* and click to select (or enter *I3*).
5. In the **# POS Req** field, enter the number of positions being extended.
6. In the **Line # Range Begin** field, enter the beginning line number.
7. In the **No. of Mnths** field, enter the number of months the position is to be extended.
8. In the **Proposed Exp Date** field, enter the proposed expiration date if different from the system generated date. Hidden until **Pos Type** is filled in. May be changed to a date less than that generated by the system.
9. Click the **Documents** page tab.
10. Attach the appropriate and required documents (see instructions in the Documents section of this manual).
11. 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.
12. Click the **Documents** page tab.
13. Click **Submit**.



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.