

TPM 4R Long Forms

Chapter Topics

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Using 4R Transactions

The 4R pages are used to reclassify and/or reallocate position(s). 4R and 4N transactions can be submitted in one Request if appropriate.

4R – 01

Use to reclassify to an existing title.

4R – 02

Use to reclassify to a new title.

4R – 03

Use to reallocate a title or class.

4R – 04

Use to request a title structure change to an existing title at the same grade.

4R – 05

Use to request a title structure change to a new title at the same grade.

4R – 06

Use to request a title structure change to an existing title that has a different allocation.

4R – 07

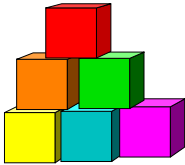
Use to request a title structure change to a new title that has a different allocation.

4R – 41

Use to reclassify to an existing title and change the line item number.

4R – 42

Use to reclassify to a new title and change the line item number.



4R – 01

Use to reclassify a position from one existing title to another 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.

4R – 01 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.
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 Info Requested, C&C Disapproved, C&C Submitted, C&C Withdrawn, Pending DOB Determination, DOB Approved/C&C Streamlined, DOB Disapproved, DOB Withdrawn, Sunset.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. 01, 02, 03, 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(s).
TC	The Title Code and description of the position(s) being reclassified.
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.
Incumbent	The name of the person currently in the position. "Various" will appear if there is more than one position position/person.
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.

Field	Description
Prop TC	The code and description of the title to which the position(s) are being reclassified.
SG	Proposed Salary Grade of the position(s) being reclassified.
JC	Proposed Jurisdictional Classification of the position(s) being reclassified.
NU	Proposed Negotiating Unit of the position(s) being reclassified.
Location	The requested location of the position(s).
Proposed Rate	The proposed rate of the requested position if NS.
Req. Chgs.	NU, JC, Min Quals. If checked, indicates supporting documentation must be attached.
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.

4R – 01 Documents Page *Field Descriptions*

See the Documents section of this manual.

4R – 01 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. 4N or 4R.
Action CD	The action code related to the form code; i.e. 01, 02, 03, 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 proposed for the reclassification.
Description	The description of the proposed Title Code.
SG	The proposed Salary Grade.
JC	The proposed Jurisdictional Classification of the positions.
NU	The proposed Negotiating Unit of the position.
Disp. Date	Disposal Date (appears only if the Action is "Withdraw" or "Deny").
Appr. TC	Approved Title Code of the reclassification.
Description	The description of the approved Title Code.
SG	The approved Salary Code of the reclassification.
JC	The approved Jurisdictional Classification of the reclassification.
NU	The approved Negotiating Unit of the reclassification.
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.

# 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	If streamlined, the date the reclassification 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. Displays only if not streamlined.
Action	Approved as Requested, Denied, Withdrawn.
Apprv. Rate	If not streamlined transaction, the rate approved by DOB.
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 reclassification becomes effective.
Determination Dt	The date the determination was made by DOB.
Examiner	The DOB Examiner assigned to the transaction.

4R – 01 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. 4N or 4R.
Action CD	The action code related to the form code; i.e. 01, 02, 03, etc.
Item Range: to	The range of line items requested.
Title	Title Code and description of requested title.

Field	Description
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	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.

4R – 01 Comments Page *Field Descriptions*








NOTE: Comments are not required for a 4R - 01 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.



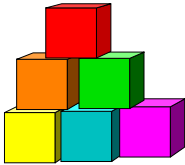
Work with the Page

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  and select 4R (or enter 4R).
4. In the **Action CD** field, click  and select 01 (or enter 01).
5. In the **Proposed Eff Date** field, click  and select the appropriate 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. *The attributes of the positions within the range must be the same, however, the locations may differ. If the locations differ, the code 9999 will appear.*
8. In the **Prop TC** field, enter the requested title code. The proposed code cannot be the same as the current code.
9. In the **SG** field, enter the salary grade if different than the defaulted value.
10. In the **JC** field, enter the jurisdictional code if different than the defaulted value or click  and select the code.
11. In the **NU** field, enter the negotiating unit code if different than the defaulted value or click  and select the code.
12. In the **Location** field, enter the appropriate location. *If the locations differ, the code 9999 should be used.*
13. In the **Proposed Rate** workgroup, select the appropriate radio button for NS position(s).
14. In the blank text field, enter the dollar value of the proposed rate.
15. Click the **Documents** Page tab.

16. Attach the appropriate and required documents (see instructions in the Documents section of this manual).
17. 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.
18. Click the **Documents** page tab.
19. 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.



4R – 02

Use to reclassify a position to 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.

4R – 02 Request Page *Field Descriptions*

NYSTEP Home Worklist

Home > NY Title and Position Mgmt > TPM Long Form Requests > Use > 4N/4R Transactions

Request Documents CC/DOB Determination Fund Info Comments

*Agency: 08000 Civil Service [Trx Summary](#) Job Control #: NEW

Requests View All First 1 of 1 Last

*Div Bur/Inst: Bureau of Forms & Files Request Status: CC Withdrawn

*Form CD: 4R *Action CD: 02 *Proposed Eff Date: 09/25/2003

Line # Range

POS Req: 1 Begin: 96156 End: Location: 0110 Albany

TC: 0100110 Calcultns Clerk 2 SG: 09 JC: 0 NU: 02 Pool ID: 037

Incumbent: Scott, Great [View Pos](#)

Prop. Title: Lord of the Files SG: 18 JC: 0 NU: 18

Proposed Rate: ☒ Hourly ☐ Annual ☐ NTE ☐ SG EQ Location: 0110 Albany

Req Chgs: NU ☐ JC ☐ Min Quals ☒

C/C Assignment

Section Head: Assigned Analyst:

Req Date: 08/26/2003 Requestor: Sunshine, Suzy

[Save](#) [Return to Search](#) [Add](#) [Update/Display](#)

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. 01, 02, 03, etc.
Proposed Eff Date	The proposed effective date for the reclassification.
# Pos Req	The number of positions requested.
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(s).
TC	The Title Code 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.
Incumbent	The name of the person currently in the position.
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 Title	The proposed title of the position being reclassified.

Field	Description
SG	Proposed Salary Grade for the new title.
JC	Proposed Jurisdictional Classification for the new title.
NU	Proposed Negotiating Unit for the new title.
Location	The requested location of the position(s).
Proposed Rate	The proposed rate of the requested position if NS.
Req. Chgs.	NU, JC, Min Quals. If checked, indicates supporting documentation must be attached.
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.

4R – 02 Documents Page Field Descriptions

See the Documents section of this manual.

4R – 02 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. 4N or 4R.
Action CD	The action code related to the form code; i.e. 01, 02, 03, etc.
C/C 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.
Description	The description of the proposed Title Code.
SG	The Salary Grade of the proposed title.
JC	The Jurisdictional Classification of the proposed title.
NU	The Negotiating Unit of the proposed title.
Disp. Date	Disposal Date (appears only if the Action is "Withdraw" or "Deny").
(Appr TC)	Approved Title Code of the reclassification.
Description	The description of the approved Title Code.
SG	The approved Salary Grade of the reclassification.
JC	The approved Jurisdictional Classification of the reclassification.
NU	The approved Negotiating Unit of the reclassification.
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.
# 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	If streamlined, the date the reclassification 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. Displays only if not streamlined.
Action	Approved as Requested, Denied, Withdrawn.
Apprv. Rate	If not streamlined transaction, the rate approved by DOB.
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 reclassification becomes effective.
Determination Dt	The date the determination was made by DOB.
Examiner	The DOB Examiner assigned to the transaction.

4R – 02 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. 4N or 4R.
Action CD	The action code related to the form code; i.e. 01, 02, 03, etc.
Item Range: to	The range of line items requested.
(Title)	Title Code and description of the position(s).
SG	Salary Grade.

Field	Description
JC	Jurisdictional Code.
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	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.

4R – 02 Comments Page Field Descriptions








NOTE: Comments are not required for a 4R - 02 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.



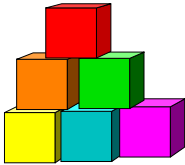
Work with the Page

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, enter 4R or click  and select the code.
4. In the **Action CD** field, enter 02 or click  and select the code.
5. In the **Proposed Eff Date** field, 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. *The attributes of the positions within the range must be the same, however, the locations may differ. If the locations differ, the code 9999 will appear.*
8. In the **Prop. Title** field, enter the proposed Title. This is a 50 character alpha-numeric field.
9. In the **SG** field, enter the proposed salary grade.
10. In the **JC** field, enter the proposed jurisdictional code or click  and select the code.
11. In the **NU** field, enter the proposed negotiating unit code or click  and select the code.
12. In the **Location** field, enter the appropriate location or click  and select the code.
13. If NS, in the **Proposed Rate** workgroup, select the appropriate radio button for NS position(s).
14. In the blank field, enter the dollar value of the proposed rate.
15. Click the **Documents** page tab.
16. Attach the appropriate and required documents (see instructions in the Documents section of this manual).

17. 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.
18. Click the **Documents** page tab.
19. 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.



4R – 03

Use to reallocate a class of positions.



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.

4R – 03 Request Page *Field Descriptions*

NYSTEP Home Worklist

Home > NY Title and Position Mgmt > TPM Long Form Requests > Use > 4N/4R Transactions

Request Documents CC/DOB Determination Fund Info Comments

*Agency: 08000 Civil Service Job Control #: NEW

Requests View All First 1 of 1 Last

*Div Bur/Inst: Bureau of Forms & Files Request Status: Agency Initiated

*Form CD: 4R *Action CD: 03 *Proposed Eff Date: 09/25/2003

POS Aff: 2

Pres TC: 5526500 Supvg Hlth Svcs Nurs SG: 17 JC: 0 NU: 05

Prop. TC: 5526500 Supvg Hlth Svcs Nurs SG: 18 JC: 0 NU: 05

Req Chgs: NU

C/C Assignment

Section Head:

Req Date: 08/26/2003 Requestor: Sunshine,Suzy

Save Add Update/Display

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. 01, 02, 03, etc.
Proposed Eff. Date	The proposed effective date for the reallocation.
# POS Aff	The number of positions in the agency affected by the reallocation.
Pres. TC	The present Title Code and description to be reallocated.
SG	The current Salary Grade.
JC	The current Jurisdictional Classification.
NU	The current Negotiating Unit.
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. TC	System generated title code and its description.
SG	The proposed Salary Grade.
JC	The current Jurisdictional Classification.
NU	The proposed Negotiating Unit.
Req. Chgs.	NU. If checked, indicates supporting documentation must be attached.
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.

Field	Description
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.

4R – 03 Documents Page *Field Descriptions*

See the Documents section of this manual.

4R – 03 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. 4N or 4R.
Action CD	The action code related to the form code; i.e. 01, 02, 03, etc.
C/C Determination	The area of the page C&C uses to record their determination.

Field	Description
Action	Approve with change, Approve with change with letter, Approve as Requested, Approve as requested with letter, Deny, Supplemental Information Requested, Withdraw.
Prop. TC	The proposed title code for the reallocation.
Description	The description of the Title Code.
SG	The proposed Salary Grade.
JC	The Jurisdictional Classification of the title.
NU	The proposed Negotiating Unit.
Disp. Date	Disposal Date (appears only if the Action is "Withdraw" or "Deny").
Appr. TC	Approved Title Code.
Description	The description of the approved Title Code.
SG	The approved Salary Grade.
JC	The approved Jurisdictional Code.
NU	The approved Negotiating Unit.
Streamlined	The Analyst will streamline transactions consistent to the Division of Budget's policy. If the requesting agency is 11340 or 00640 this transaction is considered streamlined (the box is checked) and stops with C&C determination.
Eff. Date	If streamlined, the date the reallocation 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.
Action	Approved as Requested, Denied, Withdrawn.
# Pos Affected	The number of positions in the agency affected by the change.
Eff. Date	The date the reallocation becomes effective.
Determination Dt	The date the determination was made by DOB.
Examiner	The DOB Examiner assigned to the transaction.

4R – 03 Fund Info Page *Field Descriptions*

Field	Description
Agency	The Agency Code and name requesting the transaction.

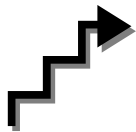
Field	Description
Job Control #	System generated number that will display upon saving or submitting.
Div Bur/Inst	The Division, Bureau or Institution within the agency.
Form CD	The code of the type of transaction being requested; i.e. 4N or 4R.
Action CD	The action code related to the form code; i.e. 01, 02, 03, etc.
Title	The Title Code and description to be reallocated.
SG	Salary Grade.
JC	Jurisdictional Classification.
NU	Negotiating Unit.

4R – 03 Comments Page Field Descriptions







NOTE: Comments are not required for a 4R - 03 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.



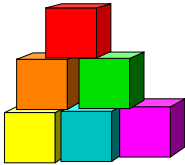
Work with the Page

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 Code** field, enter 4R or click  and select the code.

4. In the **Action CD** field, enter 03 or click  and select the code.
5. In the **Proposed Eff Date** field, enter the proposed effective date or click  and select the date.
6. In the **Pres TC** field, enter the present title code or click  and select the appropriate title code. *The title cannot have a salary grade of 38, 68, NS, or OS.*
7. In the **SG** field, enter the proposed salary grade.
8. In the **NU** field, enter the proposed negotiating unit code.
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 package. 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.



4R – 04

Use to request a title structure change, to an existing title at the same salary grade.



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.

4R – 04 Request Page *Field Descriptions*

NYSTEP Home Worklist

Home > NY Title and Position Mgmt > TPM Long Form Requests > Use > 4N/4R Transactions

Request Documents CC/DOB Determination Fund Info Comments

*Agency: 08000 Civil Service Job Control #: NEW

Requests View All First 1 of 1 Last

*Div Bur/Inst: Employee Benefits Request Status: Agency Initiated

*Form CD: 4R *Action CD: 04 *Proposed Eff Date: 09/25/2003

POS Aff: 6

Pres TC: 1423250 Emp Benfts Rep 2 Crn SG: 23 JC: 0 NU: 06

Prop. TC: 1423200 Emp Benfts Rep 2 SG: 23 JC: 0 NU: 06

CAC Assignment

Section

Head:

Req Date: 09/11/2003 Requestor: Sunshine,Suzy

Save Add Update/Display

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. 01, 02, 03, etc.
Proposed Eff Date	The proposed effective date for the title structure change.
# POS Aff	The number of positions in the agency affected by the change.
Pres. TC	The present Title Code of the class of position(s) being changed.
SG	The current Salary Grade. Populated from the Title file.
JC	The current Jurisdictional Classification. Populated from the Title file.
NU	The current Negotiating Unit. Populated from the Title file.
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. TC	The title code and description of the proposed structure change.
SG	The Salary Grade of the proposed title.
JC	The Jurisdictional Classification of the proposed title.
NU	The Negotiating Unit of the proposed title.
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.
Req. Date	Date the request was submitted.
Requestor	The person requesting the transaction.

4R – 04 Documents Page *Field Descriptions*

See the Documents section of this manual.

4R – 04 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. 4N or 4R.
Action CD	The action code related to the form code; i.e. 01, 02, 03, etc.
C/C Determination	The area of the page which C&C uses to record their determination.
Action	Approve with change, Approve with change with letter, Approve as Requested, Approve as requested with letter, Deny, Supplemental Information Requested, Withdraw.

Field	Description
Prop. TC	The Title Code to which the title structure change is proposed.
Description	The description of the proposed Title Code.
SG	The Salary Grade of the proposed title.
JC	The Jurisdictional Classification of the proposed title.
NU	The Negotiating Unit of the proposed title.
Disp. Date	Disposal Date (appears only if the Action is "Withdraw" or "Deny").
Appr. TC	Approved Title Code of the title structure change.
Description	The description of the approved Title Code.
SG	The approved Salary Code of the title structure change.
JC	The approved Jurisdictional Classification of the title structure change.
NU	The approved Negotiating Unit of the title structure change.
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.
Eff. Date	If streamlined, the date the title structure change 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.
Action	Approved as Requested, Denied, Withdrawn.
# Pos Affected	The number of positions in the agency affected by the change.
Eff. Date	The date the title structure change becomes effective.
Determination Dt	The date the determination was made by DOB.
Examiner	The DOB Examiner assigned to the transaction.

4R – 04 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.
Form Code	The code of the type of transaction being requested; i.e. 4N or 4R.
Action Code	The action code related to the form code; i.e. 01, 02, 03, etc.
Title	The Title Code and description to be title structure changed.
SG	Salary Grade.
JC	Jurisdictional Classification.
NU	Negotiating Unit.

4R – 04 Comments Page *Field Descriptions*






NOTE: Comments are not required for a 4R - 04 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.



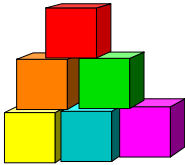
Work with the Page

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, enter *4R*. or click  and select the code.
4. In the **Action CD** field, enter *04* or click  and select the code.
5. In the **Proposed Eff Date** field, enter the proposed effective date or click  and select the date.
6. In the **Pres. TC** field, enter the present title code.
7. In the **Prop. TC** field, enter the title code being proposed. *The title cannot have a salary grade of 38, 68, NS, or OS.*
8. Click the **Documents** page tab.
9. Attach the appropriate and required documents (see instructions in the Documents section of this manual).
10. 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.
11. Click the **Documents** page tab.
12. 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.



4R – 05

Use to request a title structure change to a new title at the same Salary Grade.



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.

4R – 05 Request Page *Field Descriptions*

NYSTEP Home Worklist

Home > NY Title and Position Mgmt > TPM Long Form Requests > Use > 4N/4R Transactions

Request Documents CC/DOB Determination Fund Info Comments

*Agency: 08000 Civil Service Job Control #: NEW

Requests View All First 1 of 1 Last

*Div Bur/Inst: Workforce & Occupational Plan Request Status: Agency Initiated

*Form CD: 4R *Action CD: 05 *Proposed Eff Date: 10/02/2003

POS Aff: 1

Pres TC: 2400500 Vietnam Vet Prg Spec SG: 23 JC: 0 NU: 06

Prop. Title: Veteran Program Specialist SG: 23 JC: 0 NU: 66

Req Chgs: NU JC Min Quals

C/C Assignment

Section Head:

Req Date: 09/11/2003 Requestor: Sunshine, Suzy

Save Add Update/Display

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. 01, 02, 03, etc.
Proposed Eff Date	The proposed effective date for the title structure change.
# POS Aff	The number of positions in the agency affected by the change.
Pres. TC	The present Title Code of the class of position(s) being changed.
SG	The current Salary Grade. Populated from the Title file.
JC	The current Jurisdictional Classification. Populated from the Title file.
NU	The current Negotiating Unit. Populated from the Title file.
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. TC	The title description of the proposed structure change.
SG	The proposed Salary Grade.
JC	The proposed Jurisdictional Classification.
NU	The proposed Negotiating Unit.
Req. Chgs.	NU, JC, Min Quals. If checked, indicates supporting documentation must be attached.
C/C Assignment	The area of the page that displays the C&C staff assigned to the transaction.

Field	Description
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.

4R – 05 Documents Page Field Descriptions

See the Documents section of this manual.

4R – 05 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. 4N or 4R.
Action CD	The action code related to the form code; i.e. 01, 02, 03, etc.
C/C Determination	The area of the page C&C uses to record their determination.

Field	Description
Action	Approve with change, Approve with change with letter, Approve as Requested, Approve as requested with letter, Deny, Supplemental Information requested, Withdraw.
Description	The description of the proposed Title Code.
SG	The proposed Salary Grade for the title.
JC	The proposed Jurisdictional Classification of the title.
NU	The proposed Negotiating Unit of the title.
Disp. Date	Disposal Date (appears only if the Action is "Withdraw" or "Deny").
Appr. TC	Approved Title Code of the title structure change.
Description	The description of the approved Title Code.
SG	The approved Salary Grade of the title structure change.
JC	The approved Jurisdictional Classification of the title structure change.
NU	The approved Negotiating Unit of the title structure change.
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.
Eff. Date	If streamlined, the date the title structure change 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 which DOB uses to record their determination. Grayed if streamlined.
Action	Approved as Requested, Denied, Withdrawn.
# Pos Affected	The number of positions in the agency affected by the change.
Eff. Date	The date the title structure change becomes effective.
Determination Dt	The date the determination was made by DOB.
Examiner	The DOB Examiner assigned to the transaction.

4R – 05 Fund Info Page Field Descriptions

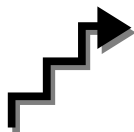
Field	Description
Agency	The Agency Code and name requesting the transaction.
Job Control #	System generated number that will display upon saving or submitting.
Div Bur/Inst	The Division, Bureau or Institution within the agency.
Form CD	The code of the type of transaction being requested; i.e. 4N or 4R.
Action CD	The action code related to the form code; i.e. 01, 02, 03, etc.
Title	The Title Code and description to be title structure changed.
SG	Salary Grade.
JC	Jurisdictional Classification.
NU	Negotiating Unit.

4R – 05 Comments Page Field Descriptions







NOTE: Comments are not required for a 4R - 05 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.



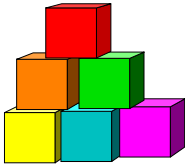
Work with the Page

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, enter 4R. (or click  and select 4R).
4. In the **Action CD** field, enter 05 (or click  and select 05).
5. In the **Proposed Eff. Date** field, enter the proposed effective date or click  and select the date.
6. In the **Pres. TC** field, enter the present title code or click  to select the title code.
7. In the **Prop Title** field, enter the proposed title. This is a 50 character alpha-numeric data field.
8. In the **SG** field, enter the proposed salary grade. The salary grade must be the same or equivalent to the present title code.
9. In the **JC** field, enter the proposed jurisdictional code.
10. In the **NU** field, enter the proposed negotiating unit code.
11. Click the **Documents** page tab.
12. Attach the appropriate and required documents (see instructions in the Documents section of this manual).
13. Click the **Comments** page tab. Comments are optional. In the **Request Level Comments** field, enter any comments that relate to the entire package. In the **Sequence Level Comments** field, enter any comments that relate to individual sequences.
14. Click the **Documents** page tab.
15. Click **Submit**.



NOTE: The NYSTEP system 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.



4R – 06

Use to request a title structure change to an existing title that has a different allocation.



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.

4R – 06 Request Page *Field Descriptions*

NYSTEP Home Worklist

Home > NY Title and Position Mgmt > TPM Long Form Requests > Use > 4N/4R Transactions

Request Documents CC/DOB Determination Fund Info Comments

*Agency: 10000 Correctional Services Job Control #: NEW

Requests View All First 1 of 1 Last

*Div Bur/Inst: Inmate Rehabilitation Services Request Status: Agency Initiated

*Form CD: 4R *Action CD: 06 *Proposed Eff Date: 10/02/2003

POS Aff: 4

Pres TC: 8113510 Alch&Sub Ab T P A S L SG: 14 JC: 0 NU: 05

Prop. TC: 8185100 Parole Sub Ab Cnslr 1 SG: 19 JC: 0 NU: 05

C/C Assignment

Section

Head:

Req Date: 09/11/2003 Requestor: Tudawright, Eileen

Save Add Update/Display

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. 01, 02, 03, etc.
Proposed Eff. Date	The proposed effective date for the title structure change.
# POS Aff	The number of positions in the agency affected by the change.
Pres. TC	The present Title Code of the class of position(s) being changed.
SG	The current Salary Grade. Populated from the Title file.
JC	The current Jurisdictional Classification. Populated from the Title file.
NU	The current Negotiating Unit. Populated from the Title file.
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. TC	The Title Code and description of the proposed title structure change.
SG	The Salary Grade of the proposed title.
JC	The Jurisdictional Classification of the proposed title.
NU	The Negotiating Unit of the proposed title.
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.
Req. Date	Date the request was submitted.
Requestor	The person requesting the transaction.

4R – 06 Documents Page Field Descriptions

See the Documents section of this manual.

4R – 06 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. 4N or 4R.
Action CD	The action code related to the form code; i.e. 01, 02, 03, etc.
C/C Determination	The area of the page C&C uses to record their determination.
Action	Approve with change, Approve with change with letter, Approve as Requested, Approve as requested with letter, Deny, Supplemental Information requested, Withdraw.
Prop. TC	The Title Code and description of the proposed title structure change.
Description	The description of the proposed Title Code.

Field	Description
SG	The Salary Grade of the proposed title.
JC	The Jurisdictional Classification of the proposed title.
NU	The Negotiating Unit of the proposed title.
Disp. Date	Disposal Date (appears only if the Action is "Withdraw" or "Deny").
Appr. TC	Approved Title Code of the title structure change.
Description	The description of the approved Title Code.
SG	The approved Salary Code of the title structure change.
JC	The approved Jurisdictional Classification of the title structure change.
NU	The approved Negotiating Unit of the title structure change.
Streamlined?	The Analyst will streamline transactions consistent with the Division of Budget's policy. If the requesting agency is 11340 or 00640 this transaction is considered streamlined (the box is checked) and stops with C&C determination.
Eff. Date	If streamlined, the date the title structure change 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.
Action	Approved as Requested, Denied, Withdrawn.
# Pos Affected	The number of positions in the agency affected by the change.
Eff. Date	The date the title structure change becomes effective.
Determination Dt	The date the determination was made by DOB.
Examiner	The DOB Examiner assigned to the transaction.

4R – 06 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
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. 01, 02, 03, etc.
Title	The Title Code and description to be title structure changed.
SG	Salary Grade.
JC	Jurisdictional Classification.
NU	Negotiating Unit.

4R – 06 Comments Page Field Descriptions








NOTE: Comments are not required for a 4R - 06 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.



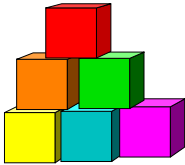
Work with the Page

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, enter 4R (or click  to select the code).

4. In the **Action CD** field, enter 06 (or click  to select the code).
5. In the **Proposed Eff Date** field, enter the proposed effective date or click  to select the date.
6. In the **Pres. TC** field, enter the present title code (or click  and select the code).
7. In the **Prop. TC** field, enter the proposed title code (or click  to select the code).
The proposed title must be allocated to a different grade than that of the current title.
8. Click the **Documents** page tab.
9. Attach the appropriate and required documents (see instructions in the Documents section of this manual).
10. 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.
11. Click the **Documents** page tab.
12. 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.



4R – 07

Use to request a title structure change to a new title and a different allocation.



Access the Page

1. Click **NY Title & 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.

4R – 07 Request Page *Field Descriptions*

NYSTEP Home Worklist

Home > NY Title and Position Mgmt > TPM Long Form Requests > Use > 4N/4R Transactions

Request Documents CC/DOB Determination Fund Info Comments

*Agency: 10000 Correctional Services Job Control #: NEW

Requests View All First 1 of 1 Last

*Div Bur/Inst: Inmate Rehabilitation Services Request Status: Agency Initiated

*Form CD: 4R *Action CD: 07 *Proposed Eff Date: 10/02/2003

POS Aff: 4

Pres TC: 8113510 Aich&Sub Ab T P A S L SG: 14 JC: 0 NU: 05

Prop. Title: Additions & Substance Abuse Counselor SG: 21 JC: 0 NU: 05

Req Chgs: NU JC Min Quals

CC Assignment

Section Head:

Req Date: 09/12/2003 Requestor: Yalendahand, Ken

Save Add Update/Display

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. 01, 02, 03, etc.
Proposed Eff. Date	The proposed effective date for the title structure change.
# POS Aff	The number of positions in the agency affected by the change.
Pres. TC	The present title code and description of the class of position(s) being changed.
SG	The current Salary Grade. Populated from the Title file.
JC	The current Jurisdictional Classification. Populated from the Title file.
NU	The current Negotiating Unit. Populated from the Title file.
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. This is a 50 character alpha-numeric data field.
SG	The proposed Salary Grade.
JC	The proposed Jurisdictional Classification.
NU	The proposed Negotiating Unit.
Req. Chgs.	NU, JC, Min Quals. If checked, indicates supporting documentation must be attached.
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.

Field	Description
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.

4R – 07 Documents Page Field Descriptions

See the Documents section of this manual.

4R – 07 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. 4N or 4R.
Action CD	The action code related to the form code; i.e. 01, 02, 03, etc.

Field	Description
C/C Determination	The area of the page which C&C uses to record their determination.
Action	Approve with change, Approve with change with letter, Approve as Requested, Approve as requested with letter, Deny, Supplemental Information requested, Withdraw.
Prop Title	The Title proposed for the title structure change.
Description	The description of the proposed Title.
SG	The proposed Salary Grade.
JC	The proposed Jurisdictional Classification.
NU	The proposed Negotiating Unit.
Disp. Date	Disposal Date (appear only if the Action is "Withdraw" or "Deny").
Appr. TC	Approved Title Code of the title structure change.
Description	The description of the approved Title Code.
SG	The approved Salary Code of the title structure change.
JC	The approved Jurisdictional Classification of the title structure change.
NU	The approved Negotiating Unit of the title structure change.
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.
Eff. Date	If streamlined, the date the title structure change 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.
Action	Approved as Requested, Denied, Withdrawn.
# Pos Affected	The number of positions in the agency affected by the change.
Eff. Date	The date the title structure change becomes effective.
Determination Dt	The date the determination was made by DOB.
Examiner	The DOB Examiner assigned to the transaction.

4R – 07 Fund Info Page Field Descriptions

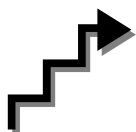
Field	Description
Agency	The Agency Code and name requesting the transaction.
Job Control #	System generated number that will display upon saving or submitting.
Div Bur/Inst	The Division, Bureau or Institution within the agency.
Form CD	The code of the type of transaction being requested; i.e. 4N or 4R.
Action CD	The action code related to the form code; i.e. 01, 02, 03, etc.
Title	The Title Code and description to be title structure changed.
SG	Salary Grade.
JC	Jurisdictional Classification.
NU	Negotiating Unit.

4R – 07 Comments Page Field Descriptions






NOTE: Comments are not required for a 4R - 07 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.



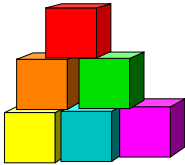
Work with the Page

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, enter *4R* (or click  to select the code).
4. In the **Action CD** field, enter *07* (or click  to select the code).
5. In the **Proposed Eff. Date** field, enter the proposed effective date or click  to select the date.
6. In the **Pres. TC** field, enter the present title code.
7. In the **Prop. Title** field, enter the proposed title. This is a 50 character alpha-numeric data field.
8. In the **SG** field, enter the proposed salary grade. *The proposed salary grade must be different than that of the current title.*
9. In the **JC** field, enter the proposed jurisdictional code.
10. In the **NU** field, enter the proposed negotiating unit code.
11. Click the **Documents** page tab.
12. Attach the appropriate and required documents (see instructions in the Documents section of this manual).
13. Click the **Comments** page tab. Comments are optional. In the **Request Level Comments** field, enter any comments that relate to the entire package. In the **Sequence Level Comments** field, enter any comments that relate to individual sequences.
14. Click the **Documents** page tab.
15. Click **Submit**.



NOTE: The NYSTEP system 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.



4R - 41

Use to reclassify an existing title and make a change to the line item.



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.

4R - 41 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. 4N or 4R.
Action CD	The action code related to the form code; i.e. 01, 02, 03, 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(s). Will display 9999 if there is more than one location.
TC	The Title Code and description of the position(s) being reclassified.
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.
Incumbent	The name of the person currently in the position.
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.

Field	Description
Prop. TC	The code and description of the title the positions are being reclassified to.
SG	Proposed Salary Grade for the positions being reclassified.
JC	Proposed Jurisdictional Classification for the positions being reclassified.
NU	Proposed Negotiating Unit for the positions being reclassified.
Chg to Loc	The requested location of the position(s).
Proposed Rate	The proposed rate of the requested position(s) if NS.
Change to Line # Range: Begin	The beginning line number to which the request is being reclassified. This value cannot currently exist.
Change to Line # Range: End	System generated. The ending line number to which the request is being reclassified. The values of this range cannot currently exist and must be contiguous.
Req. Chgs.	NU, JC, Min Quals. If checked, indicates supporting documentation must be attached.
Pool ID	The proposed Pool ID.
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	The 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.

4R – 41 Documents Page *Field Descriptions*

See the Documents section of this manual.

4R – 41 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. 4N or 4R.
Action CD	The action code related to the form code; i.e. 01, 02, 03, 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 proposed for the reclassification.
Description	The description of the proposed Title Code.
SG	The current Salary Grade proposed title.
JC	The current Jurisdictional Classification of the proposed title.
NU	The current Negotiating Unit of the proposed title.
Disp. Date	Disposal Date (appears only if the Action is "Withdraw" or "Deny").
Appr. TC	Approved Title Code of the reclassification.
Description	The description of the approved Title Code.
SG	The approved Salary Code of the reclassification.
JC	The approved Jurisdictional Classification of the reclassification.
NU	The approved Negotiating Unit of the reclassification.

Field	Description
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.
# 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	If streamlined, the date the reclassification 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.
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	The date the reclassification becomes effective.
Determination Dt	The date the determination was made by DOB.
Examiner	The DOB Examiner assigned to the transaction.

4R – 41 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. 01, 02, 03, etc.

Field	Description
Item Range	The range of line items requested.
Title	The Title Code and description to be reclassified.
SG	Salary Grade.
JC	Jurisdictional Code.
NU	Negotiating Unit.
Change to Line Range: To:	The range of line items to which the positions are 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 will not appear.
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.

4R - 41 Comments Page Field Descriptions







NOTE: Comments are not required for a 4R - 41 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, 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, enter 4R. (or click  to select the code).
4. In the **Action CD** field, enter 4I (or click  to select the code).
5. In the **Proposed Eff Date** field, enter the proposed effective date or click  to select the 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. *The attributes of the positions within the range must be the same, however, the locations may differ. If the locations differ, the code 9999 will appear.*
8. In the **Prop TC** field, enter the appropriate title code or click  and select the appropriate code. The proposed code cannot be the same as the current code.
9. In the **SG** field, enter the salary grade if different than the defaulted value.
10. In the **JC** field, enter the jurisdictional code if different than the defaulted value
11. In the **NU** field, enter the negotiating unit code if different than the defaulted value.
12. In the **Chg to Loc** field, enter the appropriate location if different than that supplied by system. *If the locations differ, the code 9999 must be used.*

13. In the **Proposed Rate** workgroup, select the appropriate radio button for NS position(s).
14. In the blank text field, enter the dollar value of the proposed rate.
15. In the **Beginning** field, enter the new beginning line number of the positions being requested.
16. In the **Pool ID** field, enter the pool ID for the requested positions if different than that supplied by system.

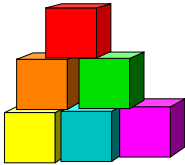


NOTE: If the **Pool ID** entered does not exist, the system will take the user to the **Fund Info** page. Enter the **Program**, **Fund**, **Subfund**, and **Fund type** in the appropriate fields.

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



4R - 42

Use to reclassify a new title and make a change to the line item.



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.

4R - 42 Request Page *Field Descriptions*

NYSTEP Home Worklist

Home > NY Title and Position Mgmt > TPM Long Form Requests > Use > 4N/4R Transactions

Request Documents CC/DOB Determination Fund Info Comments

*Agency: 08000 Civil Service Job Control #: NEW

Requests View All First 1 of 1 Last

*Div Bur/Inst: Employee Benefits Request Status: Agency Initiated

*Form CD: 4R *Action CD: 42 *Proposed Eff Date: 10/02/2003

Line # Range

POS Req: 1 Begin: 96432 End: Location: 0110 Albany

TC: 2568300 Emp Insur Rvng Clk 3 SG: 14 JC: 0 NU: 02 Pool ID: 040

Incumbent: Noggin, Lucinda View Pos

Prop. Title: Health Review Coordinator SG: 14 JC: 0 NU: 02

Proposed Rate: Hourly Annual NTE SG EQ

Chg to Loc: 0110 Albany

Change to Line # Range

Req Chgs: NU JC Min Quals

Begin: 98000 End: Pool ID: 040

CAC Assignment

Section Head:

Req Date: 09/12/2003 Requestor: Sunshine, Suzy Replicate

Save Add Update/Display

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. 01, 02, 03, etc.
Proposed Eff Date	The proposed effective date for the reclassification.
# POS Req	The number of positions being reclassified.
Line # Range: Begin	The beginning line number of the positions requested. 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 positions requested. 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. If there are various locations within the request the value 9999 will appear.
TC	The present Title Code of the position(s).
SG	The present Salary Grade of the position(s).
JC	The present Jurisdictional Classification of the position(s).
NU	The present Negotiating Unit of the position(s).
Pool ID	Indicates from which PayServ funding source the position is being paid.
View Pos	When this button is pressed, a secondary page appears displaying all line items in the range along with Job Code, SG, JC, and NU.
Incumbent	The name of the person currently in the position.
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.

Field	Description
Prop. Title	The title proposed for the position(s) being reclassified.
SG	Proposed Salary Grade for the new title.
JC	Proposed Jurisdictional Classification for the new title.
NU	Proposed Negotiating Unit for the new title.
Chg to Loc	The requested location of the position(s).
Proposed Rate	The proposed rate of the requested position if NS.
Change to Line # Range: Beginning	The new beginning line number to which the request is being reclassified. This value cannot currently exist.
Change to Line # Range: End	System generated. The new ending line number to which the request is being reclassified. This value cannot currently exist.
Req. Chgs.	NU, JC, Min Quals. If checked, indicates supporting documentation must be attached.
Pool ID	The requested Pool ID.
C/C Assignment	The area of the page that displays the C&C staff assigned to the transaction. This workgroup remains blank until the transaction is received by C&C.
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.

4R – 42 Documents Page *Field Descriptions*

See the Documents section of this manual.

4R – 42 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, 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.
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. 01, 02, 03, etc.
C/C 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 proposed for the reclassification.
Description	The description of the proposed Title Code.
SG	The Salary Grade of the proposed title.
JC	The Jurisdictional Classification of the proposed title.
NU	The Negotiating Unit of the proposed title.
Disp. Date	Disposal Date (appear only if the Action is "Withdraw" or "Deny").
Appr. TC	Approved Title Code of the reclassification.
Description	The description of the approved Title Code.
SG	The approved Salary Code of the reclassification.
JC	The approved Jurisdictional Classification of the reclassification.

Field	Description
NU	The approved Negotiating Unit of the reclassification.
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.
# 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	If streamlined, the date the reclassification 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.
Action	Approved as Requested, Denied, Withdrawn.
Apprv. Rate	If not streamlined transaction, the rate approved by DOB.
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 reclassification becomes effective.
Determination Dt	The date the determination was made by DOB.
Examiner	The DOB Examiner assigned to the transaction.

4R – 42 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
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. 01, 02, 03, etc.
Item Range: to	The range of line items requested.
Title	The Title Code and description to be reclassified.
SG	Salary Grade.
JC	Jurisdictional Classification.
NU	Negotiating Unit.
Change to Line Range: To:	The range of line items to which the positions are 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.

4R - 42 Comments Page Field Descriptions






NOTE: Comments are not required for a 4R - 42 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, 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, enter 4R. (or click  to select the code).
4. In the **Action CD** field, enter 42 (or click  to select the code).
5. In the **Proposed Eff Date** field, enter the proposed effective date or click  to select the 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. *The attributes of the positions within the range must be the same, however, the locations may differ. If the locations differ, the code 9999 will appear.*
8. In the **Prop. Title** field, enter the proposed Title. This is a 50 character alpha-numeric field.
9. In the **SG** field, enter the proposed salary grade.
10. In the **JC** field, enter the proposed jurisdictional code.
11. In the **NU** field, enter the proposed negotiating unit code.
12. In the **Chg to Location** field, enter the appropriate location if different than that supplied by system.
13. If NS, in the **Proposed Rate** workgroup, select the appropriate radio button.

14. In the blank field, enter the dollar value of the proposed rate.
15. In the **Beginning** field, enter the new beginning line number of the positions being requested.
16. In the **Pool ID** field, enter the pool ID for the requested positions if different than that supplied by system.



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.

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