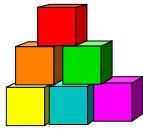


Internal Earmarks

Chapter Topics

Internal Earmarks.....9-3

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Internal Earmarks

Internal Earmarks are used by an agency to place restrictions on a position, or to mark a position for special consideration at a later date. While an earmark from C&C, DOB or the Civil Service Commission will prohibit certain actions on a position, an internal earmark does not affect the processing of a position request in the NYSTEP system. NYSTEP does not track or report on internal agency earmarks in any way. It is the responsibility of the agency to maintain this information.



Access the Panel

1. Click **Manage Positions, Manage Positions, Use, Position Data**.
A Search Dialog Box will display

The screenshot shows the NYSTEP web application interface. At the top, there is a navigation bar with the NYSTEP logo and a link for 'Nystep Reports'. Below the navigation bar is a breadcrumb trail: [Home](#) > [Manage Positions](#) > [Manage Positions](#) > [Use](#) > **Position Data**. The main content area is titled 'Position Data' and contains a section 'Find an Existing Value'. This section has four input fields: 'Position Number', 'Agency', 'Line Item Number', and 'Title Code'. Each field has a search icon to its right. Below the input fields are three buttons: a yellow 'Search' button, a yellow 'Clear' button, and a blue 'Basic Search' link.

2. Enter as much data as necessary to pull up a position. Press **Search**. Entering the **Position Number** or **Line Item Number** will take the user directly to the **Agency Earmark** page for that position. Using the **Agency** and/or **Title Code** will lead to a **Search Results** page. Highlight the applicable position number and click **OK**. This will take the user to the **Agency Earmark** page.



- To place an internal earmark on a position, check the **Agency Earmark** check box in the lower left corner of the page. To remove an earmark, simply uncheck the box.



NOTE: NYSTEP does not track or report on internal agency earmarks in any way. The only page that shows that an agency has placed an internal earmark on a position is the Position Data page. This can be accessed through the following path: [Home](#) > [Manage Positions](#) > [Manage Positions](#) > [Use](#) > Position Data

Agency Earmark Page

Field	Description
Position #	Number assigned to a position at its creation. Does not change throughout the life of the position.
Effective Date	The date the earmark becomes effective.
Effective Status	Indicates if the position is Active or Inactive.
Agency	The Agency Code and name that has the position.
Title	The Title Code and description of the position.
Line #	The budgetary line item number of the position.
Agency Earmark	Used by an agency to place restrictions on a position, or to mark a position for special consideration at a later date.



NOTE: To retrieve a position that has been earmarked, simply follow the steps outlined above for placing an earmark and enter the **Position Number**.