

Chapter 4

# TPM 1A Short Forms

## Chapter Topics

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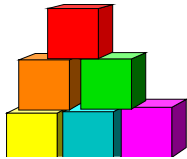


## Using 1A Transactions

Agencies use the 1A pages to request new positions. 1A and 2A transactions can be submitted in one Request if they are related.

### **1A - 31**

Used to establish new positions in a title approved for short form transactions. Decentralized agencies and those with established staffing patterns may also use this process.



## New Position Request

The Short Form New Position Request (1A - 31) page is used to request the establishment of a new position in a pre-approved title, using the “short form” classification process. Decentralized agencies may use the short form for titles that have classification standards. Agencies with approved staffing patterns may also use the short form.



### Access the Page

1. Click  **Worklist**.  
*A Worklist page will display.*
2. Select the transaction to be worked.

### 1A – 31 Request Page Field Descriptions

Home > NY Title and Position Mgmt > TPM Short Form Requests > Use > 1A/2A Transactions

Request Documents CC/DOB Determination Fund Info Comments CC Comments

\*Agency: 55095 Canal Corp [Trx Sumry](#) Job Control #: 0304-12541

Requests View All First 1 of 1 Last

\*Div Bur/Inst: Canal Corporation Request Status: Agency Submitted

\*Form CD: 1A \*Action CD: 31 \*Proposed Eff Date: 01/01/2004 Proposed Exp Date: 07/31/2004

# POS Req: 1 Line # Range Begin: 90465 End: Pos Type: T No. of Mnths: 07

Prop TC: 7223100 Canal Helper SG: NS JC: 3 NU: 23

Location: 3720 Albion

Proposed Rate  
 Hourly  Annual  NTE  SG-EQ

C/C Assignment


Section Head: Stallone, Rocky Assigned Analyst: LAR99 [Route To](#)

Req Date: 10/03/2003 Requestor: Hopp, Belle

[Save](#) [Return to Search](#)

[Request](#) | [Documents](#) | [CC/DOB Determination](#) | [Fund Info](#) | [Comments](#) | [CC Comments](#)

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Field	Description
<b>Agency</b>	The Agency Code and name requesting the transaction.
<b>Trx Sumry</b>	When pressed, brings the user to the transaction summary page. Hidden until request is submitted.
<b>Job Control #</b>	System generated number that will display upon saving or submitting.
<b>Div Bur/Inst</b>	The Division, Bureau or Institution within the agency.
<b>Request Status</b>	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.
<b>Form CD</b>	The code of the type of transaction being requested; i.e. 1A or 2A.
<b>Action CD</b>	The action code related to the form code; i.e. 31, 13, etc.
<b>Proposed Eff. Date</b>	The proposed effective date for the new position(s).
<b>Proposed Exp. Date</b>	The proposed expiration date for the new position(s) if temporary or seasonal. Hidden if permanent.
<b># POS Req</b>	The number of new positions requested.
<b>Line # Range Begin</b>	The beginning line number of the position(s). All line item numbers must not currently exist.
<b>Line # Range End</b>	The ending line number of the position(s). All line item numbers must not currently exist.
<b>Pos Type</b>	The type of position(s) being requested; i.e. T = temp, S = seasonal, P = permanent.
<b>No. of Mnths</b>	If it is not a permanent position, the number of months requested for the position(s). Hidden if permanent.
 <b>(Correction)</b>	When pressed, brings the user to the request page, where those data fields that are not available on the determination page are opened for modification.
<b>Audit</b>	This button only appears if C&C has made any changes to the values of the originally submitted transaction. When pressed, a pop-up page displays with the original values.
<b>Prop. TC</b>	The proposed Title Code and description of the requested position.
<b>SG</b>	The proposed Salary Grade of the requested position. Can be NS.
<b>JC</b>	The Jurisdictional Classification assigned to the title.
<b>NU</b>	The Negotiating Unit assigned to the title.
<b>Location</b>	The Location code and geographic description of the position.

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Field	Description
<b>Proposed Rate</b>	The proposed rate of the requested position if NS.
<b>Pool ID</b>	Indicates from which PayServ funding source the position will be paid.
<b>C/C Assignment</b>	The area of the page that displays the C&C staff assigned to the transaction. This workgroup will remain blank until C&C receives the transaction.
<b>Section Head</b>	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.
<b>Assigned Analyst</b>	The C&C Analyst assigned to this transaction.
<b>Route To/It</b>	When pressed, the Analyst can route the request to another Analyst for review and/or approval.
<b>Role User</b>	The C&C staff member to whom you want to route the transaction to for review and/or approval.
<b>Req. Date</b>	The date the request was saved or submitted.
<b>Requestor</b>	The person requesting the transaction.

### ***1A – 31 Documents Page Field Descriptions***

See Documents section of this manual.

# Chapter 4

## 1A – 31 CC/DOB Determination Page Field Descriptions

Home > NY Title and Position Mgmt > TPM Short Form Requests > Use > 1A/2A Transactions

Request Documents **CC/DOB Determination** Fund Info Comments CC Comments

Agency: 55095 Canal Corp [Trx Sumry](#) Job Control #: 0304-12541

**Requests** View All First 1 of 1 Last

Div/Bur/Inst: Canal Corporation Request Status: Agency Submitted  
Form CD: 1A Action CD: 31

**CC Determination**

Action: App. As Requested Prop TC / Appr TC: 7223100 Description: Canal Helper SG: NS JC: 3 NU: 23  
7223100 Canal Helper NS 3 23

Streamlined? Rate  
 Hourly  NTE  Annual  SG EQ

# Positions  
# Positions Req: 1 Approved: 1 Disapproved:

Determination Dt: Analyst: Eff Date: 01/01/2004  
Exp Date: 07/31/2004

**Budget Determination**

Line #(Range) Approved: thru:

# Positions  
CC Apprv: 1 Approved: Disapproved: Eff Date: Exp Date:

Determination Dt: Examiner:

[Route To](#) [Submit](#)

[Save](#) [Return to Search](#)

[Request](#) | [Documents](#) | [CC/DOB Determination](#) | [Fund Info](#) | [Comments](#) | [CC Comments](#)



**NOTE:** The Agency and DOB 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, Div Bur/Inst, Job Control #, Action, and Request Status.

Field	Description
<b>Agency</b>	The Agency Code and name requesting the transaction.
<b>Trx Sumry</b>	When pressed, brings the user to the transaction summary page. Hidden until request is submitted.
<b>Job Control #</b>	System generated number that will display upon saving or submitting.
<b>Div Bur/Inst</b>	The Division, Bureau or Institution within the agency.

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Field	Description
<b>Request Status</b>	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.
<b>Form CD</b>	The code of the type of transaction being requested; i.e. 1A or 2A.
<b>Action CD</b>	The action code related to the form code; i.e. 13 or 31.
<b>C/C Determination</b>	The area of the page C&C uses to record their determination.
<b>Action</b>	Approve with change, Approve as Requested, Approve as Requested with letter, Deny, Return For Additional Information, Withdraw.
<b>Prop. TC</b>	The requested Title Code.
<b>Description</b>	Description of the requested title.
<b>SG</b>	The proposed Salary Grade.
<b>JC</b>	The Jurisdictional Classification of the requested title.
<b>NU</b>	The proposed Negotiating Unit.
<b>Disp. Date</b>	Disposal Date (appears only if the action is "Withdraw" or "Deny").
<b>Appr. TC</b>	The code of approved the title. Input by C&C Analyst.
<b>Description</b>	Description of the Approved Title Code.
<b>SG</b>	The approved Salary Grade.
<b>JC</b>	The approved Jurisdictional Classification.
<b>NU</b>	The approved Negotiating Unit.
<b>Streamlined</b>	The Analyst will streamline transactions consistent with the Division of Budget's policy. If the requesting agency is 07950, 11340, 55020, 55090, 55095, or 00640 this transaction is considered streamlined (the box is checked) and stops with C&C determination. If the requesting agency is not one of the above mentioned and the box is not checked, the transaction is routed to DOB for final determination.
<b>Rate</b>	Appears only if NS. Select the basis of the rate and the actual rate.
<b># Positions Req.</b>	The number of positions requested.
<b>Approved</b>	The number of positions C&C approved.
<b>Disapproved</b>	The number of positions C&C disapproved.



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Field	Description
<b>Eff. Date</b>	The date the position becomes effective (appears only if streamlined). Default is proposed effective date but may be changed.
<b>Exp. Date</b>	If the position is Temporary or Seasonal, the date the position expires (appears only if streamlined).
<b>Determination Dt</b>	The date the determination was made by C&C.
<b>Analyst</b>	The C&C Analyst assigned to this transaction.
<b>Budget Determination</b>	The area of the page that DOB uses to record their determination. Grayed if Streamlined, C&C Disapproved or Withdrawn.
<b>Action</b>	Approved as Requested, Denied, Withdrawn.
<b>Line # Range Approved: thru</b>	System generated. The line number range of the approved position(s).
<b># Positions</b>	Determination information on the positions.
<b>C&amp;C Apprv</b>	Number of positions C&C approved.
<b>Approved</b>	Number of positions DOB approved.
<b>Disapproved</b>	Number of positions DOB disapproved.
<b>Eff. Date</b>	The date the position(s) becomes effective.
<b>Exp. Date</b>	If the position is Temporary or Seasonal, the date the position(s) expires.
<b>Determination Dt</b>	The date the determination was made by DOB.
<b>Examiner</b>	The DOB Examiner assigned to the transaction.
<b>Route To/It</b>	When pressed, the Analyst can route the request to another Analyst for review and/or approval.
<b>Role User</b>	The C&C staff member to whom you want to route the transaction to for review and/or approval.
<b>Global</b>	When pressed, allows the user to enter values globally (for all sequences within the transaction).
<b>Submit</b>	Submits the transaction to the next approval level.

### ***1A – 31 Fund Info Page Field Descriptions***

Field	Description
<b>Agency</b>	The Agency Code and name requesting the transaction.

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Field	Description
<b>Job Control #</b>	System generated number that will display upon saving or submitting.
<b>Div Bur/Inst</b>	The Division, Bureau or Institution within the agency.
<b>Form CD</b>	The code of the type of transaction being requested; i.e. 1A or 2A.
<b>Action CD</b>	The action code related to the form code; i.e. 13 or 31.
<b>Item Range: to:</b>	The range of line items requested.
<b>Title</b>	Title Code and description.
<b>SG</b>	Salary Grade.
<b>JC</b>	Jurisdictional Classification.
<b>NU</b>	Negotiating Unit.
<b>Funding</b>	The area of the page that displays the funding information.
<b>Pool ID</b>	Indicates from which PayServ funding source the position will be paid.
<b>Program</b>	If the value entered in the Pool ID is currently active, this field is displayed and grayed. If the requesting agency is 07950, 11340, 55020, 55090, or 55095 this field is hidden.
<b>Fund</b>	If the value entered in the Pool ID is currently active, this field is displayed and grayed. If the requesting agency is 07950, 11340, 55020, 55090, or 55095 this field is hidden.
<b>Subfund</b>	If the value entered in the Pool ID is currently active, this field is displayed and grayed. If the requesting agency is 07950, 11340, 55020, 55090, or 55095 this field is hidden.
<b>Fund Type</b>	If the value entered in the Pool ID is currently active, this field is displayed and grayed. If the requesting agency is 07950, 11340, 55020, 55090, or 55095 this field is hidden.

### ***1A – 31 Comments & CC Comments Pages Field Descriptions***



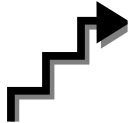
**NOTE:** Comments are not required for a 1A 31 transaction. Users outside of C&C cannot view any comments written in the **CC Comments** page.

Field	Description
<b>Agency</b>	The Agency Code and name requesting the transaction.
<b>Job Control #</b>	System generated number that will display upon saving or submitting.

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Field	Description
<b>Request Level Comments</b>	Free form field that allows users to enter comments for the entire Job Control number. The field will allow up to 254 characters.
<b>Sequence Level Comments</b>	Free form field that allows users to enter comments related to the Job Seq number. The field will allow up to 8000 characters.
<b>Div Bur/Inst</b>	The Division, Bureau or Institution within the agency.




### Work with the Page





**NOTE:** For instructions as to how to create a short form transaction, please refer to the appropriate section of the Agency User Manual.




**NOTE:** If a C&C Analyst must change any data on the originally submitted transaction, the Correction mode can be used to modify the request.

Clicking the Correction  icon will bring the user to the request page where those data fields that are not available on the determination page are opened for modification.

1. Check any attached documents and the **Comments** page for additional information.
2. Click the **CC/DOB Determination** page tab.
3. In the **Action** field, click the , highlight the appropriate action code and double click to select.
4. In the **Appr. TC** field, click the , highlight the appropriate title code (must be an active title) and double click to select. The code may also be manually entered.
5. In the **SG** field, if different than requested, enter the approved salary grade.
6. In the **JC** field, if different than requested, enter the approved jurisdictional class.
7. In the **NU** field, if different then requested, enter the approved negotiating unit.
8. If a streamlined request, check the **Streamlined?** box.
9. If a streamlined request, in the **Rate** workgroup select the appropriate radio button if different than requested.
10. Enter the dollar value or the equated salary grade.

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11. In the # **Positions Approved** field, enter the number of positions C&C is approving.
12. If streamlining, in the **Eff. Date** field, enter the date the position becomes effective (if different than the system generated date).
13. If streamlined and the **Pos Type** is *T* or *S*, in the **Exp. Date** field, enter the date the position expires (if different than the system generated date).
14. Click the **Documents** page tab.
15. Attach any appropriate documents (see instructions in the Documents section of this manual).
16. If adding comments, click the appropriate **Comments** page tab. Comments are optional. *Remember that any user outside of C&C cannot view any comments made in the CC Comments page.* In the **Request Level Comments** field, enter any comments that relate to the entire package. In the **Sequence Level Comments** field, enter any comments that relate to individual sequences.
17. Click the **CC/DOB Determination** page tab.
18. If this transaction needs to be routed, press the **Route To** button. In the **Role User** field, click , highlight and double click the appropriate name. Click **Route It**. The system will ask for confirmation. Press **Yes** if the request should be forwarded, **No** if not.
19. If this transaction does not need to be routed, Click **Submit**.