

# **TPM 131.1a Salary Adjustments Short Forms**

## **Chapter Topics**

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<b>Using 131.1a Salary Adjustment Transactions.....</b>	<b>6-3</b>
<b>Increased Minimums .....</b>	<b>6-4</b>
<b>Equivalent Qualifications.....</b>	<b>6-11</b>

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## Using 131.1a Salary Adjustment Transactions

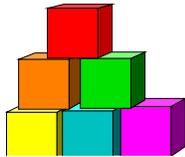
The Salary Adjustment pages are used to request salary increases under Section 131.1a. Increased Minimums and Equivalent Qualifications can be submitted in one request if appropriate.

### **Increased Minimums**

Use to request a hiring rate for appointments that are above the current statutory minimum salary under Section 131.1a of the Civil Service Law.

### **Equivalent Qualifications**

Use to request salary parity for existing employees with qualifications similar to those of new appointees that have received increased minimums under Section 131.1a.



## Increased Minimums

The Short Form Request for Increased Hiring Rate page allows an agency to request salary relief for appointments above the current statutory minimum salary, under Section 131.1a of the Civil Service Law. Section 131.1a allows for salary adjustment where an appointee’s training and/or experience substantially exceeds the minimum.



### Access the Page

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

### Increased Minimums Request Page Field Descriptions

Home > NY Title and Position Mgmt > TPM Short Form Requests > Use > S 131.1a Salary Adjustments

Request Documents CC/DOB Determination Fund Info Comments CC Comments

\*Agency: 08000 Civil Service [Trx Sumry](#) Job Control #: 0304-12911

**Salary Adjustments** View All First 1 of 1 Last

\*Div Bur/Inst: Planning Request Status: Agency Submitted

\*Action CD: IM Increase Min \*Proposed Eff Dt: 10/16/2003

**Position Info**

\*Line #: 15330 Title: 2550000 Agency Prgm Aide SG: 13 JC: 0 NU: 02

Location: 0110 Albany Pool ID: 010

**Candidate**

SSN: 000-00-0000 \*Name: Smith, Jane

\*Proposed Annual Salary: \$39,666 View All First 1 of 1 Last

\*Education Level: Bachelor's Level Degree # Yrs Exceeding MQs: 6

Qualifying License/Credentl: Type of Experience:

**C/C Assignment**

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

Req Date: 10/16/2003 Requestor: Sunshine, Suzy

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

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

<b>Field</b>	<b>Description</b>
<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>Action CD</b>	The action code related to the form code; i.e. IM = Increased Minimum, EQ = Equivalent Qualifications.
<b>Proposed Eff. Dt:</b>	The proposed date for the increased minimum to take effect.
<b>Position Info</b>	The area of the page that displays the position information.
<b>Line #</b>	The line number of the position.
<b>Title</b>	The Title Code and description of the position.
<b>SG</b>	The Salary Grade of the position.
<b>JC</b>	The Jurisdictional Classification of the position.
<b>NU</b>	The Negotiating Unit of the position.
<b>Location</b>	The Location code and geographic description of the position.
<b>Pool ID</b>	Indicates from which PayServ funding source the position is being paid.
<b>Candidate</b>	The area of the page that displays the candidate information.
<b>SSN</b>	The social security number of the candidate.
<b>Name</b>	The name of the candidate.
<b>Proposed Annual Salary</b>	The proposed annual salary.
<b>Education Level</b>	The education level of the candidate.
<b>Qualifying License /Credentl</b>	The date of the qualifying licensure or credential. This value may be 3 months in the future or 360 months in the past.
<b># Yrs Exceeding MQs</b>	Number of qualifying years of experience the candidate has. There may be more than one entry.
<b>Type of Experience</b>	Type of qualifying experience the candidate has. There may be more than one entry.

Field	Description
<b>C/C Assignment</b>	The C&C staff assigned to the transaction.
<b>Section Head</b>	The C&C Section Head assigned to this transaction. This value is derived from the Dept ID of the Requestor, and is grayed out. 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 initiating the transaction.

***Increased Minimums Documents Page Field Descriptions***

See the Documents section of this manual.

***Increased Minimums CC/DOB Determination Page Field Descriptions***

[Home](#) > [NY Title and Position Mgmt](#) > [TPM Short Form Requests](#) > [Use](#) > **S 131.1a Salary Adjustments**

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

Agency: 08000 Civil Service [Trx. Summary](#) Job Control #: 0304-12911

**Salary Adjustments** View All First 1 of 1 Last

Div Bur/Inst: Planning Request Status: Agency Submitted

Action CD: IM Increase Min

**C/C Determination**

Action / Disp. Date:  
 App. As Requested Approved Annual Salary: \$39,666 Eff Date:

Streamlined?

Determination: Analyst:

**Budget Determination**

Approved Annual Salary: Eff Date:

Determination: Examiner:

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

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

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



**NOTE:** The Agency and DOB will be able to view all the data on this page only 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.
<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>Action CD</b>	The action code related to the type of transaction; i.e. Increased Minimums.
<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>Approved Annual Salary</b>	The annual salary approved by C&C.
<b>Eff. Date</b>	The date the transaction becomes effective. Displays only if streamlined.
<b>Disp. Date</b>	Disposal Date (appears only if the Action is "Withdraw" or "Deny").
<b>Streamlined</b>	The Analyst will streamline transactions consistent with the Division of Budget's policy. If the requesting agency is 00640 this transaction is considered streamlined (the box is checked) and stops with C&C determination. If the requesting agency is 00640 and the box is not checked, the transaction is routed to DOB for final determination.
<b>Determination Dt</b>	The date the determination was made by C&C.
<b>Analyst</b>	The C&C Analyst assigned to this transaction.

Field	Description
<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>Approved Annual Salary</b>	The annual salary approved by DOB.
<b>Eff. Date</b>	The date the transaction becomes effective.
<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.

### *Increased Minimums Fund Info Page Field Descriptions*

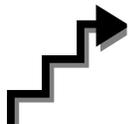
Field	Description
<b>Agency</b>	The Agency Code and name requesting the transaction.
<b>Job Control #</b>	System generated number that will display upon saving or submitting.
<b>Div Bur/Inst</b>	The Division, Bureau or Institution within the agency.
<b>Funding</b>	The area of the page that displays the funding information.
<b>Pool ID</b>	Indicates from which PayServ funding source the position is being paid.
<b>Program</b>	System generated and displayed. Indicates from which Program the position is being paid.
<b>Fund</b>	System generated and displayed. Indicates from which Fund the position is being paid.
<b>Subfund</b>	System generated and displayed. Indicates from which Subfund the position is being paid.
<b>Fund Type</b>	System generated and displayed. Indicates from which Fund Type the position is being paid.

***Increased Minimums Comments & CC Comments Pages Field Descriptions***



**NOTE:** Comments are not required for an Increased Minimum 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.
<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 initiate an Increased Minimum transaction, please refer to the appropriate section of the Agency User Manual.

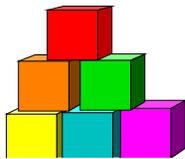
1. Check any attached documents and the **Comments** page for additional information.
2. Click the **CC/DOB Determination** page tab.
3. In the **Action** field, enter the action code.



**NOTE:** If the Action chosen was Withdraw or Deny, the system will populate the **Disp. Date** with the current date. C&C may change.

4. In the **Approved Annual Salary** field, enter the approved annual salary if different than that requested by agency. *The salary must be more than \$999 and less than \$999,999. It should be entered in whole numbers with no decimal points.*
5. If streamlining, check the **Streamlined?** box and in the **Eff. Date** field, enter the effective date of the transaction, if different then the date populated by the system. *The effective date cannot be 3 months in the future or 60 months in the past.*

6. If adding documents, click the **Documents** page tab. Attach any appropriate documents (see instructions in the Documents section of this manual).
7. 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.*
8. Click the **CC/DOB Determination** page tab.
9. 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.
10. If this transaction does not need to be routed, click **Submit**.



## Equivalent Qualifications

The Short Form Request for Equivalent Qualifications Salary Adjustment page is used to request salary parity for existing employees with qualifications similar to those of new appointees who have received increased minimums under Section 131.1a.



### Access the Page

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

### Equivalent Qualifications Request Page Field Descriptions

Home > NY Title and Position Mgmt > TPM Short Form Requests > Use > S 131.1a Salary Adjustments

Request	Documents	CC/DOB Determination	Fund Info	Comments	CC Comments
*Agency: 08000	Civil Service		<a href="#">Trx Sumry</a>	Job Control #: 0304-12027	
<b>Salary Adjustments</b> <span style="float: right;">View All First 1 of 1 Last</span>					
*Div Bur/Inst: Bureau of Forms & Files	Request Status: Agency Submitted				
*Action CD: EQ	Equivalent Qualification	*Proposed Eff Dt: 09/01/2003			
<b>Position Info</b>					
*Line #: 04030	Title: 0820410	Assoc Comptr Prgrmr An	SG: 23	JC: 0	NU: 06
Location: 0110	Albany	Pool ID: 007			
<b>Candidate</b>					
SSN: 888-88-8754	*Name: Membermch,Kent				
*Proposed Annual Salary: \$62,000	<span style="float: right;">View All First 1 of 2 Last</span>				
*Education Level: J-Doctorate (Academic)	# Yrs Exceeding MQs: 0				<span style="float: right;">+ -</span>
Qualifying License/Credent:	Type of Experience: Management				<span style="float: right;">v</span>
<b>C/C Assignment</b>					
Section Head: Stallone,Rocky	Assigned Analyst: Knuckles,Harry	<a href="#">Route To</a>			
Req Date: 08/27/2003	Requestor: Sunshine,Suzy				
<a href="#">Save</a>	<a href="#">Return to Search</a>				
Request   Documents   CC/DOB Determination   Fund Info   Comments   CC Comments					

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>Action CD</b>	The action code related to the form code; i.e. IM = Increased Minimum, EQ = Equivalent Qualifications.
<b>Proposed Eff. Date</b>	The proposed date for the increased salary to take effect.
<b>Position Info</b>	The area of the page that displays the position information.
<b>Line #</b>	The line number of the position.
<b>Title</b>	The Title Code and description of the position.
<b>SG</b>	The Salary Grade of the position.
<b>JC</b>	The Jurisdictional Classification of the position.
<b>NU</b>	The Negotiating Unit of the position.
<b>Location</b>	The Location code and geographic description of the position.
<b>Pool ID</b>	Indicates from which PayServ funding source the position is being paid.
<b>Candidate</b>	The area of the page that displays the candidate information.
<b>SSN</b>	The social security number of the candidate.
<b>Name</b>	The name of the candidate.
<b>Proposed. Annual Salary</b>	The proposed annual salary.
<b>Education Level</b>	The education level of the candidate.
<b>Qualifying License /Credentl</b>	The date of the qualifying licensure or credential. This value may be 3 months in the future or 360 months in the past.
<b># Yrs Exceeding MQs</b>	Number of qualifying years of experience the candidate has. There may be more than one entry.
<b>Type of Experience</b>	Type of qualifying experience the candidate has. There may be more than one entry.

Field	Description
<b>C/C Assignment</b>	The C&C staff assigned to 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 initiating the transaction.

**Equivalent Qualifications Documents Page Field Descriptions**

See the Documents section of this manual.

**Equivalent Qualifications CC/DOB Determination Page Field Descriptions**

[Home](#) > [NY Title and Position Mgmt](#) > [TPM Short Form Requests](#) > [Use](#) > [S 131.1a Salary Adjustments](#)

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

Agency: 08000 Civil Service [Trx Summary](#) Job Control #: 0304-12027

**Salary Adjustments** View All First 1 of 1 Last

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

Action CD: EQ Equivalent Qualification

**C/C Determination**

Action / Disp. Date:  Approved Annual Salary:  Eff Date:

Streamlined?

Determination: Analyst:

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**Budget Determination**

Approved Annual Salary:  Eff Date:

Determination: Examiner:



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



**NOTE:** The Agency and DOB will be able to view all the data on this page only 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.
<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>Action CD</b>	The action code related to the type of transaction; i.e. Equivalent Qualifications.
<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>Approved Annual Salary</b>	The annual salary approved by C&C.
<b>Eff. Date</b>	The date the transaction becomes effective. Displays only if streamlined.
<b>Disp. Date</b>	Disposal Date (appears only if the Action is "Withdraw" or "Deny").
<b>Streamlined</b>	The Analyst will streamline transactions consistent with the Division of Budget's policy. If the requesting agency is 00640 this transaction is considered streamlined (the box is checked) and stops with C&C determination. If the requesting agency is not 00640 and the box is not checked, the transaction is routed to DOB for final determination.
<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.

Field	Description
<b>Action</b>	Approved as Requested, Denied, Withdrawn.
<b>Approved Annual Salary</b>	The annual salary approved by DOB.
<b>Eff. Date</b>	The date the transaction becomes effective.
<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.

***Equivalent Qualifications Fund Info Page Field Descriptions***

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.
<b>Div Bur/Inst</b>	The Division, Bureau or Institution within the agency.
<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 is being paid.
<b>Program</b>	System generated and displayed. Indicates from which Program the position is being paid.
<b>Fund</b>	System generated and displayed. Indicates from which Fund the position is being paid.
<b>Subfund</b>	System generated and displayed. Indicates from which Subfund the position is being paid.
<b>Fund Type</b>	System generated and displayed. Indicates from which Fund Type the position is being paid.

**Equivalent Qualifications Comments & CC Comments Pages Field Descriptions**

**NOTE:** Comments are not required for an Equivalent Qualifications 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.
<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 initiate an Equivalent Qualifications transaction, please refer to the appropriate section of the Agency User Manual.

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, enter the action code.



**NOTE:** If the Action chosen was Withdraw or Deny, the system will populate the **Disp. Date** with the current date. C&C may change.

4. In the **Approved Annual Salary** field, enter the approved annual salary if different than that requested by agency. *The salary must be more than \$999 and less than \$999,999. It should be entered in whole numbers with no decimal points.*
5. If streamlining, check the **Streamlined?** Box and in the **Eff. Date** field, enter the effective date of the transaction, if different than the system generated date. *The effective date cannot be 3 months in the future or 60 months in the past.*

6. If adding documents, click the **Documents** page tab. Attach any appropriate documents (see instructions in the Documents section of this manual).
7. 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.*
8. Click the **CC/DOB Determination** page tab.
9. 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.
10. If this transaction does not need to be routed, click **Submit**.