Chapter 7

TPM § 130 Salary Adjustments Long Forms

Chapter Topics

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Using § 130 Salary Adjustments Transactions

The § 130 pages are used to request Salary Adjustments to groups of positions in the requested agency. These transactions are not available to the following agencies: Housing Finance (07950), Teacher's Retirement System (11340), Bridge Authority (55020), Thruway Authority (55090), or Canal Corporation (55095).
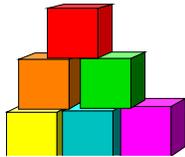
130.4

Use the 130.4 page to request an Increased Hiring Rate for a title.

130.6

Use the 130.6 page to request a Shift Payment Differential for a title.

130.7

Use the 130.7 page to request a Geographic Area Pay Differential for a title.

130.4

Use to request an Increased Hiring Rate for a title.

Access the Page

1. Click **Worklist**.
   A Worklist page will display.

2. Select the transaction to be worked.

130.4 Request Page Field Descriptions

Home > NY Title and Position Mgmt > TPM Long Form Requests > Use > **S 130 Salary Adjustments**

| Request | Documents | CC/DOB Determination | Comments | CC Comments |

*Agency: 08000   Civil Service   Trx Sumry   Job Control #: 0304-12640

Form 4D - Salary Adjustments   View All   First ◄ 1 of 1 ► Last

*Div Bur/Inst: new York city office   Request Status: Agency Submitted

*Action CD: 4   Increased Hiring Rate

Title Info

*Title Code: 5526200   Health Srvs Nurse   SG: 15   JC: 0   NU: 05

Rate Info

*Increased Hiring Rate: $42,587   *Location(s) Affected: 3110   New York City - Manhattan

Effective Dates

Admin: 10/23/2003   Inst:

C/C Assignment

Section Head: Balboa,Rocky   Assigned Analyst: Route To

Req Date: 10/09/2003   Requestor: Sunshine,Suzy

Save   Return to Search   Add   Update/Display

Request | Documents | CC/DOB Determination | Comments | CC 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.
Form 4D- Salary Adjustments	Page label.
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.
Action CD	The action code and description related to the form code; i.e. .4, .6, or .7.
Title Info	The area of the page that deals with the title information.
Title Code	The Title Code and description of the positions.
SG	The Salary Grade of the positions.
JC	The Jurisdictional Classification of the positions.
NU	The Negotiating Unit of the positions.
Rate Info	The area of the page that deals with the increased hiring rate for the group of positions.
Increased Hiring Rate	The proposed increased hiring rate for the group of positions.
Location(s) Affected	The Location code and geographic description of the positions affected.
Effective Dates	The proposed effective date for either Administrative or Institutional payroll periods. Cannot be more than 3 pay periods in the future or 13 pay periods in the past.
Admin.	The proposed effective date for the administrative payroll.
Inst.	The proposed effective date for the institutional payroll.
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. This field remains blank until C&C works the transaction.
Route To/It	When pressed, the Analyst can route the request to another Analyst for review and/or approval.
Role User	The C&C staff member to whom you want to route the transaction to for review and/or approval.
Req. Date	The date the request was saved or submitted.
Requestor	The person requesting the transaction.

130.4 Document Page Field Descriptions

See the Documents section of the manual.

130.4 CC/DOB Determination Page Field Descriptions

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
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.
Action CD	The action code related to the form code; i.e. .4, .6, or .7.
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.
Title Info	The area of the page that displays the title information.
Title Code	The Title Code and description of the positions.
SG	The Salary Grade of the positions.
Calculate Geo Pos Cnt	When pressed, calculates the number of positions that may be affected by the transaction.
C/C Determination	The area of the page C&C uses to record their determination.
Increased Hiring Rate	The increased hiring rate approved by C&C.
Location(s) Affected	The Location code and geographic description of the positions affected.
CC Action	Approve with change, Approve with change with letter, Approve as Requested, Approve as requested with letter, Deny, Supplemental Information Requested, Withdraw.
Determination Dt	The date the determination was made by C&C. **Note:** If the agency requesting the transaction is 07950, 11340, 55020, 55090, 55095, or 00640, the transaction is considered streamlined and stops with the C&C determination. If the agency is not 07950, 11340, 55020, 55090, 55095, or 00640, the transaction is routed to DOB for final determination.

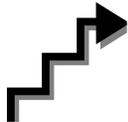| Field	Description
Analyst	The assigned C&C analyst assigned to the transaction.
Disposal Date	Disposal date (appears only if the Action is "Withdraw" or "Deny").
Budget Determination	The area of the page that DOB uses to record their determination. Grayed if streamlined, C&C Disapproved or Withdrawn.
DOB Action	Approved as Requested, Denied, Withdrawn.
Effective Dates	The effective date for either Administrative or Institutional payroll.
Admin.	The effective date for the administrative payroll.
Inst.	The effective date for the institutional payroll.
Determination Dt	The date the determination was made by DOB.
Examiner	DOB examiner assigned to review the request.
Inactivation	The area of the page showing whether an Increased Hiring Rate is active. Appears only if status is "I", (Inactive).
Status	Indicates that the Increased Hiring Rate is Inactive (I).
Date	Date the status becomes effective.
Route To/It	When pressed, the Analyst can route the request to another Analyst for review and/or approval.
Role User	The C&C staff member to whom you want to route the transaction to for review and/or approval.
Global	When pressed, allows the user to enter values globally (for all sequences within the transaction).
Submit	Submits the transaction to the next approval level.

130.4 Comments & CC Comments Pages Field Descriptions

NOTE: Comments are not required for a 130.4 transaction. Users outside of C&C cannot view any comments written in the **CC Comments** page.

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.

Field	Description
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

NOTE: For instructions as to how to initiate a long form 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** tab.

NOTE: When pressed, the **Calculate Geo Pos Cnt** button will calculate the number of positions that may be affected by the transaction. If the result is zero, an error message will appear and the request can no longer be processed.

3.   In the **Increased Hiring Rate** field, enter the approved increased hiring rate if different than requested.

4.   In the **Location(s) Affected** field, enter the location(s) affected by the change if different than requested.

5.   In the **CC Action** field, click the ▼, highlight and double click the appropriate action.
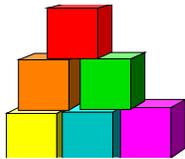
NOTE: If the Action is Withdraw or Deny, the system will populate the **Disp. Date** with the current date but C&C may modify.

6.   Click the **Documents** page tab.

7.   Attach any appropriate and required documents (see instructions in the Documents section of this manual).

8.   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.*

9.   Click the **CC/DOB Determination** page tab.

NOTE: On either the Request page or the Determination page, the Assigned Analyst must be entered before C&C can submit the transaction.

10.   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.

11.   If this transaction does not need to be routed, click **Submit**.

130.6

Use to request a Shift Payment Differential for a particular shift and title.

Access the Page

1.   Click **Worklist**.
     A Worklist page will display.

2.   Select the transaction to be worked.

130.6 Request Page Field Descriptions

Home > NY Title and Position Mgmt > TPM Long Form Requests > Use > **S 130 Salary Adjustments**

| Request | Documents | CC/DOB Determination | Comments | CC Comments |

*Agency: 28010   SUNY   Trx Sumry   Job Control #: 0304-11159

Form 4D - Salary Adjustments   View All   First ◀ 1 of 1 ▶ Last

*Div Bur/Inst: SU Albany   Request Status: Agency Submitted

*Action CD: .6   Shift Pay Differential

Title Info
*Title Code: 0803220   Computer Sys Progr 2   SG: 25   JC: 0   NU: 05

Rate Info
*Shift Diff $ Amount: $1,200   *Location(s) Affected: 0111   Colonie

Effective Dates   **Shift Hours**
Admin: 04/10/2003   Inst: 01 : 00 AM   thru: 06 : 00 AM

C/C Assignment
Section Head: Balboa,Rocky   Assigned Analyst: LAR99   Route To

Req Date: 07/02/2003   Requestor: Eugest,Shirley

Save   Return to Search   Add   Update/Display

Request | Documents | CC/DOB Determination | Comments | CC 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.
Form 4D-Salary Adjustments	Page label.
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.
Action CD	The action code and description related to the form code; i.e. .4, .6, .7.
Title Info	The area of the page that deals with the title information.
Title Code	The Title Code and description of the positions.
SG	The Salary Grade of the positions.
JC	The Jurisdictional Classification of the positions.
NU	The Negotiating Unit of the positions.
Rate Info	The area of the page that displays the shift differential being requested.
Shift Diff $ Amount	The additional dollar amount of the shift differential.
Location(s) Affected	The Location code and geographic description of the positions affected.
Effective Dates	The proposed effective date for either Administrative or Institutional payroll. Cannot be more than 3 pay periods in the future or 13 pay periods in the past.
Admin.	The proposed effective date for the administrative payroll.
Inst.	The proposed effective date for the institutional payroll.
Shift Hours	The beginning and ending hours of the shift. Must include at least 4 hours between 6PM and 6AM.
C/C Assignment	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.

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. This field remains blank until C&C works the transaction.
Route To/It	When pressed, the Analyst can route the request to another Analyst for review and/or approval.
Role User	The C&C staff member to whom you want to route the transaction to for review and/or approval.
Req. Date	The date the request was saved or submitted.
Requestor	The person requesting the transaction.

130.6 Document Page Field Descriptions

See the Documents section of this manual.

130.6 CC/DOB Determination Page Field Descriptions

Home > NY Title and Position Mgmt > TPM Long Form Requests > Use > **S 130 Salary Adjustments**

Request | Documents | CC/DOB Determination | Comments | CC Comments

Agency: 28010   SUNY   Trx Summ   Job Control #: 0304-11159

View All   First ◀ 1 of 1 ▶ Last

Div Bur/Inst: SU Albany   Action CD: .6   **Request Status:** Agency Submitted

Title Info

Title Code: 0803220 Computer Sys Progr 2   SG: 25   Calculate Geo Pos Cnt
                                                                      75

C/C Determination

Shift Diff $ Amount: $1,200   Location(s) Affected: 0111 Colonie

CC Action: App. As Requested   Shift Hours
                                       01:00 AM thru 06:00 AM
Determination Dt: Analyst:

Budget Determination

DOB Action: Effective Dates
                     Admin: 04/10/2003   Inst:

Determination Dt: Examiner:

Route To   Submit

Save   Return to Search   Add   Update/Display

Request | Documents | CC/DOB Determination | 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
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.
Action CD	The action code related to the form code; i.e. .4, .6, or .7.
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.
Title Info	The area of the page that displays the title information.
Title Code	The Title Code and description of the positions.
SG	The Salary Grade of the positions.
Calculate Geo Pos Cnt	When pressed, calculates the number of positions that may be affected by the transaction.
C/C Determination	The area of the page C&C uses to record their determination.
Shift Diff $ Amount	The dollar amount of the shift differential.
Location(s) Affected	The Location code and geographic description of the positions affected.
CC Action	Approve with change, Approve with change with letter, Approve as Requested, Approve as requested with letter, Deny, Supplemental Information Requested, Withdraw.
Shift Hours	The beginning and ending hours of the shift.
Determination Dt	The date the determination was made by C&C.
	Note: If the agency requesting the transaction is 07950, 11340, 55020, 55090, 55095, or 00640, the transaction is considered streamlined and stops with the C&C determination. If the agency is not 07950, 11340, 55020, 55090, 55095, or 00640, the transaction is routed to DOB for final determination.

Field	Description
Analyst	The assigned C&C analyst reviewing the transaction.
Disposal Date	Disposal date (appears only if the Action is "Withdraw" or "Deny").
Budget Determination	The area of the page that DOB uses to record their determination. Grayed if streamlined, C&C Disapproved or Withdrawn.
DOB Action	Approved as Requested, Denied, Withdrawn.
Effective Dates	The effective date for either Administrative or Institutional payroll.
Admin.	The effective date for the administrative payroll.
Inst.	The effective date for the institutional payroll.
Determination Dt	The date the determination was made by DOB.
Examiner	DOB examiner assigned to review the request.
Inactivation	The area of the page showing whether an Increased Hiring Rate is active. Appears only if status is "I", (Inactive).
Status	Indicates that the Increased Hiring Rate is Inactive (I).
Date	Date the status becomes effective.
Route To/It	When pressed, the Analyst can route the request to another Analyst for review and/or approval.
Role User	The C&C staff member to whom you want to route the transaction to for review and/or approval.
Global	When pressed, allows the user to enter values globally (for all sequences within the transaction).
Submit	Submits the transaction to the next approval level.

130.6 Comments & CC Comments Pages Field Descriptions

NOTE: Comments are not required for a 130.6 transaction. Users outside of C&C cannot view any comments written in the **CC Comments** page.

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.

Field	Description
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

> **NOTE:** For instructions as to how to initiate a long form 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** tab.

> **NOTE:** When pressed, the **Calculate Geo Pos Cnt** button will calculate the number of positions that may be affected by the transaction. If the result is zero, an error message will appear and the request can no longer be processed.

3. In the **Shift Diff. $ Amount** field, enter the shift differential amount if different than requested.

4. In the **Location(s) Affected** field, enter the location(s) affected by the change if different than requested.

5. In the **CC Action** field, click the ▼, highlight and double click the appropriate action.

> **NOTE:** If the Action is Withdraw or Deny, the system will populate the **Disp. Date** with the current date but C&C may modify.

6. Click the **Documents** page tab.

7. Attach the appropriate and required documents (see instructions in the Documents section of this manual).

8. 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.*

9. Click the **CC/DOB Determination** page tab.

10.   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.

11.   If this transaction does not need to be routed, click **Submit**.
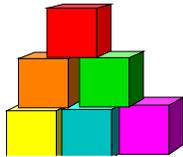
130.7

Use to request a Geographic Area Pay Differential for a specific title.

Access the Page

1.   Click [🔲 Worklist].
     A Worklist page will display.

2.   Select the transaction to be worked.

130.7 Request Page Field Descriptions

Home > NY Title and Position Mgmt > TPM Long Form Requests > Use > **S 130 Salary Adjustments**

| Request | Documents | CC/DOB Determination | Comments | CC Comments |

*Agency: 07000   Banking   Trx Sumry   Job Control #: 0304-11086

Form 4D - Salary Adjustments   View All   First ◄ 1 of 4 ► Last

*Div Bur/Inst: Exams   Request Status: Agency Submitted

*Action CD: 7   Geo. Area Pay Dif

Title Info

*Title Code: 0330900   Dir Insur Licensng Sv   SG: 63   JC: 0   NU: 06

Rate Info

*Geographic Diff Rate: $170,590   *Location(s) Affected: 3110   New York City - Manhattan

Effective Dates

Admin: 07/03/2003   Inst:

C/C Assignment

Section Head: Balboa,Rocky   Assigned Analyst: LAR99 🔍   [Route To]

Req Date: 06/25/2003   Requestor: Duen,Howie

[Save] [Return to Search] [Next in List] [Previous in List]   [Add] [Update/Display]

Request | Documents | CC/DOB Determination | Comments | CC 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.
Form 4D- Salary Adjustments	Page label.
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.
Action CD	The action code and description related to the form code; i.e. .4, .6, .7.
Title Info	The area of the page that displays the title information.
Title Code	The Title Code and description of the positions.
SG	The Salary Grade of the positions.
JC	The Jurisdictional Classification of the positions.
NU	The Negotiating Unit of the positions.
Rate Info	The area of the page that displays the geographic differential amount for the requested location(s).
Geographic Diff. Rate	The differential amount requested for a geographic location.
Location(s) Affected	The Location code and geographic description of the position.
Effective Dates	The proposed effective date for either Administrative or Institutional payroll. Cannot be more than 3 pay periods in the future or 13 pay periods in the past.
Admin.	The proposed effective date for the administrative payroll.
Inst.	The proposed effective date of the institutional payroll.
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. This field remains blank until C&C works the transaction.
Route To/It	When pressed, the Analyst can route the request to another Analyst for review and/or approval.
Role User	The C&C staff member to whom you want to route the transaction to for review and/or approval.
Req. Date	The date the request was saved or submitted.
Requestor	The person requesting the transaction.

130.7 Document Page Field Descriptions

See the Documents section of this manual.

130.7 CC/DOB Determination Page Field Descriptions

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.

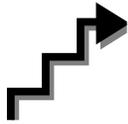| Field	Description
Agency	The Agency Code and name requesting the transaction.
Trx Sumry	When pressed, brings the user to the transaction summary page. Hidden until request is submitted.
Job Control #	System generated number that will display upon saving or submitting.
Div Bur/Inst	The Division, Bureau or Institution within the agency.
Action CD	The action code related to the form code; i.e. .4, .6, or .7.
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.
Title Info	The area of the page that displays the title information.
Title Code	The Title Code and description of the positions.
SG	The Salary Grade of the positions.
Calculate Geo Pos Cnt	When pressed, calculates the number of positions that may be affected by the transaction.
C/C Determination	The area of the page C&C uses to record their determination.
Geographic Diff Rate	The geographic differential rate approved by C&C.
Location(s) Affected	The Location code and geographic description of the positions affected.
CC Action	Approve with change, Approve with change with letter, Approve as Requested, Approve as requested with letter, Deny, Supplemental Information Requested, Withdraw.
Determination Dt	The date the determination was made by C&C. **Note:** If the agency requesting the transaction is 07950, 11340, 55020, 55090, 55095, or 00640, the transaction is considered streamlined and stops with the C&C determination. If the agency is not 07950, 11340, 55020, 55090, 55095, or 00640, the transaction is routed to DOB for final determination.
Analyst	The assigned C&C analyst reviewing the transaction.
Disposal Date	Disposal date (appears only if the Action is "Withdraw" or "Deny").
Budget Determination	The area of the page that DOB uses to record their determination. Grayed if streamlined, C&C Disapproved or Withdrawn.
DOB Action	Approved as Requested, Denied, Withdrawn.
Effective Dates	The effective date for either Administrative or Institutional payroll.

Admin.	The effective date for the administrative payroll.
Inst.	The effective date for the institutional payroll.
Determination Dt	The date the determination was made by DOB.
Examiner	DOB examiner assigned to review the request.
Inactivation	The area of the page showing whether an Increased Hiring Rate is active. Appears only if status is "I", (Inactive).
Status	Indicates that the Increased Hiring Rate is Inactive (I).
Date	Date the status becomes effective.
Route To/It	When pressed, the Analyst can route the request to another Analyst for review and/or approval.
Role User	The C&C staff member to whom you want to route the transaction to for review and/or approval.
Global	When pressed, allows the user to enter values globally (for all sequences within the transaction).
Submit	Submits the transaction to the next approval level.

130.7 Comments & CC Comments Pages Field Descriptions

NOTE: Comments are not required for a 130.7 transaction. Users outside of C&C cannot view any comments written in the **CC Comments** page.

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

> **NOTE:** For instructions as to how to initiate a long form 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** tab.

> **NOTE:** When pressed, the **Calculate Geo Pos Cnt** button will calculate the number of positions that will be affected by the transaction. If the result is zero, an error message will appear and the request can no longer be processed.

3. In the **Geographic Diff. Rate** field, enter the rate approved if different than requested.

4. In the **Location(s) Affected** field, enter the location(s) affected by the change if different than requested.

5. In the **CC Action** field, click the ▼, highlight and double click the appropriate action.

> **NOTE:** If the Action is Withdraw or Deny, the system will populate the **Disp. Date** with the current date but C&C may modify.

6. Click the **Documents** page tab.

7. Attach the appropriate and required documents (see instructions in the Documents section of this manual).

8. 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*

9. Click the **CC/DOB Determination** page tab.

> **NOTE:** On either the Request page or the Determination page, the Assigned Analyst must be entered before C&C can submit the transaction.

10. 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.

11. If this transaction does not need to be routed, click **Submit**.