Chapter 8

TPM 4N Long Forms

Chapter Topics

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Using 4N Transactions

The 4N pages are used to request New Positions. 4N and 4R transactions can be submitted in one Request if appropriate.
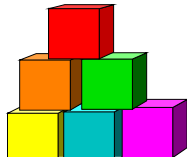
4N – 11

Use to request a new position using an existing title.

4N – 12

Use to request a new position in a new title.

4N – 13

Use to request a position extension.

4N - 11

Use the 4N-11 to act on a request for a new position in an existing title.

Access the Page

1. Click [Worklist].
    A Worklist box will display.

2. Select the transaction to be worked.

4N – 11 Request Page Field Descriptions

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

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

*Agency: 22000   Economic Devel   Trx Sumry   **Job Control #:** 0304-11642

Requests   View All   First ◄ 1 of 1 ► Last

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

*Form CD: 4N   ***Action CD:** 11   ***Proposed Eff Date:** 08/28/2003

Line # Range

 # POS Req: 1   **Begin:** 99105   **End:**   **Pos Type:** P

Prop. TC: 2801200   Admnv Assnt   **SG:** 18   **JC:** 0   **NU:** 05

Proposed Rate   **Location:** 0110   Albany

○ Hourly ○ Annual ○ NTE ○ SG EQ

Req Chgs: NU □   **JC** □   Min Quals □   **Pool ID:** 001

C/C Assignment

Section Head: Balboa,Rocky   **Assigned Analyst:** LAR99   Route To

Req Date: 08/20/2003   **Requestor:** Dalone,Stan

Save   Return to Search   Add   Update/Display

Request | Documents | CC/DOB Determination | Fund Info | 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.
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 Info Requested, C&C Disapproved, C&C Submitted, C&C Withdrawn, Pending DOB Determination, DOB Approved/C&C Streamlined, DOB Disapproved, DOB Withdrawn, Sunset.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 Code	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. 11, 12, or 13.
Proposed Eff. Date	The proposed effective date for the new position.
Proposed Exp. Date	The proposed expiration date for the new position if temporary or seasonal. Hidden if permanent.
# Pos Req	The number of new positions requested.
Line # Range Begin	The beginning line number of the position(s). All line item numbers must not currently exist.
Line # Range End	The beginning line number of the position(s). All line item numbers must not currently exist.
Pos Type	The duration of the positions being requested; i.e. T = temp, S = seasonal, P = permanent.
No. of Mnths	If it is not permanent, the number of months requested for the position(s). Hidden if permanent.
(Correction)	When pressed, opens those data fields that are not available on the determination page for modification.
Audit	This button appears only if C&C has made a change to the values of the originally submitted transaction. When pressed, a pop-up page displays with the original values.
Prop. TC	The proposed Title Code and description for the position(s).
SG	Salary Grade (or NS) of the proposed position(s).
JC	Jurisdictional Classification of the proposed position(s).
NU	Negotiating Unit of the proposed position(s).
Location	The proposed Location code and geographic description of the position.

Field	Description
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.
Pool ID	Indicates from which PayServ funding source the position is being paid. If the requesting agency is 07950, 55020, 55090, 55095, 21012, 21400, 21450, 03020, or 01060 this field does not display.
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.
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.
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.

4N – 11 Documents Page Field Descriptions

See the Documents section of this manual.

4N – 11 CC/DOB Determination Page Field Descriptions

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
Agency	The Agency Code and name requesting the transaction.
Trx Sumry	When pressed, brings the user to the transaction summary page. Hidden until the 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.

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. 11, 12, or 13.
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 requested.
Description	The description of the Title requested.
SG	Salary Grade requested.
JC	Jurisdictional Classification requested.
NU	Negotiating Unit requested.
Disp. Date	Disposal date (appears only if the Action is "Withdraw" or "Deny").
Appr. TC	Approved Title Code. Input by C&C Analyst.
Description	The description of the approved title.
SG	The approved Salary Grade.
JC	The approved Jurisdictional Classification.
NU	The approved Negotiating Unit.
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. If the requesting agency is not one of the above mentioned, and the box is not checked, then the transaction is routed to DOB for final determination.
Rate	Displays only if the position is NS and streamlined.
# 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	The date the position becomes effective (appears only if streamlined). Default is proposed effective date but may be changed.
Exp. Date	If the position is Temporary or Seasonal, the date the position expires (appears only if streamlined).
Determination Dt	The date the determination was made by C&C.
Analyst	The C&C Analyst who made the determination.

Field	Description
Budget Determination	The area of the page DOB uses to record their determination. Grayed if streamlined, or C&C Withdrawn or Disapproved.
Action	Approved as Requested, Denied, Withdrawn.
Rate	If NS and not streamlined, the approved rate displays.
Line # (Range) Approved: thru:	System generated. The line number range of the approved position(s).
# 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 position becomes effective.
Exp. Date	If the position is Temporary or Seasonal, the date the position expires.
Determination Dt	The date the determination was made by DOB.
Examiner	The DOB Examiner assigned to 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.
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.

4N – 11 Fund Info Page Field Descriptions

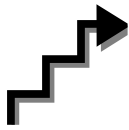| Field	Description
Agency	The Agency Code and name requesting the transaction.
Job Control #	System generated number that will display upon saving or submitting.
Div Bur/Inst	The Division, Bureau or Institution within the agency.
Form CD	The code of the type of transaction being requested; i.e. 4N or 4R.
Action CD	The action code related to the form code; i.e. 11, 12, or 13.
Item Range: to:	The range of the line items requested.

Field	Description
Title	Title Code and 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 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 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 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 requesting agency is 07950, 11340, 55020, 55090, or 55095 this field is hidden.

4N – 11 Comments & CC Comments Pages Field Descriptions

NOTE: Comments are not required for a 4N 11 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 related to 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 at 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.

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.

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

4.   In the **Appr. TC** field, if different than the system generated data, 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.   If different than requested, in the **SG** field, enter the salary grade of the position.

6.   If different than requested, in the **JC** field, click the ⬚, highlight the appropriate code and double click to select (or type in the code).

7.   If different than requested, in the **NU** field, click the ⬚, highlight the appropriate code and double click to select (or type in the code).

8.   If a streamlined request, check the **Streamlined?** box.

9.   If different than requested, in the **# Positions Approved** field, enter the number of positions approved by C&C.

10.   If streamlined, in the **Eff. Date** field, enter the date the position becomes effective, if different than the system date.

11.   If streamlined and the **Duration** is *T* or *S*, in the **Exp. Date** field, enter the date the position expires (if different than the system generated date).

12.   Click the **Documents** page tab.

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

14.   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.

15.   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.

16.   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.

17.   If this transaction does not need to be routed, click **Submit**.
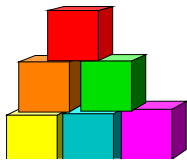
4N - 12

Use the 4N-12 to act on a request for a new position in a new title.

Access the Page

1. Click [Worklist].
    A Worklist box will display.

2. Select the transaction to be worked.

4N – 12 Request Page Field Descriptions

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

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

*Agency: 14010   Workers Comp   Trx Sumry   Job Control #: 0304-12423

Requests   View All   First ◄ 1 of 1 ► Last

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

*Form CD: 4N   *Action CD: 12   *Proposed Eff Date: 09/25/2003

Line # Range

POS Req: 1   Begin: 02816   End: Pos Type: P

Prop. Title: AGENCY QUALITY MANAGEMENT SPECIALIST 2   SG: 23   JC: 0   NU: 05

Proposed Rate   Location: 0110   Albany

○ Hourly ○ Annual ○ NTE ○ SG EQ

Req Chgs: NU ☐   JC ☐   Min Quals ☑   Pool ID: 040

C/C Assignment

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

Req Date: 09/19/2003   Requestor: Wog,Polly

[Save] [Return to Search]   [Add] [Update/Display]

Request | Documents | CC/DOB Determination | Fund Info | 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.
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. 11, 12, or 13.
Proposed Eff. Date	The proposed effective date for the new position.
Proposed Exp. Date	The proposed expiration date for the new position if the position is temporary or seasonal. Hidden if permanent.
# Pos Req	The number of new positions requested.
Line # Range Begin	The beginning line number of the position(s). All line item numbers must not currently exist.
Line # Range End	The beginning line number of the position(s). All line item numbers must not currently exist.
Duration	The duration of the position(s) being requested; i.e. T = temp, S = seasonal, P = permanent.
No. of Mnths	If it is not a permanent position, the number of months requested for the position(s). Hidden if permanent.
✐ **(Correction)**	When pressed, opens those data fields that are not available on the determination page for modification.
Audit	When pressed, the original request page is brought up with those data fields that can be changed by a C&C Analyst opened.
Prop. Title	The description of the title being requested. This is a 50 character alpha-numeric data field.
SG	Salary Grade requested.
JC	Jurisdictional Classification requested.
NU	Negotiating Unit requested.
Location	The proposed Location code and geographic description of the position(s).

Field	Description
Proposed Rate	The proposed rate of the requested position if NS.
Req. Chgs.	NU, JC, Min Quals. If checked, indicated supporting documentation must be attached.
Pool ID	Indicates from which PayServ funding source the position is being paid. If the requesting agency is 07950, 55020, 55090, 55095, 21012, 21400, 21450, 03020, or 01060 this field does not display.
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.
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.

4N – 12 Documents Page Field Descriptions

See the Documents section of this manual.

4N – 12 CC/DOB Determination Page Field Descriptions

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

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

Agency: 14010   Workers Comp   Trx Sumry   Job Control #: 0304-12423

Requests   View All   First ◄ 1 of 1 ► Last

Div/Bur/Inst: IMS   **Request Status:** Agency Submitted
Form CD: 4N   Action CD: 12

CC Determination

Action: Prop TC / Appr TC: Description: SG: JC: NU:
[Approved With Chang ▼]   AGENCY QUALITY MANAGEMENT   23   0   05
                                                SPECIALIST 2
                         [🔍]   [   ] [   ] [   ]

☐ Streamlined?

 # Positions   Eff Date: [   ]
Positions Req: 1   Approved: [1]   Disapproved:

Determination Dt: Analyst:

Budget Determination

                    [▼]

                    Line #(Range) Approved: thru:
 # Positions   Eff
CC Apprv: 1   Approved: [   ]   Disapproved: Date: [   ]

Determination Dt: Examiner:

[Route To]   🌐   [Submit]

[📄 Save] [🔍 Return to Search]   [➕ Add] [Update/Display]

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
Agency	The Agency Code and name requesting the transaction.
Trx Sumry	When pressed, brings the user to the transaction summary page. Hidden until the 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.

Field	Description
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. 11, 12, or 13.
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	Does not display for a 4N 12 transaction.
Description	The description of the title being requested.
SG	Proposed Salary Grade.
JC	Proposed Jurisdictional Classification.
NU	Proposed Negotiating Unit.
Disp. Date	Disposal date (appears only if the Action is "Withdraw" or "Deny").
Appr. TC	Approved Title Code. Input by C&C Analyst.
Description	The description of the approved title.
SG	The approved Salary Grade.
JC	The approved Jurisdictional Classification.
NU	The approved Negotiating Unit.
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. 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.
Rate	If NS and streamlined, the approved rate displays.
# Positions Req.	The number of positions requested.
Approved	The number of positions C&C approved.
Disapproved	The number of positions C&C disapproved.

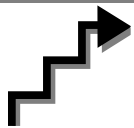| Field	Description
Eff. Date	The date the position becomes effective (appears only if streamlined). Default is proposed effective date but may be changed.
Exp. Date	If the position is Temporary or Seasonal, the date the position expires (appears only if streamlined).
Determination Dt	The date the determination 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, or C&C Withdrawn or Disapproved.
Action	Approved as Requested, Denied, Withdrawn.
Rate	If NS and not streamlined, the approved rate displays.
Line # (Range) Approved: thru:	System generated. The line number range of the approved position(s).
# 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 position becomes effective.
Exp. Date	If the position is Temporary or Seasonal, the date the position expires.
Determination Dt	The date the determination was made by DOB.
Examiner	The DOB Examiner assigned to 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.
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.

4N – 12 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. 11, 12, or 13.
Item Range: to:	The range of line items requested.
Title	Title Code and 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 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 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 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 requesting agency is 07950, 11340, 55020, 55090, or 55095 this field is hidden.

4N – 12 Comments& CC Comments Pages Field Descriptions

NOTE: Comments are not required in a 4N 12 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 related to 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 at 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.

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 on the request page opens those data fields that are not available on the determination page 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.

NOTE: If the Action chosen was Withdrawn or Deny, the system will populate the **Disp. Date** with system date but C&C can modify.

4.   Place the cursor in the **Appr. TC** field and select the appropriate title code (must be new title). The code may also be manually entered.

5.   If a streamlined request, check the **Streamlined?** box.

6.   In the **# Positions Approved** field, enter the number of positions approved by C&C.

7.   If streamlined, in the **Eff. Date** field, enter the date the position becomes effective.

8.   If streamlined and the **Duration** is *T* or *S*, in the **Exp. Date** field, enter the date the position expires (if different than the system generated date).

9.   Click the **Documents** page tab.

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

11.   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.

12.   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.

13.   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.

14.   If this transaction does not need to be routed, click **Submit**.
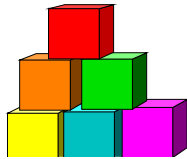
4N - 13

Use the 4N-13 to act on a request for a position extension when extensive documentation is required.

Access the Page

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

2. Select the transaction to be worked.

4N – 13 Request Page Field Descriptions

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

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

*Agency: 28050   SUNY   Trx Sumry   Job Control #: 0304-11068

Requests   View All   First ◄ 1 of 2 ► Last

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

*Form CD: 4N   *Action CD: 13   *Proposed Eff Date: 06/02/2003   Proposed Exp Date: 09/01/2003

Line # Range

POS Req: 1   Begin: 49589   End: Pos Type: T   No. of Mnths: 03   Location: 5221
                                                                               Stony Brook

TC: 3023100   Parking Srvs Attdnt   SG: 05   JC: 3   NU: 03   Pool ID: 014

C/C Assignment

Section Head: Desquorl,Rocky   Assigned Analyst: LAR99   Route To

Req Date: 06/25/2003   Requestor: Yolendahand,Ken

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

Request | Documents | CC/DOB Determination | Fund Info | 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.
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. 11, 12, or 13.
Proposed Eff. Date	System generated. The day following the current expiration date. Cannot be changed.
Proposed Exp. Date	The proposed expiration date for the extension. Based on number of months in the **Duration** field. May be changed to a date less than that generated by the system.
# Pos Req	The number of position(s) requested for the extension.
Line # Range Begin	The beginning line number of the position(s). All line item numbers must currently exist, must be contiguous, and 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 have the same attributes.
Pos Type	The duration of the temporary position(s). Default is *T* and cannot be changed.
No. of Mnths	The number of months the position(s) is to be extended.
Location	The Location code and geographic description of the position(s).
TC	The Title Code of the requested position(s).
SG	Salary Grade of the requested position(s).
JC	Jurisdictional Classification of the requested position(s).
NU	Negotiating Unit of the requested position(s).
Pool ID	Indicates from which PayServ funding source the position is being paid. If the requesting agency is 07950, 55020, 55090, 55095, 21012, 21400, 21450, 03020, or 01060 this field does not display.

Field	Description
View Pos	When pressed, a secondary page appears. All line items in the range along with the Title description, duration, location, SG, JC, and NU appear.
(Correction)	When pressed, opens certain data fields that are not available on the determination page for modification.
Audit	When pressed, the original request page is brought up with those data fields that can be changed by a C&C Analyst opened.
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.
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	Date the request was saved or submitted.
Requestor	The person requesting the transaction.

4N – 13 Documents Page Field Descriptions

See the Documents section of this manual.

4N – 13 CC/DOB Determination Page Field Descriptions

> **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
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.

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. 11, 12, or 13.
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 of the position(s) being extended.
Description	The description of the title of the position(s) being extended.
SG	Salary Grade of the extended position(s).
JC	Jurisdictional Classification of the extended position(s).
NU	Negotiating Unit of the extended position(s).
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. 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.
Rate	If NS and streamlined, the approved rate displays.
# 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	System generated. The day following the current expiration date. Appears only if streamlined.
Exp. Date	If the position is Temporary or Seasonal, the date the position expires. Appears only if streamlined.
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.
Action	Approved as Requested, Denied, Withdrawn.
Line # (Range) Approved: thru:	The range of line items approved.
# Positions	Determination information on the positions.
C&C Apprv	Number of positions C&C approved.
Approved	Number of positions DOB approved.

Field	Description
Disapproved	Number of positions DOB disapproved.
Eff. Date	The date the position becomes effective. Displays if not streamlined.
Exp. Date	If the position is Temporary or Seasonal, the date the position expires. Displays if not streamlined.
Determination Dt	The date the determination was made by DOB.
Examiner	The DOB Examiner assigned to 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.
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.

4N – 13 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. 11, 12, or 13.
Item Range: to:	The range of item numbers.
Title	Title Code and 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.

Field	Description
Program	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.
Fund	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.
Subfund	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.
Fund Type	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.

4N – 13 Comments & CC Comments Pages Field Descriptions

NOTE: Comments are not required for a 4N 13 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.
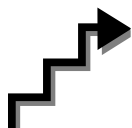
Work with the Page

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

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 on the request page opens certain data fields that are not available on the determination page 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.

NOTE: If the Action chosen was Withdraw or Deny, the system will populate the **Disp. Date** with the system date but C&C can modify.

4. In the **# Positions Approved** field, enter the number of positions approved by C&C if different than the system generated number.

5. If streamlining, check the **Streamlined?** box.

6. If streamlining, in the **Exp. Date** field, enter the date the position expires.

7. Click the **Documents** page tab.

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

9. 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.

10. 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.

11. 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.

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