Chapter 10

Earmarks

Chapter Topics

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Earmark

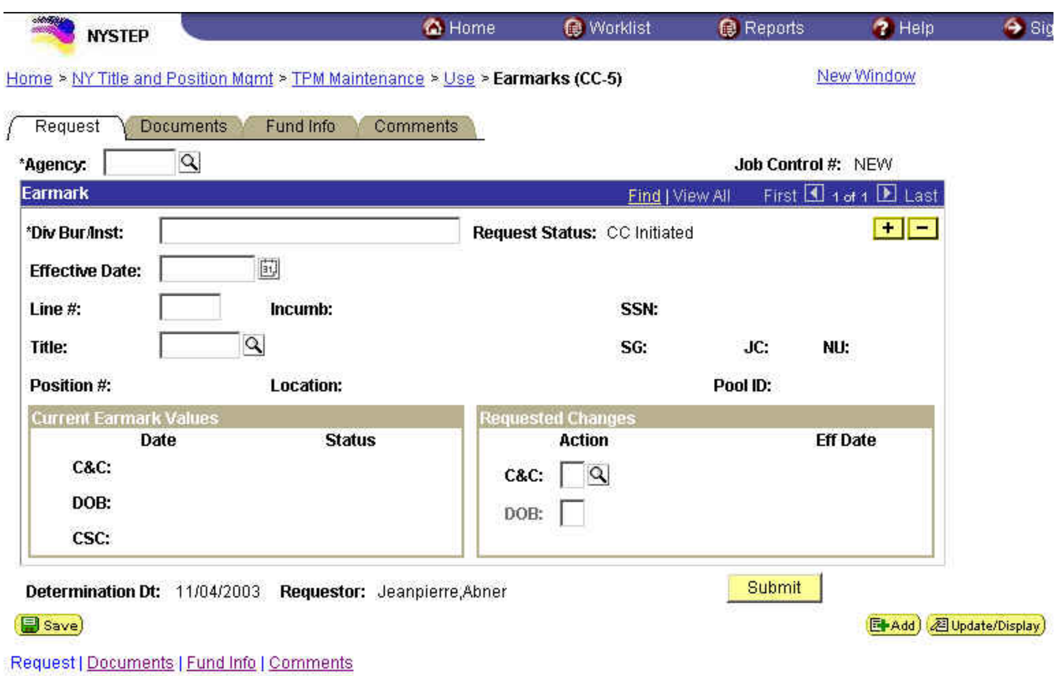
Use the Earmark page to earmark, authorize a Fill & Continue, or release the earmark on a position or group of positions.

NOTE: Agencies may manage internal earmarks using **Manage Positions**, **Manage Positions**, **Use**, **Position Data**. See the Agency User Manual for Details.

Access the Page

1. Click **NY Title and Position Mgmt**, **TPM Maintenance, Use**, **Earmarks (CC-5)**.

Earmarks Page Field Descriptions



Field	Description
Agency	The Agency Code and name that has the position(s).
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. C&C Initiated, DOB Approved.
Effective Date	The effective date of the transaction.
Line #	The line item number(s) of the positions(s) on which the action is being taken.
Incumb	The individual currently in the position.
SSN	The social security number of the individual in the position.
Title	The Title Code of the position.
SG	The Salary Grade of the position.
JC	The Jurisdictional Classification of the position.
NU	The Negotiating Unit of the position.
Position #	The 8-digit number assigned to the position when it is established.
Location	The Location code and geographic description of the position.
Pool ID	The Pool ID of the position.
Current Earmark Values	Shows current earmark values.
C&C Date	Date of the most recent earmark action by C&C on the position(s).
C&C Status	Status of most recent earmark action by C&C on the position(s).
DOB Date	Date of the most recent earmark action by DOB on the position(s).
DOB Status	Status of the most recent earmark action by DOB on the position(s).
CSC Date	Date of the most recent earmark action by CSC on the position(s).
CSC Status	Status of the most recent earmark action by CSC on the position(s).
Requested Changes	The area in which a new earmark action is entered.
C&C Action	The field in which C&C enters a new earmark action.
C&C Eff. Date	The date the new C&C earmark action becomes effective.
DOB Action	The field in which DOB enters a new earmark action.
DOB Eff. Date	The date the new DOB earmark action becomes effective.

Field	Description
Determination Dt.	The date the determination was made.
Requestor	The person initiating the transaction.
Submit	Submits the transaction to NYSTEP.

Earmarks Documents Page Field Descriptions

See the Documents section of this manual.

Earmarks Fund Info Page Field Descriptions

Field	Description
Agency	The Agency Code and name that has the position(s).
Job Control #	System generated number that will display upon saving or submitting.
Div Bur/Inst	The Division, Bureau or Institution within the agency.
Pool ID	The Pool ID of the position.

Field	Description
Program	If the earmark action is on a position, this field is displayed and grayed.
Fund	If the earmark action is on a position, this field is displayed and grayed.
Subfund	If the earmark action is on a position, this field is displayed and grayed.
Fund Type	If the value entered in the Pool ID is currently active, this field is displayed and grayed.
Fund Percent	100% if one person is in the position, 50% if two people are in the position working part-time.
Split Fund	If Fund Percent is 50%, the Split Fund checkbox will be marked.

Earmarks Comments Page Field Description

Field	Description
Agency	The Agency Code and name that has the position(s).
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

1. In the **Agency** field, enter the agency code or click the , highlight the appropriate agency code and double click to select.
2. In the **Div Bur/Inst** field, enter the Div Bur/Inst.
3. In the **Effective Date** field, enter the effective date.
4. In the **Line #** field, enter the line number of the position being earmarked.

5. In the **Title** field, enter the title code of the class of positions being earmarked.

NOTE: Enter Line Number or Title, not both.

6. In the **CC Action** field, click the , highlight the appropriate earmark action and double click to select. The code may also be manually entered.

7. Click the **Comments** page tab. Comments are required. In the **Request Level Comments** field, enter any comments that relate to the entire package. In the **Sequence Level Comments**, enter any comments that relate to the individual sequences.

8. Click the **Documents** page tab. Documents are optional, but you may attach any appropriate documents (see instructions in the Documents section of this manual).

9. Click the **Request** page tab and press **Submit.**