

TO: NYSTEP Users  
FROM: Technical Assistance  
SUBJECT: Implementation of changes to NYSTEP  
DATE: December 30, 2008

The following changes to NYSTEP PER on-line processing will be implemented on 01/05/2009.

These changes do not affect PER batch processing.

- Search record changes for submitting Encumbent transactions through the Enc Other Transaction Request component. The search record for this component has been redesigned. In addition to other changes, the only entry required is SSN. (Attached documentation supplements Chapters 9 through 12 in NYSTEP PER Manual.)
- Users now also have the ability to create a Concurrent Appt Record in the Encumbent component if appropriate. (Attached documentation supplements Chapter 8.)
- Users now have the ability to delete all unnecessary initiated transactions. Prior to this change a user could not delete a request if it was the only request in the component.
- Users now have the ability to withdraw a transaction that has not started thru the DCS review process. These transactions will be set back to initiated and can be changed and resubmitted or deleted by agency users.
- SSN changes can now be processed by agency users for employees that have pending New Hire/Rehire Requests. Users will no longer have to wait for a transaction to be processed prior to entering the SSN change.

Documentation of these changes appears on the pages that follow. If you have any questions, please contact Technical Assistance at 518-473-8301.

## Search Record Changes

Old search record

The screenshot shows the NYSSTEP web application interface. The top navigation bar includes 'Home', 'Worklist', 'Reports', 'Help', and 'Sign Out'. The breadcrumb trail is 'Home > NY Personnel Management > Encumbent Change Request > Use > Enc Other Transaction Review'. The page title is 'Enc Other Transaction Review'. Below the title is a section 'Find an Existing Employee' with the following fields: 'SSN:', 'Empl Rcd Nbr:', 'Title Code:', 'Position Number:', 'Agency:', and 'Line Item Number:'. Each field has a corresponding input box. The 'Agency:' and 'Line Item Number:' fields have a magnifying glass icon to the right. At the bottom of the form are three buttons: 'Search', 'Clear', and 'Basic Search'.

SSN, Title Code, and either Position Number or Agency Line Item Number entry was required with the old search record. Values in these fields varied depending on whether it was a change to a hold, or a new hold.

New search record

The screenshot shows the NYSSTEP web application interface. The top navigation bar includes 'Home', 'Worklist', 'Reports', 'Help', and 'Sign Out'. The breadcrumb trail is 'Home > NY Personnel Management > Encumbent Change Request > Use > Enc Other Transaction Request'. The page title is 'Enc Other Transaction Request'. Below the title is a section 'Find an Existing Employee' with the following fields: 'SSN:', 'Empl Rcd Nbr:', and 'Basic Search'. Each field has a corresponding input box. At the bottom of the form are three buttons: 'Search', 'Clear', and 'Basic Search'. A link 'Add a New Empl Record' is located below the buttons.

Only SSN is required at this point.

After entering SSN and clicking search/enter, this page is displayed.

NYSTEP

Home Worklist Reports Help Sign Out

Home > NY Personnel Management > Encumbent Change Request > Use > Enc Other Transaction Request [New Window](#)

Enc Search

Silver, Patty SSN: 888880902 Empl Rcd #: 0

View All First 1 of 2 Last

<a href="#">Add New</a>	Title:	Pos #:	Agy / Line #:
<a href="#">Active Hold</a>	Title: 0100100 Calcultns Clerk 1	Pos #: 88809002	Agy / Line #: 11111 09002

[Save](#) [Return to Search](#) [Add](#) [Correct History](#)

This page will display current active holds and all encumbent transactions. To make a change to an existing hold, click on the appropriate Active Hold:

For a Change Hold Item (CHO) transaction - Active Hold should be selected.

To create a brand new hold, click Add New:

For an Open Competitive List (OCM) transaction to establish a new hold - Add New should be selected.

After selecting Active Hold or Add New , transaction processing is the same. Appropriate fields should be entered and transaction should either be saved (initiated), or submitted (requested).

The screenshot shows the NYSTEP web application interface. At the top, there is a navigation bar with links for Home, Worklist, Reports, Help, and Sign Out. Below this is a breadcrumb trail: Home > NY Personnel Management > Encumbent Change Request > Use > Enc Other Transaction Request. A 'New Window' link is also present. The main content area has tabs for 'Enc Transaction Request 1', 'Enc Transaction Request 2', 'RLV Transaction', and 'Transaction Comments'. The 'Enc Transaction Request 1' tab is active, showing a form for 'Silver.Patty' with SSN: 888880902 and Empl Rcd #: 0. The form includes fields for Eff Dt, Seq, \*Action, \*Trans Grp, \*Reason, \*Agency (11111), State Agency 1, \*Line #, Pos #, Pos Type, Pos Ends, Fund, Phi Tag, Appt Lvl Chg, Spclty, Location, Pos Title, JC, SG, NU, \*Appt Status, \*FT/PT/VR/HR (Full-Time), PT / VR %, Shift, S 64.1C, R 5.8, Clmc #, Appt Lvl Clmc #, Appv Ends, Prob Waive, Prob Min Ends, Traineeship Ends, Sep Rsn, Prob Ends, and Lv Ends. At the bottom of the form, there are buttons for Save, Return to Search, Add, and Correct History. A blue link labeled 'Enc Search List' is circled in red, with an arrow pointing to it from the text below.

This can be used to get back to the Enc Search page instead of having to return to the search dialog and starting over.

Here is an example of an Enc Search page rows with a few different request statuses.

The screenshot shows the NYSTEP application interface. At the top, there is a navigation bar with 'Home', 'Worklist', 'Reports', 'Help', and 'Sign Out'. Below the navigation bar, the breadcrumb trail reads: 'Home > NY Personnel Management > Encumbent Change Request > Use > Enc Other Transaction Request'. A 'New Window' link is visible in the top right.

The main content area is titled 'Enc Search' and displays the name 'Silver, Patty', 'SSN: 888880902', and 'Empl Rcd #: 0'. Below this, there is a table with the following columns: 'Add New', 'Title', 'Pos #', and 'Agy / Line #'. The table contains five rows of data:

	Title:	Pos #:	Agy / Line #:
<a href="#">Initiated Request</a>	Title: 2709200 Mail&Supply Clerk	Pos #: 88809001	Agy / Line #: 11111 09001
<a href="#">Active Hold</a>	Title: 0100100 Calcultns Clerk 1	Pos #: 88809002	Agy / Line #: 11111 09002
<a href="#">Requested Request</a>	Title: 2600100 Keyboard Spec 1	Pos #: 88809004	Agy / Line #: 11111 09004
<a href="#">Processed Request</a>	Title: 0100100 Calcultns Clerk 1	Pos #: 88809002	Agy / Line #: 11111 09002

At the bottom of the page, there are buttons for 'Save', 'Return to Search', 'Add', and 'Correct History'.

Adding a new Empl Record (creating a Concurrent Empl Record in the Encumbent component):

The screenshot shows the NYSTEP application interface. At the top, there is a navigation bar with 'Home', 'Worklist', 'Reports', 'Help', and 'Sign Out'. Below the navigation bar, the breadcrumb trail reads: 'Home > NY Personnel Management > Encumbent Change Request > Use > Enc Other Transaction Request'. A 'New Window' link is visible in the top right.

The main content area is titled 'Enc Other Transaction Request' and 'Find an Existing Employee'. It contains input fields for 'SSN:' and 'Empl Rcd Nbr:'. Below these fields are buttons for 'Search', 'Clear', and 'Basic Search'. A link labeled 'Add a New Empl Record' is circled in red, and an arrow points to it from below.

This can be used to create a new Empl Record if appropriate. It should only be used if the employee will be working concurrently on and after the effective date of the Reinstate From Encumbering Lv (RLV) transaction. **This should rarely be used.**

## Delete Initiated Transaction

**NYSSTEP** Home Worklist Reports Help Sign Out

Home > NY Personnel Management > Encumbent Change Request > Use > Enc Other Transaction Request [New Window](#)

Enc Transaction Request 1 | Enc Transaction Request 2 | RLV Transaction | Transaction Comments

Silver,Patty SSN: 888880902 Empl Rcd #: 0

View All First 1 of 1 Last

Eff Dt: 05/01/2007 Seq: 0 **Delete Request**

\*Action: HLD Hold Postn \*Trans Grp: APP Appts \*Reason: OCM Open Competitive List

\*Agency: 11111 State Agency 1 \*Line #: 09001

Pos #: 88809001 Pos Type: Permanent Pos Ends: Fund: 1 Phi Tag:

Appt Lvl Chg Spclty: Location: 0110 Albany

Pos Title: 2709200 Mail&Supply Clerk JC: 0 SG: 06 NU: 02

\*Appt Status: Perm \*FT/PT/VR/HR: Full-Time PT / VR %: 100 Shift

S 64.1C R 5.8 Clrc #: Appt Lvl Clrc #: Appv Ends:

Prob Min Ends: Traineeship Ends: Sep Rsn: LIT

Prob Ends: Lv Ends: 05/01/2008

[Enc Search List](#)

Save Return to Search Add Correct History

Enc Transaction Request 1 | Enc Transaction Request 2 | RLV Transaction | Transaction Comments

Clicking Delete Request will show this page:

**NYSSTEP** Home Worklist Reports Help Sign Out

Home > NY Personnel Management > Incumbent Change Request > Process > Request Delete or Withdraw [New Window](#)

Silver,Patty SSN: 888880902 Empl Rcd #: 0

View All First 1 of 1 Last

Eff Dt: 05/01/2007 Seq: 0 Trans Status: Initiated **Delete Request**

Action: HLD Hold Postn Trans Grp: APP Appts Reason: OCM Open Competitive List

Agency: 11111 State Agency 1 Line #: 09001

[Return](#)

Return will return you to the initiated transaction.

**Delete Request** will delete the initiated transaction and return you to the component.

## Withdraw a Requested Transaction

Home > NY Personnel Management > Incumbent Change Request > Use > Other Transaction Request [New Window](#)

Transaction Request 1 | Transaction Request 2 | Transaction Comments

Green,Keith SSN: 888880903 Empl Rcd #: 0

View All First 1 of 3 Last

Eff Dt: 08/01/2008 Seq: 0 **Withdraw Request**

\*Action: IAG WithinAgcy \*Trans Grp: MSC Misc \*Reason: CHL Change Line

\*Agency: 11111 State Agency 1 \*Line #: 08003

Pos #: 88808003 Pos Type: Permanent Pos Ends: Fund: 1 Phi Tag: 55 C

Appt Lvl Chg  Spclty:  Location: 0110 Albany

Pos Title: 1412300 Senr Persnl Exmr JC: 1 SG: 18 NU: 06

\*Appt Lvl Title: 1412010 Personl Exmr T1 JC: 1 SG: NS NU: 06

\*Appt Status: Perm  FT/PT/VR/HR: Full-Time  PT / VR %: 100 Shift

S 64.1C  R 5.8  Clmrc #:  Appt Lvl Clmrc #:  Appv Ends:

Prob Min Ends: 11/06/2004 Traineeship Ends: 11/06/2004 Sep Rsn:

Prob Ends: 11/06/2004 Lv Ends:

[Transaction Request 1](#) | [Transaction Request 2](#) | [Transaction Comments](#)

Clicking Withdraw Request will show this page:

Home > NY Personnel Management > Incumbent Change Request > Process > Request Delete or Withdraw [New Window](#)

Green,Keith SSN: 888880903 Empl Rcd #: 0

View All First 1 of 1 Last

Eff Dt: 08/01/2008 Seq: 0 Trans Status: Requested **Withdraw Request**

Action: IAG WithinAgcy Trans Grp: MSC Misc Reason: CHL Change Line

Agency: 11111 State Agency 1 Line #: 08003

[Return](#)

Return will return you to the requested transaction.

**Withdraw Request** will set the requested transaction to initiated and return you to the component.

The transaction can then be deleted or changed and resubmitted.