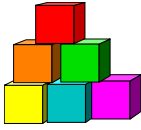


Cross Agency Appt Request

Chapter Topics

Cross Agency Appt Request7-3

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Cross Agency Appt Request

Cross Agency Appt Request is used to appoint an individual who is employed in another agency, or Rehire an individual who has a record on NYSTEP from previous employment in a different agency, or reinstate from an appoint leave, or reinstate from an appoint continue when the employee has been serving in a different agency.



Access the Page

1. Click **NY Personnel Management, Incumbent Change Request, Use, Cross Agency Appt Request**.

2. In the **SSN** field, type the Social Security Number for the employee. Click **Search**.
3. If the employee has just one **Empl Rcd Nbr**, the record is displayed. If the employee has more than one **Empl Rcd Nbr**, a list will display. Double click on the correct record in the list.


*The **Transaction Request 1** page is displayed with the last transaction processed for the selected employee. The page tabs for the entire component are displayed as well.*

Transaction Request Page Field Descriptions



NOTE: Not all of these fields will be used with all transactions entered through **Cross Agency Appt Request**.

Field	Description
(Name)	The employee's name.
SSN	The employee's Social Security Number.
Empl Rcd#	(Employment Record Number) If an employee is (or was) being paid simultaneously from two or more positions with different titles or status within one agency, OR two positions in different agencies, the record of transactions against each position is retained separately by Empl Rcd#. (See the <i>Processing Transactions for Employees with More Than One Employment Record Number</i> section in the <i>Concurrent Appointment Request</i> chapter)

Field	Description
Eff Dt	(Effective Date) NYSTEP defaults Eff Dt to the current system date. This date typically will need to be changed to reflect the date on which the transaction takes/took effect. In NYSTEP, Eff Dt is BOB (beginning of business).
Seq	(Effective Sequence Number) When two or more transactions are submitted for the same employee with the same Eff Dt, each transaction must be assigned an Eff Seq number. This number relays the order in which the transactions take (took) place. The transaction that must take place first is processed as Eff Seq number 0, the second as Eff Seq number 1, and so on. (See the <i>Processing Transactions for Employees with More Than One Employment Record Number</i> section in the <i>Concurrent Appointment Request</i> chapter).
Action	The action code of the transaction being processed.
Trans Grp	The transaction group code of the transaction being processed.
Reason	The reason code of the transaction being processed.
Agency	(Agency Code) The agency code(s) for which a user may process transactions is linked to user ID and operator class. If an agency is comprised of only one agency code, that agency code and agency name will be supplied on the page and cannot be changed. If an agency group is comprised of more than one agency code, and the user has access to all agency codes within the group, these codes are available on the prompt table and are accessible using the  in the field.
Line #	(Item Number) Once the item number has been entered and the user has pressed the Tab key, the position attribute fields are populated: 55b/55c , Pos # , Pos Type , Pos Ends ; Fund , Phi Tag , Rate (only if H – Hourly), Location , Title , JC ; SG ; and NU .
Pos #	The position number assigned to a position at its creation. Does not change throughout the life of the position.
Pos Type	Indicates whether the position is Permanent, Temporary, or Seasonal.
Pos Ends	The date a temporary or seasonal position is to end.

Field	Description
Fund	The fund from which the position is paid: GEN=General Fund Type SRF=Special Revenue, Federal SRO=Special Revenue, Other ENT=Enterprise INT=Internal Service FID=Fiduciary CAP=Capital Service DBT=Debit USP=unspecified
Phi Tag	The field will display P for a noncompetitive position designated as policy influencing or C for a noncompetitive position designated as confidential, or will be blank.
Appt Lvl Chg	(Appointment Level Change) This check box should be marked if the position is being filled at a title other than budgeted and a salary grade lower than the budgeted level. Once selected, the Appt Lvl Title fields are activated.
Spclty	(Specialty) This field is used to indicate the specialty of a position for which specialties are required such as Teacher, Vocational Instructor and Research Scientist.
Location	The Location of the position.
Title	The Title Code and Title of the position. If Appt Lvl Change is not selected, it is also the title code and title of the employee.
JC	The Jurisdictional Class of the position. If Appt Lvl Change is not selected, it is also the JC of the employee.
SG	The Salary Grade of the position. If Appt Lvl Change is not selected, it is also the salary grade of the employee.
NU	The Negotiating Unit of the position. If Appt Lvl Change is not selected, it is also the NU of the employee.
Appt Lvl Title	The Title Code and Title of the employee.
JC	The Jurisdictional Class of the employee.
SG	The Salary Grade of the employee.
NU	The Negotiating Unit of the employee.

Field	Description
Appt Status	<p>(Appointment Status)</p> <p>If this field is open, complete this field either by using the drop down list to display the values OR by typing a P for Permanent, C for Contingent Permanent, or T for Temporary.</p> <p>Exception: When using the reason code PEX, the system will populate the field with Provisional status. This will also be the case of other action reasons that can be used with only one Appt Status i.e. CVS (canvass) will populate with Temp.</p>
FT/PT/VR/HR	<p>(Full-Time/Part-Time/Voluntary Reduction in Work Schedule/Hourly)</p> <p>Full-Time is the default value with the %PT/VRWS field displaying 100%. If this field needs to be changed, use the drop down list to display the values OR type P for Part-Time, V for VRWS. When any value other than Full-Time or Hourly is displayed, the %PT/VR/HR data field becomes available.</p> <p>If the position is classified as Hourly and the Rate field is populated with an H, the system automatically completes the FT/PT/VR/HR with Hourly and the field cannot be edited.</p>
PT/VR%	<p>(Percent Part-Time/Voluntary Reduction in Work Schedule)</p> <p>Any number between 1 and 99 can be entered for the part-time percent. A VRWS percent must be entered in increments of five between 70 and 95.</p>
Shift	<p>(Shift)</p> <p>This check box must be marked if the clearance number provided for the transaction is for a shift other than the agency's standard day shift hours.</p>
S 64.1C	<p>(Section 64.1C of NYS Civil Service Law)</p> <p>This check box is marked to indicate that the transaction is being submitted in accordance with the provisions of § 64.1C of NYS Civil Service Law.</p> <p>Transactions submitted under § 64.1C require prior approval from the Division of Staffing Services.</p>
R 5.8	<p>(Rule 5.8 of the Rules for Classified Service)</p> <p>This check box is marked to indicate that the transaction is being submitted in accordance with the provisions of Rule 5.8.</p> <p>Transactions submitted under Rule 5.8 require prior approval from the Division of Staffing Services.</p>

Field	Description
Clrnc #	(Clearance Number) After a Clearance Number is entered and the user has pressed the Tab key to activate the field edits, the number is validated by NYSTEP against the RIF system. The location for which the clearance number was obtained must match the location of the position on NYSTEP.
Appt Lvl Clrnc #	(Appointment Level Clearance Number) This field only displays when the Appt Lvl Change check box is marked. A Clearance Number must be entered for both the budgeted level and the appointment level of the position except for appointments to traineeships or mandatory advances.
Appv Ends	(Approved End Date) This field is not available to the user. NYSTEP completes the field with an end date of a temporary service or seasonal position OR with the maximum allowable duration of an appointment, whichever is less. These end dates can be superseded by an end date assigned by DCS.
Prob Waive	(Probation Waive) Some Action Reasons allow the probation period to be waived. If checked, this check box indicates that the probation period has been waived.
Prob Min Ends	(Probation Minimum End Date) Calculated by NYSTEP, except where noted in the Prob Ends section. Field displays the end date for the minimum allowable probationary period.
Traineeship Ends	(Traineeship End Date) In most cases, the system will calculate the traineeship end date for the original appointment to a traineeship title and for a mandatory advance within a traineeship. If intervening transactions take place during the traineeship, the agency must enter any necessary adjustment to the traineeship end date.
Sep Rsn	(Separation Reason) When the transaction is being processed using an action code of XAG, this field will be hidden unless the losing agency has already submitted the employee's separation. In that case, the reason code will display in this field, but cannot be changed.

Field	Description																																
<p>Prob Ends</p>	<p>(Probation End Date)</p> <p>Calculated by NYSTEP, except where noted on the following chart. Field displays the end date for the maximum allowable probationary period.</p> <p>EXCEPTIONS:</p> <ul style="list-style-type: none"> ■ Probation end dates must be entered by the agency for Teachers and Vocational Instructors. ■ Probation end dates must be entered by the agency for transactions utilizing the following reason codes: <table border="0"> <thead> <tr> <th style="text-align: left;">Reason Code</th> <th style="text-align: left;">Short Description</th> </tr> </thead> <tbody> <tr> <td>APT</td> <td>APPOINT (unless probation is waived)</td> </tr> <tr> <td>MIL</td> <td>MIL</td> </tr> <tr> <td>PLR</td> <td>PLCMT ROST</td> </tr> <tr> <td>R54</td> <td>REIN R5.4</td> </tr> <tr> <td>RLV</td> <td>REIN LV (if used to reinstate from an Appoint Leave or Appoint Continue, and the Reason code used for the appointment was one of the above.)</td> </tr> </tbody> </table> <ul style="list-style-type: none"> ■ Probation end dates must be entered by the agency when the employee is required to complete a probationary period for transactions utilizing the following reason codes: <table border="0"> <thead> <tr> <th style="text-align: left;">Reason Code</th> <th style="text-align: left;">Short Description</th> </tr> </thead> <tbody> <tr> <td>713</td> <td>Rein 71/73</td> </tr> <tr> <td>DPD</td> <td>DISPL DIR</td> </tr> <tr> <td>DPR</td> <td>DISPL RET</td> </tr> <tr> <td>PRF</td> <td>PREF</td> </tr> <tr> <td>RDY</td> <td>REDEPLOY</td> </tr> <tr> <td>SEA</td> <td>SEASONAL</td> </tr> <tr> <td>TRF</td> <td>TR FUNCTION</td> </tr> <tr> <td>TRL</td> <td>TR LIST</td> </tr> <tr> <td>RLV</td> <td>REIN LV (if used to reinstate from an Appoint Leave or Appoint Continue, and the Reason code used for the appointment was one of the above.)</td> </tr> </tbody> </table>	Reason Code	Short Description	APT	APPOINT (unless probation is waived)	MIL	MIL	PLR	PLCMT ROST	R54	REIN R5.4	RLV	REIN LV (if used to reinstate from an Appoint Leave or Appoint Continue, and the Reason code used for the appointment was one of the above.)	Reason Code	Short Description	713	Rein 71/73	DPD	DISPL DIR	DPR	DISPL RET	PRF	PREF	RDY	REDEPLOY	SEA	SEASONAL	TRF	TR FUNCTION	TRL	TR LIST	RLV	REIN LV (if used to reinstate from an Appoint Leave or Appoint Continue, and the Reason code used for the appointment was one of the above.)
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<p>Lv Ends</p>	<p>The Leave End Date for the Sep Reason: Field will be gray and blank.</p>																																

Transaction Request 2 Page Field Descriptions

The top half of the **Transaction Request 2** page displays information captured from **Transaction Request 1**. No data entry is available in this section.

Field	Description
Eligible List	
Type	If the transaction being processed is a list appointment (DPT, IDP, MIL, or OCM), a selection from the drop down must be made. The choices are: Certified List; Decentralized Exam List; Decentralized List; or Managed Placed List.
List #	(Eligible List Number) Required for DPT, IDP, MIL, OCM, POR, and 6MO.

Field	Description
Score	<p>(Exam Score)</p> <p>Required for DPT, IDP, MIL, and OCM.</p> <p>Available veterans credits are included in the score that appears on COELS or on the paper cert. If veterans credits are waived, enter the score after subtracting the veterans credits.</p>
Cert #	<p>(Certification Number)</p> <p>Required if Type is Certified List. Optional if Type is Managed Placed or Decentralized Exam List. No entry is allowed for Decentralized List.</p>
Vet Credits	<p>The default is none. If the appointee has Veterans Credits available, a selection must be made from the drop down. The choices are: Used – Disabled, Used – Non-Disabled, or Waived. Note: if a selection other than None is made, and Veterans Status on the Personal Data 2 page indicates Non Veteran, an error message notifies the user of the discrepancy.</p>
Source TC	<p>(Source Title Code)</p> <p>If the transaction is being processed using reason code 526 (TR S52.6) or 701 (TR S70.1), enter the title code for the title upon which the transfer is based.</p> <p>If the transaction is being processed using reason code 713 (REIN 71/73) or R54 (REIN R5.4), enter the title code for the title upon which the reinstatement is based.</p>
Submit	<p>(Submit Button)</p> <p>The Submit button subjects the transaction to additional edits and displays any errors or warnings. NYSTEP then transmits the transaction to DCS for review and approval. Once a transaction has been submitted, it can only be viewed. It cannot be changed at the agency level.</p>

Field	Description
Trans Status	<p>(Transaction Status)</p> <p>The information displayed in this field will change as a transaction proceeds through the approval process. The Trans Status values are as follows:</p> <p>Initiated – The agency has begun work on the transaction, OR a transaction has been saved, but not submitted, the status will display as Initiated.</p> <p>Requested – The agency has submitted the transaction to DCS.</p> <p>Approved – The Status Examiner has approved the transaction, but it has been forwarded to the Special Transactions Unit for further processing.</p> <p>Processed – DCS has approved the transaction or the transaction has been virtually approved, and the information has been posted on NYSTEP.</p> <p>Denied – DCS has disapproved the transaction.</p>
Status Dt	<p>(Status Date)</p> <p>The date the displayed Trans Status took place.</p>

Transaction Comments Page Field Descriptions





The screenshot shows the NYSTEP system interface. At the top, there are navigation tabs: Home, Worklist, Reports, and Help. Below the tabs, the breadcrumb trail reads: Home > NY Personnel Management > Incumbent Change Request > Use > Cross Agency Appt Request. The main content area has three tabs: Transaction Request 1, Transaction Request 2, and Transaction Comments (which is selected). The user information is displayed as Sunshine, Suzy with SSN: 222222222 and Empl Rcd #: 0. The Transaction Data section shows Agency: 08000, Line:, Action:, Reason:, Eff Dt: 03/24/2004, and Seq: 0. The Transaction Comments section contains a list of comments with associated input fields:



- Another trans for this emp must be submitted this pp.
- Additional information was sent to [input] on [input]
- Refer transaction to [input]
- Emp obtained license on [input] Emp obtained certification on [input]
Emp passed performance test on [input] Emp passed phys med on [input]
- Emp has new assignment and new supervisor for 2nd probation.
- Advance based on prior experience to [input] on [input]
- A background check has been completed.
- See certification special transaction number [input]
- See Transaction for [input]

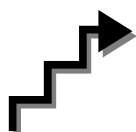
At the bottom of the page, there are buttons for Save, Return to Search, and Back.

All personnel Transaction Request components have a Transaction Comments page. Agencies can use this page to convey specific information with a transaction. While none of the fields on this page are required, using the Transaction Comments page will decrease the number of telephone, email, or faxed communications between agencies and the Status Examiners and Staffing Services Representatives.

There are nine different numbered comments on this page. The following is a description of when to use the different comments.

Comment	Description
#1	Check this box to alert the Status Examiner that an additional transaction must be submitted for this employee within the pay period. Please note that the Status Examiner won't see this comment until the transaction is opened. If you need to submit a second transaction within a short timeframe, you may also want to telephone your Status Examiner so the first transaction can be given priority.
#2	If you have faxed or emailed information pertaining to the transaction to a Status Examiner, you indicate so here. The lookup  contains the names of all Civil Service personnel with Status Examiner authority. You can enter the date sent, or use the  .
#3	If you have been dealing with a Staffing Services Representative about a transaction, you can alert the Status Examiner that the transaction should be referred to that Staffing Representative by using this comment. You should only use this field if the Staffing Representative indicates that they need to see the transaction. The lookup  includes the names of Staffing Services Representatives.
#4	If the individual was required to meet one of the listed conditions for appointment, enter the date the condition was met or use the  to select a date.
#5	Check this box to attest that the requirements for a second probationary period have been met.

Comment	Description
#6	Some examinations for title series such as Legal Careers, Accountants, and Auditors allow appointments at various levels depending on the eligibles' qualifications. If you are appointing to a title that is not the beginning level in one of these title series, you should submit your transaction appointing the eligible to the beginning level of these series and use this comment to notify the Status Examiner that the individual should be advanced to a higher level. For example, if you are appointing from the Auditor Eligible list and the individual is qualified to be appointed at the Auditor Trainee 2 level, submit the transaction appointing the person as an Auditor Trainee 1 and enter Auditor Trainee 2 and the date the person is eligible to advance in this comment box. You can select a date from the  .
#7	Use this comment to indicate that you have completed a required background check.
#8	If you have discussed the transaction with someone in the Certification Unit and have been issued a certification special transaction number, enter that number here.
#9	If the transaction is related to another transaction or transactions, you can alert the Status Examiner that there are other transactions that will affect it by using this box. Enter the Social Security Number of the person for whom a related transaction has been submitted. That person's name will display. If you have a series of related transactions, you can enter the Social Security Numbers of all individuals with related transactions by inserting a row (use the insert a row  icon).





Work with the Pages



NOTE: The action code of XAG is used to make an appointment that results in the move of an Incumbent from one agency or agency group to another.

Below are the steps for an **XAG/APP/526**. Steps may vary depending on the **Action/Trans Grp/Reason Codes** within the **Cross Agency Appt Request** menu option.


1. Click on the Insert Row  icon to retrieve a blank page on which to enter the appointment information.

2. The **Eff Dt** field defaults to the system date. Press **Tab** to accept this date or highlight and type a new effective date (mmddy) or select a date from the . Press **Tab**.
3. In the **Seq** field, the default value of 0 is displayed. If this value is correct, press **Tab**. If other transaction(s) have been submitted with the same effective date, enter the correct sequence number. Press **Tab**.
4. In the **Action** field, enter **XAG**. Press **Tab**.
5. In the **Trans Grp** field, enter the three-character transaction group code **XFR**. Press **Tab**.
6. In the **Reason** field, enter the three-character reason code **526**. Press **Tab**.



NOTE: The three-character codes are displayed in the data entry fields and the Short Description to the right.

Based on the Action/Trans Grp/Reason code combination, sections of the page become inactive.

7. If you have access to just one agency, that agency is displayed in the **Agency** field. Press **Tab**.
8. If an agency group is available, in the **Agency** field, enter the appropriate code or press the  to access the Lookup list. Press **Tab**.
9. In the **Line #** field, enter the line item number for the position. Press **Tab**.




NOTE: The various attributes for the position are supplied by NYSTEP (**Pos #, Pos Type, Pos Ends, Fund, Location, JC, SG, NU.**) The cursor is now positioned at the **Appt Lvl Change** field.

10. Appt Lvl Chg

If the employee is being appointed at the budgeted level, press **Tab** to move to the next field

OR

If the employee is being appointed to a lower than budgeted level and salary grade, click the check box to mark **Appt Lvl Chg**. Press **Tab** to move to the next field.

11. If the **Spclty** field is gray, proceed to next step. If not, click the  to display a list of valid values. Use the mouse to highlight the appropriate Specialty and double click to select. Press **Tab** to continue.

12. If the **Appt Lvl Change** was selected, enter the title code, JC, SG, and NU. Press **Tab**.
13. In the **Appt Status** field, click the and select the appropriate status for the position. Press **Tab**.
14. **FT/PT/VR/HR** (The default value displayed is Full-Time.)

If the employee will be working Full-Time, press **Tab** to accept the value.

If the position is designated as such, Hourly displays and the user cannot edit the field. The **%PT/VR** field is gray.

If the employee will be working Part-Time, click the and select Part-Time. Press **Tab** to move to **%PT/VR** field and enter the appropriate percent.

If the employee will be working VRWS, click the and select VRWS. Press **Tab** to move to the **%PT/VR** field and enter the appropriate percent.
15. If the employee will be working other than the normal daytime hours of the agency, click the **Shift** check box to indicate Shift. Press **Tab**.
16. If the employee is being appointed under the provisions of Section 64.1C, click the **64.1C** check box to mark. Press **Tab**.
17. If the employee is being appointed under Rule 5.8 click the **Rule 5.8** check box to mark.
18. In the **Clrnc #** field, enter a valid clearance number. Press **Tab**.
19. In the **Appt Lvl Clrnc #** field, provided that the appointment is not for a traineeship or mandatory advance, enter a valid appoint level change clearance number. (Field will only display if **Appt Lvl Change** was marked.) Press **Tab**.
20. If probation can be waived, click on the **Prob Waive** check box. Press **Tab**.
21. **Traineeship Ends** field, under most circumstances, if applicable, this field will be calculated by NYSTEP when the transaction is submitted or saved.
22. Click the **Transaction Request 2** page tab.



NOTE: The **Eligible List Type**, **List #**, **Score**, **Cert #**, and **Vet Credits** fields are gray for this type of transaction.

23. In the **Source TC** field, enter the appropriate title code.

24. If necessary, click on the **Transaction Comments** page tab and add any comments.

The transaction is now complete. Review the data on all pages and make corrections.

25. Click the page tab labeled **Transaction Request 2**.

26. Press the **Submit** button to transmit the request

OR

27. Click  Save to Save if agency policy calls for additional review or if internal approval is needed.

Remember, transaction requests that have been saved but not submitted cannot be processed by DCS.