

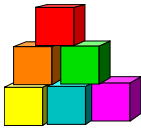
# **Decentralized Exams and Lists**

## **Chapter Topics**

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## Decentralized Exam and List Appointments

When an appointment is made from a Decentralized Exam and List, NYSTEP will perform edits. Decentralized Exams and Lists are usually eligible lists that result from examinations that were decentralized to the agency and are maintained by an agency. To determine if an eligible list is a Decentralized Exam and List, refer to the CORD file.

**Certification Order**

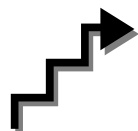
**\* THIS LIST IS DECENTRALIZED. CALL 518 457-5404 FOR FURTHER INFORMATION \***

Title Code - 5500510 Title - Nurse 1 Grade - 14 Staffing Section - S1

**CERTIFICATION ORDER**

List No	Title	Type	Use	Active	Cert	Estab	Expir	Cert
				Eligs	Areas	Date	Date	Order
10002 00	NURSE 1 50000	PROM	DEC-E	0	STATEWIDE	08/31/1997	/ /	
10004 00	NURSE 1 51000	PROM	DEC-E	0	STATEWIDE	09/01/1998	/ /	
20470 00	NURSE 1	OC-C	DEC-E	0	STATEWIDE	01/01/1998	/ /	

Navigation buttons: Previous, Print List, Print Screen, Menu, Exit





## Work with the Page

When making an appointment from a Decentralized Exam and List:

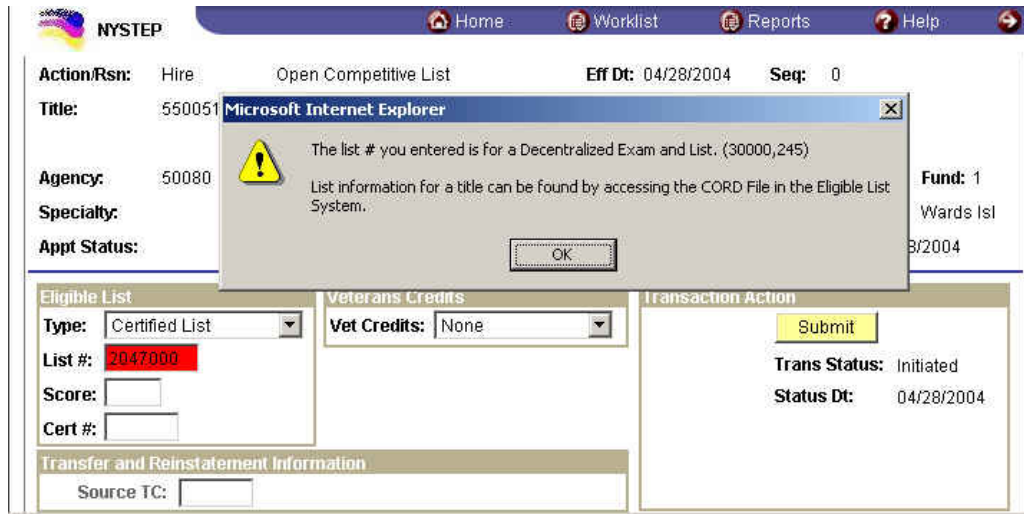
1. Click the **Incumbent or Encumbent Transaction Request 2** page.

The screenshot displays the NYSTEP system interface for a transaction request. The top navigation bar includes 'Home', 'Worklist', 'Reports', and 'Help'. The breadcrumb trail is: Home > NY Personnel Management > Incumbent Change Request > Use > New Hire/Rehire Request. The form is titled 'Sunshine, Suzy' and 'SSN: 222222222'. The 'Eligible List' section is active, showing 'Type: Decentralized Exam List' and 'List #: 2047000'. The 'Transaction Action' section shows a 'Submit' button and 'Trans Status: Initiated'.

2. In the **Eligible List** workgroup, in the **Type** field, click on  and select **Decentralized Exam List**.
3. In the **List #** field, click the  and select the appropriate list number. This is a seven digit field in order to accommodate sequenced examinations. If entering the list number manually, and if list is sequenced, add the appropriate sequence number to the **end** of the five digit list number. If the list is not sequenced, add 00 to the **end** of the five digit list number.

When **Decentralized Exam List** is selected, NYSTEP will perform edits against list number, title(s) filled, established date, expiration date, agencies that can use the list, and locations where the list can be used (statewide or specific areas). If the information in your transaction does not match the information in NYSTEP, an error message will appear.

If an appointment from a Decentralized Exam and List eligible list is being made, but Decentralized Exam List is not selected, the following error message will display:



**NOTE:** If the system does not recognize your transaction as one that is being made from a Decentralized Exam and List although it should, please contact your Status Examiner at Civil Service.

**NOTES:**

- It is extremely important to remember to submit initial appointments to traineeships using the trainee title and the appoint level change process.
- The Action Reason codes 6MO and POR require entry of a List # in the list number format, but not the selection of an Eligible List type. If the list number entered is on the Decentralized Exam and List Table, the system will perform the edit checks. If the values match, the **Type** field will display **Decentralized Exam List** and will be gray.