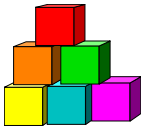


Other Transaction Requests

Chapter Topics

Other Transaction Request6-3

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Other Transaction Request

Other Transaction Request is used to submit all transactions that do not meet the criteria for **New Hire/Rehire Request**, **Cross Agency Appt Request** or **Concurrent Appt Request**.



Access the Page

1. Click **NY Personnel Management, Incumbent Change Request, Use, Other Transaction Request**.

The Other Transaction Request search dialog box will display.

The screenshot shows a web browser window with the NYSTEP logo and navigation tabs for Home, Worklist, Reports, and Help. The breadcrumb trail is: Home > NY Personnel Management > Incumbent Change Request > Use > Other Transaction Request. The page title is 'Other Transaction Request'. Below the title is a section titled 'Find an Existing Employee' with the following fields: SSN, Empl Rcd Nbr, Name, and Last Name. At the bottom of the search area are buttons for 'Search', 'Clear', and a link for 'Basic Search'.

2. In the search dialog box, enter the SSN for the employee OR **Tab** down and use the **Name** or **Last Name** field. The **Name** field utilizes PeopleSoft format: Lastname,Firstname. The **Last Name** field requires all caps and converts all typing to caps. The search feature will work faster if at least the last name and first initial are keyed in the **Name** field. Press **Search**.
3. If SSN was entered, and the employee has just one **Empl Rcd Nbr**, the record is displayed. If SSN was entered, and the employee has more than one **Empl Rcd Nbr**, or if the **Name** or **Last Name** fields were used, and more than one person with same name exists, a list will display. Double click to select.


*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 1 Page Field Descriptions



NOTE: Not all of these fields will be used with all transactions entered through **Other Transaction 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.
Trns 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.
Original Eff Dt	This field displays for Action Reasons with the Trans Grp of <i>COR</i> . It is the effective date used on the transaction you are trying to correct.
Appt Lvl Title	The title code and title of the employee.
JC	The Jurisdictional Class of the employee.

Field	Description
SG	The Salary Grade of the employee.
NU	The Negotiating Unit of the employee.
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 (cavass) 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. 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	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 processed using an action code of IAG (Within Agency), and the employee is being separated from their current item, the appropriate reason code for the separation is entered in this field. NYSTEP separates the employee and if appropriate assigns a hold once the transaction is processed. If the separation is processed as a separate transaction, the reason 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>DSP</td> <td>DISC PROB</td> </tr> <tr> <td>MIL</td> <td>MIL</td> </tr> <tr> <td>PLR</td> <td>PLCMT ROST</td> </tr> <tr> <td>PXT</td> <td>PROB EXT</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, 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>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>RNI</td> <td>REASGN IN</td> </tr> <tr> <td>RTA</td> <td>RETRO COMM</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, 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)	DSP	DISC PROB	MIL	MIL	PLR	PLCMT ROST	PXT	PROB EXT	R54	REIN R5.4	RLV	REIN LV (if used to reinstate from an Appoint Leave, and the Reason code used for the appointment was one of the above.)	Reason Code	Short Description	DPD	DISPL DIR	DPR	DISPL RET	PRF	PREF	RDY	REDEPLOY	RNI	REASGN IN	RTA	RETRO COMM	SEA	SEASONAL	TRF	TR FUNCTION	TRL	TR LIST	RLV	REIN LV (if used to reinstate from an Appoint Leave, and the Reason code used for the appointment was one of the above.)
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Field	Description
Lv Ends	The Leave End Date for the Sep Reason. Action PLA requires entry in this field. Otherwise, NYSTEP will calculate the leave end date for the maximum allowable leave period or blank based on the Sep Reason code entered.

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 .

Field	Description
List #	(Eligible List Number) Required for DPT, IDP, MIL, OCM, POR, and 6MO.
Score	(Exam Score) Required for DPT, IDP, MIL, and OCM. 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.
Cert #	(Certification Number) Required if Type is Certified List. Optional if Type is Managed Placed or Decentralized Exam List. No entry is allowed for Decentralized List.
Vet Credits	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.
Source TC	(Source Title Code) 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. 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.
Submit	(Submit Button) 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.






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

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.

Comment	Description
#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.
#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.

Comment	Description
#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 **IAG** is used for an appointment of an Incumbent within their same agency or agency group. IAG appointments are processed through the **Other Transaction Request** menu option.

Below are the steps for an **IAG/APP/APT**. Steps may vary depending on the **Action/Trans Grp/Reason Codes** within the **Other Transaction Request** menu option.

1. Click 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 **IAG**. Press **Tab**.
5. In the **Trans Grp** field, enter the three-character transaction group code **APP**. Press **Tab**.
6. In the **Reason** field, enter the three-character reason code **APT**. Press **Tab**.



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

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 number for the position or click the  to select one. 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 title other than then 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**.
12. If **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 appointed 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/VRWS** field is gray.

If the employee will be working Part-Time, click the and select Part-Time. Press **Tab** to move to **%PT/VRWS** 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 on the **Shift** box to indicate Shift. Press **Tab**.
16. If the employee is being appointed under the provisions of Section 64.1C, click on the **64.1C** check box to mark. Press **Tab**.
17. If the employee is being appointed under Rule 5.8 click on the **Rule 5.8** check box to mark.
18. In the **Clrnc #** field, enter a valid clearance number. This field will be gray if there is a Phi Tag on the position. 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. **Prob Min** field, for JC 1 and JC 3, entry is required for Permanent and Contingent positions unless probation was waived. Under most other circumstances, if applicable, this field will be calculated by NYSTEP when the transaction is submitted or saved.
22. **Traineeship Ends** field, under most circumstances, if applicable, this field will be calculated by NYSTEP when the transaction is submitted or saved.
23. In the **Sep Rsn** field, enter the three character reason code to separate the employee from their current position or click the to display the list of available codes.
24. **Prob Ends** field, for JC 1 and JC 3, entry is required for Permanent and Contingent appointments unless probation was waived. Under most other circumstances, if applicable, this field will be calculated by NYSTEP when the transaction is submitted or saved.
25. If necessary, click on the **Transaction Comments** page tab and add any comments.




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

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

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

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

OR

28. Click  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. Refer to **Reviewing, Revising and Deleting Transactions** for further instructions.