

## How and When to Apply for a Salary Step

### When should I apply for a salary step?

All newly hired teachers and school-based staff reported their prior work experience in their online applications for employment. This information was automatically sent to the Office of Salary Services, which used it to assign your initial salary step and equate date. *Please note:* No additional action on your part is required.

Do not submit a separate paper-based salary step application providing the prior work experience you submitted in your online employment application. *Please note:* A duplicate submission will cause delays in processing.

The only reason to submit a separate paper-based salary step application is if you are a newly appointed/certified teacher and the prior work experience submitted in the online employment application was incorrect or incomplete. In this instance, the paper-based application must be received within six months of appointment to receive the retroactive pay (retroactive from your date of appointment). If you apply after six months, you will be issued a late filing date, and your first payment on the new salary step will begin on the first day of the month after the application was submitted. Late applicants are not eligible for retroactive pay.

### How do I apply for a salary step?

If the prior work experience you submitted in your online employment application was incorrect or incomplete, download and print a salary step placement form.

Completed paper-based applications can be submitted to the Office of Salary Services in one of two ways:

- § By certified mail (this is the preferred method)
- § In person at 65 Court Street Room 102, Brooklyn, NY 11201.

### What happens after I submit an application; how am I notified of a decision?

It takes approximately two to four weeks to evaluate the prior work experience you reported in your online employment application or paper-based salary step application.

If you submit a paper-based application, you will be mailed a postcard from the Office of Salary Services informing you that your application was successfully received. If you submit this application in person at 65 Court Street, you will receive this postcard in person at that time.

- § Appointed Teachers: After your application is processed, you will receive a Certificate of Salary Status in the mail. It will list the salary step on which you have been placed as well as the effective date of the salary step assignment and your equate date. This equate date is one of two dates in which you will automatically advance to the next salary step each year (the other is in March).
- § Non-appointed Teachers: After your application is processed, you will receive a Certificate of Salary Status in the mail. You may be granted a salary step (up to a

maximum of 4A) on this certificate, which will also contain the effective date of your salary credit. You will not be assigned an equate date.

Be sure to keep your certificate for reference purposes.

The salary corresponding to the salary step you have been assigned will appear in your paycheck within one to two pay periods.

If you submitted a paper-based application, any salary step increase you are granted will appear in four to six weeks. Any retroactive monies you are owed will appear in a paycheck approximately three pay cycles later.

If you submitted a paper-based salary step application late (after six months of appointment), your updated salary will not take effect until the first day of the month after the application was submitted. Late applications are not eligible for retroactivity to the date of appointment.



Department of  
Education  
Joel I. Klein, Chancellor

THE NEW YORK CITY DEPARTMENT OF EDUCATION  
DIVISION OF HUMAN RESOURCES, OFFICE OF SALARY SERVICES  
65 COURT STREET, ROOM 815  
BROOKLYN, NEW YORK 11201  
(718) 935-4000

**APPLICATION FOR SALARY STEP PLACEMENT**

Please complete this application if you have not indicated all of your work experience on your online application (TSN) and mail to address above.

**SECTION 1 - PERSONAL INFORMATION**

Name (Last, First, Middle Initial)	E-Mail Address	
Social Security Number	License under which currently serving	EIS Number
Mailing Address (Number, Street, Apt., etc.)		
City	State	Zip Code
School/Office	Borough	District/Region

**SECTION 2 - PRIOR TEACHING EXPERIENCE PERFORMED OUTSIDE THE N.Y.C. DEPARTMENT OF EDUCATION**

School Name & Complete Address	Name of Head of Institution	Subj./grade taught	Date of Employment FROM      TO		# of Days in School Year	Teaching Hours/Days

**SECTION 3 - PRIOR RELATED NON-TEACHING EXPERIENCE**

Name of Employer & Complete Mailing Address	Exact Title in Which Employed	Dates of Employment FROM      TO		Hours Worked Per Week

**SECTION 4 - PRIOR TEACHING EXPERIENCE PERFORMED FOR THE N.Y.C. DEPARTMENT OF EDUCATION**

School Name, Borough & District	License	Dates of Service FROM      TO		# of the Days Served	Type of Service (Reg/PD/Sub)

**SECTION 5 - APPLICANT'S DECLARATION AND SIGNATURE**

I understand that if any information or documentation provided as part of this application is found by the Chancellor or his designee to be fraudulent, forged, or altered, it will result in a denial of my application and may subject me to disciplinary action if I am already employed by the New York City Department of Education. I also understand I will have a chance to respond to any allegation that a document or information I have supplied is fraudulent, forged, or altered prior to any adverse action being taken against me. Finally, I understand that if any information or documentation submitted as part of this application is found to be fraudulent, forged, or altered after my application has been processed and I have received additional money as a result, I will agree to return, upon demand by the Department of Education, that amount of money received which is directly attributable to the fraud, forgery, or alteration by deductions from my paycheck, or alternate means if I so elect or if I am no longer employed by the Department of Education.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date