

PERSONNEL SERVICES BULLETINS (PSBs)

200-3

Subject: Late Filing of Promotion Examination Applications

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I. Policy

An employee who meets one of the following conditions may request, through the employee's Agency Personnel/Human Resources Office, permission to apply for a promotion examination after the application period has ended:

A. the employee was absent for reasons such as vacation, sick leave, or military duty for at least one-half of the application period and did not know about the examination before the end of the application period and seeks to apply before the date of the test; or

B. the employee was appointed or promoted to an eligible title after the application period closed but before the date of the test. Agency Personnel Officers/Human Resources Representatives who make promotions to eligible titles after the application period has closed and before the date of the test should inform the newly promoted eligibles of this procedure.

The Agency's Personnel Office/Human Resources must submit the request to the Department of Citywide Administrative Services (DCAS), as soon as possible after the employee becomes aware of the examination or is appointed to an eligible title in the line of promotion and before the date of the first test. DCAS will approve the Agency's request and allow the employee to apply for a promotion exam late by email. DCAS will ask the Agency to ensure the employee already has or creates an account in the Online Application System (OASys) at www.nyc.gov/examsforjobs. Once the employee has established that an OASys account is active, DCAS will inform the employee that the exam is open and that the application process must be completed online through OASys. The employee can pay the application fee or receive a waiver through any of the established payment/fee waiver methods in OASys.

II. Procedure

A. Agency Personnel Officers/Human Resources Representatives must email (OASys@dcas.nyc.gov) or hand-deliver (1 Centre Street, 14th floor, Room 1448, New York, NY 10007) to DCAS requests for their employees to late file. If emailing the

request, the exam title, exam number, and the words Late Filing must be in the subject line of the email. **Paper applications, payments or documentation, and any other required forms should no longer be provided to employees.**

B. Once DCAS approves the late filing requests and the employee has an account in OASys, DCAS will enable the employee to submit a late application through OASys. The employee must submit all required information and pay the fees or request fee waivers within the system.

C. An employee who has completed the late filing process more than 30 days before the first test date will receive an Admission Notice through the United States Postal Service delivery and in OASys.

D. An employee who has completed the late filing process less than 30 days before the first test date will receive an email from DCAS with the Admission Notice attached.

Lisette Camilo
Commissioner

Inquiries: Administration, Customer, and Exam Support (212) 386-1708 or
OASys@dcas.nyc.gov