



OPEN MARKET TRANSFER SYSTEM

DIVISION OF HUMAN RESOURCES

OFFICE OF FIELD AND INFORMATION
SERVICES (OFIS)

April 2025

Agenda- Open Market 2025 Launch Presentation

- 1 OMT Overview, Launch Timeline, and User Roles
- 2 OMT Application Features and Functions – Principal's View
- 3 Intending OMT Applicants in Galaxy
- 4 Leveraging the Open Market Transfer System to Connect with Internal Candidates
- 5 Galaxy and Budget Considerations
- 6 Application Access and Support

Purpose of Open Market Transfer System:

- Supports the open market hiring process by increasing opportunities for experienced teachers and other staff
- Provides wider placement choices for both staff and schools
- This system helps to facilitate matches
- Facilitates transfers within the same license area, not intended for transfers that require a license change

Calendar

- **Wednesday, April 9, 2025** @ 9:00 AM - Open Market Hiring System launches
- **Thursday, August 7, 2025** @ 5:00 PM - Open Market Hiring System closes

Who can apply through the Open Market Transfer System?

Who can use the OMT System?

The OMT is open to all regularly appointed UFT titles seeking transfer, including:

- ✓ Teachers,
- ✓ Guidance Counselors,
- ✓ School Secretaries,
- ✓ Lab Specialists,
- ✓ School Psychologists,
- ✓ Speech Improvement,
- ✓ School Social Workers,
- ✓ Attendance Teachers, and
- ✓ UFT Paraprofessionals.

How can Applicants access the OMT System and what can they do?

- Applicants must register in the OMT system to view vacancies entered by principals into the school's Galaxy Table of Organization (T.O.).
- They can upload resumes, cover letters and enter alternate contact details in addition to the pre-loaded NYCPS contact information.
- Applicants can apply to vacancies entered in Galaxy or directly to the school DBN.

1 OMT Overview, Launch Timeline, and User Roles

What is a Principal's Role in OMT?

- **Enter vacancies in Galaxy** including detailed descriptions which are then available in the Open Market Transfer System
- **View detailed profiles of school based-staff** seeking transfer to your school, including:
 - Resume, Cover letter & Applicant Statements
 - State Certification & City License Information
 - Probation Status
 - Rating History
 - Seniority
 - Service History
- **Filter and search for school-based staff who have applied to your school**
 - School-based staff can apply to published vacancies and/or directly to schools by DBN
- **Send email communication to applicants**
- Begin the transfer process in Galaxy by adding the intended employee's information
- Generate and sign OMT Agreement Form (principal and teacher). Maintain a copy at school

1 OMT Overview, Launch Timeline, and User Roles

What is an HR Director's Role in OMT?

- **Assist Principals in creating vacancies** in Galaxy with detailed vacancy information
- **Help navigate the OMT system and answer any questions**
- **May assist the principal to identify and screen qualified applicants** who have applied to schools and vacancies.
- **Provide technical support and escalate issues**

Home Page



Home Applicants & Vacancies Recall List All Excessed Staff Reports Users Help Contact Support

[Log Out](#)

Welcome : RENEE HARPER (ADM)

Notes to Principals

Employee Ratings:

Principals must first review the performance ratings for all potential OMT transfer candidates. To review, select *"Applicant Search"* or the *"All Excessed Staff"* report in the OMT top menu. Enter the EIS ID for the candidate, and then locate the name of the candidate in the search results to access their profile. We also strongly urge principals to contact the applicant's existing school principal to assess if the candidate will be a good fit for your school.

View Applicants and Vacancies:

To view applicants and/or vacancies, click on the *"Applicants & Vacancies"* link from the top menu. All vacancies and vacancy details must be declared in Galaxy before they are viewable by applicants in OMT. Please contact your Human Resources Director to determine a candidate's qualifications/eligibility. Once an applicant is selected for hire, the candidate must be intended in Galaxy to initiate the hiring process.

Selecting/Intending OMT Applicants in Galaxy:

After the OMT applicant has been intended, the Galaxy Personnel Details screen will display the transfer type *"Open Market Transfer"*.

Once you initiate a transaction to intend the applicant in Galaxy, there will be a fully populated OMT Agreement available. The OMT Agreement **must** be signed by both the Principal and Applicant to finalize the transfer and make it official.

Please remember, after you have identified a candidate that you would like to hire, you must initiate the appropriate transaction in Galaxy in a **timely manner**, to allow the candidate's former school sufficient time to fill his/her vacancy.

For more information, please view additional Open Market information available on the [InfoHub](#).

Find Staff in Excess:

To view a citywide list of staff in excess, select the *"All Excessed Staff"* link from the top menu. Limited details will be available for staff that have not yet applied for transfer through the OMT system.

Title and License Changes:

Selections that will require a Title or License change are **not** to be processed as OMT transfers. Please contact your Human Resources Director for assistance on Title and License needs of your school.



Note: The School Principal role is used for this demonstration

Applicant Search



Home Applicants & Vacancies Recall List All Excessed Staff Reports Mass Emailing Help Contact Support

Welcome : BBPOOSH1 BBPOOSH1 (PR)

Applicant Search Vacancy Search

Applicant To Location:

Cluster: Network:

District: Location:

15 K001 - P.S. 001 The Bergen

Application(s) Submitted:

Title of Vacancy:

Level of Vacancy:

Job ID:

Applicant Information:

EIS ID: First Name: Last Name:

Current License: Current Title Category:

Applicant Status:

Review Category: ☐ 1-Follow-up ☐ 2-Possible follow-up ☐ 3-No follow-up ☐ Gifted & Talented ☐ Bilingual

Search Reset

MAKE YOUR SELECTION(S) IN GALAXY

Remember, selection of candidate(s) must be made by entering employee info in Galaxy; Selection is not made in the OMT. For assistance, contact your Network officer.

Applicants

Export Applicants to Excel

Last Name	First Name	EIS ID	Current Title	Gifted	Bilingual	Current License	Current Rating	Status	Review Category	Edit Review Categories	Applicant Statements	Applicant Profile	Applications
			SCHOOL SOCIAL WORKER	N	N	0756 - SCHOOL SOCIAL WORKER		Available			View Statement	View / Print	View
			TEACHER	N	N	642B - MUSIC		Selected			View Statement	View / Print	View
			TEACHER	N	N	781B - COMMON BRANCHES		Selected			View Statement	View / Print	View
			TEACHER	N	N	691B - SOCIAL STUDIES		Available			No Statement	View / Print	View
			TEACHER	N	N	781B - COMMON BRANCHES		Available	1-Follow-up		View Statement	View / Print	View

Export Applicants to Excel

OVERVIEW

Applicant Search displays candidates that have submitted applications to published vacancies or to the school DBN

Tip: To view all who have applied to your school, click on the **Search** button without setting any filters.

- Clicking on an applicant's name or on the **View** link in the Applicant Profile column directs users to a printable applicant profile with detailed information about the candidate
- Review Categories** can be used to categorize applicants who have been screened. Click on the Pencil icon in the search results grid, select a Review Category then click the checkbox icon to save your changes
- Applicant Statements - Click on **View Statement** link to view applicant responses
- The Applications **View** link displays the Vacancies that the applicant applied to. Clicking on the link will display the applications in the second grid
- Export Applicants to Excel** button - Use this to Export Vacancy and Applicant search results to Excel

Vacancy Search

OVERVIEW

Vacancy Search will display all Open Market vacancies the school declared in the Galaxy system for your location.

- Vacancy Searches can be performed using Vacancy Location and/or Vacancy attribute filters
- Vacancies, including detailed descriptions, are entered in Galaxy and displayed in OMT
- The *Applicants View* link displays applicants who applied to the vacancies in the second grid
- *Export to Excel* option - Use this to export vacancy and applicant search results to Excel
- Applicant specific Resumes and Cover Letters are attached to the application record. Applicants can submit customized resumes and cover letters for each application

NYC Department of Education Open Market Transfer [Log Out](#)
Welcome : BBPOOSH1 BBPOOSH1 (PR)

Home Applicants & Vacancies Recall List All Excessed Staff Reports Mass Emailing Help Contact Support

Go to Applicant **Vacancy Search**

Vacancy Location:

Cluster: Network:

District: Location:

Vacancy Information:

Title of Vacancy:

Level of Vacancy:

Job ID:

MAKE YOUR SELECTION(S) IN GALAXY
Remember, selection of candidate(s) must be made by entering employee info in Galaxy; Selection is not made in the OMT. For assistance, contact your Network officer.

Vacancies

Job Id	Cluster	Network Code	District	Location	Title of Vacancy	Subject of Vacancy	Level of Vacancy	LOI	Approved Vacancies	Vacancy Details	Applicants
GA54	Cluster 04	N409	15	K001 - P.S. 001 The Bergen	Paraprofessional	ED PARA - ANNUAL IEP	Elementary	English	Yes		View

Display # of records: 20 1 items in 1 pages

Applicants

Cluster Code: CL04 Network Code: N409 District: 15 Location: K001 Title: Paraprofessional Subject: ED PARA - ANNUAL IEP LOI: English

Last Name	First Name	EIS ID	Current Title	Gifted	Bilingual	Current License	Current Rating	Status	Review Category	Edit Review Categories	Applicant Statements	Resume	Cover Letter	Applicant Profile
			TEACHER	N	N	751B - COMMON BRANCHES		Selected			View Statement	View/Print Resume	View/Print Cover Letter	View/Print Profile
			TEACHER	N	N	751B - COMMON BRANCHES		Available	1-Follow-up		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	View/Print Resume	View/Print Cover Letter

Display # of records: 20 2 items

OMT Job Vacancy Description Entry in Galaxy

OVERVIEW

OMT Job/Vacancy Description

Enter an OMT job/vacancy description using up to 500 characters in free form text that will appear on the vacancy as advertised in OMT.

Report an Issue...

Personal/Job Details

Organization: 03M149-PS 149 SOJOURNER TRUTH P-Number: Item Number:

Title: Teacher - Regular Grades Job Code: Suffix: 00

Effective: Staffing Status: Pay Class: Y

Intended SSN : Intended PRI : Intended Name : DeNardo, Paul

Home Loc: 03M149

Galaxy Title ID: TRTRQ EIS Title ID: TRTRQ Eff Date: 0 End Date: 0 Title Type: Q-Bank Annual Line Id: 3001

Position Info

Office Titles:

Functions:

OMT Job Description: Enter detailed vacancy information for OMT here

Add Comments Save Cancel

Applicant Profile/Details

Applicants

[Export Applicants to Excel](#)

Last Name	First Name	EIS ID	Current Title	Gifted	Bilingual	Current License	Current Rating	Status	Review Category	Edit Review Categories	Applicant Statements	Applicant Profile	Applications
			TEACHER	N	N	781B - COMMON BRANCHES		Selected			View Statement	View / Print	View
			TEACHER	N	N	781B - COMMON BRANCHES		Available	1-Follow-up		View Statement	View / Print	View

Display # of records: 20

2 items in 1 pages

APPLICANT DETAILS

Applicant Details

[Close Window](#) [Print Applicant Profile](#)

Personal Information

Full Name:
EIS ID:
Address:
Alternate Address:
Home Phone:
Cell Phone:
Contact Email:

Employee Information

Current Location:
Current Title:
Applicant Status:
Language Skills (Self-reported):
Projected Salary:

Cluster , Network , District , ()
TEACHER (TRTRQ)
Available
\$74,796

- [License/Certification](#)
- [Probation/Rating Information](#)
- [Service History](#)
- [Applicant Statements](#)
- [Applications/Resumes](#)

OVERVIEW

Access the Applicant Profile by clicking on the applicant's name or on the **View** link in the *Applicant Profile* column of the results grid

- The **Personal and Employee Information** sections display applicant contact and current service information
- The **License/Certification** section displays the applicant's current appointed license and active state certifications
- The **Probation/Rating Information** section displays rating history and current probation status
- The **Service History** section displays the applicant's NYCPS service history including all locations worked

Applicant Profile/Details cont'd

APPLICANT DETAILS

+ License/Certification

+ Probation/Rating Information

+ Service History

- Applicant Statements

This section is optional for applicants to complete.

Name: HAYWOOD, NAITA

EIS No.: 0847060

Describe two professional strengths or skills that you will bring to a school community.

test 1

Describe one area where you hope to develop and grow as a teacher.

test 2

Describe the environment, culture, and opportunities you are seeking in a school community.

test3

- Applications/Resumes

Job ID	BCO	SST	District	Location	Title	Subject	LOI	Vacancy Details	Date Application Submitted	Resume	Cover Letter
HJPPY	XFSC	XR06	07	X001 - P.S. 001 Courtlandt School	Paraprofessional	Education Para - Annual Non-IEP			03/22/2024	View/Print Resume	No Cover Letter

OVERVIEW

- The **Applicant Statement** section displays the applicant's responses to the optional Applicant Statement questions
- The **Applications/Resumes** section will display applications for each Principal's location. Central users and HR Directors can view all applications submitted. Links to cover letter and resume submitted for each application are in the last two columns

All Excessed Staff Screen

NYC Department of Education Open Market Transfer [Log Out](#)

Home Applicants & Vacancies Recall List **All Excessed Staff** Reports Mass Emailing Help Contact Support

Welcome : BBPOOSH1 BBPOOSH1 (PR)

All Excessed Staff

Location Information:

Cluster: Network:

Seniority District: Excessed From Location:

Borough:

Applicant Information:

EIS ID: First Name: Last Name:

Current License: Current Title Category:

Applicant Status:

☐ Gifted & Talented
☐ Bilingual

All Excessed Staff

Last Name	First Name	Current Title	Current License	Gifted	Bilingual	Current Rating	Submitted Application?	Status
		TEACHER	5255 - BIOLOGY AND GENERAL SCIENCE				NO	Available
		TEACHER	6255 - MATHEMATICS				NO	Available
		GUIDANCE COUNSELOR	2517 - GUIDANCE COUNSELOR				NO	Available
		SCHOOL SECRETARY	4105 - SCHOOL SECRETARY				NO	Available
		GUIDANCE COUNSELOR	2515 - GUIDANCE COUNSELOR				NO	Available
		ASSISTANT PRINCIPAL	AP04 - A P DES/IS/HS				NO	Available
		TEACHER	7515 - COMMON BRANCHES				NO	Available
		GUIDANCE COUNSELOR	2502 - BILINGUAL GUIDANCE COUNSELOR(SPAN)				NO	Available
		TEACHER	5015 - ACCOUNTING AND BUSINESS PRACTICE				NO	Available
		ASSISTANT PRINCIPAL	AP04 - A P DES/IS/HS				NO	Available

Display # of records: 10 940 items in 94 pages

OVERVIEW

The **All Excessed Staff** screen displays all citywide OMT eligible employees who are currently in Excess

- Users may use the filters to narrow their search
- Excess employees will appear on the list after their excessing is approved in Galaxy
- Clicking on an employee's name directs users to the employee's profile
- **Export to Excel** - Use this option to export search results to Excel

Mass Emailing to Applicants

OVERVIEW

The '**Mass Emailing to your Applicants**' screen allows principals to respond to multiple applicants

- A record of all applicants previously emailed is displayed here. The summary is sorted by date. Clicking on the **# of Emails Sent** displays the email recipients
- The **Review Category** filter enables mass emailing to applicants according to their Review Category. This is an optional selection. Leaving it as "Select >>" will display all applicants regardless of their Review Category
- Use the Add & Remove buttons to select applicants for emailing. The added applicants will appear in the box on the right
- Enter the subject and message of the email. Emails will be sent from the Principal's NYCPS email address

NYC Department of Education Open Market Hiring

Home Applicants & Vacancies Recall List All Excessed Staff Reports **Mass Emailing** Help Contact Support

Welcome : BBPOOSH1 BBPOOSH1 (PR) [Log Out](#)

Mass Emailing to your Applicants

Applicants Emailed:

of Email Sent: 2

Display # of records: 5

Review Category:

Applicants:

1-Follow-up
2-Possible follow-up
3-No follow-up

Subject:

Message:

Submit

Name	Email Address	Email Sent On
4896002 6476	4896002@nycps	03/22/2012
ZA		

Reports - Selected Applicants



Home Applicants & Vacancies Recall List All Excessed Staff Reports Users Help Contact Support

Open Market Trans

Log

Welcome : CMS1FNAME CMS1LNAME (A

OVERVIEW

The **Selected Applicants** Report includes applicants that have been selected and are currently intended or finalized in Galaxy.

Columns **Effective Date** and **Reason Code** have been added to the Selected Applicants report. These columns will indicate the EIS finalization status of the applicant.

When **Effective Date** is **9/2/2025** and **Reason Code** is 'TOM' the staffing transaction has finalized in EIS.

Selected Applicants

Selected Applicants

Recall List Contacts

Location Information:

Borough Citywide Office:

Search BCO

School Support Team:

Search SST

District:

Search District

Location:

Search Location

Applicant Information:

EIS ID:

Enter EIS ID

First Name:

Enter First Name

Last Name:

Enter Last Name

Selected License:

Search Selected License

Vacancy Information:

Vacancy Type:

Select Vacancy Type

View Report Reset

Selected Applicants

Applicant's Name	EIS ID	Email	Current BCO	Current SST	Current District	Current Location	Current Title	Current License	Seniority	EIS
Abbas, Mouafek	0863741		KFSS	KU01	10	X244	TRTRQ	MATHEMATICS	090327	N
ABBAZIA III, JAMES	0938749		KFSS	KU01	73	K563	TRTRQ	PHYSICAL EDUCATION		Y
ABDELSAYED, SYLVIA	2665090		KFSS	KU01	31	R049	TRTRC	ENGLISH AS A SECOND LANGUAGE	031000	N
Abdullah, Miriam	0909131		ACES	AC04	71	M402	TRTSQ	SPECIAL EDUCATION	031000	N
Abrahams, Althea	0606074		MFSC	MR02	06	X132	TRTRQ	COMMON BRANCHES	030118	N
Abramsohn, Lindsay	0019729		QFSN	QR03	20	K259	TRTRQ	MATHEMATICS	130000	N
ABREU, JOSELY	2682546		MFSC	MR02	97	M094	AMEXP	PARA/PROFESSIONAL - PERSONNEL		N
ACEVEDOGONZALES, SANDRA	0767710		RFSC	RR02	15	K169	TRTRQ	COMMON BRANCHES	210426	N
ACOSTA, DIANA	2650270		XFSC	XR04	09	X443	TRTRQ	BILINGUAL COMMON BRANCHES SPANISH		N
Acosta, Ricardo	2505531		MFSC	MR05	27	O197	TRTRQ	COMMON BRANCHES	061000	N

Display # of records: 10

All Reports Menu – Admin View

The following reports are available in the Open Market System. Users have the option to filter data on the screen and export reports into Excel.

The reports available to principals are marked with an asterisk (*)

Report Name	Description
Executive Summary	High level summary of applicants, applications, and vacancies
Applicants To School Summary	Lists total applicants per school, per title
Applicants From School Summary	Lists total applicants applied from school
Applications From/To Location Summary	List total of applications received per school
Applications From/To Location counts	Displays # of applicants from a location that applied to a specific location
Applications From/To Location Details	Displays every application sent from location and sent to location
Vacancy Summary	List total Approved and Unapproved vacancies by district and school
Excess Staff Applicants Summary	Daily Excess counts
Selected Applicants *	List details of all selected applicants (e.g., contact info, title, current license, selected License, current location, selected location & date, seniority and EIS finalization status)
Excessed Staff	Lists details of all excessed staff. (e.g., title, projected salary, subsidy, status, and ratings)
Recall List Contacts *	Displays the contact information for all individuals on the Recall List

3 Intending OMT Applicants in Galaxy

SELECTING OMT APPLICANTS IN GALAXY

PSI Detail Frame

myGalaxy Personnel Details

Report an Issue...

Personal/Job Details

Organization: 01M015-PS 015 ROBERTO CLEMENTE P-Number: Job Code: NA Item Number: 00
Title: Teacher - Regular Grades Job Code: NA Suffix: 00
Effective: 09/02/2025 End Dt: 06/30/2026 Staffing Status: NA Pay Class: Y
Intended SSN : Intended Name :
Intended PRI :
Home Loc: 01M015
Galaxy Title ID: TRTRQ EIS Title ID: TRTRQ Eff Date: 09/02/2025 End Date: 06/30/2026 Title Type: Q-Bank Annual Line Id: 3001

Please Select a Vacancy Option:

☒ Is this Vacancy for a New Employee?
☐ Is the Vacancy for a Person Currently working in Your School?
☐ Is this a Vacancy for an Employee who is working or has worked at the Department of Education?

Close Next

PSI Detail Frame

myGalaxy Personnel Details

Report an Issue...

Personal/Job Details

Organization: 01M015-PS 015 ROBERTO CLEMENTE P-Number: Job Code: NA Item Number: 00
Title: Teacher - Regular Grades Job Code: NA Suffix: 00
Effective: 09/02/2025 End Dt: 06/30/2026 Staffing Status: NA Pay Class: Y
Intended SSN : Intended Name :
Intended PRI :
Home Loc: 01M015
Galaxy Title ID: TRTRQ EIS Title ID: TRTRQ Eff Date: 09/02/2025 End Date: 06/30/2026 Title Type: Q-Bank Annual Line Id: 3001

Your Choice: Vacancy for a New Employee

Do you know the SSN of the prospective Employee?
(The SSN is required to reserve a vacant position for the new employee)
Enter SSN: Yes No

Previous Start Over Next

STAFFING STEPS

After selecting the title of the Galaxy vacancy, the vacancy wizard will display the screens on the left. To intend OMT applicants select the following options:

1. Select Vacancy Option **"Is this a Vacancy for an Employee who is working or has worked at the Department of Education?"**
2. When staffing OMT Transfers **always** select **"No"** for **"Is this vacancy for an employee who is returning from leave or sabbatical?"**

3 Intending OMT Applicants in Galaxy - revised

SELECTING OMT APPLICANTS IN GALAXY

The screenshot shows the 'myGalaxy' Personnel Details form. The 'Personal/Job Details' section includes fields for Organization (11X111-PS 111 SETON FALLS), Title (Teacher - Regular Grades), Effective date (09/02/2025), End Dt (06/30/2026), Intended SSN, Intended PRI, and Home Loc (11X111). A dropdown menu for 'Please select Transfer Reason' is open, listing various reasons. 'OPEN MARKET TRANSFER' is highlighted. Other fields include Galaxy Title ID (TRTRQ), EIS Title ID, and Item Number (00).

[Select Transfer Reason]
TRANSFER TO ADVERTISED POSITION
ADMINISTRATIVE TRANSFER
ADMINISTRATIVE TRANSFER AFTER "U" RATING
EXCESS RIGHT OF RETURN
EXCESS WITHIN DISTRICT
COURT DECISION, ARBITRATION OR GRIEVANCE
HARDSHIP TRANSFER
TO STAFF NEW SCHOOL TRANSFER
TRANSFER VOLUNTARY EXCESS - MORE SENIOR
OPEN MARKET TRANSFER
TRANSFER FOR NON OMTS TITLE
CONVERSION TO FULL TIME ED PARA
ATR EXCESS SUBSIDY TRANSFER
ATR Staffing Option
DHC Only
TRANSFER TITLE CHANGE (NO APP REQUIRED)
OPEN MARKET TRANSFER

STAFFING STEPS

Transfer Reason

From the Transfer Reason dropdown select **"OPEN MARKET TRANSFER"**

The screenshot shows the 'myGalaxy' Personnel Details form with the 'Please select Transfer Reason' dropdown set to 'OPEN MARKET TRANSFER'. The 'Name' field is filled with 'Simmons, DaRay'. A confirmation dialog box is displayed, stating: 'You have selected Open Market Transfer. By clicking OK you are confirming you have vetted this applicant for your school (e.g. checked reference from current school, ratings, service history, etc.) AND the applicant has agreed to the transfer.' The dialog has 'Confirm' and 'Cancel' buttons.

You have selected Open Market Transfer. By clicking OK you are confirming you have vetted this applicant for your school (e.g. checked reference from current school, ratings, service history, etc.) AND the applicant has agreed to the transfer.

Confirm Cancel

Confirm

Click **Confirm** to agree that you have vetted the Applicant **AND** that the Applicant has agreed to the transfer.

3 Intending OMT Applicants in Galaxy

SELECTING OMT APPLICANTS IN GALAXY

STAFFING STEPS

Confirmation

After the OMT applicant has been successfully intended in Galaxy, the Galaxy Details screen will display the Transfer Reason:

Open Market Transfer

To access the Galaxy Details screen left mouse click the bobble head on the vacancy in your Galaxy Table of Organization and click on **Details**

To access the **Personnel Details** screen, click on the intended person's name on the job in the TO.

Item Details

Job ID:	N2AFL	Title:	TEACHER - REGULAR	Person Name:	
Item No:	516	Object Code:	GRADES	Employee ID:	
Sequence Number:	1	Line:	005	PRI (EIS ID):	
Effective Date:	09-02-2025	Galaxy Modification Status:	P	P-Number:	
End Date:	06-30-2026	Last Transaction Type:	Approved by District / Pending Final Approval	Designation:	
EIS Status:		ATR Placement Type:	New Item	Transfer Reason:	Open Market Transfer
Program Reporting Code:	I013	Program Reporting Code Description:	Single Funded		

HR Status

Applicant Data : No information available.
MQ Status : Not Received
Fingerprint Status : Received.
Transaction Status : There is no HR transaction in process.
*The Transaction Status will only be available for H/Z bank and Pay Cycle S

3 Intending OMT Applicants in Galaxy

Galaxy – OMT Validation Messages

mygalaxy.nycenet.edu says

The employee you have selected for OMT transfer is currently working in a different title. You cannot intend this person as an OMT Transfer with this title.

OK

PSI Detail Frame

myGalaxy

Personal/Job Details

Organization: 11X111-PS 111 SETON FALLS P-Number: Item Number: 00

Title: Teacher - Regular Grades Job Code: NA Suffix: Pay Class: Y

Effective: 09/02/2025 End Dt: 06/30/2026 Staffing Status: NA

Intended SSN: Intended PRI: Intended Name:

Home Loc: 11X111

Galaxy Title ID: TRTRQ EIS Title ID: TRTRQ Eff Date: 09/02/2025 End Date: 06/30/2026 Title Type: Q-Bank Annual Line Id: 3001

Position Info

Office Titles:

Your Choice: Is this vacancy an Employee who is returning from leave or sabbatical - [No]

Please Enter SSN or EIS ID: Enter SSN: Or EIS ID:

Name:

Please select Transfer Reason: OPEN MARKET TRANSFER

VALIDATION MESSAGES

Galaxy validations

- A. Title of Vacancy must be the same as the applicant's current title. **A pop-up will appear if there is a title mismatch, and you will NOT be able to intend the candidate on the vacancy.**
- B. The candidate must be registered in OMT with at least one completed application in the current year. **A pop-up will appear if the candidate did not submit an OMT application and you will NOT be able to intend the candidate on the vacancy**

mygalaxy.nycenet.edu says

This person cannot be selected into this vacancy. During the Vacancy Forecasting Period only [OMTS applicants] may be selected into vacancies.

OK

PSI Detail Frame

myGalaxy

Personal/Job Details

Organization: 11X111-PS 111 SETON FALLS P-Number: Item Number: 00

Title: Teacher - Special Ed Line 3101 Job Code: NA Suffix: Pay Class: Y

Effective: 09/02/2025 End Dt: 06/30/2026 Staffing Status: NA

Intended SSN: Intended PRI: Intended Name:

Home Loc: 11X111

Galaxy Title ID: TRTRQ EIS Title ID: TRTRQ Eff Date: 09/02/2025 End Date: 06/30/2026 Title Type: Q-Bank Annual Line Id: 3101

Position Info

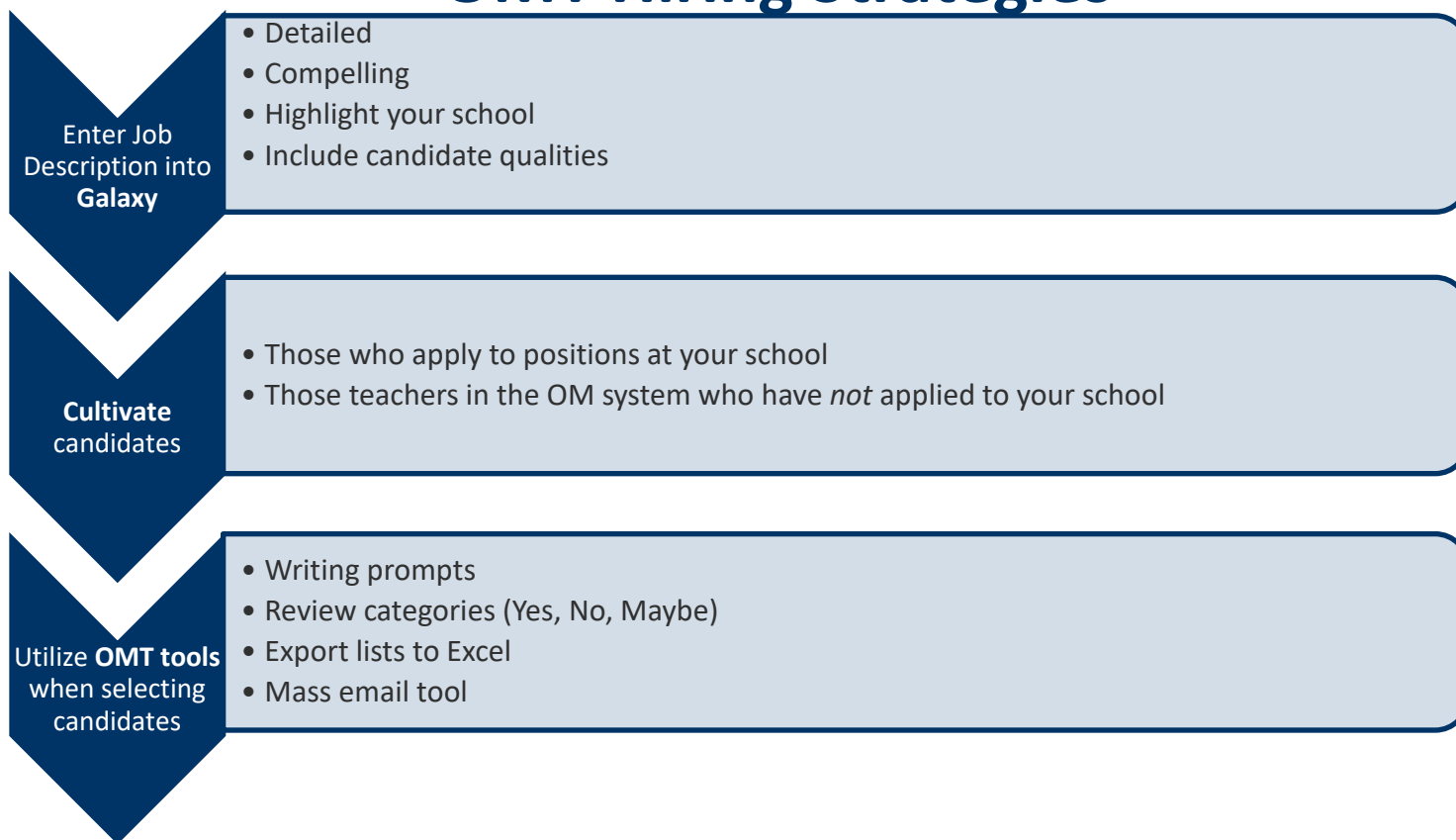
Office Titles:

Your Choice: Is this vacancy an Employee who is returning from leave or sabbatical - [No]

Employee in School

Please Enter SSN or EIS ID: Enter SSN: Or EIS ID:

OMT Hiring Strategies



Teacher Recruitment and Quality (TRQ) Information:

Please contact other DHR offices via the [Hiring Manager Contact form](#).

For more information on new teacher hiring, visit TRQ's online resource center [H.I.R.E. Connections](#).

OMT Hiring Strategies

Strategy #1 – Attract the Right Candidates

OMT is an active marketplace where you want your positions to offer information front and center for candidates to see.

Creating descriptive and compelling job postings will increase the number of potential right-fit candidates applying to the position, and those who will express genuine interest in working in your school community.

Compelling Job Postings are:

Concise

- 500-character limit

Detailed

- Essential facts

Focused on specific teacher qualities

- Communicate your values

Unique to your school

- Stand out from the rest

OMT Hiring Strategies

Strategy #2 – Proactively Cultivate Candidates

There are two sets of candidates in OMT:

- those who apply to a position in your school and
- those who do not.

It's important that you have a plan for recruiting both groups.

Cultivate those that apply

Most candidates are applying to multiple positions, and they are visible to every principal in OMT (except for their own school). Once you receive an application, it's important to begin cultivating that candidate immediately.

Search for additional candidates

There are many quality candidates who may not apply directly to your position, but they may in fact be a great fit for your school.

OMT Hiring Strategies

Strategy #3 – Select the Right Candidate

Be sure to use the features in OMT to help you efficiently identify the right candidate

Review Applicant Statements

- Applicants are given the option to respond to three writing prompts.

Add Candidates to Review Categories

- The 'Review Category' helps you to group candidates into Yes, No, and Maybe.

Export Lists to Excel

- OMT allows you to export a list of candidates into a spreadsheet.

Take Advantage of the Mass Email Tool

- OMT allows you to send emails through the system to one or more candidates at a time.

What is the difference between forecast vacancies on the Galaxy Table of Organization, and a real vacancy which has been budgeted and approved after the allocation is issued?

- **Forecast vacancies** on the Table of Organization in Galaxy are a special mechanism for schools to create *unapproved vacancies in advance of the budget allocation*.
- This mechanism enables principals to post vacancies in the OMT system and begin to actively recruit and interview experienced candidates as early as possible.
- Staff can apply to schools **regardless** of whether a vacancy has been posted.
- Once the allocations are issued for FY 2026, the forecast vacancy mechanism will be disabled.
- At that time, principals will create regular, fully-funded, vacancies based on the school's budget availability. All vacancies will be posted to the OMT system upon approval by the DSLFT Budget Director.

What are the Special Allocation Categories Used to Create Forecast Vacancies?

	Unapproved Forecast Vacancies	Approval Required Vacancies for OMT Hires
Districts	Special Allocation Category (AC) Used Prior to Initial Allocation Release	Allocation Category After Initial Allocation Release*
01-32 Schools	TL Forecast Vacancies	TL Fair Student Funding /(HS)
01-32 Schools	TL Forecast Vacancies Class Size (NEW)	C4E Class Size Reduction Targets
01-32 Pre-K Centers	TL Forecast Vacancies Pre-K Centers	4K Pre-K Centers
33	TL Forecast Vacancies	TL Steam HS
79	TL Forecast Vacancies D79	TL Instructional Programs D79
97	TL Forecast Vacancies CW	TL Instructional Programs CW

TL Forecast Vacancies ACs will have only \$1 allocated, however, schools can create as many forecast vacancies as they anticipate needing, and expect to be able to afford, when their actual allocation is received.

**Principals must submit these funded vacancy items for approval by their DSLFT Budget Director.*

How will Forecast Vacancies be Valued?

Forecast vacancies created with the TL Forecasted Vacancies allocation categories will have the following job values:

- **Teachers:**
 - **Existing Schools (District 1 – 33, 79 & 97):** FY 2026 school average teacher salary (ATS).
 - **Class Size (Districts 1-32):** This program's default vacancy rate is \$74,984.
 - **Pre-K Centers (District 1 – 32):** FY 2026 Pre-K Center average teacher average.
 - **New schools:**
 - For FY 2026, the District 1-32 new school average teacher salary is \$97,973.
 - District 97 new school average teacher salary is \$107,241.
- **Non-Teacher Titles Eligible to be Hired in OMT:**
 - If the candidate is not known, the default rate for the title will be used.
 - If the hire is known, the person's own forecast actual salary, which reflects known salary events including all current collective bargaining rates for FY 2026.

Regular vs. Class Size Forecast Vacancies

	Forecast Vacancies (FV)	
	Regular	Class Size
Allocation Categories	TL Forecast Vacancy	TL Forecast Vacancy Class Size
Titles	All UFT Titles	Teacher - Regular Grades Class Size Teacher - Special Ed Line 3101 Class Size Teacher - Bilingual Class Size Teacher - Regular Grades - ESL Class Size
Employee Status	Current Active UFT Members	Current Active Teachers
Teacher Salary	Average	Actual
OMT Job Description	Enter Job Description especially if staff is an itinerant	Enter "Class Size Reduction"

5 Galaxy and Budget Considerations

How Do I Create the Forecast Vacancy on the T.O.?

- Select “**New Item**” on the **blue** menu bar and continue creating the forecast vacancy with the parameters of the position needed.
- You can enter a brief job description in Galaxy directly on the Personnel Details screen while you are creating the vacancy.
 - These details will appear in OMT.
 - Details are particularly important for itinerant positions. Be sure to indicate any other schools that will be sharing the position.
- Once completed, click the **Save** button.
- Since there is no real funding supporting the forecast vacancy, it does not appear in approved condition on the T.O. and will remain in “**Update**” status (**blue**).
- Information about the forecast vacancy will be sent to OMT, and the vacancy will be posted there for your school. Note that vacancies will be seen in OMT after an overnight process.

The image displays two screenshots of the Galaxy system interface, illustrating the steps to create a forecast vacancy.

Top Screenshot: The 'Personal/Job Details' section is visible, showing fields for Organization (11X111-PS 111 SETON FALLS), Title (Teacher - Regular Grades - Esl Class Size), Effective date (09/02/2025), End Date (06/30/2026), Intended SSN, Intended PRI, Home Loc (11X111), P-Number, Job Code (NA), Item Number (00), Staffing Status (NA), Pay Class (Y), and Intended Name. Below this, the 'Position Info' section is partially visible. A dialog box titled 'Please Select a Vacancy Option:' is open, with three radio button options: 'Is this Vacancy for a New Employee?', 'Is the Vacancy for a Person Currently working in Your School?', and 'Is this a Vacancy for an Employee who is working or has worked at the Department of Education?'. A red arrow points to the 'Close' button in the dialog box.

Bottom Screenshot: The 'Personal/Job Details' section is again visible, with the same fields as the top screenshot. Below it, the 'Position Info' section is more prominent, showing 'Office Titles', 'Functions', and 'OMT Job Description'. A red arrow points to the 'OMT Job Description' field, which contains the text 'Enter your job description here and save'. Another red arrow points to the 'Save' button at the bottom right of the screen, next to 'Add Comments' and 'Cancel' buttons.

Personnel/Job Details Screen Validations

Report an Issue...

Personal/Job Details

Organization: 03M149-PS 149 SOJOURNER TRUTH P-Number: Job Code: Item Number: 00
 Title: Teacher - Regular Grades Job Code: Suffix: 00
 Effective: Staffing Status: Pay Class: Y
 Intended SSN: Intended PRI: Intended Name: DeNardo, Paul
 Home Loc: 03M149
 Galaxy Title ID: TRTRQ EIS Title ID: TRTRQ Eff Date: 0 End Date: 0 Title Type: Q-Bank Annual Line Id: 3001

Position Info

Office Titles: Functions: OMT Job Description: Enter detailed vacancy information for OMT here

Add Comments Save Cancel

Item Details

Job ID:	N2AFL	Title:	TEACHER - REGULAR GRADES	Person Name:	Intended 1/ Courtney
Item No:	516	Object Code:	005	Employee ID:	
Sequence Number:	1	Line:	P	PRI (EIS ID):	
Effective Date:		Galaxy Modification Status:	Approved by District / Pending Final Approval	P-Number:	
End Date:		Last Transaction Type:	New Item Single Funded	Designation:	
EIS Status:	-	ATR Placement Type:		Transfer Reason:	Open Market Transfer
Program Reporting Code:	I013	Program Reporting Code Description:	NA		

HR Status

Applicant Data : No information available.
 MQ Status : Not Received
 Fingerprint Status : Received.
 Transaction Status : There is no HR transaction in process.
 *The Transaction Status will only be available for H/2 bank and Pay Cycle 5

STAFFING STEPS

OMT Job Description

Enter an OMT job description using up to 500 characters in free-form text that will appear on the vacancy as advertised in OMT.

Confirmation

After the OMT applicant has been successfully intended in Galaxy, the Galaxy Details screen will display the Transfer Reason: **Open Market Transfer**

To access the Galaxy Details screen left mouse click the bobblehead on the vacancy in your Galaxy Table of Organization and click on **Details**

Forecast Vacancies for Class Size Reduction (New)

- Schools with a submitted class size reduction proposal and notification of an awarded Teacher position (s) should use the new AC “TL Forecast Vacancy Class Size” to distinguish between a regular vacancy and a class size vacancy.
- You can enter a brief job description in Galaxy directly on the Personnel Details screen while you are creating the vacancy.
 - Enter “Class Size Reduction” on the OMT Description box.
 - These details will appear in OMT.
- Once completed, click the **Save** button.
- Since there is no real funding supporting the forecast vacancy, it does not appear in approved condition on the T.O. and will remain in “**Update**” status (**blue**).
- Information about the forecast vacancy will be sent to OMT, and the vacancy will be posted there for your school. Note that vacancies will be seen in OMT after an overnight process.

What is the process for creating Speech & School Based Support IEP Team (SBST) positions?

- When vacancy information is known for FY 2026, speech and SBST vacancies will be created on behalf of the schools.
- Please contact your DSLFT Budget Director for details.

What happens when an intended file number is entered on an unapproved forecast vacancy?

- A person may be intended only in one school's T.O.
- Intending a person helps to reserve the candidate for your school.
- Staffing will be finalized on a job funded with Allocation Categories other than "TL Forecast Vacancies".
- Open Market Transfer Agreements between a school and a candidate can only be finalized after:
 1. the FY 2026 budget allocations are issued,
 2. the forecast vacancy is funded with a valid FY 2026 allocation category and submitted by the principal, and
 3. the forecast vacancy is approved by the DSLFT Budget Director.

What happens to unapproved forecast vacancies when initial allocations are issued?

- When the initial allocations are issued, forecast vacancies will be refunded automatically with **TL Fair Student Funding (HS), 4K Pre-K Center, TL STEAM HS, TL Instructional Programs D. 79, or TL Instructional Programs CW** allocation categories.
- Principals will need to evaluate their budget condition and determine if the vacancies in **blue** should be deleted or added to the TO.
 - If the position is needed, the principal should submit the item to the DSLFT for review.
 - Note: The principal can re-fund the item with any allowable allocation permitted to be used for the type of position created.
 - This action is subject to fund control.
 - If the position is not needed, the principal should delete the item.

What additional steps will be taken after the allocations are issued, and a file number is entered on a “real” approved vacancy?

1. The agreement must be printed and signed by both the principal and the staff accepting the position. The commitment letter is available after the FY 2026 Initial Allocation Release.
2. When an OMT is finalized, a notification appears in the Galaxy Message Board in the previous school that the candidate used to work at.
3. The candidate is automatically moved into the “Removals” section on the T.O. of the school where they are currently working and is funded with Additional Spending Authority (ASA) Hold Harmless with a reason of “OMT Transfer”.
4. When EIS opens for processing personnel transactions for FY 2026 in early July, the transfer will be finalized in all systems (Galaxy, EIS, and NYCAPS).

What happens to funded vacancies created in “real” full-functioning Galaxy after the allocations are issued?

- Schools can continue to create vacancies based on budget availability.
- All vacancies created and approved in Galaxy through the end of the Open Market period for titles included in the program will be posted to OMT.
- OMT closes on Thursday, August 7 at 5:00 pm.

What is the difference between OMT and NTF Candidates?

- Unapproved forecast vacancies are for prospective OMT transfers of existing NYCPS staff only in eligible titles.
- NTF (New Teacher Finder) candidates (new to the NYCPS) ***cannot*** be entered as an “intended” in TO forecast vacancies.
- Candidates cannot be selected for FY 2026 vacancies if they are currently entered as intended on an FY 2026 vacancy.
 - The FY 2026 transaction must be finalized first before any further action can be taken on that candidate in FY 2026.

Are there any special considerations for licenses when using OMT?

- The employee's title in EIS must match the EIS Title on the Vacancy.
- Changes in license/title **cannot** be processed through OMT.
- The Common Branch license is intended for use in Elementary Schools and Middle Schools with a 6th grade.
 - Employees with 'Common Branch' licenses may not be selected for High Schools.
 - The only High Schools which can select Common Branch teachers in OMT are District 79 Alternative High Schools.
- Contact your HR Director for information and assistance with these types of transactions.

How do Staff Track Unapproved Vacancies?

- The **OMT Unapproved Vacancy Report** is available on Galaxy Reports on the web under the Vacancy Management section.
- This special report returns only those vacancies without a job ID that are funded with one of the forecast vacancy allocation categories.
- Staff should work with schools when allocations are issued to determine which vacancies need to be funded, and which are no longer needed and can be deleted.

Galaxy Rollover of Staff to FY 2026 & Forecast Vacancies

- When Galaxy opens on **May 2**, principals and their designees will be able to view all their current staff on their school's Table of Organization (T.O.). ***However, no funds will have been allocated for FY 2026.***
- At that time, when principals are confident that they will have funding to support new positions in FY 2026, principals can use special allocation categories to create unapproved "forecast vacancies" in advance of allocations being issued.
- Once the initial allocations are issued, Galaxy will be fully functional, and regular fully-funded vacancies can be created.
- Schools will be notified when FY 2026 TOs are open and available for creating forecast vacancies in a future edition of the Principals' Digest.

APPLICATION ACCESS

Applicant and Principal links to OMT are listed under “Quick Links” on the employee Infohub home page: <https://infohub.nyced.org/>

Applicant View

Direct link at: <https://www.nycenet.edu/offices/dhr/transferplane/>

HR Staff/Principal View

Direct link at:

<http://www.nycboe.net/applications/transferplani/login.aspx>

Further information for Principals is available at:

<https://infohub.nyced.org/nyc-doe-roles/school-administrators/hr-information-systems/open-market-transfer-system>

SUPPORT

PRINCIPAL SUPPORT

- HR Directors will provide full Open Market support.
- Budget liaisons will aid with forecast vacancy issues in Galaxy.
- If you encounter access or technical issues, please fill out the Contact Us form in the system or email openmarketsupport@schools.nyc.gov

HR DIRECTOR SUPPORT

- Direct Open Market business or policy inquiries to the DHR Office of Field and Information Services (OFIS).
- Budget staff should escalate issues through the Operations leaders.
- If you encounter access or technical issues, please fill out the Contact Us form in the system or email openmarketsupport@schools.nyc.gov

APPLICANT SUPPORT

Call HR Connect at (718) 935-4000
for OMT troubleshooting and applicant support