CUNYfirst Manager Self Service
<u>**Human Capital Module (HCM) Guide #6**</u>
For Department Managers, Department Designees and e-PAR Users
August 17, 2010

SEARCH FOR CUNYFIRST EMPLOYEE ID
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Option #1

1.   Go to the Hostos **Human Resources Department website**.

2.   Locate **Related Links**, on the right hand side of the screen.

3.   Click on **Department Profile**.

4.   Click on **Log In** button, located on the upper right hand side.

5.   Press **OK**.

6.   Enter your Hostos **User ID** and **Password**.

7.   Click on **Submit**.

8.   After authentication has been completed, click on **OK**.

9.   To choose your department, pull the **Drop Down Menu** (down arrow).

10.   Choose your **Department**. Click on the name of your Department. Note that your **Department Code** is indicated on the left of the department name.

11.   Press **Open**.

Option #2

1.   Go to the Hostos **Human Resources Department website**.

2.   Click **e-PAR**, on the left hand side of the screen.

3.   Log in

4.   Click **Search** for the Search page

5.   Enter the employee' name (i.e. last or first name)

6. Select **Request Status** = **all**

7. Click the **Search** button at the bottom

8. Click one of the listed par id, the CUNYFirst employee id is listed below the name.

If you have difficulty searching for the information, email your concern to Annie, apena@hostos.cuny.edu or James, wwong@hostos.cuny.edu