CUNYFIRST OVERVIEW EMPLOYEE SELF- SERVICE



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In this documentation, we will show how, you as an employee, can access Employee Self –Service to review and make updates to your personal data, and review your work history data, anytime and anywhere allowing you more control, flexibility and timely updates.

We will also review what data needs approval in the system and advise when you need to visit the Human Resources Office with proper documentation to update specific data.

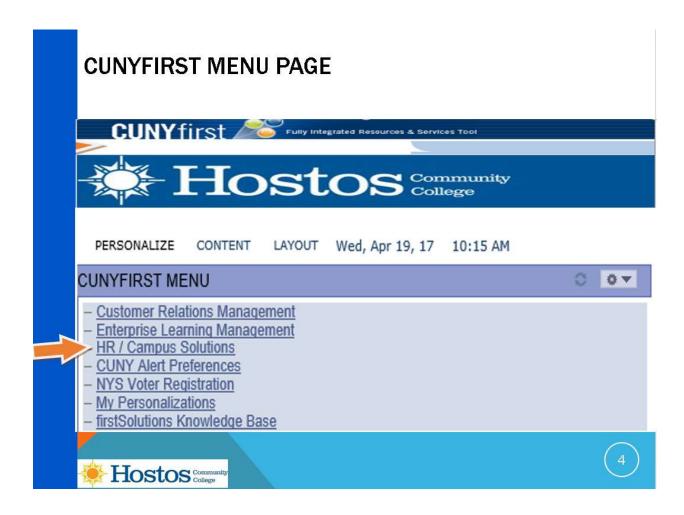


The first step is to Log in to CUNY FIRST from the Hostos Community College home page. One should select "Login To" on the right hand side and in the selections that appear on the left hand side for Faculty and staff, click on "CUNYfirst".

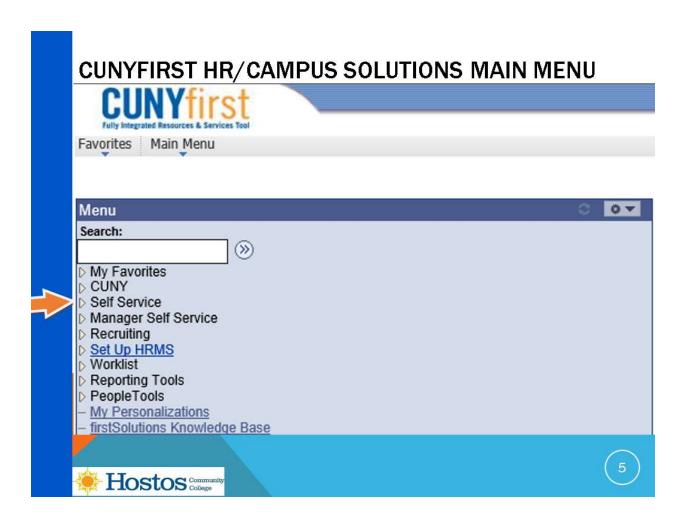
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After selecting "LOG IN" you will see the screen to **enter** your **username** and **password**. This information you received when claiming your CUNYfirst account. The CUNY login for username are the CUNYfirst credentials - CUNYfirstID@login.cuny.edu for example john.doe86@login.cuny.edu.

(Remember the CUNY Login offers a single user name and password for all the CUNY applications and you can connect via the Internet to the CUNYfirst Portal from any location where internet is available.)



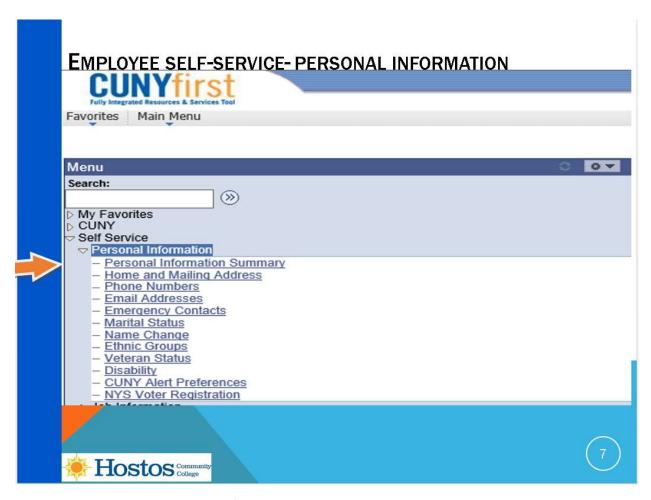
After you enter your username and password, you will be on the CUNYfirst menu page and should **click** on the "HR/Campus Solutions" link.



You should now click on Self Service.



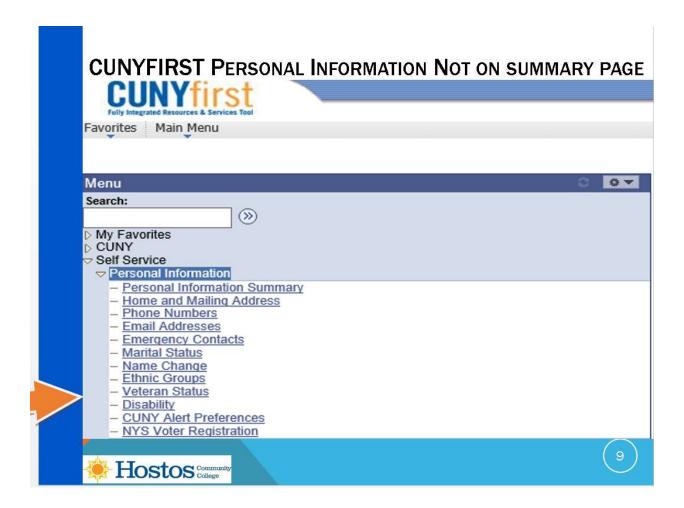
You will notice there are several options available in Self-Service and there is more available if you are a faculty member or student in addition to being an employee at the University. From Self-service, we will **click** on **Personal Information** to access this data.



We will now click on the Personal Information Summary.

Change name				
		30	800	
Address Type	Status	As Of Countr	v Address	
Home	Current	03/30/2017 USA		
Mailing	Current	03/30/2017 USA		
Change to	e/mailing addre			
Phone Number		******		
Phone Type		Phone Humber	Extension	Preferre
Business				~
Emergency Co Name		Relationship to Employ Other		Primary Contact
		Sibling		
Email Address	gency contacts			
Email Type	Email A	ddress		Preferred
Business				~
Campus				
Home				
Change ema	ail addresses	r .		
Marital Status		•		
Marital Status	: Married		As of: 03	/30/2017
Ethnio Group	>=			
) =			

The Personal Information Summary link allows you to review your data for accuracy. If the information is incorrect, you may make changes to most of your personal data by **clicking** on the links below each personal entry which is labeled "**Change** ….." and then update it directly in the system.



There is additional personal data that is not available in the Personal Information Summary, you must navigate directly to these links to review or make any necessary updates.

- 1. Veteran Status
- 2. Disability
- 3. CUNY Alert Preferences

ONLINE AUTOMATIC DATA CHANGES

- Home and mailing addresses
- Phone Numbers
- Emergency contacts
- · Email addresses
- Ethnic Groups
- Veteran Status
- Disability
- CUNY Alert Preferences



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The following changes will be recorded in the system and changed immediately without any approvals required.

- Home and mailing addresses- Human Resources is only using the home and mailing addresses for the employees and the other types of addresses may be used for student data by Campus Solutions.
- 2. Phone Numbers
- 3. Emergency contacts
- 4. Email addresses- please note, you may **not** change the Business email address as that is maintained only by Human Resources and reflects your primary job's business email address.
- 5. Ethnic Groups
- 6. Veteran Status
- 7. Disability
- 8. CUNY Alert Preferences

Let's look at an example for changing your home or mailing address.

PERSONAL INFORMATION PAGE- SELECT CHANGE ADDRESS



When we **click** on "**change home/mailing addresses**" a new window will open and we will be able to edit the address.

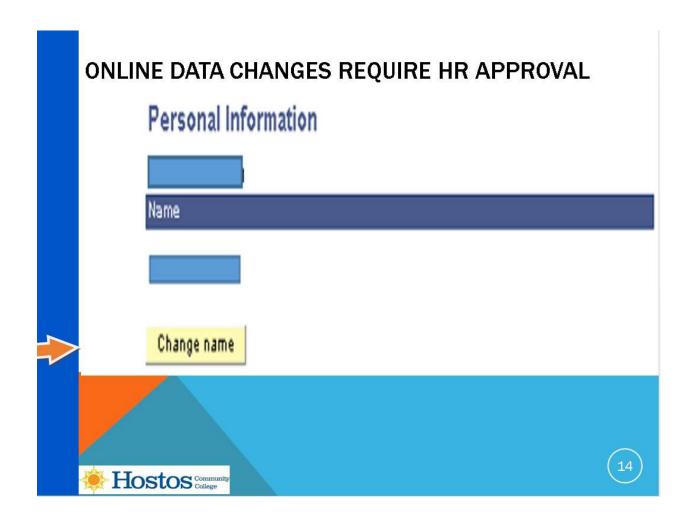


You must **click** on **edit** and a new page opens so you can make your changes.

Personal information-home and mailing address Favorites | Main Menu > Self Service > Personal Information > Personal Information Summary > Home and Mailing Address **Edit Home Address** Country: United States Change Country Address 1: Address 2: Address 3: State: Q New York City: County: 04/19/2017 (example: 01/31/2000) On this date: Save Cancel Hostos Commit

Please note, all data in the system is based on effective dates, and it will default automatically to the date you are entering these changes, so make sure to enter the effective date of the change when entering any new information. In this example, the home address change was April 19, 2017.

You must **enter** all your changes and then **click** on **save**.



A request for "<u>Name Change"</u> may be requested in the system, and it will be sent to the Human Resources department for approval, however, you must submit the required documentation to the Human Resources department so they can approve the request and then it will be updated in the system.

	DATA CHANGES CONTACT HR TO UPDATE			
	Marital Status Marital Status: Married Change marital status	As of:	03/30/2017	
	Employee Information			
	Gender:			
	Date of Birth:		View Full Birth Date	
	Birth Country:	United States		
	Birth State:			
	Social Security Number:		Verify SSN	
	Smoker:			
	Date Entitled to Medicare:			
	Military Status:			
	Original Start Date:	În constant de la con		
	Highest Education Level:			
二 >	Contact the Human Resources department if any of your Employee Information is incorrect.			
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If you need changes to be made to the following data, you must go directly to the Human Resources department and submit any necessary documentation so they will make the changes in the system on your behalf:

- 1. Your Marital Status
- 2. Your Gender
- 3. Your Date of Birth- Please note, only the month and day appear on the screen to view, however, you may view the full Birth date to verify it is correct in the system by **clicking** on the link "View Full Birth Date".
- 4. Your Social security number Please note, only the last four digits appear on the screen to view, however, you may enter the entire number to verify it is correct in the system by **clicking** on the link "**Verify SSN**".
- 5. Your Original Start date this reflects the first day of work at CUNY, not only Hostos
- 6. Your Highest education Level



Now we will see how to review your work history data, one should go back to **self-service** and **Click** on **Job Information** then **Payroll and Compensation** and then **Compensation** History.

Please note the Payroll and Compensation Link has three options, we will be reviewing the Compensation history.

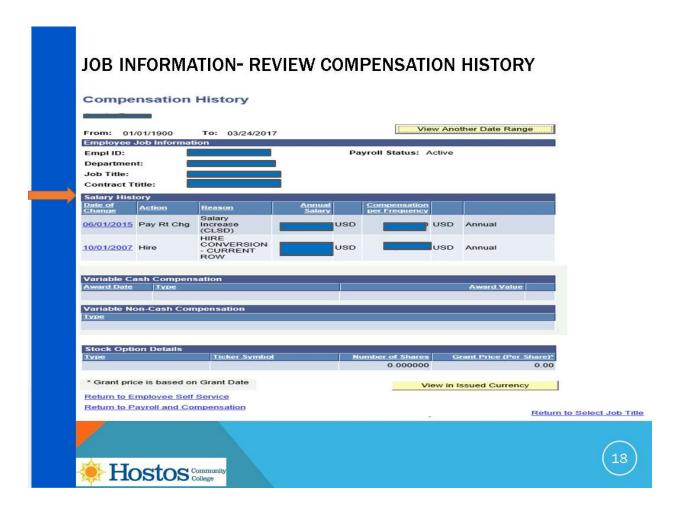
The View Work Study Paycheck and View Work Study W-2/W-2c Forms links are available for students in the work study program. You should check with the Financial Aid Office if you are in this program and have any questions about the data in these links.

JOB INFORMATION- REVIEW COMPENSATION HISTORY					
CUNYFIRST Fully Integrated Resources & Services Tool					
Favorites Main Menu > Self Service >	Payroll and Compensation > Compensation History				
Compensation History					
Select Job Title					
Job Information					
Job Title	<u>Department</u>				
Admin Non-Teaching Adjunct 5	Human Resources				
Hostos Community	(17)				

This screen will show your current and previous titles.

Click on one of the "**Job Title**" hyperlinks. Once you click on your current or previous title, your salary history for that particular title will be reflected based on the defaulted date range of 1/1/1900 to the current date.

Please note Salary History is the only data in the delivered system the University is using.



Please note, the data reflected only reflects data that was available in the prior HR system when CUNYfirst went live for Human Resources in June 2009 and thereafter.

Please note, if the last column is hourly, you must review the Compensation per Frequency column for your hourly rate and ignore the annual salary as this rate is calculated in the system as if you were a full time employee. If the last column is Annual, both the Annual Salary and the Compensation per Frequency columns will reflect the annual salary.

The data reflected is based on effective date when changes were **made** in CUNYfirst. For example, the recent retroactive contract increases are not all reflected in CUNYfirst, only the changes that became effective when they were paid in 2017. All the retroactive increases were calculated in the University's payroll systems.

Your complete compensation history record with all your rates of pay are reflected in the University's payroll systems and this is used in calculations for pension or employment history for verifications.



If you have any questions, please contact the Human Resources Office at 718-518-6650.

Stay tuned for additional self-service transactions documentation.