CUNYfirst Manager Self Service  
Human Capital Module (HCM) Guide #1  
For Department Heads and Department Designees  
June 16, 2010

DEPARTMENT PROFILE

Your Department Profile is attached to this guide. It is the single most important piece of reference you will need in order to process transactions, both in the e-PAR and in the CUNYfirst systems. Until CUNYfirst becomes fully integrated with the City and State payroll systems, Hostos will continue to use the e-PAR system. In order to ease campus transition to CUNYfirst, the e-PAR system has been modified to incorporate important CUNYfirst features and nomenclature.

Starting in July, you will need the CUNYfirst data elements and/or codes described below in order to appoint, reappoint, terminate employment, change employment status, in other words---process every job action for employees in your department:

DEPARTMENT CODE
This is a 5-digit, short numerical identifier for your department. When CUNYfirst is in full operation, your Department Code will be used in budget, personnel, purchasing, timekeeping, payroll, management and other administrative documents being used by your department. Your Department Code has been permanently assigned and you will be required to use it for every transaction with budget impact.

DEPARTMENT NAME
To promote consistency throughout the University, some department-naming conventions were imposed through the set up of common General Ledger accounts. Great care has been exercised to respect College governance structures, as well as the CUNY By-Laws. Consequently, it is very important that every department use and be known by one Department Name only. The Department Name that appears in your Department Profile has been embedded in CUNYfirst and it is the only name that will be recognized by the CUNYfirst system.

DEPARTMENT MANAGER (or Department Head)
CUNYfirst recognizes only one Department Manager for every department. In HCM, the Department Manager requests positions; initiates talent acquisition activities; dispenses and approves the use of departmental budget allocations; leads the selection and appointment processes for new employees; evaluates employee performance; recommends promotions, reclassifications and merit increases; certifies attendance for payroll purposes; approves requests for leaves; initiates disciplinary actions; recommends employee separation from service. The Department Manager may name a DEPARTMENT DESIGNEE to act on his behalf or in his absence. The Department Designee will have access to all information and functions available to the Department Manager. Departments may have several smaller operating units, each headed by a UNIT SUPERVISOR. Unit Supervisors manage the day-to-day activities within
the unit. They usually oversee the completion of daily assignments and are responsible for record keeping and attendance. They also do performance evaluations for the employees who report directly to them.

EMPLOYEE ID (or CUNY ID)
In the e-PAR system, SS#s will be replaced by 8-digit EMPL IDs starting July 1. When CUNY first becomes fully operational throughout the University, every student, employee or person of interest (volunteer, RF or auxiliary employee) will be assigned an EMPL ID. Only one EMPL ID will be assigned to a person, no matter how many roles this person may assume in the CUNY system. To illustrate: Joe Doe was hired as a College Assistant by Lehman in July 2009 and was assigned EMPL ID#12345678. In September 2009, he became a student at Bronx Community College. As a student, he was assigned EMPL ID#12345678. In January 2010, he landed a full-time job at Hostos as an Admissions Counselor. Again, as a full-time employee, EMPL ID#12345678 became his unique identifier at CUNY.

POSITION NUMBER
A new position approved by budget will be assigned an 8-digit position number and that position number will reside in the department it was approved for. As needs, circumstances and resources change in the college, position numbers assigned to a department may increase, decrease, may be recycled or transferred. To illustrate recycling of a position number: When Joe Doe was hired as an Admissions Counselor at Hostos, he filled a newly created position, Position #22334455. After only 5 months on the job, he got a more lucrative offer and decided to relocate to North Carolina. After he left, Dory Doe was hired to replace him. When she came on board as Admissions Counselor, she was assigned to Position #22334455.

JOB CODE
Every 6-digit job code stands for a unique title within the CUNY Job Titles System. Job codes are arranged in hierarchical order within job families. Example: In the HEO Title Series, Admissions and Recruiting is a job family. Human Resources is another job family. Within the Human Resources job family are the hierarchical titles of Human Resources Director (HE Officer, job code 400170), Human Resources Manager (HE Associate, job code 400647), Human Resources Specialist (HE Assistant, job code 400629) and Human Resources Coordinator (Assistant to HEO, job code 400147). A job code also reflects the combination of a job title and a contract title. Specific functions and attributes are attached to each job code. So, when promotions or reclassifications occur, employees are assigned a different job code in the upper ranges of the Job Title System.
ACCESSING THE DEPARTMENT PROFILE

1. Go to the Hostos Human Resources Department website.
2. Locate Related Links, on the right hand side of the screen.
3. Click on CUNYfirst 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.

Note 1
For a description of the data elements used in the Department Profile, refer to Human Capital Module (HCM) Guide #1, issued on June 16, 2010.

Note 2
Click on the first button on the upper right hand side of the Department Profile screen to access a fillable form, Request for Employee Information Change.

Note 3
Click on the second button on the upper right hand side of the Department Profile screen to access a fillable form, Request to Add/Remove Employee.
**Department Profile - Request for Employee Information Change**

**Revise Employee's CUNYFirst record**

Click the "Employee LookUp" button and enter the CUNYFirst 8-digit employee ID of the employee you are requesting to change or correct. Select any checkbox that applies and enter the correct information on the right side. We will review each change requested and will implement after verification. You and the department head of the listed department below will be notified via email.

**Department - Code & Name:**

<table>
<thead>
<tr>
<th>Current Information</th>
<th>Change/Correct to</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Last Name, First Name</td>
<td>▶ Last Name, First Name</td>
</tr>
<tr>
<td></td>
<td>(We can only correct spelling. Actual name change requires show of legal document by the employee, in person.)</td>
</tr>
<tr>
<td></td>
<td>&lt;Enter the correct spelling of the name here&gt;</td>
</tr>
<tr>
<td>□ Position# Job Title</td>
<td>▶ Job Title</td>
</tr>
<tr>
<td></td>
<td>&lt;Choose a Title&gt;</td>
</tr>
<tr>
<td>□ Employee - Salary</td>
<td>▶ Salary</td>
</tr>
<tr>
<td></td>
<td>&lt;Enter the correct salary here&gt;</td>
</tr>
<tr>
<td>□ Current Supervisor - Last Name, First Name</td>
<td>▶ Supervisor - Last Name, First Name</td>
</tr>
<tr>
<td></td>
<td>&lt;Click LookUp to auto-fill the supervisor's name&gt;</td>
</tr>
<tr>
<td></td>
<td>Effective date of the change: &lt;Enter Date&gt;</td>
</tr>
</tbody>
</table>

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Submitted By ___________________________  Date ___________________________

Submittor's Hostos email address ___________________________

Department or Division Head's Hostos email address ___________________________

**For Human Resources Department to complete**

Reviewed note: ___________________________

Request for Change/Correction: □ Approved  □ Denied

Processed By ___________________________  Date ___________________________

Eugenio Maria de Hostos Community College  500 Grand Concourse, Bronx, NY 10451
Department Profile - Request to Add / Remove Employee

General Instructions:
Click the "Key" icon button and enter the CUNYFirst 8-digit employee ID of each of the employee you are requesting to add and/or remove. If you do not have the employee ID, then type in the requested information. We will review each request. For the budget purpose, the request will be implemented ONLY upon an approved par - please submit separately a par for each request and use the appropriate par's action type, i.e. transfer, appointment. You and the department or division head will be notified via email when the request has been served.

Request to Remove
Employee, Department, Title


Request to Add
Employee, Department, Title


Submitted By __________________________  Date __________________________

Submitter’s Hostos email address __________________________

Department or Division Head’s Hostos email address __________________________

For Human Resources Department to complete
Reviewed note : __________________________

Request for Change/Correction : ☐ Approved  ☐ Denied

Processed By __________________________  Date __________________________

Eugenio Maria de Hostos Community College  500 Grand Concourse, Bronx, NY 10451