CUNYfirst Manager Self Service
Human Capital Module (HCM) Guide #3
For Department Managers, Department Designees and e-PAR Users
August 18, 2010

PROCESSING APPOINTMENTS IN CUNYFIRST & e-PAR
REQUEST FOR NEW HIRE

This job action is for hiring a new person who has no employment record at Hostos.

CUNYFirst – Manager Self Service page
Audience = external, general users (Dept Designee and Dept Manager)

1. Click on Manager Self Service, Job and Personal Information, and Request New/Change Position.
2. On this MSS employee listing page, look for an unused or vacant position number with the matching title – always consult with HR if uncertain.
3. Submit a position change request if an unused position is available; otherwise submit a new position request.
4. Enter the effective date of the hire
5. Provide the following information in the comments box:
   a. full (**legal**) employee name
   b. PAR action type = new appointment
   c. salary rate
   d. # of hours (for part time employees only)
   e. appointment end date (for part time employees only)
   f. course name, section number, contact hour (for adjuncts only)
6. Review all information (including reports to, title, effective date, and department) before submitting through CUNYFirst.
7. After you receive an e-mail notification that the request has been approved, instruct the new hire to report to HR for completion of the employment package.
8. Submit a PAR for budget and payroll processing as well as for activation of the employee's e-mail account.