SEARCH FOR CUNYFIRST EMPLOYEE ID

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