CUNYFirst
Person of Interest (POI) HR Data Form

General Instruction:

In accordance with CUNYFirst policy, non-tax levy employees (e.g. Research Foundation - RF) who are requesting access to CUNYFirst must meet one of the following criteria - they supervise tax levy employees (e.g. college assistant), use the system to complete their job duties (e.g. student advising) or are in the system for a specific business reason. Access will be granted only if one of the criteria is met and with authorizations from the employee’s supervisor and the Department Head.

This form must be completed and returned to Human Resources (HR) before the request for access can be processed. Once the request is processed, the individual will be provided with basic system access – HR will notify the employee to claim his/her account and to pick up Hostos ID Card. For additional access or access to advanced modules (e.g. Campus Solution for student records), please contact Hostos’ CUNYFirst Help Desk @ 718-664-2555 for instructions.

For system security, Supervisor/Department Head must indicates the ‘Access End Date’ and it should not be an open-ended date. The access start date is the date the form is processed and generally it is the same date the form is submitted assuming HR has all of the required information and documentation. When the access has expired, it can be renewed by submitting a new form. If system access is no longer required before it is expired, the supervisor/Department Head must notify HR and Help Desk immediately.

Supervisor Authorization:

Access End Date: (mm/dd/yyyy) _____________
Access Type: (check one) New _____ or Renew _____

Signature Date

Last, First Name (print) Department/Program Name

Business Email Business Phone

Department Head Authorization:
(Please sign again if supervisor is also Department Head.)

Signature Date

Last, First Name (print) Department Name
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Employee Instruction:
Please complete the information on this page. You must provide us the Social Security Card and a valid government issued photo ID which indicates your date of birth in order for us to verify your identity and ensure proper entry of your personal information – same documentations are required for access renewal. HR will not process the form if you do not supply complete and correct information. Access will automatically be terminated if false information is provided. Please print legibly and return the entire form.

Name ___________________________________________________________________________________________________
Last Name                       First Name                   Middle Name
(We will not accept P.O. Box address)
Home Address_________________________________________________________________________________________________
No. Street         Apt #     City                    State             Zip
Telephone Number (______) __________________________________   (______) __________________________________
Home                                   Day Time
Country of Birth_____________________________________  Ethnicity: _______________________________________
(This is an optional question, leaving it blank indicates you do not want to self-identify)
Highest Education Level: __________________________________________________________________________________
Military Status: ______________________________________________
(if no status, enter ‘Not a Veteran’)
Hostos business email address: _____________________________________________________________________________

Place a check next to each question:
Gender: __ Female   __ Male   Marital Status: __Single   __Married   __Other: specify ___________________
Are you eligible to work in U.S.: __ Yes   __ No

For HR use only
Empl_ID                        Processor Initial & Date

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