

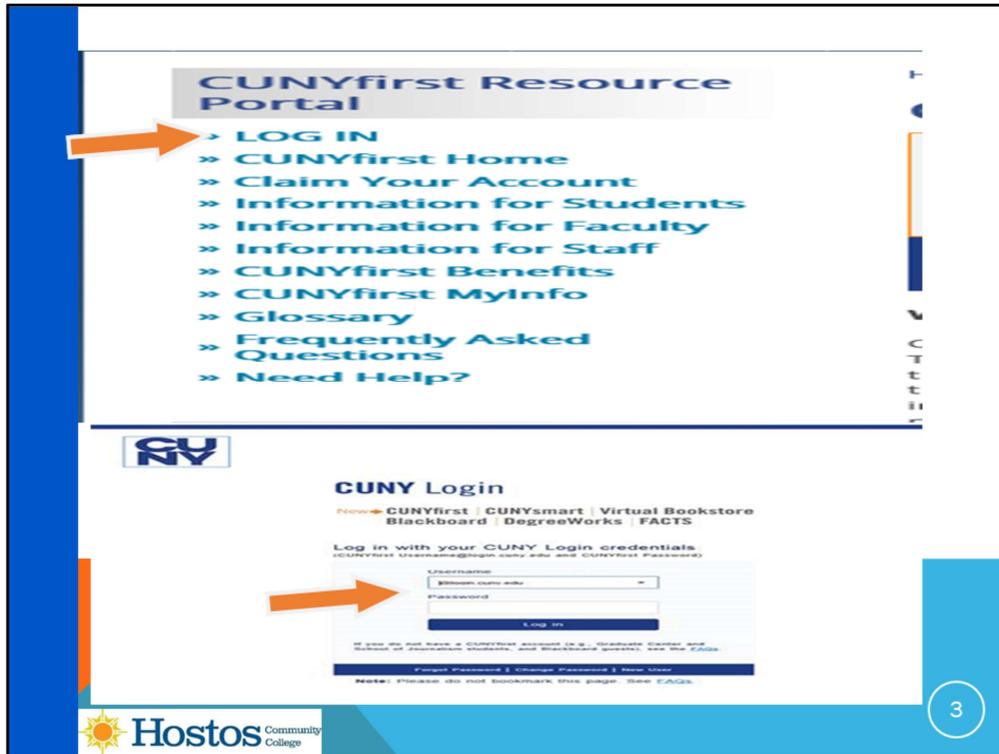


In this video, we will show how, you as an employee, can access Employee Self –Service to review and make updates to your personal data, and review your work history data, anytime and anywhere allowing you more control, flexibility and timely updates. We will also review what data needs approval in the system and advise when you need to visit the Human Resources Office with proper documentation to update specific data.

The screenshot shows the Hostos Community College Home Page. At the top, the URL is [HTTP://WWW.HOSTOS.CUNY.EDU](http://www.hostos.cuny.edu). Below the header are two main navigation tabs: "Offices & Departments" and "Programs & Resources". On the right side of the header is a "Login To" dropdown menu. The main content area is divided into two columns: "For Faculty/Staff" and "For Students". An orange arrow points to the "CUNYfirst" link in the "For Faculty/Staff" column. The footer features the Hostos Community College logo.

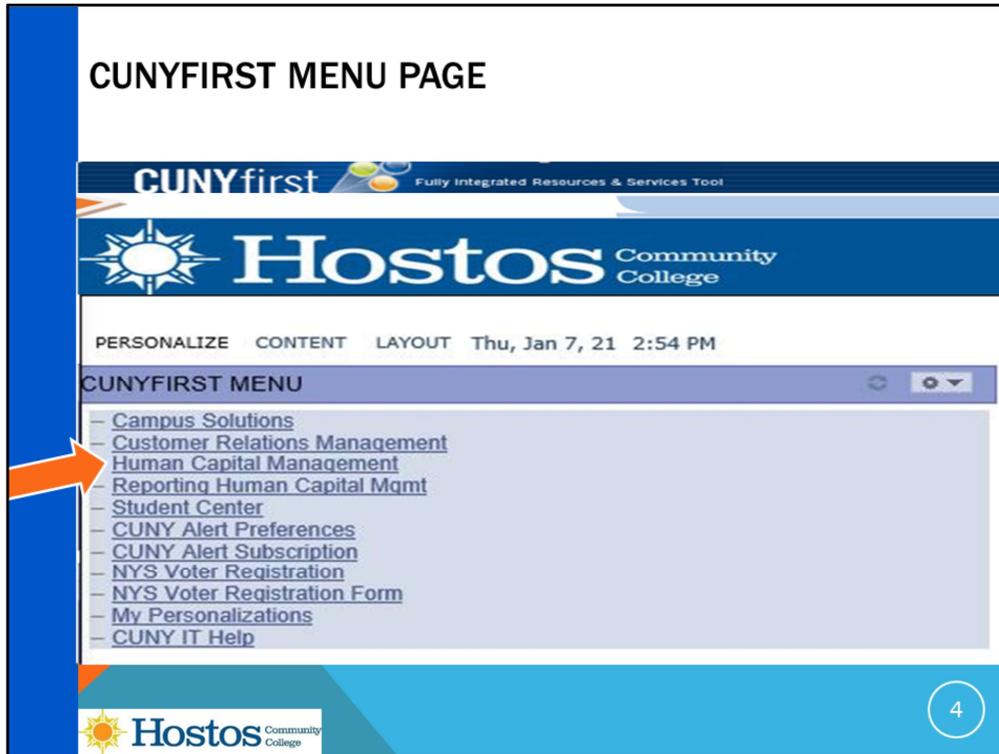
For Faculty/Staff	For Students
Webmail	Webmail
Blackboard	Blackboard
Caiman Card	Caiman Card
CUNYfirst	CUNYfirst
CUNY Portal	CUNY Portal
e-PAR	ePortfolios
e-Timesheet	Hostos Connect Text Messaging
Facilities Work Order System (On-Campus Access Only)	Scholarships and Grants
IT Job Request	Succeed@Hostos
PEMS (Evaluation)	Workshop Calendar
Public Safety Key Request (On-Campus Access Only)	
Scholarships and Grants	
SPOP	
Succeed@Hostos	
Tech Resource Reservation	

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

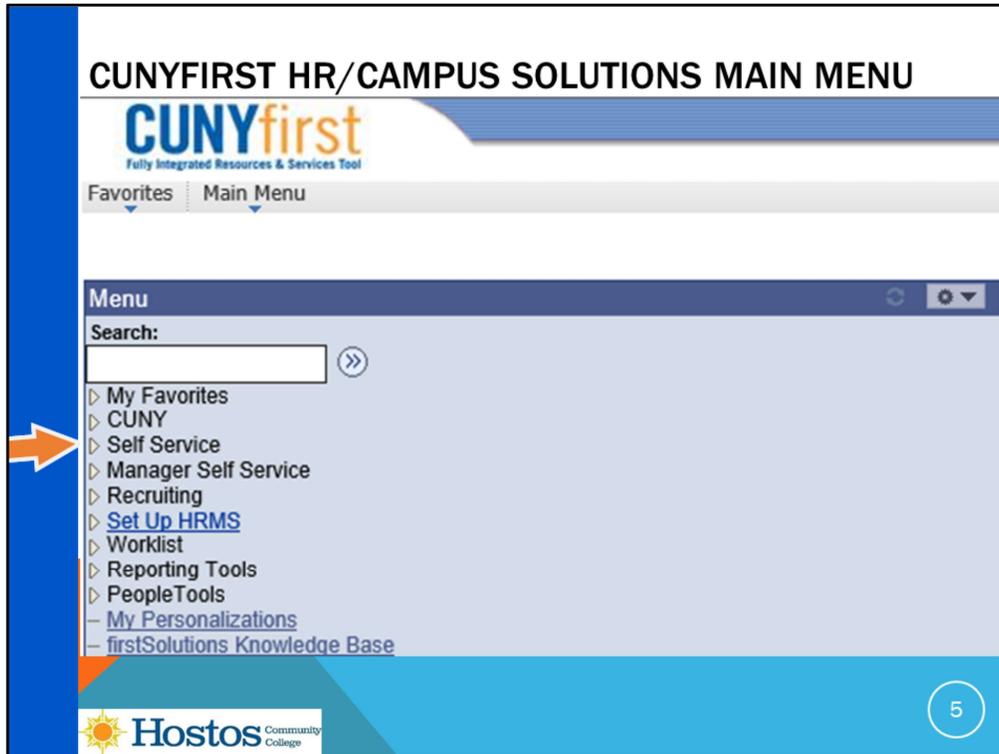


After selecting “LOG IN” you will see the screen to **enter** your **username** and **password**. This information you received when claiming your CUNYfirst account. The CUNY login for username are the CUNYfirst credentials - CUNYfirstID@login.cuny.edu for example john.doe86@login.cuny.edu .

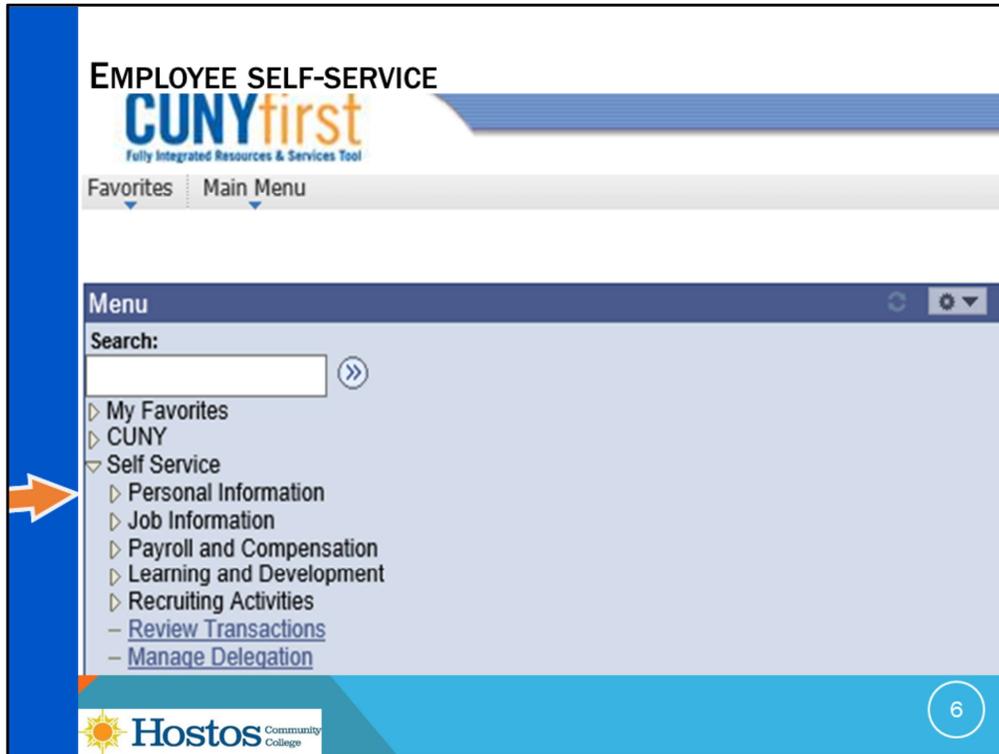
(Remember the CUNY Login offers a single user name and password for all the CUNY applications and you can connect via the Internet to the CUNYfirst Portal from any location where internet is available.)



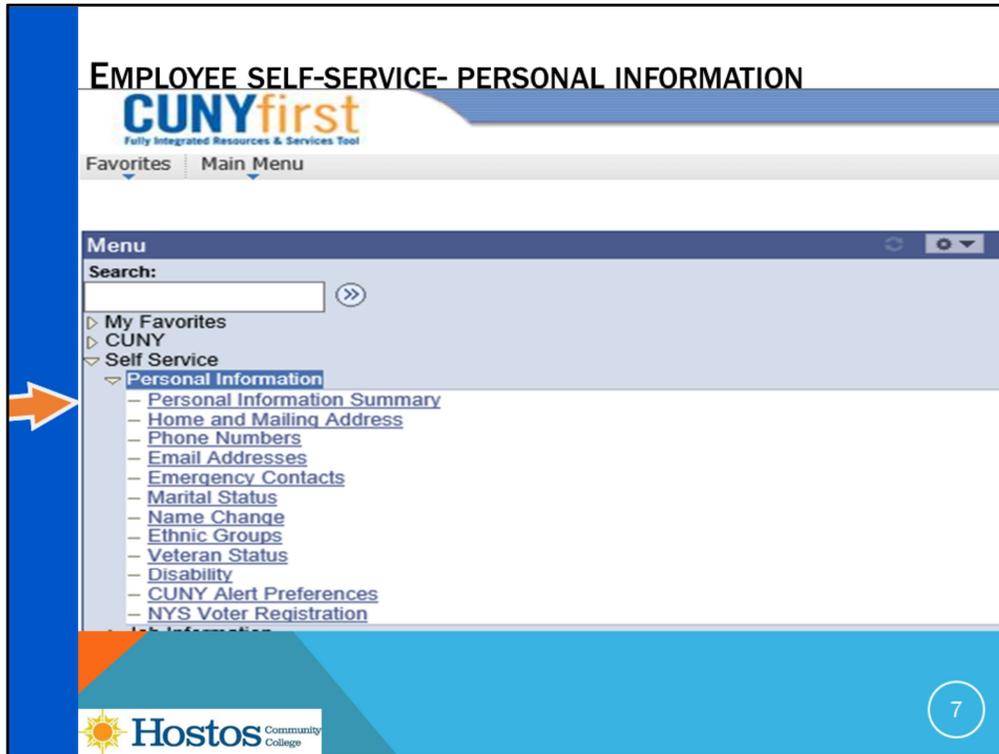
After you enter your username and password, you will be on the CUNYfirst menu page and should **click** on the “Human Capital Management” link.



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.

PERSONAL SUMMARY INFORMATION PAGE


Favorites | Main Menu | Self Service | Personal Information | Personal Information Summary

Personal Information

Name

[Change name](#)

Address Type	Status	As Of	Country	Address
Home	Current	03/30/2017	USA	[Redacted]
Mailing	Current	03/30/2017	USA	[Redacted]

[Change home/mailling addresses](#)

Phone Type	Phone Number	Extension	Preferred
Business	[Redacted]		<input type="checkbox"/>
Home	[Redacted]		<input checked="" type="checkbox"/>

[Change phone numbers](#)

Name	Relationship to Employee	Primary Contact
[Redacted]	Other	<input checked="" type="checkbox"/>
[Redacted]	Sibling	<input type="checkbox"/>

[Change emergency contacts](#)

Email Type	Email Address	Preferred
Business	[Redacted]	<input checked="" type="checkbox"/>
Campus	[Redacted]	<input type="checkbox"/>
Home	[Redacted]	<input type="checkbox"/>

[Change email addresses](#)

Marital Status: Married As of: 03/30/2017

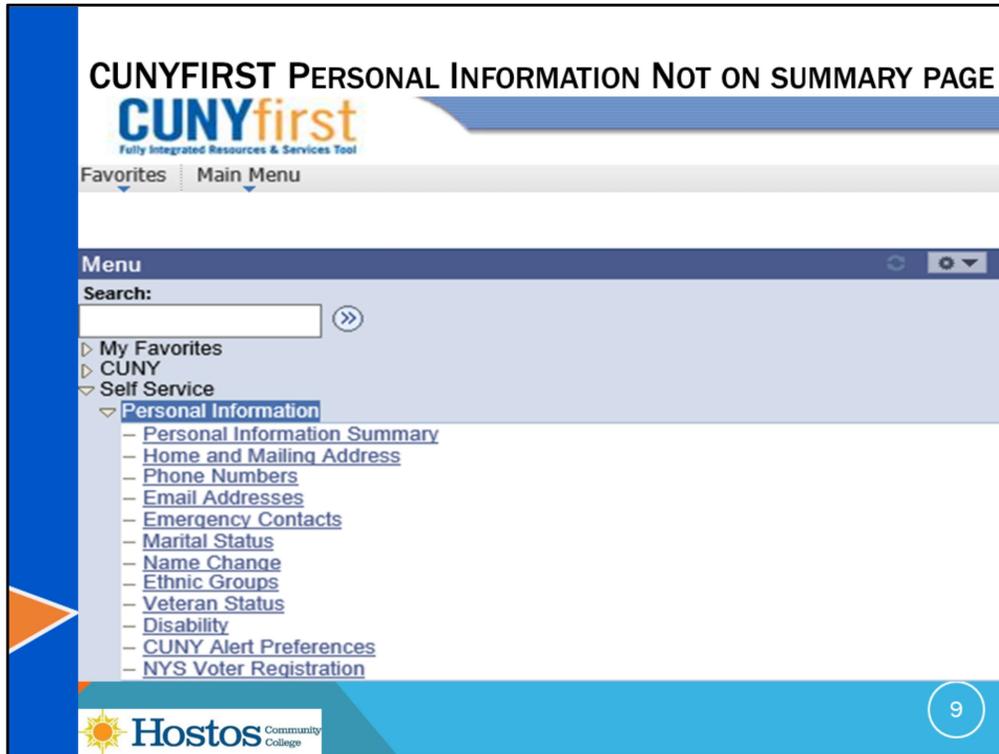
[Change marital status](#)

Ethnic Group	Description
[Redacted]	[Redacted]

[Change ethnic groups](#)


8

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 the links :

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

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

1. Home and mailing addresses- Human Resources is only using the home and mailing addresses for 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

The screenshot shows the CUNYfirst web application interface. At the top, the CUNYfirst logo is displayed with the tagline 'Fully Integrated Resources & Services Tool'. Below the logo is a breadcrumb trail: 'Favorites | Main Menu > Self Service > Personal Information > Personal Information Summary'. The main heading is 'Personal Information'. There are several redacted fields, including a 'Name' field. A yellow button labeled 'Change name' is visible. Below this is a table titled 'Addresses' with the following data:

Address Type	Status	As Of	Country	Address
Home	Current	03/30/2017	USA	[Redacted]
Mailing	Current	03/30/2017	USA	[Redacted]

Below the table, a yellow button labeled 'Change home/mailing addresses' is highlighted with an orange arrow pointing to it from the left. The bottom of the page features the Hostos Community College logo on the left and a page number '11' in a circle on the right.

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

PERSONAL INFORMATION- HOME AND MAILING ADDRESS

CUNYfirst
Fully Integrated Resources & Services Tool

Favorites | Main Menu > Self Service > Personal Information > Home and Mailing Address

Home and Mailing Address

[Redacted]

Addresses					
Address Type	Status	As Of	Country	Address	
Home	Current	03/30/2017	USA	[Redacted]	Ed
Mailing	Current	03/30/2017	USA	[Redacted]	Ed

 12

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

PERSONAL INFORMATION- HOME AND MAILING ADDRESS

CUNYfirst
Fully Integrated Resources & Services Portal

Favorites | Main Menu > Self Service > Personal Information > Personal Information Summary > Home and Mailing Address

Edit Home Address

Country: United States [Change Country](#)

Address 1:

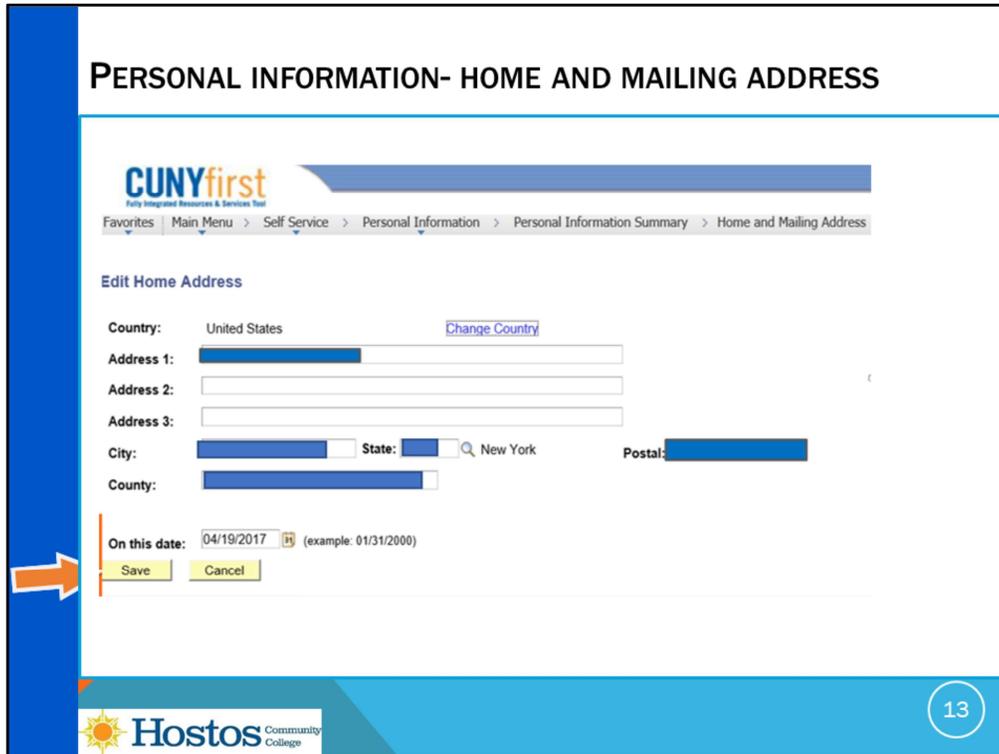
Address 2:

Address 3:

City: State: New York Postal:

County:

On this date: (example: 01/31/2000)



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.

ONLINE DATA CHANGES REQUIRE HR APPROVAL

Personal Information

Hostos Community College

14

A request for **Name Change** 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 it will then be updated in the system.

DATA CHANGES CONTACT HR TO UPDATE

Marital Status

Marital Status: Married As of: 03/30/2017

[Change marital status](#)

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:

Highest Education Level:

Contact the Human Resources department if any of your Employee Information is incorrect.


15

If you need changes to be made to the data that was shown on the bottom of the personal information summary page, 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.
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.
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 discuss how to review your work history data, We will go back to self-service and Click on Job Information then Payroll and Compensation and then click on Compensation History.

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

[Redacted]

Job Information	
Job Title	Department
[Redacted]	[Redacted]
[Redacted]	[Redacted]
Admin Non-Teaching Adjunct 5	Human Resources

Hostos Community College

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.

JOB INFORMATION- REVIEW COMPENSATION HISTORY

Compensation History

From: 01/01/1900 To: 03/24/2017 [View Another Date Range](#)

Employee Job Information

Empl ID: Payroll Status: Active
 Department:
 Job Title:
 Contract Title:

Salary History

Date of Change	Action	Reason	Annual Salary	Compensation per Frequency	Frequency
06/01/2015	Pay Rt Chg	Salary Increase (CLSD)	<input type="text"/> USD	<input type="text"/> USD	Annual
10/01/2007	Hire	HIRE CONVERSION - CURRENT ROW	<input type="text"/> USD	<input type="text"/> USD	Annual

Variable Cash Compensation

Award Date	Type	Award Value
<input type="text"/>	<input type="text"/>	<input type="text"/>

Variable Non-Cash Compensation

Type
<input type="text"/>

Stock Option Details

Type	Ticker Symbol	Number of Shares	Grant Price (Per Share)*
		0.000000	0.00

* Grant price is based on Grant Date [View in Issued Currency](#)

[Return to Employee Self Service](#)
[Return to Payroll and Compensation](#) [Return to Select Job Title](#)


18

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 videos