CUNYFIRST OVERVIEW

EMPLOYEE SELF- SERVICE

Hostos Community College

In this documentation , 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.

HOSTOS COMMUNITY COLLEGE HOME PAGE- HTTP://WWW.HOSTOS.CUNY.EDU

| Offices & Departments ▼ | Programs & Resources ▼ | Login To ▼ |

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

For Students
Webmail
Blackboard
Caiman Card
CUNYfirst
CUNY Portal
ePortfolios
Hostos Connect Text Messaging
Scholarships and Grants
Succeed@Hostos
Workshop Calendar

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

CUNYfirst Resource Portal

» LOG IN
» CUNYfirst Home
» Claim Your Account
» Information for Students
» Information for Faculty
» Information for Staff
» CUNYfirst Benefits
» CUNYfirst MyInfo
» Glossary
» Frequently Asked Questions
» Need Help?

CUNY Login

New CUNYfirst | CUNYsmart | Virtual Bookstore
Blackboard | DegreeWorks | FACTS

Log in with your CUNY Login credentials
(CUNYfirst Username@login.cuny.edu and CUNYfirst Password)

Username

Password

Log in

If you do not have a CUNYfirst account (e.g., Graduate Center and School of Journalism students, and Blackboard guests), see the FAQs.

Forgot Password | Change Password | New User

Note: Please do not bookmark this page. See FAQs.

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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.)

CUNYFIRST MENU PAGE

After you enter your username and password, you will be on the CUNYfirst menu page and should **click** on the "**HR/Campus Solutions**" 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.

EMPLOYEE SELF-SERVICE- PERSONAL INFORMATION

CUNYfirst
Fully Integrated Resources & Services Tool

Favorites   Main Menu

Menu

Search:

▷ My Favorites
▷ CUNY
▽ Self Service
  ▽ Personal Information
    – Personal Information Summary
    – Home and Mailing Address
    – Phone Numbers
    – Email Addresses
    – Emergency Contacts
    – Marital Status
    – Name Change
    – Ethnic Groups
    – Veteran Status
    – Disability
    – CUNY Alert Preferences
    – NYS Voter Registration

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We will now **click** on the **Personal Information Summary**.

PERSONAL SUMMARY INFORMATION PAGE

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.

CUNYFIRST PERSONAL INFORMATION NOT ON SUMMARY PAGE

There is additional personal data that is not available in the Personal Information Summary, you must navigate directly to these links to review or make any necessary updates.

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 the 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

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

Addresses

Address Type	Status	As Of	Country	Address	
Home	Current	03/30/2017	USA		Ed
Mailing	Current	03/30/2017	USA		Ed

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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 Tool

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

Edit Home Address

Country:	United States
Address 1:	
Address 2:	
Address 3:	
City:	State: ▢ New York
County:	Postal:

On this date: 04/19/2017 🗓 (example: 01/31/2000)

Save   Cancel

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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**.

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 then it will be updated in the system.

If you need changes to be made to the following data, 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 by **clicking** on the link "**View Full Birth Date".**
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 by **clicking** on the link "**Verify SSN**".
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 see how to review your work history data, one should go back to **self-service** and **Click** on **Job Information** then **Payroll and Compensation** and then **Compensation History**.

Please note 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

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

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.

QUESTIONS?
CONTACT HUMAN RESOURCES
718-518-6650

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If you have any questions, please contact the Human Resources Office at 718-518-6650.

Stay tuned for additional self-service transactions documentation.