CUNYFirst
Person of Interest (POI) HR Data Form

General Instruction:

In accordance with CUNYFirst policy, all non-tax levy employees 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 exceed fiscal year. 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

Funding Source: **Research Foundation**   **Auxiliary**   **Other: specify** _____

Job Status: FT/PT: _____

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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 documentation is 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 _____
        Non-Binary (X)

Are you eligible to work in U.S.: __ Yes __ No

For HR use only	
_____	_____
Empl_ID	Processor Initial & Date