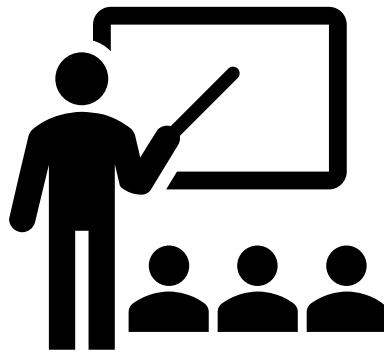



CUNYFirst

User Guide: Employee Self Service



How to Access Employee Self Service in CUNYFirst



CUNYfirst Upgrade What's New?
More mobile-friendly with navigation improvements

The CUNYfirst upgrade will take place just prior to the April Spring semester. Additional resources will be available through this web page on the CUNYfirst website.

About CUNYfirst
CUNY's Fully Integrated Resources & Services Tool, known officially as CUNYfirst, is a solution that allows CUNY students to move seamlessly through all of their higher educational callings as well as connecting faculty and staff to the resources they need.

CUNYfirst Student Center
Your CUNYfirst Student Center is a gateway for managing your account. Watch this [10-minute clip](#) which illustrates how to view your personal grades, and financial aid summary information as well as how to manage your plans and make payments, request transcripts, and upload administrative documents.

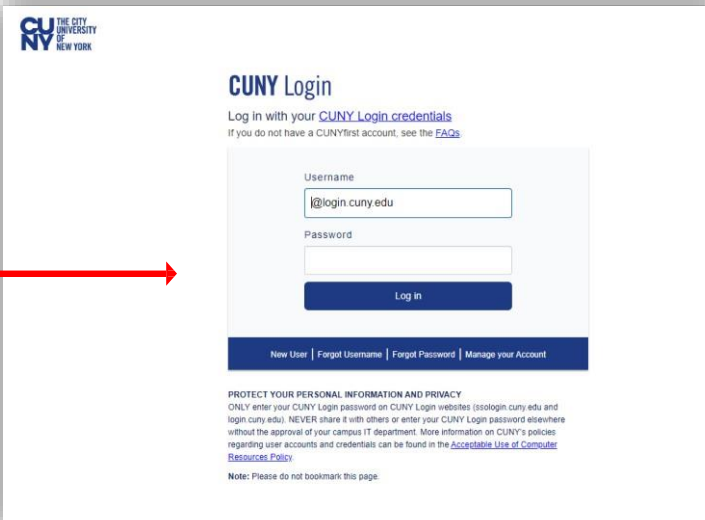
[CUNYfirst not displaying properly?](#) Check out CUNY IT Help for information on how to fix CUNYfirst site cookies.

[Log into CUNYfirst](#)

CUNYfirst Resources

CUNY IT Help

Log Into CUNYFirst: [CUNYFirst](#)



CUNY Login
Log in with your CUNY Login credentials
If you do not have a CUNYfirst account, see the [FAQs](#)

Username

Password

[Log In](#)

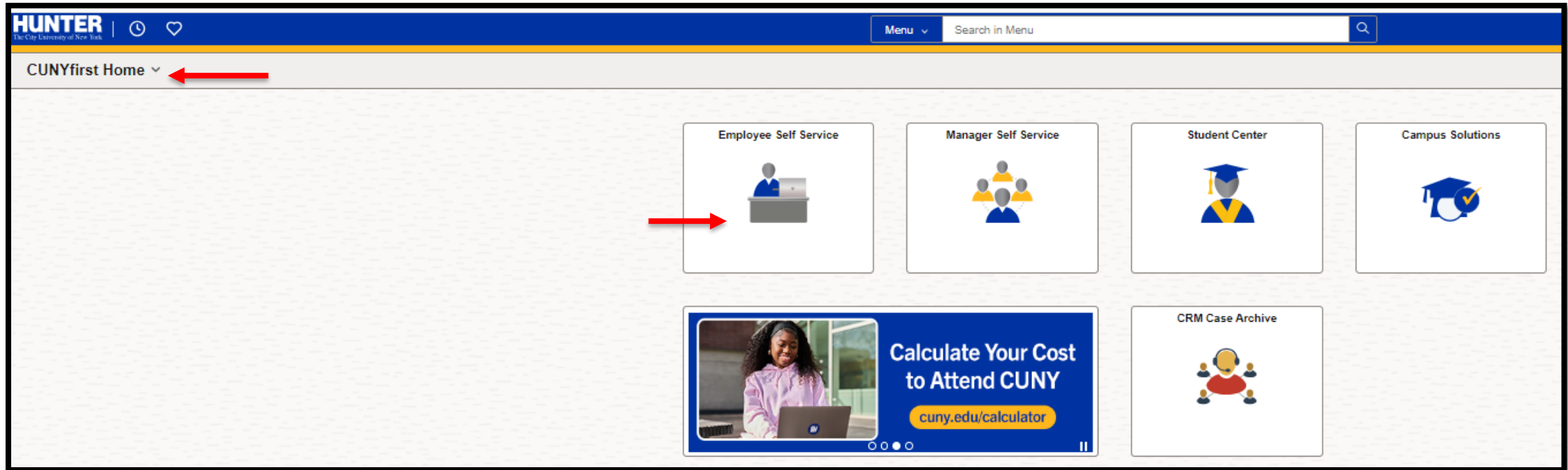
[New User](#) | [Forgot Username](#) | [Forgot Password](#) | [Manage your Account](#)

PROTECT YOUR PERSONAL INFORMATION AND PRIVACY
ONLY enter your CUNY Login password on CUNY Login websites (@login.cuny.edu and login.cuny.edu). NEVER share it with others or enter your CUNY Login password elsewhere without the approval of your campus IT department. More information on CUNY's policies regarding user accounts and credentials can be found in the [Acceptable Use of Computer Resources Policy](#).
Note: Please do not bookmark this page.

For instructions on claiming your CUNYFirst account and other information [please go to the following link: How to Claim your CUNYFirst Account.pdf](#)

If you require technical assistance, please reach out to the Hunter College helpdesk at helpdesk@hunter.cuny.edu or call 212-772-4357.

After logging into CUNYFirst:



- Click on click the Employee Self Service tab on the Home page.
- Alternatively, click the on the CUNYFirst Home menu and select Employee Self Service from the menu.

Employees are encouraged to verify the accuracy of their personal information in CUNYFirst using Employee Self Service (ESS).

Employees can change the following information in ESS; however, a notification will be sent to HR for review and approval.

- Name
- Highest education level
- Marital Status

Note:

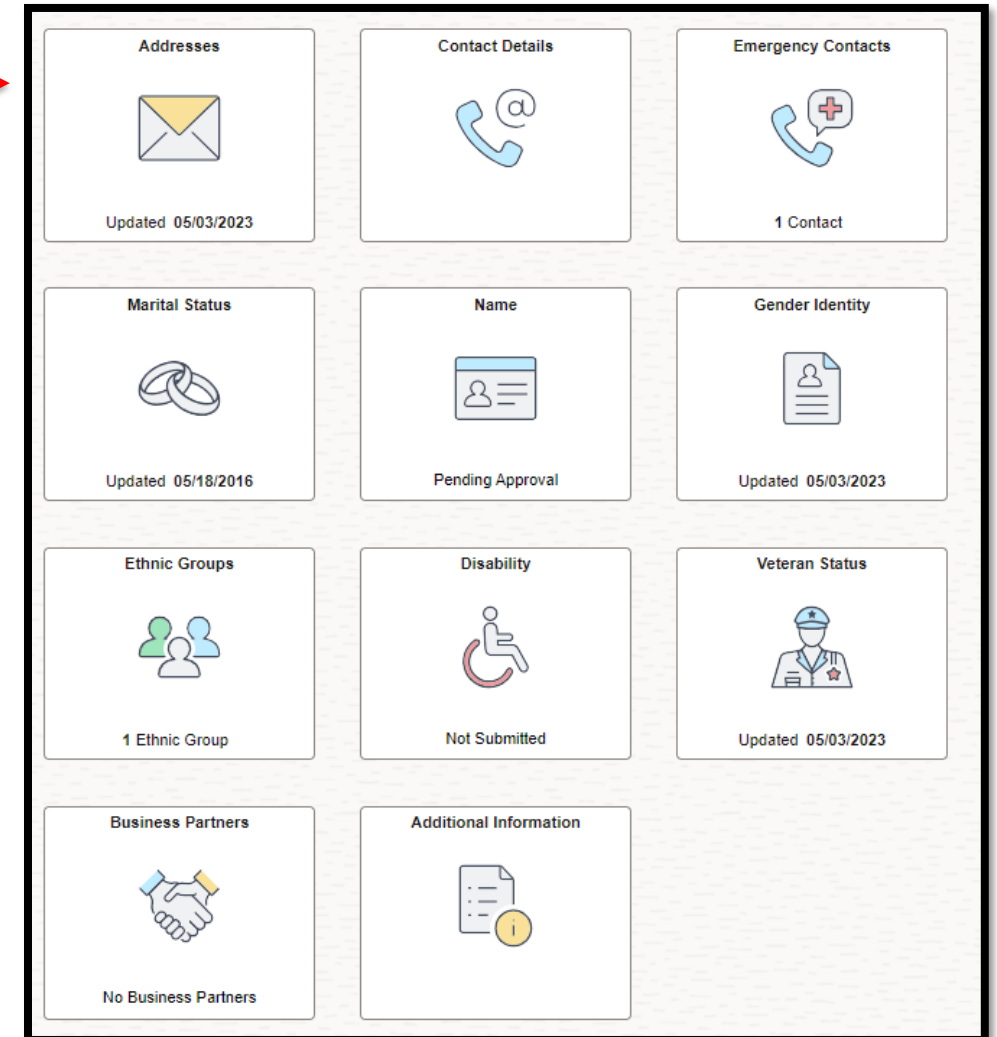
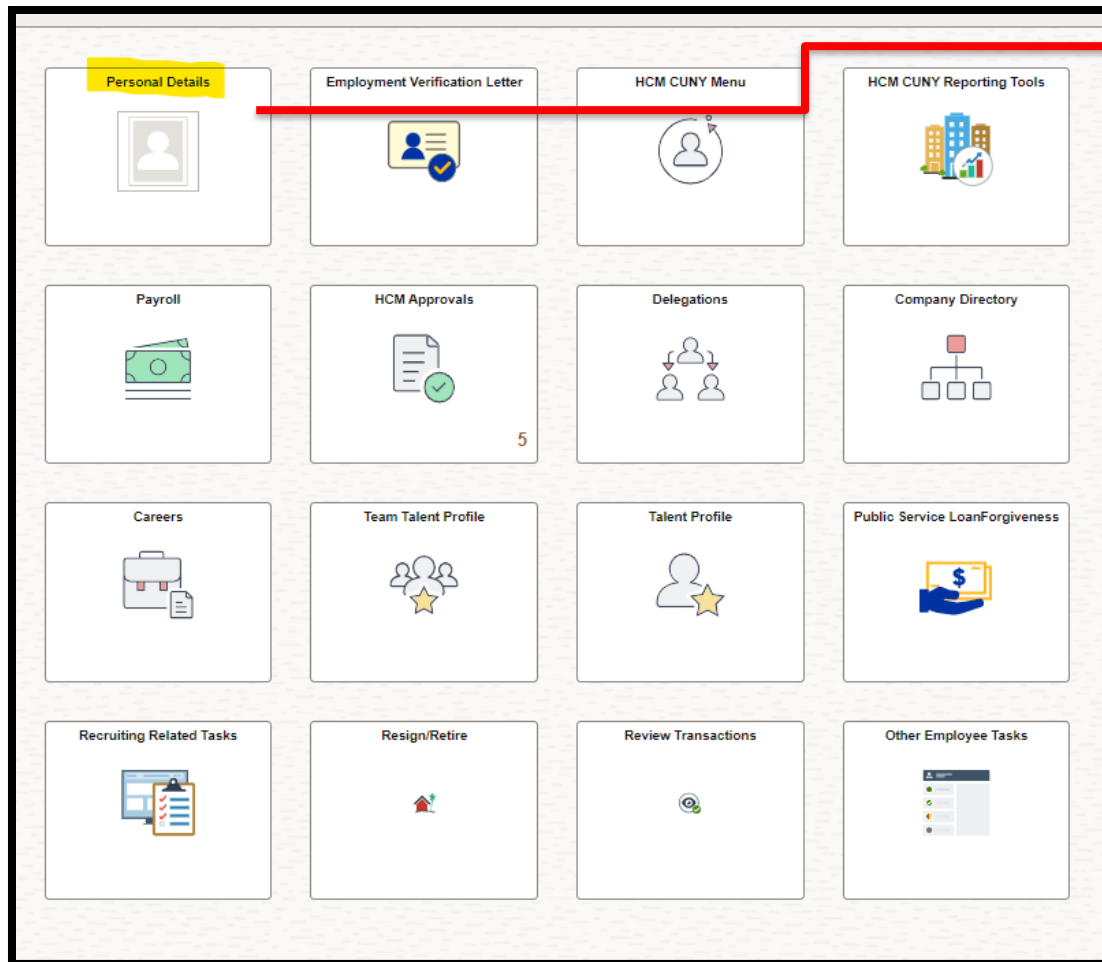
- For a name change, your department must submit a PAF along with supporting documents. The name entered into CUNYFirst must match the name on your Social Security card.
- To update your highest education level, you need to send an official transcript to HR.
- The supporting documents must be submitted to HR before system modifications.

Employees can change the following information in ESS without HR review and approval:

- Address (only mailing address can be a PO Box address)
- Phone numbers
- Emergency contacts
- Email address (business email address cannot be altered and must be the preferred choice)
- Ethnicity
- Gender
- Military status
- Disability
- CUNY Alert Preferences

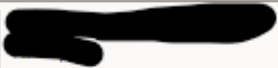

*****Please notify Payroll and Benefits Offices if you need these changes to be reflected there as well.**


Click on Personal Details to access your information. You can open any of these tabs to check or update your information.





Additional Information


Personal Details



[Update Photo](#)


 Addresses


 Contact Details


 Marital Status


 Name

 Ethnic Groups

 Emergency Contacts


 Additional Information

 Disability


 Veteran Status

Review Additional Information


Date of Birth




Birth Country




Birth State




Social Security Number




Smoker




Date Entitled to Medicare




Original Start Date



Last Start Date



Highest Education Level



Employee Information

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

Please contact the Office of Human Resources to update any information under the “Additional Information” tab.

Disclaimer: We do not monitor Smoker/Non-Smoker Status; this data will always be blank.

Office of Human Resources

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695 Park Avenue E1502· New York, NY 10065
Tel: (212) 772-4451 Fax: (212) 650-3889

