CUNYFirst

User Guide: Employee Self Service

HUNTER
The City University of New York

CUNYfirst
Fully Integrated Resources & Services Tool
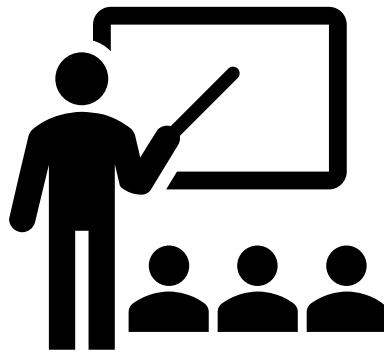
How to Access Employee Self Service in CUNYFirst

Log Into CUNYFirst: CUNYFirst

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:
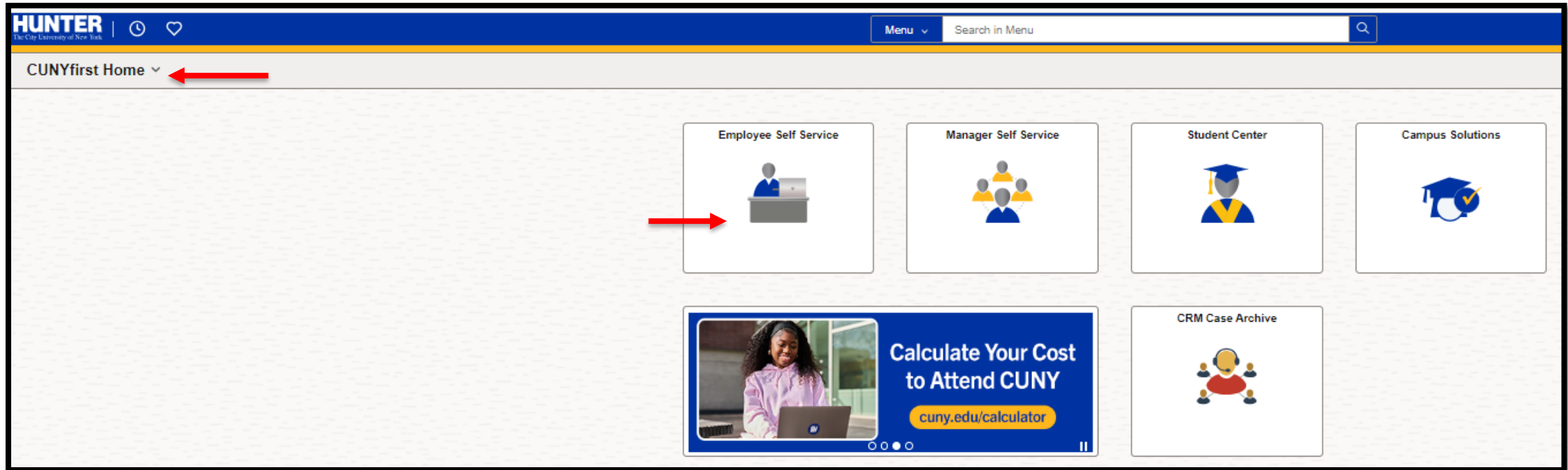
- Click on click the Employee Self Service tab on the Home page.

- 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
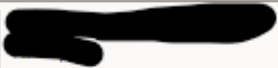- Military status
- Disability
- CUNY Alert Preferences

***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.
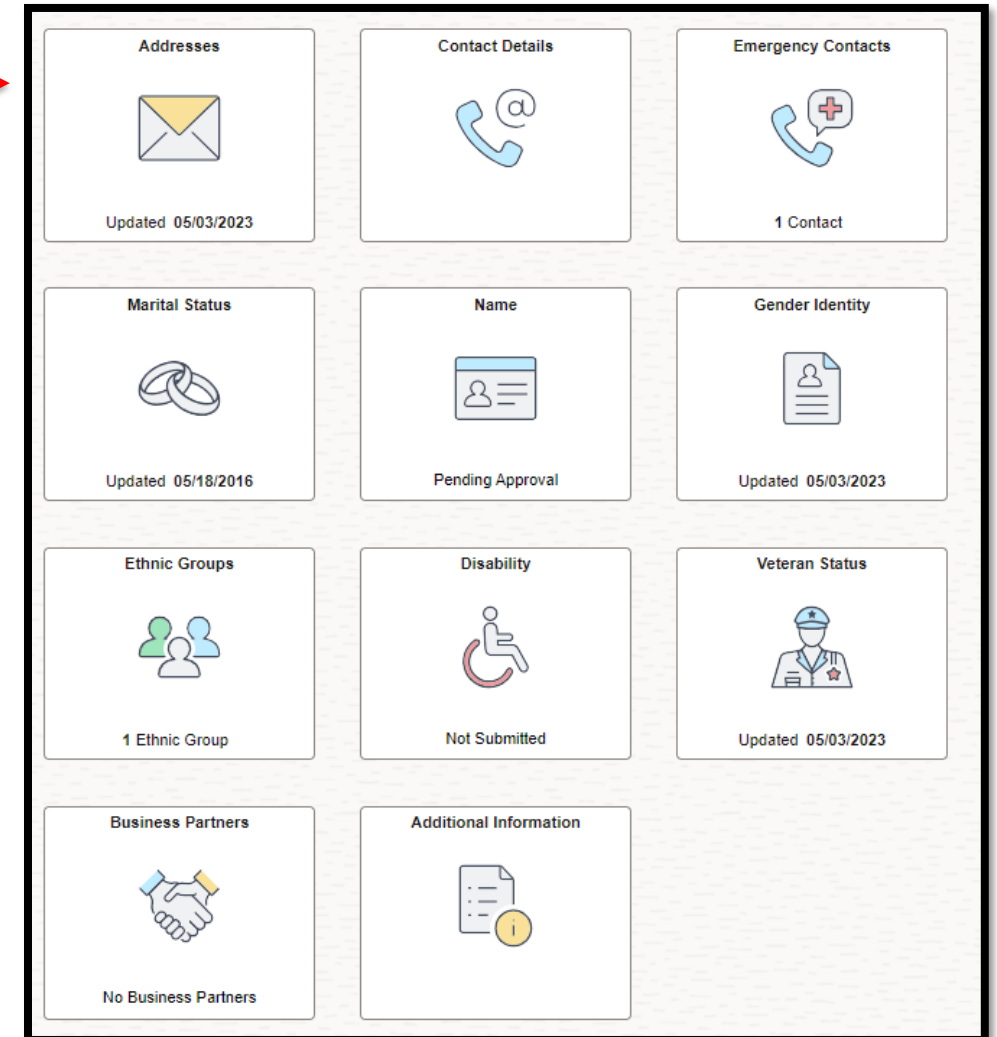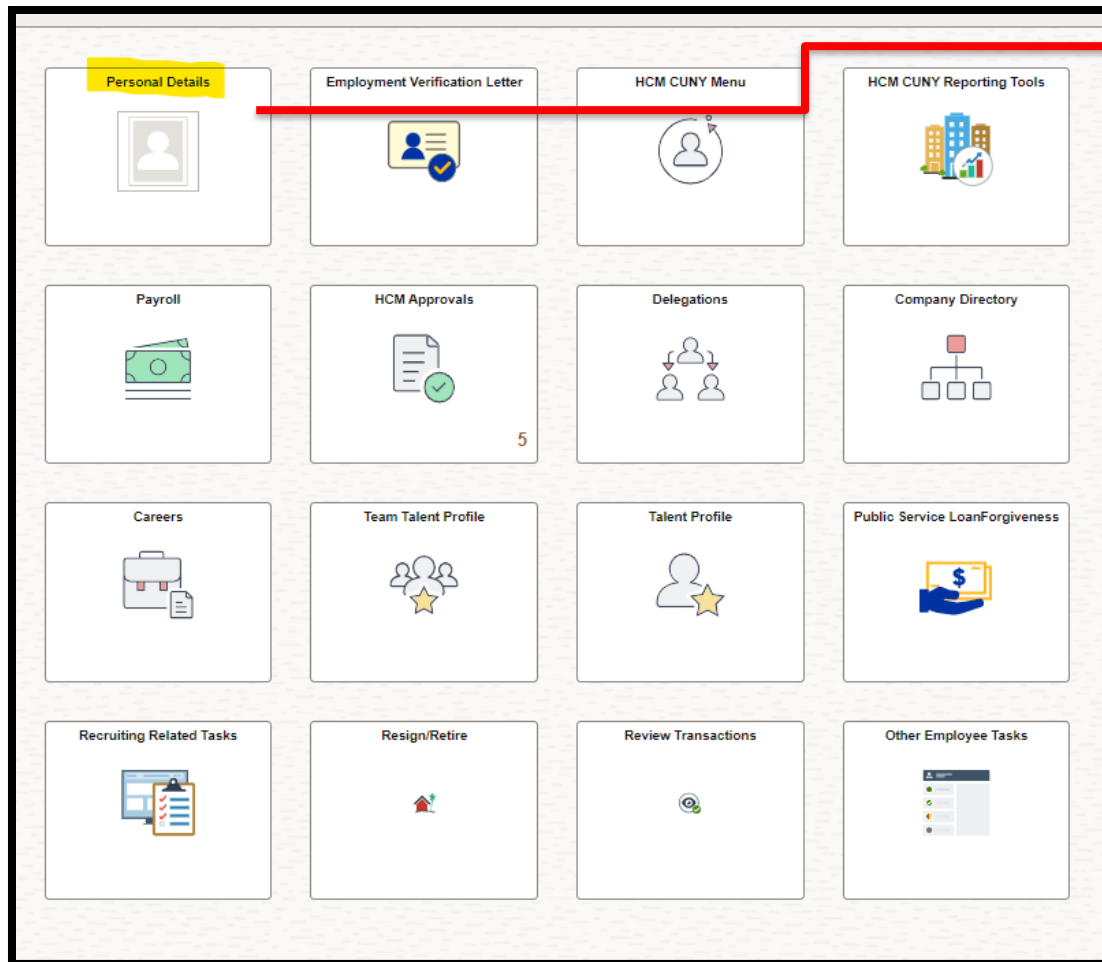
Additional Information

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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