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TO: All Employees

FROM: Aneesa Lesley, HRIS Manager

DATE: March 3, 2016

RE: Updating Your Address via Employee Self-Service

Address changes are completed by using Employee Self Service via CUNYFirst. In an effort to ensure that we have your correct address on file, please double check it in CUNYFirst. If you need to make any changes, login to CUNYFirst by entering <https://home.cunyfirst.cuny.edu> in your web browser and follow the following path:

HR/Campus Solutions > Self Service > Personal Information > Home and Mailing Address

There will be a yellow “Edit” tab to the right. Click on it and update your address. Don’t forget to click on “Save” when completed.

While you may be able to update the various types of addresses, please note that only the changes you make to your “**Home**” address will be reported to the Benefits and University Payroll offices. P.O. Boxes will not be acceptable as a “**Home**” address.

If you need further assistance or have any questions, please contact me at alesley@jjay.cuny.edu or by phone at 212-237-8479.

Thank you.