Employee Self Service

Training Manual for Employees

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2022 Edition

CUNYFirst and Employee Self Service (ESS)

CUNYFirst (Fully Integrated Resources & Service Tool) is the name of CUNY's Enterprise Resource Planning (ERP) project. It is an initiative to implement a single, unified ERP system on all of the CUNY campuses. This system plays a key role in the transformation of the University and the promotion of an integrated CUNY. One important feature is that it allows for employees to access the system and view and/or change their personal information through the Employee Self Service (ESS) Module. Employees should ensure the accuracy of his/her personal information. Incorrect employee information can lead to issues regarding your retirement, health benefits, and possible pay increases upon the Payroll and CUNYFirst merge.

To be able to access the system and use the ESS module, employees are first required to claim their account. If you have not yet done so, please see the steps in the following pages to complete this process.

All computer systems at CUNY rely on data in CUNYFirst. The data provided to the Office of Human Resources is entered into CUNYFirst and becomes the basis of your accounts in other systems administered on campus and by CUNY Central Office. Understanding the data sharing process can be important in troubleshooting account-related issues that arise for new hires.

Data Sharing Process

▶ **Office of Human Resources**
  ◦ Responsible for the initial data collection and entry of personal information and basic job data into CUNYFirst.
  ◦ A distinctive Employee ID is created and assigned to each employee, which will carry throughout your CUNY-wide career.

▶ **Office of the Registrar**
  ◦ Assigns instructors to courses in CUNYFirst.
  ◦ Maintains course information used for the creation and enrollment of faculty and students into Blackboard course shells
  ◦ After being assigned to a course in CUNYFirst, it is accessible in Blackboard within 24 - 48 hours.

▶ **Academic Affairs**
  ◦ Enters faculty into the CUNYFirst Instructor Table, if necessary.
  ◦ Provides access to the Faculty Center (access required for Faculty).

▶ **John Jay Blackboard Support Center**
  ◦ Troubleshoots account-related issues for Blackboard
  ◦ Provides assistance with Blackboard, through workshops, one-on-one consultations, and in-class visits.

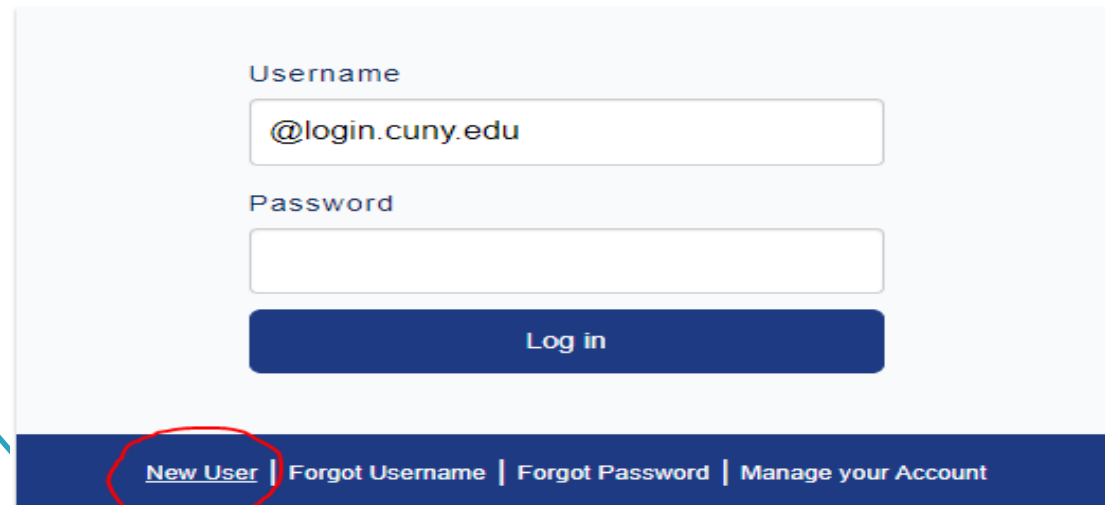# Claiming Your Account in CUNYFirst

To begin account activation, go to: https://ssologin.cuny.edu/cuny.html
Select "**New User**".

CUNY Login

Log in with your CUNY Login credentials
If you do not have a CUNYfirst account, see the FAQs.

Username

@login.cuny.edu

Password

Log in

Select
"New User"

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 (ssologin.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.

Claiming Your Account in CUNYFirst

On the *"Activation CUNY Login Account"* screen, enter your First Name and Last Name as it appears on your Social Security Card.

Next, enter your Date of Birth, using the following format (mm–dd–yyyy).

Then, enter the last four (4) digits of your Social Security number.

Lastly, choose "I'm not a robot" and click Continue. This feature, called "reCAPTCHA", will help keep out computer programs that are designed to break a system's security.

You may also need to complete a sequence of image or audio recognition tasks to confirm that you are not an automated program or bot trying to access CUNY Login.

Enter Personal Information

Provide the information in the fields that follow to activate your CUNY Login account.
All fields are required.

First Name

Last Name

Date of Birth (MM-DD-YYYY)

MM-DD-YYYY

☐ Display Date of Birth

Last 4 digits of Social Security or CUNY-assigned ID Number

☐ Display last 4 digits

☐ I'm not a robot

reCAPTCHA
Privacy · Terms

Continue

Claiming Your Account in CUNYFirst

Select five (5) Challenge Questions and Answers. It is imperative that you remember the answers to these selected questions if you ever forget or need to reset your password.

Challenge Questions and Answers

Challenge Questions And Answers
Please select a question from each of the drop down menus below, and provid the answers of your choice to be used in the future for password resets

Question 1*:	--- Please Select ---
Answer*:	
Question 2*:	--- Please Select ---
Answer*:	
Question 3*:	--- Please Select ---
Answer*:	
Question 4*:	--- Please Select ---
Answer*:	
Question 5*:	--- Please Select ---
Answer*:	

OK

*Denotes required field

Claiming Your Account in CUNYFirst

Selecting a Password

◦ At least eight (8) characters long
◦ At least one **UPPERCASE** letter **AND** one numeric (1, 2, 3, etc.) **OR** one special character (&, %, ?, etc.)
◦ Passwords expire 90 days after the last password change
◦ You may not use one of the 4 previous passwords
◦ Passwords cannot be changed for 5 days after the last password change

Choose a Password

Choose a password below. For password policy details, please click here

Password*: [   ]

Confirm Password*: [   ]

[OK]

*Denotes required field

Claiming Your Account in CUNYFirst

Confirmation Page

CONGRATULATIONS!!! Your CUNYFirst account is now activated.

It is <u>highly</u> recommended that you PRINT this page and keep it in a safe place for your records.

User Activation Completed Succesfully!

Your username is: Matt.Fox81

Your EMPLID is: 00256481

Employee Self Service (ESS)

Human Capital Management > Self Service

To access the Employee Self Service follow the following path:

Human Capital Management > Employee Self Service > Personal Details

Employee Self Service (ESS)

Personal Information that CAN be changed in CUNYFirst via Employee Self Service

These items can be changed <u>WITHOUT</u> an approval trigger.

- **Addresses**
  - Do not enter PO Box addresses as Home addresses.
  - 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.
  - 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.
- **Phone numbers**
  - Enter digits only. Do not enter dashes "–" or the "1" for US numbers. (Ie. xxxxxxxxxx)
- **Emergency contacts**
  - Enter digits only, as phone numbers. Do not enter dashes "–" or the "1" for US numbers. (Ie. xxxxxxxxxx)
- **Email address**
  - Business email addresses cannot be altered and must be the preferred choice.
- **Ethnicity**
- **CUNY Alert Preferences**

Employee Self Service (ESS)

Personal Information that CANNOT be changed in CUNYFirst via Employee Self Service

*These items **REQUIRE** further approval and/or documentation before the change occurs.*

- **Name Changes**
  - Employees must submit a request for a name change via CUNYFirst.
  - The CUNYFirst system instructs the employee to provide original supporting documentation to HR. This request will be sent to HR for review and approval.
  - The employee will receive email notification for this transaction.
- **Marital Status**
  - Provide a copy of documentation to HR and it will be changed manually.
- **Highest Education Level**
  - Employees may submit this request, however, must supply HR with an official transcript in a sealed envelope and/or their actual degree.
- **Date of Birth**
- **Birth Country**
- **Social Security Number**
- **Military Status**
- **Original Start Date**

Employee Self Service (ESS)

Click on the item that you would like to edit, to the left of the page, and follow the prompts accordingly.
Don't forget to save your changes.

Accessing Your John Jay Email

Email accounts are requested by the Office Human Resources at the time of hire. Your user identification code is usually the first initial of your first name, followed by your last name, followed by @jjay.cuny.edu (e.g.rsingh@jjay.cuny.edu). Additionally, your password is set by default to the last four digits of your social security number preceded by the letters JJ.

To begin using email, simply go to the John Jay College homepage (www.jjay.cuny.edu).   The email link is located on the top section of the homepage. If you encounter a problem, call the DOIT Help Desk at extension 8200.
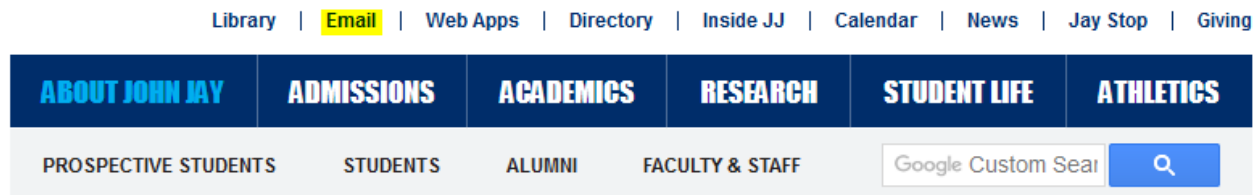
Any Questions?

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