

Employee Self- Service Instructions

1. Log in to CUNYfirst at [_____](#)

see a list of CUNYfirst functions you can access.

3. Click on "HR/Campus Solutions".
4. Click on the "Self Service" link in the menu.
5. To access your personal information click on "Personal Information Summary".
6. All of your demographic information will now be displayed. If you need to make any changes please click on the corresponding button above the information that you want to change.

10. Data changes in Employee Self-Service will update your health insurance, your union (PSC-CUNY members only), transit spending account, and payroll. If applicable, it is your responsibility to contact your pension plan and any other voluntary benefits that you may have.

1. All of the supporting documentation as outlined below must be submitted to the Office of Human Resources in Shepard Hall, Room 50.

a. Copy of your marriage license or state issued ID and a social security card with the updated name. You will also need to complete the Office of Human Resources "

found in the forms section of the human resources webpage.

b. Copy of the divorce