



## ***Employee Self- Service Instructions***

### **Updating Your Personal Information**

1. Log in to CUNYfirst at <https://home.cunyfirst.cuny.edu>. Click on “First Time Users”, if applicable.\*
2. On the left side of the page you will 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.

***Note: Name changes and degree updates cannot be processed in Employee Self-Service. Name changes and degree updates require supporting documentation (see page 2 for instructions).***

7. After you have entered your updated information, verify that it is correct and then click “Save”.
8. Upon receiving a save confirmation, click “Ok”. Your information is now updated.
9. You can either sign out or click “Return to personal information” to update additional information.

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.

### **Name Changes**

1. All of the supporting documentation as outlined below must be submitted to the Office of Human Resources in Shepard Hall, Room 50.
  - a. **Marriage:** 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 “*Change of Personal Data form*” found in the forms section of the human resources webpage.
  - b. **Divorce:** Copy of the divorce decree, or state issued ID and a social security card with the updated name. You will also need to complete the Office of

Human Resources *Change of Personal Data form* found in the forms section of the human resources webpage.

- c. **Court Order:** Copy of the court order document or a state issued ID and a social security card with your updated name. You will also need to complete the Office of Human Resources *Change of Personal Data form* found in the forms section of the human resources webpage.

### **Degree Updates**

1. Please submit a copy of the degree or the official transcripts conferring the degree to the Office of Human Resources in Shepard Hall, Room 50.

***\*If you need any assistance with logging into CUNYfirst or if you have questions, please email Human Resources at [humanresources@ccny.cuny.edu](mailto:humanresources@ccny.cuny.edu).\****

