Employee Self-Service Instructions

Updating your personal information:

1. Log into CUNY First at [https://home.cunyfirst.cuny.edu](https://home.cunyfirst.cuny.edu).
   Navigate to “First Time Users” if relevant.

2. Navigate to “HR/Campus Solutions”.
3. Click on “Self Service” link on the left drop down menu.

**Personal Information I can change in “Self-Service”**

1. Home Address
2. Phone Number
3. Email address. (Business email should always remain the same).
4. Emergency contact
5. Ethnic Group

**Personal Information I can request to have changed in “Self-Service”**

Note: Supporting documents will need to be submitted to Human Resources.

1. Marital Status - [Documents needed: Marriage License or Divorce Decree](#)
2. Name Change - [Documents needed: New Social Security Card, Personnel Action Form (PAF) and additional documentation supporting the name change.](#)
3. Degree Update - [Documents needed: Original degree. (Copies will not be accepted).](#)
Creating a Delegation Request:

When a manager needs a member of their staff to perform some of their CUNY First functions such as submitting a “Request New/Change Position” for a position number modification or an “Employee Separation Request” the manager can create a delegation thru the CUNY First system and select a particular proxy. Please follow the detailed instructions below to create a delegation request in CUNY First.

1. Navigate to Self-Service in the CUNYFirst system.
2. Click on Manage Delegations.
3. Click on Create Delegation Request.

4. Enter an Effective Date and end date for your delegation request and click Next.  
   **Note:** If this delegation request has no end date please leave the end date field blank.
5. Choose the appropriate transactions that you want delegated to your proxy and click Next.
6. Choose the appropriate Proxy that you want to delegate your transactions to and click Next.

7. Review your selections and click Submit.