CUNYFirst HCM TIPS

HCM = HUMAN CAPITAL MANAGEMENT

COMMUNICATED BY THE OFFICE OF HUMAN RESOURCES,

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Welcome to CUNYFirst HCM TIPS. The goal of CUNYFirst HCM TIPS is to communicate to Faculty and Staff the various processes that can be conducted through the HCM module of CUNYFirst including any HR follow-up that must accompany the CUNYFirst process. The HCM is the module that maintains all of the Human Resources related data pertaining to Positions, Job Postings and People. In order to move forward however you must have already claimed your CUNYFirst account. If you have not claimed your account please click on the link below:

http://www.csi.cuny.edu/cunyfirst/claim_your_account.pdf

TIP #1(ESS) Employee Self Service

How to submit an address change:

- Start by logging in to CUNYFirst at: https://home.cunyfirst.cuny.edu
- Enterprise menu comes up, click on the link for HR/Campus Solutions, on the left side of the page
- On the left side you will see a menu list, click on Self Service (The menu that appears is customized for each person based on the relationship they have with CUNY. For instance, if the user is an employee and a student, they will see links to their entire employee and student related information.)
- Click on Personal Information
- Click on Home and Mailing Address. If the address that appears is not current then proceed to the next step.
- Click on Edit which appears in a yellow box
- Type in your new address information
- Navigate to the "*on this date field"* and click on the calendar icon and select "*current date"* *then* click Save
- A new screen will appear which indicates that your request was saved.
- A CUNYFirst confirmation email will be sent to your @csi.cuny.edu account

  Navigation: HR/Campus Solutions → Self Service → Personal Information → Home and Mailing Address