



At Bronx Community College

A How to Guide

CUNYfirst at Bronx Community College

CUNYfirst is a powerful integrated, enterprise system, based on Oracle Peoplesoft. Bronx Community is committed to full data transparency and utilization of *CUNYfirst* as the official system-of-record to support all our users. The upgrade to 9.2 has afforded users even more functionality and streamlined access. Below is a summary of the pillars, functions and access roles for *CUNYfirst*.

Pillar	Description	Forms
Campus Solutions	Primary access point for students throughout their academic career. It is also the central point that Faculty uses to disseminate pertinent information such as grades and course requirements.	Campus Solutions Access Request Form Campus Solutions Access Form for Additional Graduate Center Roles Campus Solutions Student Financials Item Type Access Request Form CS Reporting Access Request Form Degreeworks Access Form EAB Access Request Form Schedule Builder Access Request Form Coursedog Access Request Form
Financials	All accounting related needs are met within the financial pillar. CUNYfirst provides general ledger, accounts payable, accounts receivable and other financial and accounting management functions supporting CUNY business operations.	AR/Billing Access Form (Right click on the hyperlink and select 'Save Link as ' to download the form) Asset Management Request Form Cash Management Access Request Form (Right click on the hyperlink and select 'Save Link as ' to download the form) Financials Reporting Access Request Form General Ledger Access Form Procurement Access Form (Right click on the hyperlink and select 'Save Link as ' to download the form) Procurement P-Cards Procurement Travel & Expenses (Right click on the hyperlink and select 'Save Link as ' to download the form)
Human Capital Management	This pillar provides Human Resources with all the tools necessary to recruit, onboard, and track employee benefits/ compensation. HCM also provides Employees the ability to self-manage and update personal information.	HCM-Access-Form HR Reporting Access Request Form Work Study Access Form
Other	Senior level administrator access point for user information not related to HCM or Financials.	CUNYfirst NPUI Data Access Waiver Procedure/Form FileNet User Access Request Form Vaccination Verification User Access Request Form

CUNYfirst User Access Roles

CAMPUS SOLUTIONSⁱ

<i>Role</i>	<i>Assigned to</i>	<i>Access</i>
Student Self Service		
	Student: Ability to self-manage student related information.	Profile Tasks Course Planning Academic Record Financial Account Financial Aid Transcript & Verification Student Tools Degreeworks Graduation Direct Deposit
Faculty Center:		
	Faculty: Ability to view and edit schedule and see student information.	My Schedule Class Roster Grade Roster VOE Roster MY Textbooks Scholarly & Creative Work Blackboard Class Search
Advisor Center		
	Advisors: Ability to view students schedule, financial aid information and access to FERPA forms.	Schedule Builder Advisor Center Student Summary View Student Services Center Degreeworks NYS Financial Aid Navigate / Starfish FERPA

CUNYfirst User Access Roles (Specialized Roles)

FINANCIALSⁱⁱ

<i>Role</i>	<i>Assigned to</i>	<i>Access</i>
Asset Management		
	Financial Management: CUNY accounting and financial reporting users responsible for maintaining the General Ledger	
	Property Manager: Persons responsible for a range of fixed assets at a given campus. Property managers record new assets, changes to existing assets, and asset disposals. They are also responsible for periodic physical inventories to verify asset records.	
	Operations Support: Responsible for CUNYfirst maintenance and execution of batch jobs.	
	L&W Maintenance: Responsible for Maintenance of assets concerning License and Warranty information.	
	Asset Viewer: View asset related information	
	AP/PO Viewer: View/Print Voucher, Purchase Order Receipt information	
CC, Travel & Expense		
	Card Administrator: Maintain employee and card data	
	Card Holder or Assigned Proxy: Card use consistent with CUNY Policy/Procedures. Reconcile card transactions to confirm charges are true and correct. Attach receipt or packing slip and Confirm Department ChartField.	
	Card Supervisor: Verify transactions meet business need and confirm Department ChartField.	

	Card Approver: Approve card transactions and confirm Department ChartField	
	Buyer: Submit PO using card number	
	AP Voucher Entry: Issue Non PO Voucher to pay card issuer and resolve Voucher build errors.	
	Vendor Entry: Add/Update Vendor file	
	Travel and Expense Administrator: Add/Update employee data	
	Employee: Create, modify and manage Travel Authorizations and Expense Reports	
	Approver: Responsible for Budget check, confirming Department ChartField, confirming support documentation attached is consistent with CUNY policy and procedures.	
	Payment Processor: Prepares payments for City and State interfaces.	
Procurement		
	Creator: Creates requisition based on specs provided by a requester.	
	Requestor: Creates requisition	
	Requester's Supervisor: Approves request made by staff member.	
	Department Approver Level 1: Approves expense to Department budget.	
	Department Approver Level 2:	

Approves expense to Department budget.	
Category Approver: Needed for Facilities, Technology, and Environmental Health and Safety.	
Budget Reviewer: Verifies there is sufficient budget allocation in the corresponding category.	
Buyer: Purchasing staff processes and generates a purchase order.	
PO Approver	
Receiver	
Inspector	
AP Voucher Entry: Enters vouchers and accompanying documents in the payables system.	
AP Approver: Approves the entered voucher	
Pay Cycle Processor: Processes payments in CUNYfirst to vendors.	
Vendor Add: Enters new vendors into CUNYfirst.	
Vendor Management: Makes updates and changes to vendor information.	
Contract Entry : Enters contracts into CUNYfirst:	
Contract Approval: Verifies entered contract details are accurate and approves release into system.	

Human Capital Management

Employee Self Serviceⁱⁱⁱ

<i>Role</i>	<i>Assigned to</i>	<i>Access</i>
Employee: Self-Service	This role is designed to allow CUNY employees to see, and in some cases update, their own information. This role grants access to employee self-service functions. This role will be automatically assigned to those in the role of employee by the Identity Management system.	ESS Personal Details ESS Job Information ESS Payroll and Compensation ESS Profile Information ESS Faculty Event Tracking ESS Travel and Expense ESS Recruiting Information ESS Other and Training
Manager:	This role is designed to allow CUNY managers, those employees with direct reports based on their position, to see, and in some cases update personal and job information about their employees.	My Team – all view only Team Talent Profiles Recruiting Activities Additional Manager Tasks

Human Capital Management (Specialized Roles)

Human Resources

Role	Assigned to	Access
Human Resources	HR Manager: This role is designed to allow broad access to all employees in a Business Unit (Campus) (or more than one BU, depending on row-level security). People assigned the role “HR Manager” have update access to update and view personal and job data, but will not be able to correct history data.	Personal Information Biographical Information Organizational Relationships Personal Relationships Citizenship Disability Job Information Workforce Administration Reports Workforce Reports Salary and Compensation Reports Position Data Position Reports
	HR Analyst 1: This role is designed to function much like the “HR Manager” role. In CUNYfirst, these roles should be assigned to those who are responsible for data entry.	Workforce Administration Reports Workforce Reports Salary and Compensation Reports Position Data Position Reports
	HR Analyst 2: This role is designed to function much like the “HR Manager” role. In CUNYfirst, these roles should be assigned to those who are responsible for data entry.	Additional Pay PI Check Summary Payroll Personal PI Job Payroll General Comments Time Entry
	HR Inquiry: This role is designed for the HR person needing information about employees but having no need to update their data.	HR person needing information about employees but having no need to update their data

<p>HR Administrator: Where there are some limits to the access granted to the “HR Manager”, “HR Analyst”, and “HR Inquiry” roles, this role functions as an “HR Super User”, with full access to all employees in a Business Unit (or more than one BU, depending on row-level security).</p>	<p>Where there are some limits to the access granted to the “HR Manager”, “HR Analyst”, and “HR Inquiry” roles, this role functions as an “HR Super User”, with full access to all employees in a Business Unit (or more than one BU, depending on row-level security). People assigned the role of “HR Administrator” will have full access to HR functions including correction of all historical data.</p>
<p>Central Office HR Administrator: This role is designed to function in the same was as the “HR Administrator” role, but with added access to functions controlled and run only by the Central Office HR Department.</p>	<p>Where there are some limits to the access granted to the “HR Manager”, “HR Analyst”, and “HR Inquiry” roles, this role functions as an “HR Super User”, with full access to all employees in a Business Unit (or more than one BU, depending on row-level security). People assigned the role of “HR Administrator” will have full access to HR functions including correction of all historical data.</p>
<p>Scholarship HR Coordinator: This role is designed to allow people outside of the HR Office to manage taxable scholarship payments to students who are non-resident aliens for tax purposes.</p>	<p>Personal Information – view only Biographical Information – view only Organizational Relationships Personal Relationships Job Information</p>
<p>Scholarship HR Coordinator (Level 1): This role has the same access as the Scholarship HR Coordinator role, except that this role may add a person to the system.</p>	<p>Personal Information – view only Biographical Information – view only Organizational Relationships Personal Relationships Job Information</p>
<p>Administrative Posts Coordinator: This role provides access to the Faculty Events – Administrative Posts table. It allows users to maintain administrative posts held by faculty at the Medical School.</p>	<p>This role allows users to add, update and correct history for on the Administrative Posts page only.</p>

<p>Person Profile Coordinator: This role provides access to Person Profile degree and qualifications. Qualifications includes licenses, certifications and memberships. This user will be able to add, update and correct historical records.</p>	<p>Degrees Qualifications</p>
<p>HR Correct History PI Override: This role is designed to allow HR users with correct history access to update effective date, expected end date and return from leave fields if the job transaction has been sent to the external payroll systems.</p>	<p>Effective Date Expected End Date Expected Return from Leave</p>
<p>Diversity Officer: This role is designed to support compliance with EEOC and Affirmative Action laws.</p>	<p>Maintain Regulatory Requirements Manage Applicants Applicant Activity CUNY Custom Applicant Tracking Report</p>
<p>Final Job Offer Approver: This role is designed solely to review and approve certain employee transactions.</p>	<p>This role is only a workflow role. Any access a campus President or designee may have (such as access to his/her direct reports) will be granted via other roles, such as "Manager".</p>
<p>Department Head: This role is designed solely to review and approve certain employee transactions.</p>	<p>This role is only a workflow role. Any access a Department Head may have (such as access to his/her direct reports) will be granted via other roles, such as "Manager".</p>
<p>HR Person Summary View Only: This role is designed specifically to allow non-HR personnel to see non-confidential employee information, to support their job duties.</p>	<p>CUNY Custom Job Summary</p>
<p>Functional System Config: This role is designed to enable the maintenance of HR and Recruiting setup or configuration tables.</p>	<p>This role has update access to all HR and Recruiting functional configuration tables.</p>
<p>Technical System Config: This role is designed to enable the maintenance of PeopleTools and other technical CUNYfirst tables.</p>	<p>This role has update access to all technical configuration tables.</p>

Budget Roles

Func Config View Only: This role is designed to allow people who do not have update access to configuration tables to see their contents.	This role has view-only access to all HR and Recruiting functional configuration tables.
Budget Officer: This role is designed to provide the Budget Department the needed access to the HR system to support the Position Management business process and integration with the Financials module.	Request New/Change Position Data Add/Update Position Data (updated limited to PayServ position number, Budget Line number Effective date and status fields Department Budget Table – update Job data – view only Additional Pay – view only PI Check Summary Review Paycheck Payroll Job Allocation – view only Position Reports
Commitment Accounting Coordinator: This role is designed to provide Budget users with update access to the Department Budget Table and other components of Commitment Accounting.	Department Budget Table – update Review Actuals Distribution – update Review Suspense
Community College Job Allocation Coordinator: This role is designed to provide the Budget Department the access to split payroll expenses across multiple job using a fixed percentage split. The Community College Job Allocation Coordinator should be assigned to Budget Staff at a Community College.	Job Allocation page
Senior College Job Allocation Coordinator: The Senior College Job Allocation Coordinator should be assigned to Budget Staff at a Senior College. For UBO, OUC and Hunter College, Budget staff should be assigned both roles.	Job Allocation page

	<p>Community College Predistribution Report: This role is designed to allow users to run the Predistribution Report in Actuals Distribution and to receive notifications from Central Office about the report timing.</p>	Predistribution Report
<p>Payroll Roles</p>	<p>Senior College Predistribution Report: This role is designed to allow users to run the Predistribution Report in Actuals Distribution and to receive notifications from Central Office about the report timing.</p>	Predistribution Report
	<p>Additional Pay Coordinator: This role is designed to allow access to add and update compensation maintained on the Additional Pay page</p>	Additional Pay
	<p>College Payroll Administrator: This role is designed to allow broad access to HCM pages that impact the Payroll Interface process. This role has access to person data, job data, custom payroll pages and select reports. This role will not have access to all colleges and is expected to be assigned to users in the University Payroll group.</p>	<p>Additional Pay – view only Job Data – update on Work Location; view only on other job pages. PI Job Data – update Person Information – view only PI Person Data – update PI Check Summary Payroll General Comments – update Position Management – view only Review Paycheck HR Daily Transaction Report College Time Entry – view only</p>

<p>University Payroll Administrator: This role is designed as a Payroll Super User role to allow broad access to HCM pages that impact the Payroll Interface process and to provide expanded access to view (in very limited cases update) Payroll Interface configuration, transaction history and Inbound interface audit information. This role has access to job data, custom payroll pages and select reports. This role will have access to University-wide data and is expected to be assigned to users in the University Payroll group.</p>	Additional Pay – view only, Job Data – update on Work Location; view only on other job pages. PI Job Data – update Personal Data – view only PI Personal Data – update PI Check Summary PI Configuration PI Transaction History Payroll for North America Reports PI Audit PI Job Allocation Payroll General Comments – update Position Management – view only Review Paycheck HR Daily Transaction report – University Time Entry- view only
<p>Payroll Inquiry: This role is designed to allow Payroll staff access to view payroll interface related data.</p>	Additional Pay – view only Job Data – view only PI Job Data – view only Person Information – view only PI Person Data – view only PI Check Summary Payroll General Comments – view only Position Management – view only Review Paycheck HR Daily Transaction Report – College Time Entry – view only
<p>Payroll Position Update: This role is designed to allow Payroll users to update Budget Line number and PayServ Position Number. This access is equivalent to the Budget Officer access.</p>	Add/Update Position
<p>Time Entry: This role is designed to allow access to add and update time entry</p>	Time Entry – update

Recruiting Roles

Time Entry – View: This role is designed to allow access to review time entry data entered into the component	Time Entry – view only
Applicant: This role is designed to identify and provide access to external applicants (i.e.; people not currently employed by CUNY) to inquire as to CUNY’s open jobs, apply for one or more, track their application status, and request alerts when jobs they are interested are posted.	Their profile, all their applications applied for and the status, interview schedule and the ability to search for job openings.
Hiring Manager: This role is designed to enable managers to be fully involved in the recruiting process with the support of a Recruiter.	Applicants they are assigned to in the job openings assigned to them.
Recruiter: This role is designed to allow a person to manage the hiring process by working with the Hiring Manager, AAO and HR to understand the needs of the position for which people are to be recruited, help create the job opening by cloning from an OHRM-created template, market the position to the destinations agreed upon with the AAO, screening the applicants and routing the applicants that pass the screening to the Search Chair. Finally, people in this role assist with the process to get to a final candidate that is ultimately hired.	Recruiting – all menu items
Recruiter Administrative Assistant: This role is designed as a support role for the Recruiting process.	Create New Job Openings, Browse Job Openings, Find Job Openings
Recruiting Administrator: This role is designed to function as a “Recruiting Super User” with the broadest recruiting access of all roles.	Recruiting – all menu items

A Guide to Finding the Information You Need in CUNYfirst

Human Capital Management





<i>What Do You Want To Do?</i>		<i>How To Get There</i>
Search for People (Search/Match)	Search CUNYfirst to see if a person already exists in the database and has an Employee ID number. This step is required before you add a new employee to the database.	CUNY> ESS > Campus Directory > Search Campus Directory OR CUNY > Workforce Development > CUNY Job Information
HR Forms	Print Hire/Rehire, Change and Change Position HR forms used for processing new and existing State employees.	Coming Soon
Personal and Demographic Information	Add or update personal, demographic, View personal and demographic information	CUNY > Employee Self Service > Personal Details CUNY > Workforce Administration > Personal Information > Modify a Person
Education	Add or view the employee's HS or college degree information.	CUNY > ESS > Team Profile CUNY > Workforce Administration > Personal Information
Languages	Track the employee's native language and other language proficiencies.	
Licenses and Certificates	Add or view license and certification information required for the job.	
Honors and Awards	Track honors and awards.	
Emergency Contact	Add or update emergency contact information for all employees. View emergency contact information.	CUNY > ESS > Emergency Contact CUNY > Workforce Administration > Personal Information > Personal Relationships > Emergency Contact

What Do You Want To Do?		How To Get There
Employee Checklist	BCC HR staff use this page to track checklist items needed for a new hire. View checklist items.	CUNY > HCM > Workforce Administration > Personal Information > Organizational Relationships > Person Assignment Checklist BCC > HCM > Workforce > Company Property
Visa/Permit Data Citizenship Passport Employee Photo	View Citizenship status, Visa/ Permit information and Employee Photo.	CUNY > HCM > Workforce Administration > Personal Information > Citizenship > Identification Data
Office Address	Add or update office address and office phone information for all employees.	CUNY > HCM > Workforce Administration > Position Management > Office Address
Names	View the employee's "primary" and "preferred" names and a history of name changes.	CUNY > HCM > Workforce Administration > Personal Information > Biographical > Additional Names
Job Information	View the history of job information for existing employees.	CUNY > HCM > Workforce Administration > Job Information > Job Data
Job Summary	View a summary of job information for employees (includes all of the effective-dated changes to job data).	Workforce Administration > Job Information > Current Job
Additional Pay	View the earning information for summer and winter faculty.	Payroll for North America > Employee Pay Data USA > Create Additional Pay
Training Summary	View the mandatory training classes that your employee completed.	Enterprise Learning > Result Tracking > Review Training Summary
Position Management	View information about the positions in your department. View summary information for the positions in your department.	Organizational Development > Position Management > Maintain Positions/Budgets > Add/Update Position Info Organizational Development > Position Management > Review Position/Budget Info > Position Summary (or > Position History or > Budget Status)
Personalization Settings	Personalize your navigation and accessibility options.	My Personalization
Report Manager	Retrieve reports for printing.	Reporting Tools > Report Manager

CUNYfirst Access Pillars

BRONX COMMUNITY COLLEGE		CUNYfirst Pillar and Access Approvers		
College Code	Approval Role	Approver Name	PHONE #	E-MAIL ADDRESS
BCC	Admissions	Joshua Perez	(718) 289-5896	joshua.perez07@bcc.cuny.edu
BCC	Business Manager	Gina Ugarte	(718) 289-5562	gina.ugarte@bcc.cuny.edu
BCC	Vice President, Administration and Finance	Kay Ellis	(718) 289-5127	kay.ellis@bcc.cuny.edu
BCC	Degreeworks Administrator	Syria Carrington	(718) 289-5716	syria.Carrington@bcc.cuny.edu
BCC	Degreeworks Administrator	Yohanny Fernandez	(718) 289-5245	yohanny.fernandez@bcc.cuny.edu
BCC	Financial Aid Director	David Woods	(718) 289-5700	david.woods@bcc.cuny.edu
BCC	Financial Aid	Wilma Rosario	(718) 289-5696	wilma.Rosario@bcc.cuny.edu
BCC	Help Desk Manager	Kelvin Contreras	(718) 289-5125	kelvin.contreras@bcc.cuny.edu
BCC	Help Desk Manager	Wanda Santiago	(718) 289-5352	wanda.santiago@bcc.cuny.edu
BCC	HR Director	Tina Spears	(718)289-5114	tina.spears@bcc.cuny.edu
BCC	P-Card Admin	Kelema Bradford	(718) 289-5800	kelema.bradford@bcc.cuny.edu
BCC	Student Records (Registrar)	Angela Kavanagh	(718) 289-5719	angela.kavanagh@bcc.cuny.edu
BCC	Student Records (Registrar)	Karen Thomas	(718) 289-5709	Karen.Thomas@bcc.cuny.edu
BCC	T&E Admin	Carmen Perez	(718) 289-5783	carmen.perez01@bcc.cuny.edu

CUNYfirst Links

Form Name	Form Link	Form PDF
CUNYfirst HCM User Access Request	HCM User Form Download	 HCM-Access-Form.pdf
CUNYfirst Campus Solutions User Access Request	CS User Form Download	 CS_UserAccessForm.pdf
CUNYfirst Campus Solutions Reporting Instance User Access Request	CS Reporting Download	 CS_Reporting_User_Access_Form.pdf
CUNYfirst P-Card, T-Card & NET Card User Access Request	P-Card, T-Card & NET Download	 P_T_NET-Cards_Security_Access_Form.pdf

CUNYfirst Training Resources

Training Resource	Resource Link
CUNYfirst Home Navigation Aid	CUNYfirst Home Overview
Student Center Navigation Aid	Student Center Overview
Faculty Resources	CISTraining Technology Training Resources
Advisor Resources	CISTraining Technology Training Resources
Staff Resources	CISTraining Technology Training Resources

ⁱ [CS Roles](#)

ⁱⁱ [Financial Roles](#)

ⁱⁱⁱ [HCM Roles](#)