



At Bronx Community College

Employee Self-Service Introduction

CUNYfirst at Bronx Community College

Employee Self Service

<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

A Guide to Finding the Information You Need in CUNYfirst

<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