**NYCAPS EMPLOYEE SELF-SERVICE**

**ACCOUNT SET-UP INSTRUCTIONS & INFORMATION**

FISA-OPA, CUNY Community College’s HR and Payroll processing, is providing access to NYCAPS *Employee Self-Service (ESS)* for all employees on the New York City payroll.  The NYCAPS ESS will enable CUNY’s Community College employees to view fully-detailed paystubs online.  Full paystubs will be available in NYCAPS ESS for the trailing 12 month period.  Please follow the instructions below to set-up your Employee Self-Service *(ESS)* account in NYCAPS and to view your EStubs:

1. Open a new browser window and navigate to [My Paycheck Page](https://www1.nyc.gov/site/opa/my-pay/my-paycheck.page) on NYC.gov.
2. Select **Employee Self-Service (ESS)** at the top of the page.
3. **User ID**
	* This is your seven-digit City Employee ID # which can be found on your pay-stub.
4. **Initial Password**
	* Your initial password consists of the last two digits of your SSN, an (\_) underscore, the first three letters of your birth month *(must be all upper case)*, your birth day including the leading zero, and your birth year *(i.e., the password for an employee with an SSN of XXX-XX-XX99 and a birth date of January 01, 1910 would be 99\_JAN011910)*.

Note that if you have worked for a previous New York City agency in the past, this password logic may not allow you to login. In this case, please contact CUNY via email at *University\_Payroll\_Security\_Adm@cuny.edu* and request a password reset.

If you encounter any other technical issues during initial login, please contact CUNY via email at *University\_Payroll\_Security\_Adm@cuny.edu*.

1. **Creation of New Password After Initial Login**
	* Upon logging in for the first time, you will be asked to create a new password – this password must be at least 8 characters in length, containing at least one number.
	* You will also be asked to answer at least five out of ten security questions that will be used to re-set forgotten passwords. If you encounter password issues in ESS, contact CUNY via email at *University\_Payroll\_Security\_Adm@cuny.edu*.
	* **Passwords expire every 90 days**. Upon expiration, employees will be asked to create new passwords. New passwords must meet the criteria outlined above, and cannot be equal to any of the four previously-used passwords.
2. **Access Your EStub**
	* From the home screen, use the following path:
		+ ***Pay and Tax Information > View My Last Pay Stub***

If you encounter issues with your account, such as incorrect personal and/or payroll information, please contact CUNY via email at *University\_Payroll\_Security\_Adm@cuny.edu*.