

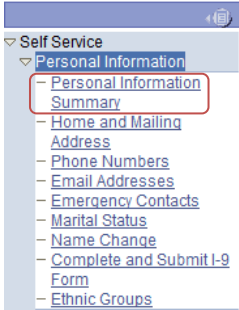


CUNYfirst Employee Self Service: Viewing Personal Information Summary Guide



Step	Action
1.	Enter https://home.cunyfirst.cuny.edu in your browser's address bar to login into CUNYfirst.
2.	Enter your CUNYfirst Username and Password and click the  Submit button to login.
3.	Click on Self Service link under Enterprise Menu 
4.	Navigate to: <i>Self Service > Personal Information > Personal Information Summary</i> 

The Personal Information Summary page is displayed. This page gives you a complete view of your Human Resources employee record. In some cases you can view, update and request for change within the CUNYfirst system. Please review and verify your personal information summary.

[Change name](#)

Addresses				
Address Type	Status	As Of	Country	Address
Home	Current	07/20/2011	USA	250 Bedford Park Boulevard West - Bronx, NY 10468

[Change home/mailling addresses](#)

Phone Numbers			
Phone Type	Phone Number	Extension	Preferred
Home	365/000-000		<input checked="" type="checkbox"/>

[Change phone numbers](#)

Emergency Contacts		
Name	Relationship to Employee	Primary Contact
Jill Doe	Sibling	<input checked="" type="checkbox"/>

[Change emergency contacts](#)

Email Addresses		
Email Type	Email Address	Preferred
Business	john.doe@lehman.cuny.edu	<input checked="" type="checkbox"/>

[Change email addresses](#)

Marital Status	
Marital Status:	Single
As of:	05/05/2005

[Change marital status](#)

Personal Information Summary Page can be broken down into three categorizes

Category 1: View/Update Items

This category contains items you can update on your own. Please refer to the PDF how to guides or training videos for detail instructions on viewing/updating any of these items.

- [Home and Mailing Address](#)
- [Phone Numbers](#)
- [Email Addresses](#)
- [Emergency Contact](#)

Category 2: Change Request Items

This category contains items that require the appropriate documentation be provided to Human Resources before the change request can be approved. Please refer to the PDF how to guides or training videos for detail instructions on the change request procedures and a list of required documentation for any of these items.

- [Marital Status](#)
- [Name Change](#)

Category 3: View Only Items

At the Bottom of the Personal Information Summary Page under Employee Information are view only items such as Date of Birth, Highest Education Level and etc. If these items are incorrect please contact Human Resources Office at HR.CUNYfirst@lehman.cuny.edu or you can call the HR department at 718-960-8181.

Note: *You will be required to bring in documentation before any changes can be made to your personal information.*

Employee Information

Gender:	Male
Date of Birth:	12/28/1957
Birth Country:	United States
Birth State:	
Social Security Number:	002-00-0000
Smoker:	
Date Entitled to Medicare:	
Military Status:	Not indicated
Original Start Date:	12/01/2007
Highest Education Level:	G-Bachelor's Level Degree

Contact the Human Resources department if any of your Employee Information is incorrect.