



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](#) 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.

5. **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.

6. 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.

If you cannot log into your account after following the procedure above, do the following:

- Create a screen capture of the error message page and save it to a place you can access the image.
- Send an email to University Payroll Security Adm@cuny.edu and attach the screen capture image requesting a password reset. All correspondence for this procedure will be conducted through your campus email.
- The CUNY Helpdesk will send you an email with the temporary password and another email with a verification code you will enter when prompted.
- Once you have completed this, follow Step 5 list in this document.

If you have any problems with your campus email, or need information on how to capture a screen shot to submit to CUNY Helpdesk, please contact the Kingsborough campus IT Helpdesk at:

- Phone: 718-368-6679
- Room: L-117