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## NYCAPS EMPLOYEE SELF-SERVICE ACCOUNT SET-UP INSTRUCTIONS & INFORMATION

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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](mailto: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](mailto: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](mailto: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](mailto:University_Payroll_Security_Adm@cuny.edu).