

CUNYfirst Payroll Interface: Frequently Asked Questions (FAQs)

➤ **What is the CUNYfirst Payroll Interface project?**

The CUNYfirst Payroll Interface project will make CUNYfirst the single system of record for integrating personnel, payroll and budgeting information across CUNY.

As the system of record, CUNYfirst Payroll Interface will provide CUNY employee job, compensation, and time and leave information to the New York City and State payroll systems that generate employee paychecks. CUNYfirst Payroll Interface also receives updated financial information from the New York City and State systems to help manage and forecast budgets in CUNYfirst.

➤ **What are the business benefits of the CUNYfirst Payroll Interface project?**

The Payroll Interface Project, by making CUNYfirst the system of record for personnel, payroll and budgeting information, provides CUNY with the following business benefits:

- Manages all CUNY payrolls through standard processes and information.
- Drastically reduces the number of data entries in existing payroll and benefits systems.
- Manages payroll reconciliations.
- Improves payroll expense management through more timely access to data.
- Manages and forecast budgets using position budgeting.
- Facilitates migration from legacy CUNY FIS (Financial Information System)/FAS (Financial Accounting System) and New York City's PACES (Premium Accounting Central Enrollment System) systems.

➤ **How does the CUNYfirst Payroll Interface project affect employees?**

Employees will not notice a difference when CUNYfirst Payroll Interface is implemented for their College—making benefit elections, submitting time and leave, and getting paid all take place as before.

➤ **Does the CUNYfirst Payroll Interface project change what an employee gets paid?**

No. CUNYfirst Payroll Interface does not change employees' benefit and deduction elections and it does not change the computations involved in calculating paychecks: paycheck gross, net and withholding amounts are still calculated and generated as before by the New York City and State payroll systems.

➤ **Does the CUNYfirst Payroll Interface project change how employees receive their pay statements or checks?**

No, employees' paychecks are either mailed or directly deposited as before.

However, CUNY's New York City employees enrolled in direct deposit will no longer receive pay stubs by mail. New York City employees' direct deposit pay stubs can be viewed and printed through NYCAPS Employee Self Service (ESS) website.

➤ **Will CUNYfirst Payroll Interface change the pay date?**

No

- **Are CUNY's unions aware of the CUNYfirst Payroll Interface Project?**
Yes, the unions representing CUNY employees are aware of the CUNYfirst Payroll Interface Project.
- **When will the other CUNY colleges transition to the CUNYfirst Payroll Interface?**
CUNY has a goal to transition all Colleges to the CUNYfirst Payroll Interface by end of fiscal year 2018. The timing for each College will be communicated once it is known.
- **Are there any changes in how employees submit their time and leave information?**
No
- **Does the CUNYfirst Payroll Interface project change what employees get paid?**
No. CUNYfirst Payroll Interface does not change employees' benefit and deduction elections and it does not change the computations involved in calculating paychecks: paycheck gross, net and withholding amounts are still calculated as before by the New York City Payroll Management System (PMS).
- **What if an employee works in multiple Community College and City jobs?**
City employees will only be allowed one tax withholding amount across all of their CUNY Community College and New York City jobs.
- **What is NYCAPS?**
NYCAPS is the current New York City Automated Personnel System.
- **When will employee self-service be available?**
Self-service functionality for both the City and State payrolls will be accessible to CUNY employees in the future. It will not be available as part of the Payroll Interface Project.

HR FAQs

- **What College HR and Payroll business processes are likely impacted by the CUNYfirst Payroll Interface?**
College business processes will need to change to meet payroll deadlines, including:
 - New hires / job changes / reappointments
 - Data corrections and inquiries
 - Mass update approvals
 CUNYfirst HR data must be reflected at the College where the employee is paid.
HR and Payroll will have limited access to PayServ, PMS, and NYCAPS.
HR record management changes necessary to integrate with CUNYfirst Payroll Interface include:
 - Appointments on an employee record may not cross pay groups.
 - Percent of pay transactions must be initiated during the summer if a partial pay leave occurred during the semester.
- **What are the CUNYfirst Payroll Interface benefits specific to College Finance?**
CUNYfirst HR data will become the primary source of all payroll records.

Payroll Processing FAQs

➤ **What College Financial processes are likely to be impacted by CUNYfirst Payroll Interface?**

The end-to-end payroll budget process can be managed within CUNYfirst:

- Position Budgeting
- Use Forecast and/or Financial Plan models to track budgeted dollars versus actual expenditures

➤ **What are the benefits of CUNYfirst Payroll Interface specific to College Finance?**

- Colleges can use Operating Units to track expenses instead of Departments.
- Colleges will be able to compare Part-Time Budgets versus Actual Expenses in EPM.
- Colleges can see the GL expense details in CUNYfirst.
- Colleges will not have to update FIS or FAS.
- The Budget Office will have control over where the PS Expenses are posted.