



MEMORANDUM

TO: Community College Employees

FROM: Vice Chancellor Doriane K. Gloria

SUBJECT: Access to 'Employee Self-Service' in NYCAPS

DATE: August 25th, 2020

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.

Accompanying this memorandum are instructions to claim your NYCAPS ESS account. FISA-OPA has set up NYCAPS ESS accounts for all Community College employees. Employees **must** claim their accounts using the attached instructions in order for the accounts to become active. CUNY Community College employees can begin claiming their NYCAPS ESS accounts the week of August 24th. Please note at that this time, EStub View is the only functionality that ESS will offer.

For questions regarding NYCAPS ESS website and its functionality, paystub details or incorrect identifying information (*i.e., incorrect date of births or SSNs when claiming your account*), contact University Payroll via email at [University Payroll Security Adm@cuny.edu](mailto:University_Payroll_Security_Adm@cuny.edu).

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