

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 <u>My Paycheck Page</u> 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 <u>University Payroll Security Adm@cuny.edu</u> and request a password reset.

If you encounter any other technical issues during initial login, please contact CUNY via email at <u>University_Payroll_Security_Adm@cuny.edu</u>.

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 reset forgotten passwords. If you encounter password issues in ESS, contact CUNY via email at <u>University Payroll Security Adm@cuny.edu</u>.
- <u>Passwords expire every 90 days</u>. 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 <u>University_Payroll_Security_Adm@cuny.edu</u>.



Employee Self-Service User Guide

Employee Self-ServiceOverview:

- Instant accessto your HR, Payroll, Tax, and Benefits data.
- Request an employment orsalary verification letter.
- View and apply to jobs.

| Personal Details | Add/Update Emergency Conta Change Personal Information View, designate, and update and the Accidental Death Ben View other data such as: Date View your Pension Information | acts such as: Name, Address, Phone Number, Gender, and Ethnic Group your beneficiary(ies) for Lump Sum Cash Payment for Accrued Leave efit of Birth, Original Hire Date, Military Status, and Email Address n • View your Leave Statements | | | | |
|---|---|---|--|--|--|--|
| Pay and Tax Information | View, enroll in and update Direct Deposit Information View and print W-2, 1127 and 1095-C formsfrom prior tax years View and print Electronic Pay Stubs View Pay Detail and Deduction History View, designate, and update your beneficiary(ies) for Lump Sum Cash Payment for Accrued Leand the Accidental Death Benefit View, enroll in and update your College Savings, IRA and Treasury Direct Payroll Deductions View, enroll in and update your Commuter Benefits Payroll Deductions View, enroll in and update your NYC Gives Payroll Deductions | | | | | |
| Health Benefits | Enroll in Benefits (during the Annual Transfer period or during the New Hire process) Add or Drop Dependents Change Healthcare Waiver Status at the time of a Life Event | | | | | |
| Verification Letters | View and print salary and earnings verification letters and employment history | | | | | |
| Careers | View and apply to jobs within the City | | | | | |
| Performance Evaluation (Available at certain agencies) | Create, update or view Perfor | mance Documents | | | | |
| Professional Skills Profile | Add/Update the languages yo Add/Update your Professiona | ou read, speak and write al Licenses and Certifications | | | | |
| Frequently Asked Questions | | Your User ID is your 7-digit Employee ID/PMS Reference # provided | | | | |
| What can I do in Employee Self-Service (ESS)? | | by your agency or found on your pay stub . | | | | |
| The table above identifies all actions that can be taken in ESS | | Your Initial Password consists of the last 2 digits of your SSN, an un- | | | | |
| When can I access ESS? | | derscore ("_"), the first 3 letters of your birth month (must be upper | | | | |
| ESS is available 24/7. However, brief maintenance win- dows may occur evenings starting at 8:30 PM and on Sundaus | | (e.g., the password for an employee with an SSN of XXX-XX-XX99 an a birth date of January 01, 1910 would be 99_JAN011910). | | | | |
| How do I access ESS? | | Trouble Logging in? Please click the "ESS User Guide" link on the ESS | | | | |
| From work, please use the Intranet website: | | log in page, or contact: | | | | |
| http://cityshare.nycn | <u>et/ess</u> | NYCAPS Central: employeesupport@dcas.nyc.gov | | | | |
| From home or a public location, please use the Internet website: <u>www.nyc.gov/ess</u> | | CUNY PayRoll: University_Payroll_Security_Adm@cuny.edu | | | | |
| Enroll in Electronic Pay Stubs. | | I | | | | |

NYCAPS encourages employees to "go green" with paperless pay stub. To enroll, visit ESS or contact your Payroll Officer for assistance.

NYCAPS Viewing Multiple Paystubs

NYCAPS Site: https://a127-ess.nyc.gov/psp/prdess/?cmd=login

1. Go to the link above and login to NYCAPS.



2. Click on 'Pay and Tax Information'



3. Click on 'Pay and Tax Information' to expand the left side menu. Click on 'View My Last Pay Stub'



4. Click on the record you wish to see.



5. When the current stub appears, go to the bottom of the page and click on 'Return to Payment Summary'

| K Employee Self Service | Pay and T | Tax Informati | on | | | ۍ ۲ |
|--------------------------------|---|--------------------------------------|--------------------------------------|------------------------------------|-----------------------|-----------------|
| Payroll And Compensation | NYC ESt | ubs | hainmind | Maket La | - | المتناط المأليس |
| Pay and Tax Information | Name: JANE DOE Employee ID: | : 1234567 | Payroll Num: 11 | (CM CL LAGUAR) | Job Seq | Num (JSN): 3 |
| View My Last Pay Stub | 🔀 <u>Pay Statement Summary</u> 🔀 <u>Pay Statement Details</u> | р | ay Stub | be Print | er friendly page | |
| Tax Summary (W-2, 1127& 1095C) | Pay Date: 12/23/2022 | Pa | y Period: From 11, | /27/2022 to 12/10/ | 2022 | |
| Pay Stub Printing Status | Net Pay Current Net Pay YTD | | | | | |
| | Click on Pay Description link t Pay | to see Details Prior Per Hours | · (i) Prior Per (Amount |) Current Per Hours | Current Per Amount | |
| | RECURRING REGULAR GROSS Gross Pay Current Gross Pay YTD | | | | | |
| | Тау | Year to Date Amount | Amount | | | |
| | FICA TAX-EMPLOYEE SHARE MEDICARE-EMPLOYEE SHARE FEDERAL WITHHOLDING TAX STATE WITHHOLDING TAX | | | | | |
| | NEW YORK CITY WITHHOLDING | TAX 1 | Goal Amount or Total Installments | Balance Due or Installments Let | Amount | |
| | GHI CBP/BC F/O L RX GHI CBP/BC F/O L RX PAID FAMILY LEAVE GOAL ORIEN NYCERS PENS SY'S (4144)-STD | π | | | | |
| | Total Deductions Current Total Deductions YTD | | | | | |
| | Leave Balance | Leave Balanc | e As Of: 12/10/20 Avai | 22 lable Hours/Days | | |
| | SICK LEAVE ANNUAL LEAVE | _ | | _ | | |
| | << Previous Pay Stub | Return to F | ayment Summar | y. | | |

6. If there are existing paystubs for this record, there will be a list of available stubs for the respective year on the year Dropdown menu.

| C Employee Self Service | Pay a | and Tax Inf | ormatio | n | | | |
|--------------------------------|-----------------------|--------------------|---------|-----------------------|-----------|----------------|--------|
| Payroll And Compensation | NYC ES | tul | DS | | wir d | aling and a | ا |
| Pay and Tax Information ^ | Name: JANE DOE Employ | yee ID: 1234567 | P | ayroll Num: 111 (CM C | L LAGUAR) | Job S | Seq N |
| View My Last Pay Stub | | | Pay | ment Summary | | Printer friend | ly pag |
| Tax Summary (W-2, 1127& 1095C) | Click on Pay Da | ite link to see Pa | y Stub | 2022 | | | |
| | Bass Data | Course Days | Taura | 2022 | Not Days | Course MTD | C.C.T. |
| Pay Stub Printing Status | Pay Date 12/22/2022 | Gross Pay | Taxes | other beductions | net Pay | Gross YID | EFI |
| Tay Stub T finding Status | 12/09/2022 | | | | | | Ŷ |
| | 11/25/2022 | | | | | | Y |
| | 11/10/2022 | | | | | | Ŷ |
| | 10/28/2022 | | | | | | Y |
| | 10/14/2022 | | | | | | Y |
| | 09/30/2022 | | | | | | Y |
| | 09/16/2022 | | | | | | Y |
| | 09/02/2022 | | | | | | Y |
| | 08/19/2022 | | | | | | Y |
| | 08/05/2022 | | | | | | Y |
| | 07/22/2022 | | | | | | Y |
| | 07/08/2022 | | | | | | Y |
| | 06/24/2022 | | | | | | Y |
| | 06/10/2022 | | | | | | Y |
| | 05/2//2022 | | | | | | Y |
| | 05/13/2022 | | | | | | Y |
| | 04/15/2022 | | | | | | v |
| | 04/01/2022 | | | | | | , , |
| | 03/18/2022 | | | | | | N |
| | 03/04/2022 | | | | | | IN IN |
| | View another y | year: 2022 ¥ | | - | | | |

Note: Do not hit the back button. If you need to see another record, start the process from step 3.