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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).



# Employee Self-Service User Guide

## Employee Self-Service Overview:

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

<b>Personal Details</b>	<ul style="list-style-type: none"> <li>• Add/Update Emergency Contacts</li> <li>• Change Personal Information such as: Name, Address, Phone Number, Gender, and Ethnic Group</li> <li>• View, designate, and update your beneficiary(ies) for Lump Sum Cash Payment for Accrued Leave and the Accidental Death Benefit</li> <li>• View other data such as: Date of Birth, Original Hire Date, Military Status, and Email Address</li> <li>• View your Pension Information • View your Leave Statements</li> </ul>
<b>Pay and Tax Information</b>	<ul style="list-style-type: none"> <li>• View, enroll in and update Direct Deposit Information</li> <li>• View and print W-2, 1127 and 1095-C forms from prior tax years</li> <li>• View and print Electronic Pay Stubs</li> <li>• View Pay Detail and Deduction History</li> <li>• View, designate, and update your beneficiary(ies) for Lump Sum Cash Payment for Accrued Leave and the Accidental Death Benefit</li> <li>• View, enroll in and update your College Savings, IRA and Treasury Direct Payroll Deductions</li> <li>• View, enroll in and update your Commuter Benefits Payroll Deductions</li> <li>• View, enroll in and update your NYC Gives Payroll Deductions</li> </ul>
<b>Health Benefits</b>	<ul style="list-style-type: none"> <li>• Enroll in Benefits (during the Annual Transfer period or during the New Hire process)</li> <li>• Add or Drop Dependents</li> <li>• Change Healthcare Waiver Status at the time of a Life Event</li> </ul>
<b>Verification Letters</b>	<ul style="list-style-type: none"> <li>• View and print salary and earnings verification letters and employment history</li> </ul>
<b>Careers</b>	<ul style="list-style-type: none"> <li>• View and apply to jobs within the City</li> </ul>
<b>Performance Evaluation (Available at certain agencies)</b>	<ul style="list-style-type: none"> <li>• Create, update or view Performance Documents</li> </ul>
<b>Professional Skills Profile</b>	<ul style="list-style-type: none"> <li>• Add/Update the languages you read, speak and write</li> <li>• Add/Update your Professional Licenses and Certifications</li> </ul>

## Frequently Asked Questions

### What can I do in Employee Self-Service (ESS)?

- The table above identifies all actions that can be taken in ESS.

### When can I access ESS?

- **ESS is available 24/7.** However, brief maintenance windows may occur evenings starting at 8:30 PM and on Sundays.

### How do I access ESS?

- From work, please use the Intranet website: <http://cityshare.nycnet/ess>
- From home or a public location, please use the Internet website: [www.nyc.gov/ess](http://www.nyc.gov/ess)

**Your User ID** is your 7-digit Employee ID/PMS Reference # provided by your agency or found on your **pay stub**.

**Your Initial Password** consists of the last 2 digits of your SSN, an underscore (“\_”), the first 3 letters of your **birth month (must be upper case)**, your **birth day** including the leading zero, and your **birth year** (e.g., the password for an employee with an SSN of XXX-XX-XX99 and a birth date of **January 01, 1910** would be **99\_JAN011910**).

Trouble Logging in? Please click the “**ESS User Guide**” link on the ESS log in page, or contact:

**NYCAPS Central:** [employeesupport@dcas.nyc.gov](mailto:employeesupport@dcas.nyc.gov)

**CUNY PayRoll:** [University\\_Payroll\\_Security\\_Adm@cuny.edu](mailto:University_Payroll_Security_Adm@cuny.edu)

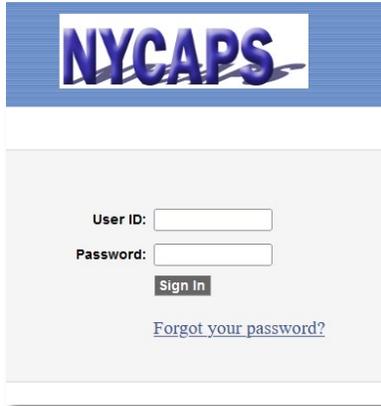
## Enroll in Electronic Pay Stubs.

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

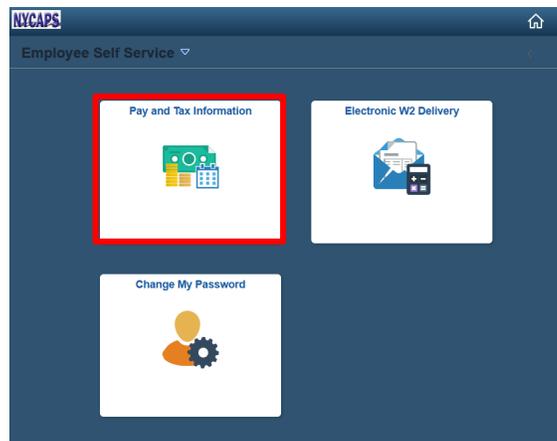
# NYCAPS Viewing Multiple Paystubs

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

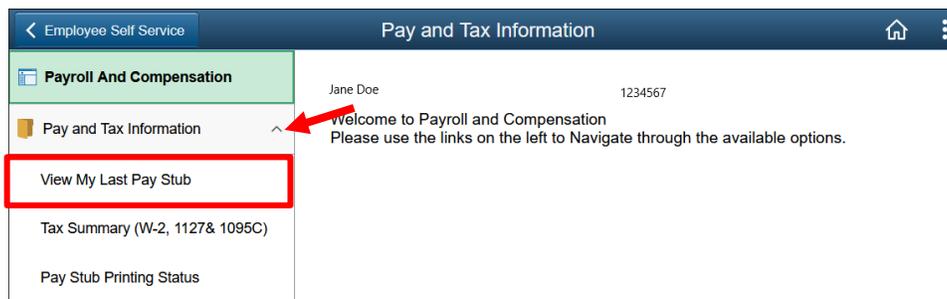
1. Go to the link above and login to NYCAPS.



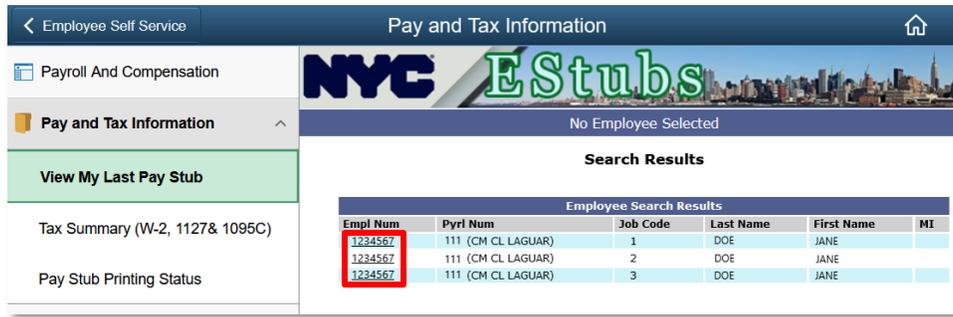
2. Click on 'Pay and Tax Information'



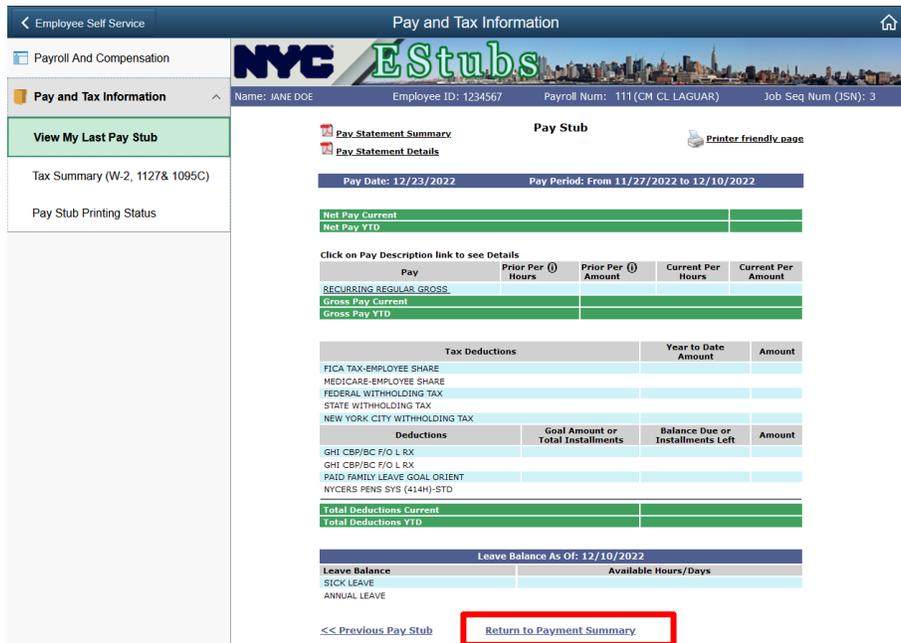
3. Click on 'Pay and Tax Information' to expand the left side menu. Click on 'View My Last Pay Stub'



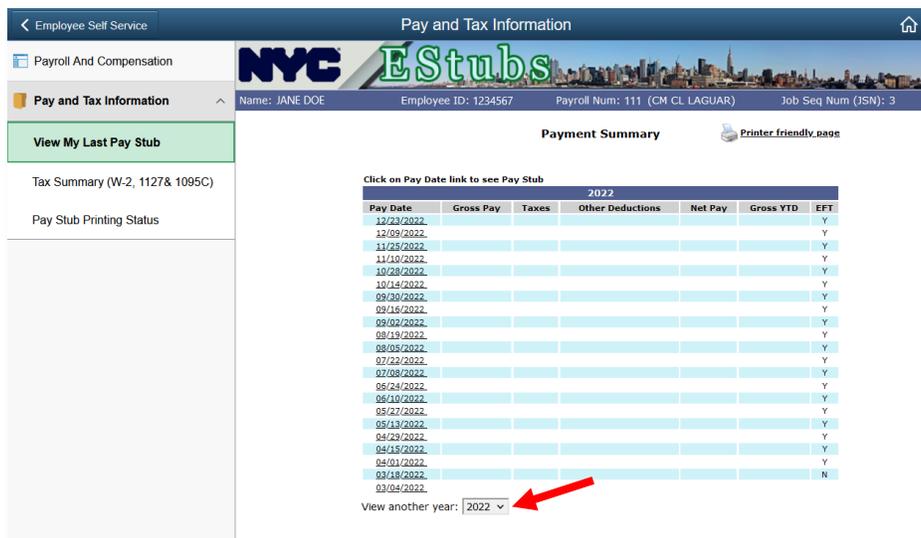
4. Click on the record you wish to see.



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



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.



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