**EMPLOYEE INFORMATION SECTION (Please Print):**

<table>
<thead>
<tr>
<th>Field</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last Name:</td>
<td></td>
</tr>
<tr>
<td>First Name:</td>
<td></td>
</tr>
<tr>
<td>MI:</td>
<td></td>
</tr>
<tr>
<td>CUNYfirst (Empl ID):</td>
<td></td>
</tr>
<tr>
<td>Job Title:</td>
<td></td>
</tr>
<tr>
<td>Full time □ Part time</td>
<td></td>
</tr>
<tr>
<td>Business Unit / Campus:</td>
<td></td>
</tr>
<tr>
<td>Work Phone:</td>
<td></td>
</tr>
<tr>
<td>Ext:</td>
<td></td>
</tr>
<tr>
<td>CUNY email address:</td>
<td></td>
</tr>
</tbody>
</table>

**CONFIDENTIALITY STATEMENT (must be signed by the Employee):**

I understand that I am individually accountable for the use of my User ID in the CUNYfirst system. Improper use of my User ID could lead to revocation of access rights and further disciplinary proceedings in accordance with CUNY policies, rules and regulations, and applicable collective bargaining agreements.

Employee’s Signature: [Signature]

Date: [Date]

**ACCESS LEVEL SECTION**

**Action Requested (Check Only One):**

- Add Access □
- Revise Existing Access □
- Delete Access □

**Query Manager Roles**

- Add □ Delete □ CU_Query_Manager_Private
  - Query Manager Access – Create Private Queries
  - Choose if you need to create queries. If you are viewing created queries, do not check this role.

**Data Roles (non-NPI)**

- Add □ Delete □ CU_HR_QTREE_ALL
  - HR - ALL non NPI Query Groups
- Add □ Delete □ CU_HR_QTREE_HR_ALL
  - HR - Query Access Group
- Add □ Delete □ CU_HR_QTREE_PAY_ALL
  - Payroll - Query Access Group
- Add □ Delete □ CU_HR_QTREE_RECRUIT_ALL
  - Recruitment - Query Access Group

**Data Roles (NPI)**

- Add □ Delete □ CU_HR_QTREE_NPI_ALL
  - NonPublic Information - All HR Query Access Group
- Add □ Delete □ CU_HR_QTREE_NPI_HR
  - NonPublic Information - HR - Query Access Group
- Add □ Delete □ CU_HR_QTREE_NPI_PAY
  - NonPublic Information - Payroll - Query Access Group
- Add □ Delete □ CU_HR_QTREE_NPI_RECRUIT
  - NonPublic Information - Recruitment - Query Access Group

**I am (Check Only One):**

- HR Staff □
- Non-HR Staff □

Requests for non-HR staff to access NPI require additional approval by Office of Human Resource Management.

**Data Roles (Visa/Citizenship)**

- Add □ Delete □ CU_HR_QTREE_CITIZEN
  - Visa/Citizenship Query Access Group
  - Requests to access Visa/Citizenship require additional approval by Office of Human Resource Management.

**Business Unit Data Request Section**

**Data Requested (Check Only One):**

- Home BU Only □
- All BUs □

Requests to access Visa/Citizenship require additional approval by Office of Human Resource Management.
CUNYfirst HCM Reporting Instance User Access Request

<table>
<thead>
<tr>
<th>Last Name:</th>
<th>First Name:</th>
<th>MI:</th>
<th>Empl ID:</th>
</tr>
</thead>
</table>

**Approvals needed:**
- Supervisor approval is needed for all access requests.
- Business Unit HR approval is required for all access requests.
- Central Office OHRM approval is needed for non-HR staff to access NPI.
- Central Office OHRM approval is required for Visa/Citizenship access.
- Central Office OHRM approval is required for multi-Business Unit access.

For Central office OHRM approval please submit your signed form to Siva Sivasingam, Director of Program Management Office, University Office Human Resources Management, siva.sivasingam@cuny.edu, 646-664-3252.

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**APPROVAL SECTION**

**Requesting Supervisor:**
- **Business Unit / Campus:**
- **Department / Office:**
- **Name:**
- **Title:**
- **Phone:**
- **Email:**
- **Signature indicating approval:**
- **Date:**

**Business Unit HR:**
- **Name:**
- **Title:**
- **Phone:**
- **Email:**
- **Signature indicating approval:**
- **Date:**

**Central Office OHRM:**
- **Name:** Siva Sivasingam
- **Title:** Director of Program Management Office
- **Phone:** 646-664-3252
- **Email:** siva.sivasingam@cuny.edu
- **Signature indicating approval for non-HR staff to access NPI:**
- **Date:**
- **Signature indicating approval for Visa/Citizenship access:**
- **Date:**
- **Signature indicating approval for multi-Business Unit access:**
- **Date:**

Once all approvals are obtained, submit this form per your college's approval process.
Please keep this page for your reference.

A FAQ, tutorials, technical information, and reporting instance processes can be found at the CUNYfirst Reporting page:

http://www2.cuny.edu/about/administration/offices/cis/cunyfirst/reporting/

OR

www.cuny.edu
  o ABOUT
    ▪ Administration
      • Administrative Offices
        o COMPUTING & INFORMATION SERVICES
          ▪ CUNYfirst
            • Reporting

Use the FAQ to answer such questions as how to find a query in a reporting instance that you know is in production, or what access to request in order to use a particular query.

Join the reporting listserv, which you can use to ask questions of any kind. Simple instructions are in the FAQ.