CUNYfirst Employee Self Service:
Viewing/Requesting for Marital Status Change Guide

LEHMAN COLLEGE

Step	Action
1.	**Enter** https://home.cunyfirst.cuny.edu in your browser's address bar to login into CUNYfirst.
2.	**Enter** your CUNYfirst Username and Password and click the ⏩ Submit button to login.
3.	**Click** on Self Service link under Enterprise Menu ENTERPRISE MENU ▷ Self Service – Enterprise Learning Management – Enterprise Performance Mgmt – Financials Supply Chain – HR / Campus Solutions
4.	You can view your marital status by using either of the following two methods: Method 1: **Navigate to:** *Self Service > Personal Information> Personal Information Summary* **Then** *click on* [Change marital status] **Or** Method 2: **Navigate to:** *Self Service > Personal Information> Marital Status* ▽ Self Service ▽ Personal Information – Personal Information Summary – Home and Mailing Address – Phone Numbers – Email Addresses – Emergency Contacts – Marital Status – Name Change – Complete and Submit I-9 Form – Ethnic Groups
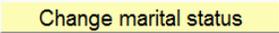
The Marital Status page is displayed. Please review and verify your information.

Marital Status Change
John Doe

Fill in the following information and click the submit button. This form must be completed within 31 days of your marriage date or you will not be eligible to change your benefit elections for this family status change event.

*Date Change Will Take Effect:

Current Marital Status: Single

*Change Marital Status To:

[Submit]

To submit a request for marital status change please follow the steps below:

Submitting a request for marital status change will require you to bring one of the following acceptable legal documentation to the Human Resource department:
(Marriage License, Death Certificate, Domestic Partner Certificate, or Divorce Certificate.)

Please send an email to HR.CUNYFIRST@lehman.cuny.edu to setup an appointment to bring in any of the required documentations in order for HR to complete this marital status change request. You can also call the HR department at 718-960-8181 to setup an appointment.