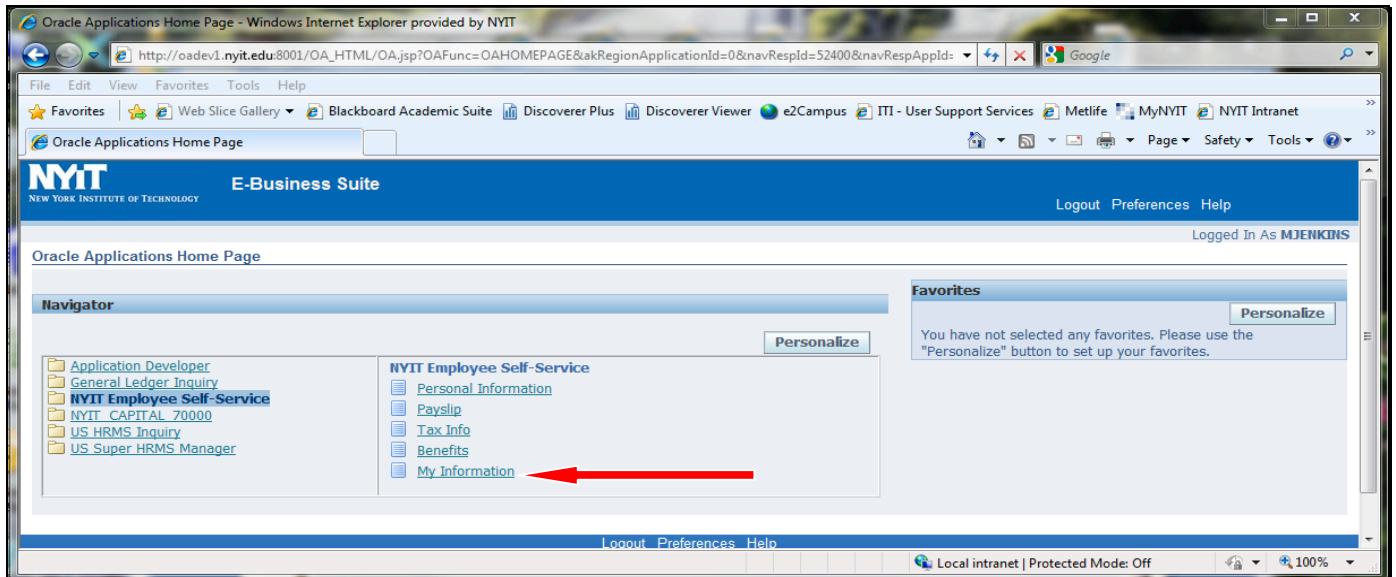


NYIT Self-Service Application My Information

The **NYIT Self-Service Application** gives employees access to view their employment information. This section is view only – no changes can be made which will change the employee’s official NYIT Personnel Record.

NYIT Self Service Applications → My Information

From the Self Service menu choose ‘My Information’



1. From this section, you will be able to view official NYIT employment information such as your employee number, full position description, performance data, years of service, department, job, salary, manager, hire date, and location.

The following section displays the summary as of today's date.
Effective Date 30-Sep-2011

Employee Number	4018	Job	Professional
Position	121061.Assistant Professor.002649	Department	Health Sciences & Medical Affairs.Health Professions.Occupational Therapy
Location	Old Westbury	Manager	
Latest Hire Date	20-Sep-2007	Email Address	
Work Telephone		Salary	
Performance Rating		Performance Review Date	01-Sep-2010
Years of Service	4.03		

2. If your employment information is incorrect, please bring it to the attention of your supervisor. He or she should contact Human Resources to correct this information.