



## Ensure your ethics training completion is recorded in the COELIG Statewide Ethics Training Application (SETA)

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Employees, faculty and staff of the State University (SUNY) and City University (CUNY) campuses are state employees required to complete yearly ethics training. Yearly ethics training is a requirement for full-time and part-time staff. If your campus directs you to complete ethics training with the Commission on Ethics and Lobbying in Government (COELIG), depending on your payroll provider, you are required to enter your NYS payroll employee ID number as part of the COELIG Training Enrollment Process.

### SUNY Faculty and Staff

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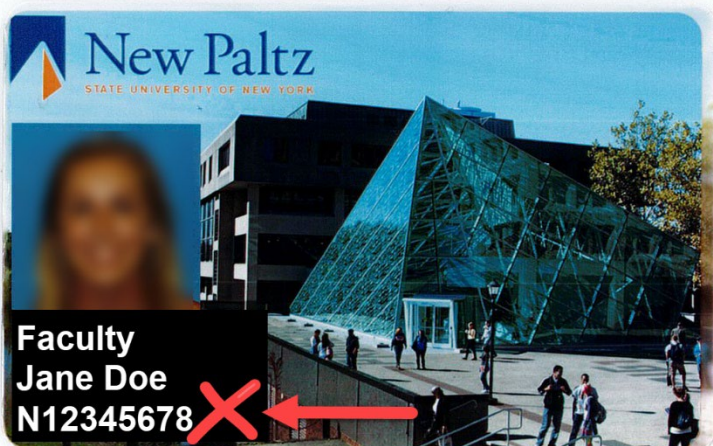
All SUNY campuses utilize the Office of the State Comptroller (OSC) as their payroll provider. SUNY faculty and staff can locate their nine-digit NYS Employee ID number (often referred to as an "N#" or "NYS EMPLID") through several official platforms.



#### Primary locations to access your NYS EMPLID 'N' number.

- **SUNY HR Portal Home Screen:** Log in to the [SUNY HR Portal](#) using your campus credentials. Your NYS ID number is typically displayed in the **top right corner** of the home screen after signing in.
- **Paystubs and Direct Deposit Advices:** Locate the field labeled "**NYS EMPLID**" on your paper or digital paystub. It is usually found next to the "Department ID" and beneath the pay period dates.
- **LATS-NY Timesheet Profile:** Click on your name within your LATS-NY timesheet. A pop-up box will display your profile, where the N# is listed as the second box on the left.

Do **NOT** use the employee ID number located on your SUNY issued ID (example below).



**DO NOT USE**

## CUNY Faculty and Staff

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If you are employed by any of the City University Campuses identified in the 'CUNY OSC Payroll Agencies' list, your primary payroll provider is the Office of the State Comptroller (OSC). Employees, faculty and staff of these specific agencies are all issued an Employee 'N' ID number by OSC. Do NOT use the 8-digit EMPLID number printed on your CUNY ID card to enroll in a COELIG live CETC or On-Demand Ethics Refresher.



- **DO NOT USE CUNY ID Card:** The 8-digit EMPLID is often printed on the back of your physical campus ID card. For some cards, it is the number embedded between the first 6 and last 2 digits of the 16-digit string.
- **USE THIS ID NUMBER Paystubs (NYS Payroll):** Note that your paystub may feature a different identifier known as the **N-Number** (a unique New York State Payroll ID). While the 8-digit EMPLID may also appear, the N-number is specifically used for the NYS Payroll System.

### **CUNY OSC Payroll Agencies: requires an employee 'N' ID number for enrollment**

- Craig Newmark Graduate School of Journalism at CUNY
- CUNY Baruch College
- CUNY Brooklyn College
- CUNY City College of New York
- CUNY College of Staten Island
- CUNY College of Technology, NYC
- CUNY Graduate College
- CUNY Hunter College
- CUNY John Jay College
- CUNY Lehman College
- CUNY Management - Lag
- CUNY Medgar Evers College
- CUNY Queens College
- CUNY School of Labor and Urban Studies
- CUNY School of Law
- CUNY School of Medicine
- CUNY School of Professional Studies
- CUNY School of Public Health
- CUNY York College

### **Non-OSC payroll CUNY agencies: does NOT require an employee ID number**

If you are employed by any of the 'Non-OSC' CUNY agencies listed below, you have not been issued an OSC assigned Employee 'N' ID number and can register for COELIG live CETC or the On-Demand Ethics Refresher without an ID number.

- City University of New York Board of Trustees
- CUNY Bronx Community College
- CUNY Central Office NYC Payroll
- CUNY Guttman Community College
- CUNY Hostos Community College
- CUNY Hunter College Campus Schools (K-12)
- CUNY Kingsborough Community College
- CUNY LaGuardia Community College
- CUNY Manhattan Community College
- CUNY Queensborough Community College