

Office of Human Resources

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INSTRUCTIONS FOR SUBMITTING FORMS WITH SENSITIVE INFORMATION

In order to protect the security of your personal information, you **must** adhere to the instructions below to e-mail your documents to OHR. OHR **will not** accept any documents or forms with sensitive information if they are not submitted to our office in a secure manner.

Option I: Password Protecting the Forms and Attachments

- The sender should password protect the attachment(s) and send it via email to OHR. Please review the [Adobe instructions](#) to add a password to PDF's.
- The sender should send the password in a separate email to OHR and include an alternate phone number if the number in CUNYfirst is out of service to reach the sender.
- OHR staff will contact the sender by telephone to validate they, indeed, submitted the form.

Option II: If you are unable to use Option I

- Please fill out the form but leave the sections that require sensitive information blank and email it to OHR from your GC email account. Please add the best number to reach you in the body of your email.
- OHR staff will call you on the telephone number on record in CUNYfirst to receive your sensitive information and include that information on the form you submitted before processing the request.