

# RF Onboard System Employee Manual

# RF Onboard - Employee View

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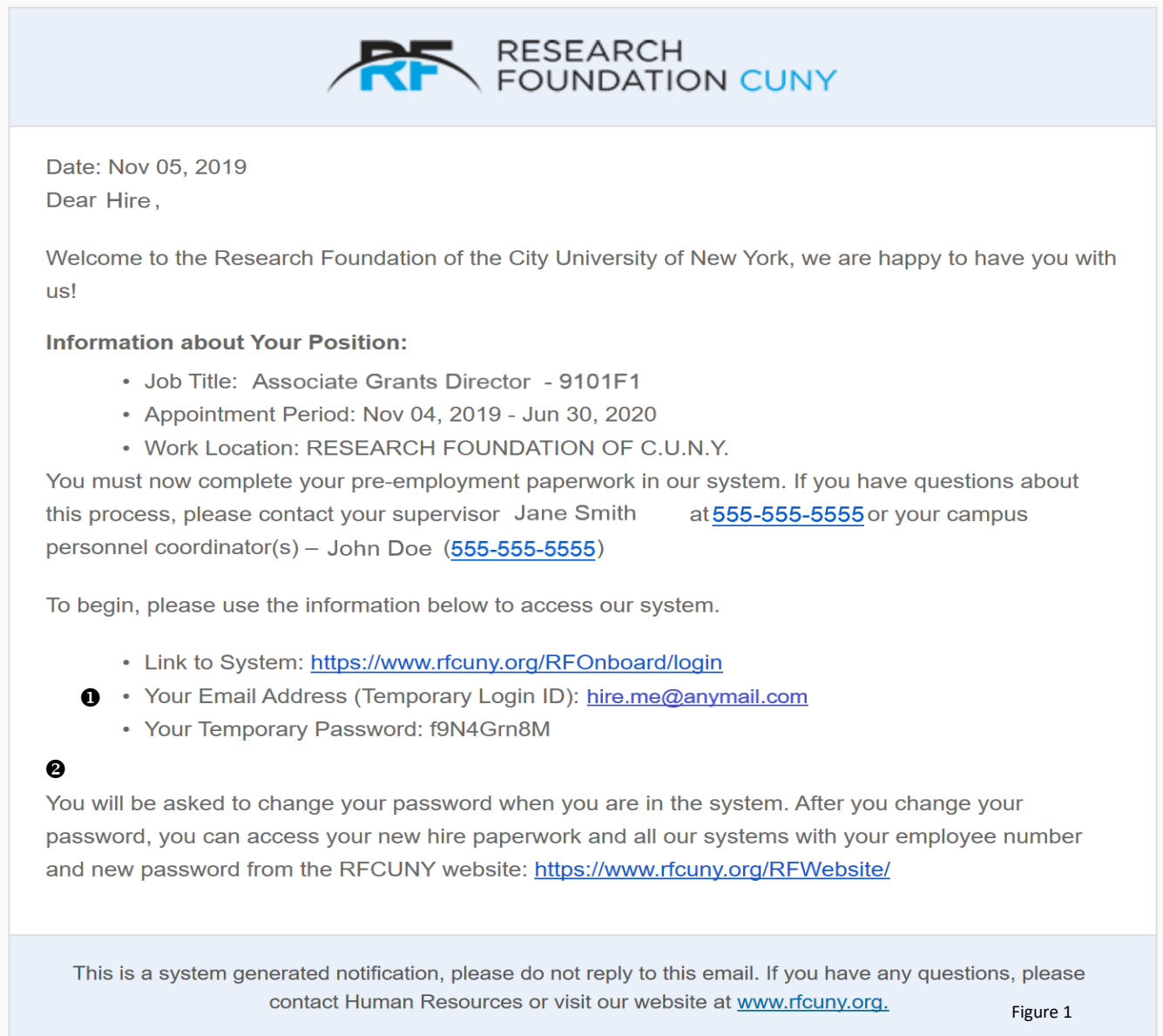
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# Accessing RF Onboard

## Email Invitation to Employee

After the hire packet has been submitted in the RF Onboard system by the employer (PI, GO, etc.) the email below in Figure 1 will be sent to the employee from [no-reply@rfcuny.org](mailto:no-reply@rfcuny.org) with the subject **Complete RFCUNY Hire Packet** inviting them to complete their pre-employment paperwork.


**Please Note:** If you have not received this email, check your spam folder first before contacting your supervisor.



- ① Click on the link to the system to go to the initial sign on page as shown on page 2 Figure 2
- ② Read this section thoroughly

## Logging on to RF Onboard for the first time

Figure 2 below is the RF Onboard initial sign on page which will appear after you click on the “Link to System” link; <https://www.rfcuny.org/RFOnboard/login> from your email invitation on page 1 Figure 1. Enter your email address and temporary password from your email invitation on page 1 Figure 1.❶.



RESEARCH FOUNDATION CUNY  
RF Onboard Application

Please Log In

Email

Password

☐ I'm not a robot

reCAPTCHA  
Privacy - Terms

Log In

Welcome to RFCUNY!

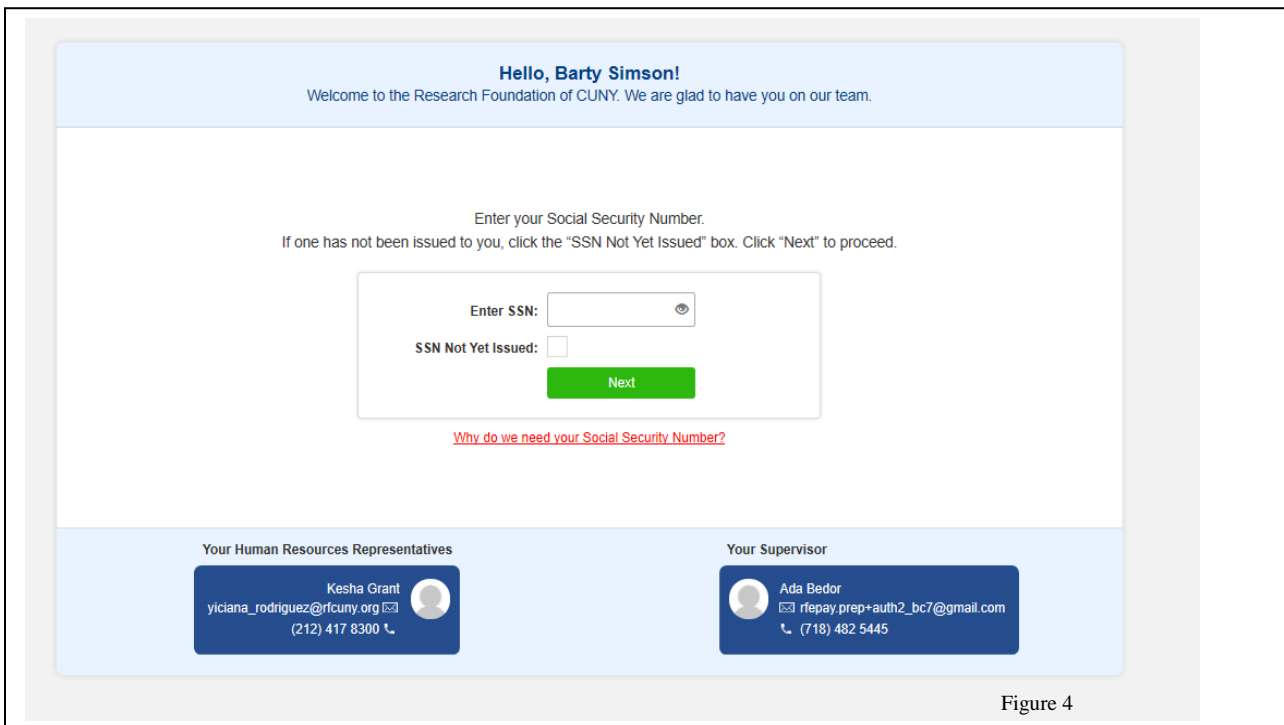
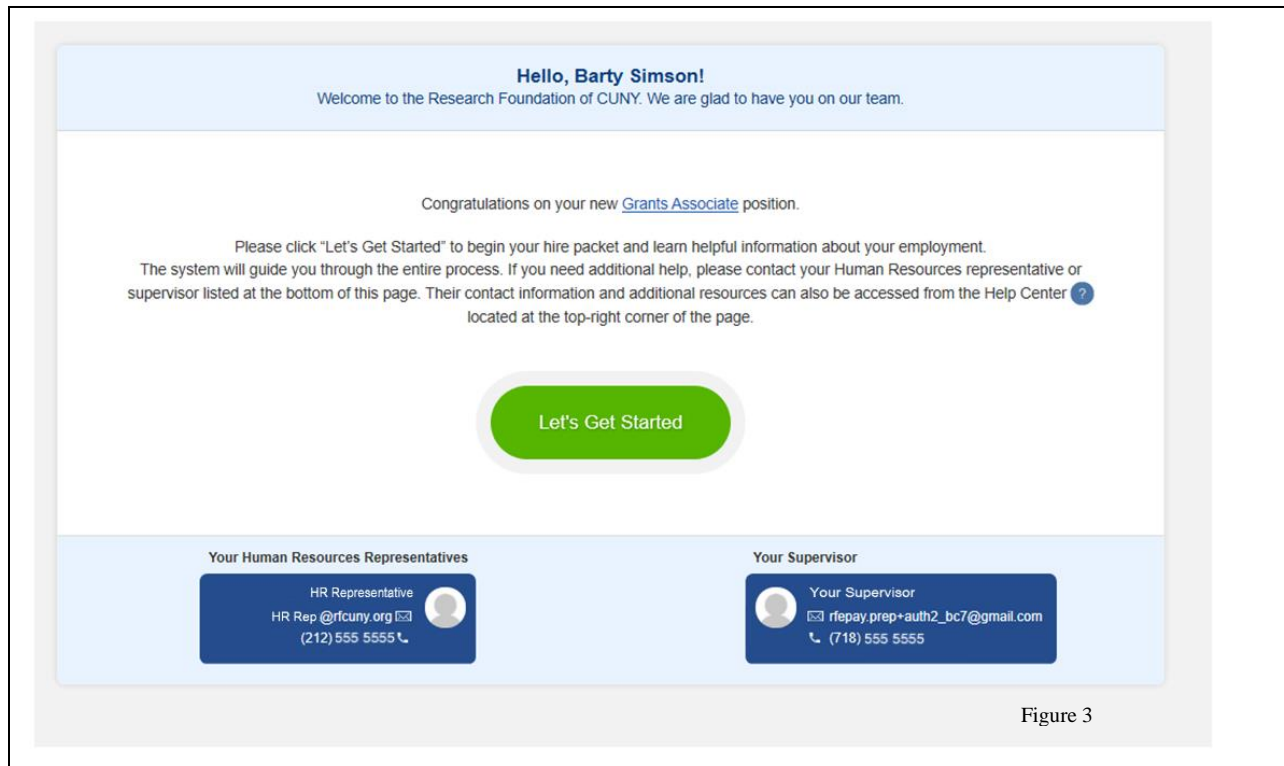
Figure 2

After you enter your email address and temporary password from your email invitation. The login page will appear as shown on page 3 figure 3.

**Please Note:** After establishing your RFCUNY account, the employee must use the main website, <http://www.rfcuny.org> to log into the RFCUNY systems, including RF Onboard. See Appendix B.


## Setting up your RFCUNY account

Just simply click “Let’s Get Started” in Figure 3, Figure 4 will appear. Now enter your social security number and click “Next”. If you don’t have a social security number, check off “SSN Not Issued” and then click “Next”.



# Using RFOnboard

## Section 1 – User Account

This is the RF Onboard landing page after you enter your social security number and clicked “Next”. You have landed on this page either by signing on the initial sign on page or going through the RF Website. Please note the icon  after each line item, when you hover over the icon a balloon will appear with an explanation of that line item.



Packet ID: 1233  
Employee: | 2xxxxx  
Hire Date: 01/02/2020 ( New Hire )

Project:  
Status: Pending Employee Action ?

Notes Audit Print

All fields are required unless marked (optional).

1 User Account

2 Profile

3 Eligibility

4 Policies

5 Documents

6 Self-Identification

7 Notices

Supervisor : Ada Bedor

First & Middle Name: First Name Middle (optional) ?  
First & Middle Name as it appears on Social Security Card

Last Name: Last Name ?  
Last Name as it appears on Social Security Card

Social Security Number: [Change SSN](#) ☐ Not Yet Issued ?

Employee ID / User ID: 2xxxxx

New Password: New Password

Confirm Password: Confirm Password

Email Address: hire.me@anymail.com ?

Profile picture (optional): [Click to upload](#)

Electronic Consent ? By selecting "Yes", I agree to receive benefits related communications and documents electronically. The email address I have provided is current and valid. If my email address changes, I will notify RF CUNY so that I will continue to receive communications without interruption. I may receive emails that contain links to the RF website at which pertinent forms and documents can be retrieved and downloaded. At no time will emails contain personal or private information. No identifying data, such as social security numbers, will be disseminated or disclosed.

If you consent to electronic communications, you can still obtain paper copies of benefit plan materials free of charge by contacting the Research Foundation of CUNY central office located at 230 W. 41st St. 7th Floor, New York, NY 10036 by appointment only. You can also rescind this consent at any time at the address above, in which case you will receive communication and documents in paper form.

☐ Yes ☐ No

Security Question #1: Select  
Answer: answer

Security Question #2: Select  
Answer: answer

Recall Return Save & Continue Submit

Figure 5

# Using RF Onboard

## Section 1 – User Account

Please fill in the required fields in Figure 5 page 6. Any field that is greyed out, you will not be able to access.

**Please Note:** When entering your First, Middle Initial and Last name you must use your legal name as shown as it appears on your social security card. Also, use proper upper- and lower-case fonts such as John G. Smith. If you do not use the proper case format it will delay the processing of your application. After you click on Save & Continue your employee ID will be automatically populated. Also, if you check off “SSN Not Issued”, the following screen will appear. The only difference is your social security number will now show “Not Issued Yet” ❶ .

All fields are required unless marked (optional).

❶ User Account

2 Profile

3 Eligibility

4 Policies

5 Documents

6 Self-Identification

7 Notices

First & Middle Name: First Name Middle (optional) ?

First & Middle Name as it appears on Social Security Card

Last Name: Last Name ?

Last Name as it appears on Social Security Card

❶ Social Security Number: ☒ Not Yet Issued ?

Employee ID / User ID: 2xxxx

New Password: New Password

Confirm Password: Confirm Password

Email Address: hire.me@anymail.com ?

Profile picture (optional): [Click to upload](#)

Electronic Consent ? By selecting "Yes", I agree to receive benefits related communications and documents electronically. The email address I have provided is current and valid. If my email address changes, I will notify RF CUNY so that I will continue to receive communications without interruption. I may receive emails that contain links to the RF website at which pertinent forms and documents can be retrieved and downloaded. At no time will emails contain personal or private information. No identifying data, such as social security numbers, will be disseminated or disclosed.

If you consent to electronic communications, you can still obtain paper copies of benefit plan materials free of charge by contacting the Research Foundation of CUNY central office located at 230 W. 41st St. 7th Floor, New York, NY 10036 by appointment only. You can also rescind this consent at any time at the address above, in which case you will receive communication and documents in paper form.

☐ Yes ☐ No

Security Question #1: Select

Answer: answer

Security Question #2: Select

Answer: answer

Recall Return Save & Continue Submit

Figure 6

## Section 2 - Profile

RF Onboard Application

Human Resources | [Log Off](#) | [RF Home](#)

[Start Hire Packet](#)

Create Packet | Pending Packets | Processed Packets

Associate Grants Director

Position | **Employee**

1 User Account

**2 Profile**

3 Eligibility

4 Policies

5 Documents

6 Self-Identification

7 Notices

Packet ID: 852

Employee: Hire Date: 06/17/2019

Project: Status: [Pending Employee Action](#) ?

Notes Audit Print

All fields are required unless marked (optional).

Date of Birth: MM/DD/YYYY

Legal Address: Street, Apt/Suite ?

Address line 2

City: City

State: Select

Zip Code: ZIP Code

Country: United States

☒ Mailing address same as above

Home Phone: Eg: (XXX) XXX XXXX

Cell Phone: Eg: (XXX) XXX XXXX

Either Home or Cell Phone is required

Recall Return Delete Save & Continue Submit

Figure 7

When completing these line items please make sure to use the proper upper- and lower-case fonts such as 345 Broadway when entering the address.

**Please Note:** If you are in an apartment please enter the apartment number in address line 2. Also, it is **mandatory** for you to enter a home **or** cell number.



## Section 3 – Employment Eligibility

### Eligibility – Initial View

Associate Grants Director

Packet ID: \_\_\_\_\_

Employee: \_\_\_\_\_

Hire Date: 06/17/2019

Project: \_\_\_\_\_

Status: Pending Employee Action ?

All fields are required unless marked (optional).

Are you eligible for employment in the US? ☐ Yes ☐ No

Have you been told the essential functions of this position? ☐ Yes ☐ No [View Position Details](#)

Can you perform the essential functions of this position? ☐ Yes ☐ No

Are you a CUNY student or Postdoc? ☐ Yes ☐ No

Have you ever been convicted, pleaded guilty or no contest to any of the following:

A felony? ☐ Yes ☐ No

A misdemeanor? ☐ Yes ☐ No

Have you ever been denied a bond? ☐ Yes ☐ No

Do you consent to a background check? ☐ Yes ☐ No ?

Are you a retired state or local employee, receiving a service retirement from NYCERS, NYCTRS, or other New York City or New York State Public Retirement System? ☐ Yes ☐ No

Are you a relative or partner of an active Research Foundation or CUNY employee? ☐ Yes ☐ No

When a relative or partner of a Research Foundation or CUNY employee is being considered for employment with the Foundation, the relationship must be disclosed. If the relative or Partner is a Foundation employee, the relationship must be disclosed to the Foundation President or his/her designee. If the relative or Partner is a CUNY employee, the relationship must be disclosed to the Conflicts of Interest Officer of the applicable work location or college.

Recall Return Delete Save & Continue Submit

Figure 8

In the eligibility section, answer each question with either a Yes or No response. You may click on the **View Position Details** link to view the information pertaining to the position. Please refer to **Appendix A** for an example of a Position Detail report. Some of the question that you respond with a yes will generate a drop-down box requesting mandatory details to your response. Please see **Figure 9 on page 8** to view the drop-down menus.

Once you complete this section click on Save and Continue.

## Eligibility with Drop-down options

Packet ID: 852

Employee:   
 Hire Date: 06/17/2019

Project:   
 Status: Pending Employee Action ?

Notes Audit Print

All fields are required unless marked (optional).

Are you eligible for employment in the US? ☒ Yes ☐ No

Employment Authorization Type: F-1 Academic Student x

Employment Authorization Expiration Date: MM/DD/YYYY ?

Have you been told the essential functions of this position? ☒ Yes ☐ No [View Position Details](#)

Can you perform the essential functions of this position? ☒ Yes ☐ No

Are you a CUNY student or Postdoc? ☐ Yes ☒ No

Have you ever been convicted, pleaded guilty or no contest to any of the following:

A felony? ☒ Yes ☐ No

Enter Details

A misdemeanor? ☒ Yes ☐ No

Enter Details

Misdemeanor Jurisdiction: Select

Have you ever been denied a bond? ☐ Yes ☒ No

Do you consent to a background check? ☒ Yes ☐ No ?

Are you a retired state or local employee, receiving a service retirement from NYCERS, NYCTRS, or other New York City or New York State Public Retirement System? ☐ Yes ☒ No

Are you a relative or partner of an active Research Foundation or CUNY employee? ☐ Yes ☒ No


When a relative or partner of a Research Foundation or CUNY employee is being considered for employment with the Foundation, the relationship must be disclosed. If the relative or Partner is a Foundation employee, the relationship must be disclosed to the Foundation President or his/her designee. If the relative or Partner is a CUNY employee, the relationship must be disclosed to the Conflicts of Interest Officer of the applicable work location or college.

Recall Return Delete Save & Continue Submit

Figure 9

① and ② are drop boxes that are mandatory to fill in when you respond Yes to these questions

## Section 4 – Policies

  
Associate Grants Director

Position

Employee

1

User Account

2

Profile

3

Eligibility

4

Policies

5

Documents

6

Self-Identification

7

Notices

Packet ID:

Employee:

Hire Date: 06/17/2019

Project:

Status: Pending Employee Action ?

Notes

Audit

Print

All fields are required unless marked (optional).

### Policies

You must acknowledge receipt of RFCUNY employment policies by viewing and reading the policies below.

Description
<u>Confidential Information (Practice &amp; Procedure)</u>
<u>Policy No. 548 - Combatting Trafficking in Persons</u>
<u>New York Earned Sick Time Act - Notice of Employee Rights</u>
<u>Policy No. 535 - Drug-Free Workplace</u>
<u>Stop Sexual Harassment Act Factsheet under the NYC Human Rights Law</u>
<u>Lactation Accommodation Policy</u>
<u>Temporary Schedule Change Notice</u>
<u>Family Medical Leave Act</u>
<u>Paid Family Leave</u>
<u>NYS Paid Family Leave Filing Instructions</u>
<u>NYS Paid Family Leave Employee Opt-Out of Paid Family Leave Benefits</u>

Recall

Return

Delete

Save & Continue

Submit

Figure 10

Click on each document and read it completely. You will need to click ok after you open each document. When you do the screen will look like Figure 11 on page 10 documents.

## Policies

After you have read the documents, your screen will look like the screen below.

Supervisor : Ada Bedor

Packet ID: 1229

Employee: Barty JoJo Simson | 2XXXXX

Hire Date: 01/02/2020 ( New Hire )

Project:

Status: Pending Employee Submission ?

All fields are required unless marked (optional).

### Policies

You must acknowledge receipt of RFCUNY employment policies by viewing and reading the policies below.

Description	
<a href="#">Confidential Information (Practice &amp; Procedure)</a>	✓ Viewed
<a href="#">Policy No. 548 - Combatting Trafficking in Persons</a>	✓ Viewed
<a href="#">New York Earned Sick Time Act - Notice of Employee Rights</a>	✓ Viewed
<a href="#">Policy No. 535 - Drug-Free Workplace</a>	✓ Viewed
<a href="#">Stop Sexual Harassment Act Factsheet under the NYC Human Rights Law</a>	✓ Viewed
<a href="#">Lactation Accommodation Policy</a>	Reading this document is necessary
<a href="#">Temporary Schedule Change Notice</a>	Reading this document is necessary
<a href="#">Family Medical Leave Act</a>	Reading this document is necessary
<a href="#">Paid Family Leave</a>	Reading this document is necessary
<a href="#">NYS Paid Family Leave Filing Instructions</a>	Reading this document is necessary
<a href="#">NYS Paid Family Leave Employee Opt-Out of Paid Family Leave Benefits</a>	Reading this document is necessary

Recall Return Save & Continue Submit

Figure 11

Now click on Save and Continue after you have read all the required documents

## Section 5 – E-Signatures and Documents

Employees are required to **electronically complete and sign** the documents in this section through DocuSign (See Appendix C).

### Required Documents

Notice and Acknowledgement of Pay Rate and Payday (must be signed **on or before hire date**)

RFCUNY Application for Employment (required for employees)

### Documents required dependent upon submission information

Multiple Position Letter (for Tax Levy employees)

Foreign Student Verification Letter (for F1 Visa holders)

### Optional Documents

Tax forms IT-2104 & IT-2104E

The screenshot displays the 'Employee' tab of the RFCUNY onboarding system. A left-hand navigation menu lists seven steps: 1. User Account, 2. Profile, 3. Eligibility, 4. Policies, 5. Documents (highlighted with a white circle and arrow), 6. Self-Identification, and 7. Notices. The main content area is titled 'E-Signatures' and includes a note: 'All fields are required unless marked (optional)'. It instructs the user to 'Please review and sign the following document(s)'. Below this is a table of required documents, each with a description, a help icon (?), and a 'Pending Signature' status. The documents are: Acknowledgment of RFCUNY Employment Terms and Conditions, Background Check Authorization and Disclosure Notice, Form W-4: Employee Withholding Allowance Certificate (with a note that not completing it results in the highest taxation of Single and 0 Dependents), Notice and Acknowledgment of Pay Rate and Payday, RFCUNY Application for Employment, Form IT-2104: NYS Employee's Withholding Allowance Certificate (optional) (with a note that not completing it results in the highest taxation of Single and 0 Dependents), and Form IT-2104E: NYS Certificate of Exemption from Withholding (optional) (with a note that not completing it results in the highest taxation of Single and 0 Dependents). Below the 'E-Signatures' section is a 'Documents' section with the instruction 'Please upload the following document(s)'. It contains a table with columns for 'Description' and 'File Name'. Three documents are listed for upload: Resume (optional), RFCUNY Application for Employment (optional), and RFCUNY Determination of Alien Tax Status Form (RF-702) (optional). Each row has an 'Upload' link. At the bottom right of the table is a '+ Add New' button. The caption 'Figure 12' is located at the bottom right of the screenshot area.

Description	File Name
Acknowledgment of RFCUNY Employment Terms and Conditions ?	Pending Signature
Background Check Authorization and Disclosure Notice ?	Pending Signature
Form W-4: Employee Withholding Allowance Certificate ? Not completing this form will result in the highest taxation of Single and 0 Dependents	Pending Signature
Notice and Acknowledgment of Pay Rate and Payday ?	Pending Signature
RFCUNY Application for Employment ?	Pending Signature
Form IT-2104: NYS Employee's Withholding Allowance Certificate (optional) ? Not completing this form will result in the highest taxation of Single and 0 Dependents	Pending Signature
Form IT-2104E: NYS Certificate of Exemption from Withholding (optional) ? Not completing this form will result in the highest taxation of Single and 0 Dependents	Pending Signature


  

Description	File Name
Resume (optional) ?	<a href="#">Upload</a>
RFCUNY Application for Employment (optional) ?	<a href="#">Upload</a>
RFCUNY Determination of Alien Tax Status Form (RF-702) (optional) ?	<a href="#">Upload</a>

[+ Add New](#)

If you choose to select Form IT 2104 or 2014E **Please note:** You must only choose one form to submit not both. Just hover over the icon (?) to read a full explanation of each form.

## Section 6 – Self Identification

  
Associate Grants Director

Position

Employee

1

User Account

2

Profile

3

Eligibility

4

Policies

5

Documents

6

Self-Identification

7

Notices

Packet ID:

Employee: |

Project:

Hire Date: 06/17/2019 ( New Hire )

Status: Pending Employee Action ?

Notes

Audit

Print

All fields are required unless marked (optional).

Gender (optional):

☐ Male

☐ Female

☐ Nonbinary

Are you Hispanic or Latino?

☐ Yes

☐ No

☐ Do not wish to answer

[+ more information about Ethnic Groups](#)

Vietnam Era Veteran?

☐ Yes

☐ No

☐ Do not wish to answer

Special Disabled Veteran?

☐ Yes

☐ No

☐ Do not wish to answer

Other Protected Veteran?

☐ Yes

☐ No

☐ Do not wish to answer

Newly Separated Veteran?

☐ Yes

☐ No

☐ Do not wish to answer

[+ more information about Veterans](#)

How do I know if I have a disability?

You are considered to have a disability if you have a physical or mental impairment or medical condition that substantially limits a major life activity, or if you have a history or record of such an impairment or medic condition.

[+ Why are you being asked to complete this form?](#)

Disabilities include, but are not limited to:

Blindness	Autism	Bipolar disorder	Post-traumatic stress disorder (PTSD)
Deafness	Cerebral palsy	Major depression	Obsessive compulsive disorder
Cancer	HIV/AIDS	Multiple sclerosis (MS)	Impairments requiring the user of wheelchair
Diabetes	Schizophrenia	Missing limbs or partially missing	Intellectual disability (previously called mental retardation)
Epilepsy	Muscular dystrophy		

Please select one of the boxes below:

☐ Yes, I have a disability (or previously had a disability)

☐ No, I don't have disability

☐ Do not wish to answer

[+ Reasonable Accommodation Notice](#)

Recall

Return

Delete

Save & Continue

Submit

Figure 13

Please answer each question and then click Save and Continue.

Position

Employee

1

User Account

2

Profile

3

Eligibility

4

Policies

5

Documents

6

Self-Identification

7

Notices

All fields are required unless marked (optional).

### Supervisor's Notices

Please review the information from your supervisor below. Contact your supervisor or HR coordinator if you have questions.

### RF Notices

#### MANDATORY SEXUAL HARASSMENT PREVENTION TRAINING

NYS Labor Law 201-g requires all employees to take sexual harassment prevention training.

Under New York State Labor Law 201-g, all employees are mandated to take sexual harassment prevention training annually. You are required to successfully complete the course within 30 days of registration. If our records do not indicate completion of the Workplace Harassment Prevention training administered through the Research Foundation's web, you will be suspended without pay until such time that you complete this legal requirement. The training may be completed by logging onto the [RFCUNY website](#) using the six-digit RF Employee ID number and password. Once logged in:

- Go to the "Employees" tab from the homepage
- Select "Mandatory Training Course" from the drop-down menu
- Select "Workplace Harassment Prevention for Employees/Managers"


If you are unable to access the training course, please call [212-417-8600](tel:212-417-8600), and dial option "0" to speak with a Human Resources representative.

Figure 14

Please read all notices completely.

## Employee Welcome letter

You will receive your employee welcome letter by email with the subject line **Your RFCUNY Hire Packet Has Been Approved by Research Foundation Human Resources department.**



RESEARCH  
FOUNDATION CUNY

Dear \_\_\_\_\_,

Your Hire Packet has been processed by the Research Foundation's Human Resources Department. We are pleased to have you join a staff of more than 14,000 individuals who are employed throughout the 24 colleges and professional schools of CUNY.

This email includes information about:

- Employee ID and Employment Status
- Employee Benefits Orientation and Direct Deposit Enrollment
- Mandatory Online Training Courses

Please read this email carefully and completely. It offers all of the instructions you need to take your online mandatory training course, allowing you to fully navigate RFCUNY's website and access critical employee information, time off and leave policies, benefits enrollment, timekeeping and payroll systems, and various forms and documents.

**Employee ID and Employment Status**

Your RFCUNY employee ID is \_\_\_\_\_. It is critical you have this number available when contacting RFCUNY or logging on to RFCUNY's website ([www.rfcuny.org](http://www.rfcuny.org)). It is important that you keep this number confidential to ensure your privacy.

Your employee ID will be located at the top of your paystub next to your name in the Employee No. box. If you forget your employee ID number, contact your Project Director, Timekeeper, or your Campus Personnel Coordinator at 212-417-8665.

Your employment status is based on the number of hours you are scheduled to work bi-weekly. You may be eligible to participate in a comprehensive benefits plan based on your status.

Once you have successfully signed into your account, you will have access to our employee electronic tools, such as My Payroll and Benefits and the Time & Leave System. To sign into your account, use the user ID and password that you created when you completed your hire packet. If your hire packet was created by us on your behalf, please refer to the log in instructions sent to you via separate email.

You may edit your login information profile anytime by selecting "Edit Profile" at the top right hand corner of the RF home page.

If you forget your password, you may reset it by clicking on "Forgot Password" under the "Log In" box on the RF homepage, and follow the instructions.



## Welcome letter

### Employee Benefits Orientation and Direct Deposit Enrollment

It is very important that you attend the benefits orientation for new employees. The orientation is an opportunity to learn and ask questions about important benefits and employment information. To register, call 212-417-8665, and select option #3.

It is also important that you complete your employee profile by going to "My Payroll and Benefits" from the "Electronic Tools" drop-down menu on the RF website, and submit any supporting documents within the first 30 days of your employment. Delays in enrolling for benefits may result in the loss of insurance and retirement protection for you and your eligible dependents.

To enroll in direct deposit, sign in to the RF website, click on "Electronic Tools", select "My Payroll and Benefits" from the drop down menu, select "Employee Services", click on "Payroll Information", then click on "Direct Deposit", and complete the necessary fields.

### Mandatory Online Training Courses

There are two mandatory online training courses that all RFCUNY employees must register for and complete:

- Workplace Harassment Prevention
- Active Shooter Response

Access to these online training courses will be provided 1-2 weeks after your start date. Any attempt to access the mandatory training courses prior to this timeframe will result in an error message. A separate email will be sent to you once you have been registered. You are required to successfully complete the courses within 30 days of registration.

Upon receiving the registration email access to these courses, go to [www.rfcuny.org](http://www.rfcuny.org), and log on using your employee ID and password. From the "Employees" tab, select "Mandatory Training Course" from the drop down menu.

If you have any questions about your employment with RFCUNY, please call 212-417-8665, and select option #2, for your Campus Personnel Coordinator.

We wish you much success as you begin your professional journey with RFCUNY.

Sincerely,


Human Resources  
Research Foundation, CUNY

This is a system generated notification, please do not reply to this email. If you have any questions, please contact Human Resources or visit our website at [www.rfcuny.org](http://www.rfcuny.org).

## APPENDENCIES

## Appendix A

### View Position Details



# Position

Employee Name:
Employee ID: --
Packet ID:

**Packet Status :** Pending Employee Action

### 1) Appointment

Hire Date:	06/17/2019	RF Job Title:	Associate Grants Director - 9101F1
Email Address:	@gmail.com	Position Type:	
Project:	PROGRAM DEVELOPMENT	Functional Title:	test title
Sponsor Name:	COLLEGE FUND (CUNY MISCELLANEOUS)	Supervisory Status:	Supervisory
Department:	ACE Administrative	Physical Work Location:	NEW YORK
Salary Expense Code:	5401 (Co-Project Director)	Is this employee also employed on CUNY or Tax Levy payroll?	Yes

### 2) Position

**Job Description**

adasd

**Core Competencies/ Qualifications:**

adw

Supervisor:		Position Contingent on Student Status?	No
Supervisor's Email:	@RFCUNY.ORG	Employee required to operate vehicle?	No
Supervisor's Title:	ASSOCIATE DIRECTOR	Fiduciary or signatory responsibility over \$9,999.99?	No
Supervisor's Phone:	(212) 417-		

**Does the position involve access or contact with any of the following?**

Children:	No
Elderly:	No
Disabled:	No
Hazardous materials or drugs:	No
LEP / ELL / ESL Students	No
Current or former prison inmates, parolees or probationers:	No
Sensitive personnel information:	No
Individuals whose affairs are handled by a court appointee or surrogate:	No
Individuals confined to a hospital, sanitarium, hospice, or other institution:	No

## Appendix A

### View Position Details

Medically challenged:	No
None of the above apply:	Yes

#### 3) Encumbrance

Calculate Encumbrance:	Using Hours Per Period	Total Hours:	1,764.00
Encumbrance Period:	06/17/2019 - 06/02/2020	Fringe Status:	Full Time
Appointment End Date:	06/02/2020	Salary Encumbrance:	\$50,400.00
Pay Rate:	\$2,000.00 Bi-weekly	Fringe Encumbrance:	\$17,640.00
Hours Per Bi-weekly Period:	70.00	MTA Encumbrance:	\$171.36
Number of Pay Periods:	25.20	Total Expenditure:	\$68,211.36
		FLSA Class:	Non-Exempt
		Eligible for Collective Bargaining?	No

#### 4) Schedule

##### Week 1

Monday:	7.00
Tuesday:	7.00
Wednesday:	7.00
Thursday:	7.00
Friday:	7.00
Saturday:	0.00
Sunday:	0.00

##### Week 2

Monday:	7.00
Tuesday:	7.00
Wednesday:	7.00
Thursday:	7.00
Friday:	7.00
Saturday:	0.00
Sunday:	0.00

#### 5) E-Signatures

Description	Status
Notice and Acknowledgment of Pay Rate and Payday:	Signed

#### 6) Documents

Description	File Name
RFCUNY Application for Employment	Test file for new hire processing.docx
Multiple Position Authorization	Test file for new hire processing.docx

#### 7) Notices

##### RF Notices

1. You must discuss and schedule your annual leave as soon as you start your appointment. Annual leave must be taken during the appointment period. If you are unsure if you accrue annual leave, contact Pat Osbahr in the RFCUNY Human Resources office at 212-417-8670.
2. You must complete all mandatory RFCUNY training within 30 days of your hired date.
3. The Research Foundation (RF) provides new employee orientation to all new hires. The orientation is the best way for you to get first-hand information about the RF, and the policies and benefits that impact your employment. Please register to attend a new hire orientation by going to [Rf Website](#)

## Appendix B

### Logging on to the RF Website


Go to [www.rfcuny.org](http://www.rfcuny.org) and type in your username and ❶ password ❷ and click login ❸.

❶      ❷      ❸

Create

Forgot Password?

Log In



Search

ABOUT

PRINCIPAL INVESTIGATORS


EMPLOYEES

PARTNERS

ELECTRONIC TOOLS


LEARNING & RESOURCES

STORIES




OUR GOALS  
**WE GUIDE  
RESEARCHERS  
ON THEIR  
QUEST**


ANNOUNCEMENTS



**SPRING 2020 ASRC GRANTS  
BOOTCAMP: NSF CAREER PROGRAM**  
Spring 2020 ASRC Grants Bootcamp:  
NSF CAREER Program



**THE NEW YORK CITY COMPLETE  
COUNT FUND**  
A partnership between The City  
University of New York (CUNY), the City  
Council and NYC Census 2020



**2020 NSF ENG CAREER PROPOSAL  
WRITING WORKSHOP**  
Invite your Junior Faculty to APPLY for  
the 2020 NSF ENG CAREER Proposal  
Writing Workshop MARCH 31 - APRIL 2,  
2020

## Logging on to the RF Website

Hover over ELECTRONIC TOOLS ❶ and a drop down menu will appear. Then go to RF Onboard - New which I have outline in a red box and click on RF Onboard – New. This will bring you to the RF On-Board landing page.

The screenshot displays the RF Website interface. At the top right, there is a 'LOG OUT' button and a link to 'Edit Profile'. Below this is a search bar with a 'Search' button. The main navigation bar includes links for 'ABOUT', 'PRINCIPAL INVESTIGATORS', 'EMPLOYEES', 'PARTNERS', 'ELECTRONIC TOOLS', 'LEARNING & RESOURCES', and 'STORIES'. The 'ELECTRONIC TOOLS' link is highlighted with a red circle and a red number ❶. A dropdown menu is open, listing various tools and services. The 'RF Onboard - New!' option is highlighted with a red rectangle. Below the navigation bar, there is a large image of a smiling woman at a desk. To the right of the image, a text box describes the electronic tools: 'Make payments, process requests, and submit information instantly. Receive prompt receipt, services and responses in an electronic format.' Below the image, there are two announcement sections: 'SPRING 2020 ASRC GRANTS BOOTCAMP: NSF CAREER PROGRAM' and 'THE NEW YORK CITY COMPI COUNT FUND'. At the bottom, a footer states: 'Since 1963 RFCUNY has supported the research endeavors and dis'.

LOG OUT  
Edit Profile

Search

RF

ABOUT | PRINCIPAL INVESTIGATORS | EMPLOYEES | PARTNERS | **ELECTRONIC TOOLS** | LEARNING & RESOURCES | STORIES

❶

Make payments, process requests, and submit information instantly. Receive prompt receipt, services and responses in an electronic format.

- ACH File Management
- Calendar
- Contract Manager
- Digital Mailbox (Human Resources)
- Document Tracking - Legal
- Document Tracking - OTPS
- Effort Reporting
- Electronic I-9
- Employee Wage Title Designator
- Event Payment
- FileShare
- Mandatory Training Course - (IMPORTANT)
- P-Card Reconciliation System
- Payment Request
- Personnel Action Form (PAF)/Calculator
- Personnel Vacancy Notice (PVN)
- Property Management
- PSC-CUNY Grants Proposal
- RF Onboard - New!**
- Summer Salary
- Time and Leave (Payroll Administration)
- Virtual Office
- Web Reports (Kuali 7/1/2013)
- Web Reports (Old - 6/30/2013)

ANNOUNCEMENTS

SPRING 2020 ASRC GRANTS BOOTCAMP: NSF CAREER PROGRAM

THE NEW YORK CITY COMPI COUNT FUND

Spring 2020 ASRC Grants Bootcamp: NSF CAREER Program

A partnership between The C University of New York (CUN' Council and NYC Census 202


Since 1963 RFCUNY has supported the research endeavors and dis


## Appendix C

### E- Signature - DocuSign

When clicking on the form you want to complete, DocuSign will open. You must check the box agreeing to use electronic records and signature which I have outlined with a red box. Then click continue.

Please Review & Act on These Documents

**Onboarding System**  
Research Foundation of The City University of New York

**RESEARCH FOUNDATION CUNY**

Powered by **DocuSign**

Please read the [Electronic Record and Signature Disclosure](#)

☒ I agree to use electronic records and signatures

CONTINUE

OTHER ACTIONS ▾

The Research Foundation of the City University of New York is an E-Verify, Equal Opportunity and Affirmative Action organization. It does not discriminate on the basis of gender, age, color, religion, national origin, creed, race, sexual orientation, alienage, citizenship, veteran status, disability, ethnic origin or marital status in its employment, personnel policies, or access to services and benefits. The personnel decisions regarding recruitment, selection, training, promotion, and compensation are made on the basis of bona fide, job related qualifications in all job categories.

Position You are Applying for

Full Time ☐ Part Time ☐ # of hours per week

Date Available to begin work

Are you under age 18? ☐ No ☐ Yes  
If yes, attach working papers.

**Personal Information** (please print or type)

Last Name  First  Middle

Phone: Home  Business  Mobile

Present Address

State  City  Zip

Have you ever been employed by the Research Foundation? From  To

Job Location  Job Title

**Employment Record** (List most recent position first and account for all periods of unemployment.)  
Instructional or professional research personnel may substitute conventional curriculum vitae for the 'Employment Record and Educational Background' sections of this application.

Firm's Name  Address

Dates Employed: From  To  Job Title

Type of Organization  Reason for Leaving

Describe Duties/Responsibilities

Immediate Supervisor: Title  Name  Phone #

May we contact the Supervisor? ☐ Yes ☐ No

Firm's Name  Address

Dates Employed: From  To  Job Title

Type of Organization  Reason for Leaving

Describe Duties/Responsibilities

Immediate Supervisor: Title  Name  Phone #

May we contact the Supervisor? ☐ Yes ☐ No

Firm's Name  Address

Dates Employed: From  To  Job Title

Type of Organization  Reason for Leaving

Describe Duties/Responsibilities

Immediate Supervisor: Title  Name  Phone #

1

Powered by **DocuSign**

Change Language - English (US) | Copyright © 2020 DocuSign Inc. | V2R

## E- Signature - DocuSign

Click on the yellow “Sign” button which I have outline with a red box in the area designated for the Applicant’s signature. After you click on the yellow signature “Adopt your Signature” screen will appears as shown on the page 23.

The screenshot displays the 'RFCUNY Application for Employment.pdf' interface. On the left, a vertical grey bar contains an orange arrow pointing right with the word 'SIGN' in white. The main content area is white and contains the following elements:

- A paragraph of text: "I have read and understand this application and certify that the information given is correct and complete to the best of my knowledge and that, unless I have specified otherwise, the Research Foundation is authorized to check my work and character references. I understand that if I falsify/omit information, I am subject to dismissal. I agree to work any shift and/or day(s) as assigned. I understand that employment may be contingent on a background check."
- A signature line: "Applicant's Signature" followed by a horizontal line.
- A date and time stamp: "Date 01/20/2020 | 9:37 AM EST".
- A yellow button with a red outline, labeled "Sign" with a downward arrow, positioned over the signature line.
- A red box highlighting the yellow "Sign" button.

At the bottom of the page, there is a footer area with the text "RFCUNY Application for Employment.pdf" on the left, "1229" in the center, and "2 of 2" on the right. A large orange button labeled "FINISH" is centered at the bottom of the page.



E- Signature - DocuSign

Please enter your Full Name ❶ and Initials ❷ in the space provided. Click on Adopt and Sign ❸. This will be your e-signature on all documents going forward.

Adopt Your Signature

Confirm your name, initials, and signature.

\* Required

Full Name <sup>1</sup>

Initials\* <sup>2</sup>

Barty Simson

BS

SELECT STYLE

DRAW

PREVIEW

DocuSigned by:

Barty Simson

819C6BD4EF4B493...

DS

BS

Change Style

ADOPT AND SIGN

CANCEL

3

## E- Signature - DocuSign

After you have clicked on “Adopt and Sign” on the screen on the page 23, the following screen will appear, and you will see your signature and time stamp. Click close

2. If you are a disabled Veteran or a Vietnam Veteran and would like to be so identified under our Affirmative Action program, please indicate:

☐ Disabled Veteran Vietnam   ☐ Veteran Special Disabled Veteran   ☐ Other Protected Veteran   ☐ New Separated

**Referred by**   ☐ Personnel Vacancy Notice   ☐ School Newspaper   ☐ Internet Career Search   ☐ Veteran Agency

☐ Employee \_\_\_\_\_   ☐ Other (specify) \_\_\_\_\_

I have read and understand this application and certify that the information given is correct and complete to the best of my knowledge and that, unless I have specified otherwise, the Research Foundation is authorized to check my work and character references. I understand that if I falsify/omit information, I am subject to dismissal. I agree to work any shift and/or day(s) as assigned. I understand that employment may be contingent on a background check.

DocuSigned by:  
Applicant's Signature Barty Simson   Date 01/20/2020 | 9:39 AM EST  
819C68D4EF4B493...

1229

RFCUNY Application for Employment.pdf   2 of 2

**CLOSE**