

Memorandum

To: CUNY Principal Investigators, RFCUNY Staff, CUNY Grants Officers, CUNY Administrators
From: The Research Foundation of the City University of New York
Subject: Reminder: Get Your Login to OneRF
Date: December 18, 2025

The Research Foundation of the City University of New York (RFCUNY) is sending this memorandum to remind all individuals about important tasks and that are related to the launch of OneRF.

The human resources functions of the Research Foundation of the City University of New York (RFCUNY) have evolved and unified with the launch of OneRF (powered by Workday).

Reminder: Claim Your New Login to Access OneRF

If you haven't already, you will need to claim your OneRF login and password in order to submit and/or approve timesheets for the pay period due December 29, 2025.

OneRF logins are different than your current RFCUNY login information. It is important that you take action now to claim your login and password for OneRF's Workday platform by:

1. Reviewing our [step-by-step instructions](#) on claiming your login.
2. Claiming your OneRF login at: <https://www.rfcuny.org/rflogonclaim>.
3. Accessing OneRF once you claim your login at:
<https://wd108.myworkday.com/rfcuny/d/home.html>.

Human Capital Management Processes Now Open in OneRF

OneRF is your central repository for RFCUNY human resources activities. Once you claim your login, please access OneRF's Workday platform for the following important actions:

- **For Managers of RFCUNY Staff: You must set schedules for staff who work part-time and full-time, nonstandard hours (other than 9-5) no later than Sunday, December 28, 2025** – schedules must be set up so that staff can submit timesheets.
- **For RFCUNY Staff: If you have time off and leave of absence requests for this pay period, you must submit them *before* submitting your timesheet.** Please review [the memo we sent on December 10](#) for important guidance on changes to how RFCUNY will process these requests. Time off accrual balances will be loaded and visible on December 19, 2025. For more information refer to our [OneRF Launch FAQs](#).
- **For all RFCUNY Staff and Managers: You must submit and approve timesheets no later than Monday, December 29, 2025.** The timesheet will open on Monday, December 22, 2025.

In addition to those immediate actions, you can also access many other human capital management functions in OneRF. **All grants & contracts, finance, and procurement functions**

will be available on OneRF's Workday platform on January 5, 2026. When logged into OneRF between now and January 5, you may see options for activities related to these functions. Any submissions sent before that date will be rejected and returned. Contract Manager will also reopen on January 5, 2026 with all functionality.

Additional Information and Resources

We have developed additional resources on OneRF to help you during this period of growth and transition.

- [Job Aids](#): RFCUNY has created over 100 detailed Job Aids designed to guide you step-by-step through an activity by providing documentation specific to that transaction.
- [Video Demonstrations](#): We also have published demonstration videos for seven key human resource functions.
- [OneRF Information Hub](#) – general information about OneRF, and links to previous communications.
- [OneRF Launch Frequently Asked Questions](#) - these FAQs provide more detailed information and guidance on the processes, systems, and deadlines related to the launch of OneRF and Workday.
- [OneRF General Frequently Asked Questions](#) – these FAQs provide answers to many general questions about the OneRF initiative, Workday, and our efforts to evolve RFCUNY's systems.

It is important to note that **OneRF** evolves RFCUNY's finance, grants management, procurement, and human resources systems. CUNY is undertaking a separate Workday implementation, called **CUNYWork**, which is scheduled to go live in January 2027 and is focused on the systems at the City University of New York and its campuses.

Thank you for your attention. If you have further questions on OneRF or if you have an urgent issue, the best way to contact us is by using the **Case Management** (Help Module) functionality in OneRF's Workday platform.