

# OneRF Cutover: Frequently Asked Questions

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*Last Updated: December 15, 2025*

This document contains frequently asked questions related to the cutover dates and processes required for the Research Foundation of the City University of New York (RFCUNY)'s evolution to OneRF (powered by Workday). For general information about OneRF, please visit our [OneRF Information Hub](#).

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## General OneRF Cutover Questions

### What were the cutover dates?

All OneRF-related cutover dates from December 2025 are detailed in the table below.

Date	Description
Monday, December 1, 2025	Last day to submit amendments in Contract Manager.
Friday, December 5, 2025	Last day to submit Stipend Requests.
Monday, December 8, 2025	Last day to access the following existing RFCUNY systems and processes: <ul style="list-style-type: none"> <li>• Onboarding</li> <li>• Personnel Action Forms</li> <li>• Personnel Vacancy Notices</li> </ul>
Friday, December 12, 2025	Last day to access the following existing RFCUNY systems and processes: <ul style="list-style-type: none"> <li>• Account Establishment (including agency funds)</li> <li>• Forward Funding (including guaranteed funding)</li> <li>• Summer Salary</li> </ul>
<b>December 9, 2025 - December 14, 2025</b>	<b>Human Resources Blackout:</b> All RFCUNY human resources processes <i>except timesheet submission</i> will be unavailable.
<b>Monday, December 15, 2025, 5:00 pm ET</b>	<b>Final deadline for submitting timesheets in the existing Time and Leave system for the period ending Dec. 14, 2025.</b> <ul style="list-style-type: none"> <li>• The existing Timesheet system will close at 5:00 pm.</li> </ul>
<b>Monday, December 15, 2025</b>	<b>OneRF Human Capital Management (HCM) go live</b> <ul style="list-style-type: none"> <li>• All human resources functions will be available on the Workday platform</li> </ul>
Monday, December 15, 2025	Last day to access the following existing RFCUNY systems and processes: <ul style="list-style-type: none"> <li>• Contract Manager (payment requests)</li> <li>• ePay submissions and other payment requests</li> <li>• Purchase Orders</li> </ul>
Wednesday, December 17, 2025	Last day for edit access to the existing My Payroll and Benefits system.
Thursday, December 18, 2025	Last day to access Contract Manager (all other functions not noted above).
<b>December 19, 2025 - January 4, 2026</b>	<b>Grants and Contracts; Finance; and Procurement Blackout:</b> All processes related to grants & contracts; finance; and procurement will be unavailable.
<b>Monday, January 05, 2026</b>	<b>OneRF Full go live</b> All grants & contracts; finance; and procurement functions available on the Workday platform along with the human resources functions already launched.
Monday, January 05, 2026	Contract Manager reopens with all functionalities.

## Where can I find information related to the cutover process?

The Research Foundation of the City University of New York (RFCUNY) published information related to the OneRF cutover process on our [OneRF Information Hub](#).

## How has RFCUNY communicated about the cutover process for OneRF?

RFCUNY sent an email to all principal investigators, grant officers, and Research Foundation staff on campuses. RFCUNY then followed up with reminder emails throughout the course of November and December. All of these messages can be found in the Communications Archive on [the OneRF Information Hub](#).

## How were these cutover dates decided?

RFCUNY staff and management developed these dates working backward from our final launch date for all OneRF functionality on January 5, 2026.

## What are blackout periods and when will they occur?

A blackout is when we will hold work from being performed within RFCUNY systems for a scheduled period of time. This is to allow our development partners time to migrate all data to OneRF's Workday platform and perform necessary checks and tests to ensure that the migration is performed successfully.

The blackout periods to allow us to evolve our systems to OneRF are:

- **December 9-14, 2025** – all human resources activities.
- **December 19, 2025-January 4, 2026** – all grants & contracts, finance, and procurement activities.

We have deliberately chosen these dates to minimize disruption to CUNY researchers and staff.

## Why does RFCUNY require blackout periods?

Blackout periods are necessary in order for RFCUNY and our development partners to migrate data and perform all necessary checks to ensure the migration was performed successfully.

## What can I do to minimize any effects the cutover might have?

RFCUNY is doing everything we can to minimize the effects of our cutover process. The best thing that you can do to prepare is to begin submitting any requests as soon as possible and to make sure your data is entered correctly. The earlier you act, the earlier we can make sure that your request is processed and complete.

For more information or if you feel you have an emergency that will prevent you from meeting a deadline, please contact us using [the OneRF Questions form](#). Exceptions will only be made on a case-by-case basis.

## How will I be able to log into OneRF?

Your OneRF login and password 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. You can:

1. Review our [step-by-step instructions](#) on claiming your login.
2. Begin the process to claim your login at: <https://www.rfcuny.org/rflogonclaim>.

**Important:** You will need to access OneRF's Workday platform in order to submit and/or approve timesheets beginning with pay period due December 29, 2025. Claim your login today.

***Once you claim your login, you can access OneRF's Workday platform by going to the link in the Electronics tools section of rfcuny.org.***

## After the cutover and launch of OneRF, will the new platform replace the existing website?

No. RFCUNY's website (<https://www.rfcuny.org/rfwebsite/>) will remain as the public face of the Research Foundation. It will continue to house information about RFCUNY; our board-approved policies; guidelines and procedures; and resource documentation for the CUNY community. It will also link to the OneRF platform.

## How will I access Web Reports?

Currently, Web Reports are accessed through rfcuny.org and we will keep them up-to-date with financial activity through December 19, 2025. New reports with financial data and activity will be available via OneRF in early January 2026.

## General Grants & Contracts Questions

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### **What is the impact of the cutover to OneRF on my existing sponsored project?**

The transition and evolution of RFCUNY's systems to OneRF represents a significant change, as it will replace most of the legacy systems currently used to manage financial, human resources, procurement, and payable activities. During the cutover period, data and processes related to your sponsored projects will be migrated to the new system.

To support a smooth transition, at launch RFCUNY will provide Job Aids, and user guides that will walk you through the new processes. Once implemented, OneRF is expected to deliver greater transparency, consistency, and efficiency in managing the transactions related to research and sponsored projects.

### **I have a project scheduled to begin during the cutover period. What should I do?**

In coordination with your campus grants office, please ensure that the grant award, RFCUNY account establishment request, and any supporting documentation are submitted prior to the start of the cutover period. Submitting these materials in advance will enable RFCUNY to establish the project account before the system blackout, helping to minimize any disruption to project activities.

If submission before the cutover period is not feasible, RFCUNY will proceed with establishing the project account as soon as possible following the OneRF go-live date.

### **I have a project scheduled to complete during the cutover period. What should I do?**

RFCUNY's Grants & Contracts Department has identified projects that require a final financial report or final invoice during the cutover period and by December 31, 2025. Grants & Contracts Project Administrators have been in direct contact with Principal Investigators for these projects to communicate deadlines for transaction submissions, ensuring the timely preparation of accurate closeout reports.

If your project requires a final financial report or invoice during the cutover period or by December 31, 2025, and you have not yet responded to our message from the Grants & Contracts Department, please reach out to your Project Administrator immediately for guidance.

## General Finance Questions

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### **What are the cutoff dates related to finance processes that I should know?**

The cutoff dates related to RFCUNY's finance systems are integrated into the full set of OneRF cutover deadlines in the General Cutover Questions section. Please note that most of the finance-related deadlines are dependent on Principal Investigators submitting materials on time so that RFCUNY groups can also meet internal submission and processing deadlines.

### **What happens to transactions when they are submitted by the deadline?**

Finance-related requests submitted by the deadline will be processed by the RFCUNY finance team as a December activity in the current system.

### **What happens if I am late in submitting my documentation?**

Requests submitted after the due dates will be processed in OneRF's Workday platform once it launches in January.

### **Will I be able to purchase supplies during the cutover period?**

Yes. The last day to submit an invoice for payment in December will be December 15, 2025.

### **What will be the process for catching up on transactions after the blackout period?**

Requests and any catch-up of transactions submitted after the due dates will be processed in OneRF's Workday platform in January.

## Agency Fund Questions

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### **What is the last day to establish a ninth ledger recovery account?**

The last day to establish ninth ledger recovery accounts will be December 12, 2025 and you will be able to submit these requests in OneRF after it launches on January 5, 2026.

### **What is the last day of activity on ninth ledger accounts?**

In order to have time to properly migrate data to OneRF's Workday platform, December 19, 2025 will be the last day for ninth ledger account activity in RFCUNY's existing systems and will be available in OneRF after it launches on January 5, 2026.

### **What happens if I need forward funding?**

All Forward Funding activities in RFCUNY's existing system will need to be submitted no later than December 12, 2025 and will be available in OneRF after it launches on January 5, 2026.

. Please [contact us using our online form](#) if you have any additional questions.

### **What happens if I need guaranteed funding?**

All guaranteed funding activities in RFCUNY's existing system will need to be submitted no later than December 12, 2025 and will be available in OneRF after it launches on January 5, 2026.

### **What happens if I need summer salary?**

All summer salary activities in RFCUNY's existing system will need to be submitted no later than December 12, 2025. You will be able to submit these requests in OneRF after it launches on January 5, 2026. Please [contact us using our online form](#) if you have any additional questions.

## P-Cards and Concur Questions

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### What are the deadlines for reconciling P-Card transactions?

RFCUNY has communicated the following deadlines to P-Cardholders:

- **Friday, November 7, 2025:** All P-Card transactions must have been fully reconciled in Concur by this date. Concur will be permanently disabled around *November 11, 2025*.
- **November 11 through December 31, 2025:** While we transition systems, P-Cards will remain active and available for purchases. All transactions made during this time period will be available for reconciliation in the **OneRF** platform (powered by Workday) once it launches. Cardholders should retain all receipts, invoices, and supporting documentation to ensure accurate documentation.
- **January 2026:** P-Card reconciliation will be due for the first time in the **OneRF** platform (powered by Workday) in January. RFCUNY will provide a detailed, step-by-step Job Aid on how to submit expense reports within the system.

### Are there any documentation guidelines I should be aware of?

Yes. The most important thing to remember is that reports submitted without sufficient documentation will be returned. When submitting documentation, please review the following guidelines:

- **Travel-Related Expenses (Flights, Conference Fees, Hotels) occurring after the Concur cutoff date:** Expense reports for these transactions should be submitted as usual, including all receipts or invoices, as well as a preliminary agenda, conference flyer, or official invitation.
  - In the comments section, please include the following statement: *“Future Travel – Supporting documentation will be provided to the PA team upon return.”*
  - Double-check your Supporting Documentation, if applicable. Be sure to include a list of attendees, meeting agenda, conference overview, email invite, or a memo stating the business purpose of the trip. Also include proof of travel (boarding passes) or proof of attendance (conference badge).
- **Vendor Documentation:** Contact vendors to obtain original invoices or receipts.
- Do not submit insufficient documentation such as order confirmations, purchase orders, packing slips, shipping acknowledgments, sales notifications, or payment notifications.

- **Sales Tax on Purchases in New York of \$10 or more:** For purchases where the sales tax is \$10.00 or greater, itemize the sales tax to code 1310 when submitting your expense report. Contact the vendor to request a refund or reimbursement of the sales tax. If the vendor refuses to honor the sales tax exemption, record the vendor's refusal in the comment box.

### **I have lost a receipt related to a P-Card transaction. What do I do?**

RFCUNY asks that you make every effort to secure a receipt including contacting the original vendor. If you are unable to secure a missing receipt, you may use our [missing receipt acknowledgment form](#). *Please note: this form may not be sufficient for expenses charged to a sponsored project.*

### **What happens if I am late on my final P-Card transactions?**

RFCUNY has communicated multiple times with P-Cardholders who have outstanding transactions on their accounts. If the reconciliation deadlines that RFCUNY has communicated are not met, any outstanding transactions will be charged directly to your school's account. In such cases, you will be required to contact your campus Grants Office to review and resolve the matter.

Please note that P-Cardholders who fail to meet the established deadlines will be reviewed on a case-by-case basis and their P-Card may be subject to temporary suspension.

### **How do I access my reports in Concur after November 10?**

After RFCUNY disables Concur in November, you will no longer have direct access to the system. Should you need to retrieve any reports, documentation, or transaction history, please contact the P-Card Team for assistance at [Purchase\\_Card@rfcuny.org](mailto:Purchase_Card@rfcuny.org). The team will be able to provide copies of reports or supporting documentation upon request.

### **Can I request additional funding on my P-Card?**

Yes. You may request additional funds by contacting the project administrator responsible for your account. When submitting your request, please include a brief justification along with the specific amount of additional funds needed

## Contract Manager Questions

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### Is Contract Manager moving to OneRF?

No, not at this time. Contract Manager will remain as a stand-alone system, however the data must be converted to OneRF's financial systems, requiring some pauses in processing and intake.

### Will there be a cutoff date to submit contracts?

Yes. There are three cutoff dates related to Contract Manager:

- **December 1, 2025:** The last day to enter amendments in Contract Manager. After December 1, 2025, any amendments must be entered as a new contract.
- **December 15, 2025:** The last day to request payments through Contract Manager.
- **December 18, 2025:** The cutoff date for all other Contract Manager-related activities. Contract Manager will be unavailable for new entries from December 18, 2025, until January 5, 2026.

## Stipend Request Questions

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### **What is the cutoff date for Stipend Requests?**

All Stipend Requests must be submitted to RFCUNY in our existing system by December 5, 2025. You can submit these requests in OneRF after it launches on January 5, 2026.

### **What happens to submissions when they are submitted by the deadline?**

If the stipend requests are submitted on time they will be processed based on the supporting documentation provided.

### **What happens if I am late in submitting my documentation?**

In order to best migrate the data from RFCUNY's existing systems to OneRF's Workday platform, the cutoff deadline for stipend requests is strict. If RFCUNY receives a stipend request after the December 5 deadline, the transactions will be returned to the creator and you will be required to resubmit in OneRF's Workday platform when it launches.

### **How will I know if my documentation is submitted on time?**

All transactions are date and time stamped.

## EPay Questions

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### **What are the cutoff dates associated with ePay?**

All ePay payment requests must be submitted in our existing system no later than December 15, 2025. You can submit these requests in OneRF after it launches on January 5, 2026.

### **What happens to submissions when they are submitted by the deadline?**

If your ePay payment requests are submitted before December 15, 2025, they will be processed based on the supporting documentation provided.

### **What happens if I am late in submitting my documentation?**

In order to best migrate the data from RFCUNY's existing systems to OneRF's Workday platform, the cutoff deadline for ePay payment requests is strict. Any payment requests submitted in the existing system after December 15, 2025, will be returned to you. **You can submit these requests in OneRF after it launches on January 5, 2026.**

### **How will I know if my documentation is submitted on time?**

Check the status in your pending queue. If it remains unsubmitted, it was returned to you.

## Purchase Order Questions

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### **Will I be able to purchase supplies during the cutover period?**

Yes. The last day to submit an invoice via our existing process for payment in December will be December 15, 2025. You can submit these requests in OneRF after it launches on January 5, 2026.

### **What are the cutoff dates associated for purchase orders?**

All purchase orders must be submitted no later than December 15, 2025. RFCUNY will discontinue the use of the [PO@rfcuny.org](mailto:PO@rfcuny.org) email address for submitting requests and the Small Order Form at that time. **All purchase orders will be submitted through OneRF (powered by Workday) when it launches on January 5, 2026.**

### **What happens to submissions when they are submitted by the deadline?**

If purchase orders are submitted by December 15 with all the required supporting documentation, they will be processed. If the documentation is incomplete, you will be notified.

### **What happens if I am late in submitting my documentation?**

In order to best migrate the data from RFCUNY's existing systems to OneRF's Workday platform, the cutoff deadline for purchase orders is strict. Any Payment Requests submitted in the existing system after December 15, 2025, will be returned to you. You can submit these requests in OneRF after it launches on January 5, 2026.

### **How will I know if my documentation is submitted on time?**

The best way to know if your purchase order was submitted on time is to submit it early. You can also review the date stamp of your sent email.

## Archive: General Human Resources Questions

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### Important Note

The Human Capital Management (Human Resources) functionality of OneRF has now launched. RFCUNY is maintaining these FAQs for archival purposes **only**. To review the FAQs related to the launch of OneRF's Human Capital Management (human resources) functionality, please visit [the OneRF Information Hub](#).

### What are the cutoff dates associated with Human Resources (HR)?

- **December 8, 2025:** Access to the following systems will end:
  - EPAF
  - RF Onboard
  - Personnel Vacancy NoticesAll new HR transactions in these systems must be submitted.
- **Between December 9 and December 14, 2025,** all existing RFCUNY systems (except, as outlined below, the Time Sheet system) will close to prepare for the launch of OneRF's Workday platform.
- **December 15, 2025, 5:00 pm:** the Time Sheet System will remain open until this time. All staff must submit timesheets no later than 5:00 pm ET on December 15, 2025, to ensure timely payroll processing.
- **December 15, 2025:** The Human Capital Management (HCM) functions of OneRF (powered by Workday) will launch and you will be able to submit these requests in that system.

**Please note:** RFCUNY encourages all staff to complete all pending actions, I-9s, and approvals well before the deadlines above to avoid delays.

### Will I experience a delay in my payroll?

No, as long as appointments and timesheets are completed on time. Employees with approved appointments covering through December 28, 2025, will continue to be paid as scheduled.

**Important note: timesheets for the pay period ending December 14, 2025, must be submitted no later than 5:00 p.m. on Monday, December 15, 2025, in the existing Time Sheet system.**

Payroll for that period will be processed early on December 16, 2025, to ensure employees are paid on schedule during the system transition. After December 15, employees will access pay statements and time entry directly in OneRF's Workday platform.

## Will I need to submit a new W-4?

No. Your current federal and state withholding elections will automatically transfer to OneRF's Workday platform. Beginning **December 15, 2025**, employees may review or update their W-4 information directly in OneRF by logging into the Workday platform and navigating to **My Pay – Withholding Elections**.

## What should I do if I am planning to change positions or resign during the cutover period?

Notify your campus or human resources liaison as early as possible if you anticipate a resignation, position change, or end-date adjustment that falls between **December 8 and December 14, 2025**.

Actions processed after **December 8** will be entered in OneRF after it goes live on **December 15, 2025**. Effective dates will be adjusted as needed to ensure compliance with payroll schedules.

## I am scheduled for a job change or promotion during the cutover period. How will that work?

Your job change or promotion will work in the following way:

- **If your job changes or promotion is approved before December 8, 2025:** it will be processed in the current system and included in your December 22 paycheck.
- **If the change is not approved by December 8, 2025:** it will be entered in OneRF (powered by Workday) after it launches on December 15, 2025.

During the brief cutover blackout period (December 8-14), Human Resources (HR) will not be able to process job changes or promotions, but your current appointment and pay will remain active without interruption. Project Directors and managers should coordinate with their Human Resources Campus Personnel Coordinator to confirm which transactions were completed before the freeze and which will need to be entered in OneRF (powered by Workday) after launch.

## Will all of my HR data be available to view in OneRF (powered by Workday)?

Yes. All active employees and position data will be available to view in OneRF's Workday platform beginning December 15, 2025.

As part of the evolution and transition of our systems, you will be able to review personal details, pay information, benefits, time-off balances, and position data in one place. You will also be able to make and track any updates after that date in OneRF's Workday platform.

## How will I access my historical data (timesheets, etc)?

Historical data from our current systems – including **Time & Leave, Onboard, and EAPF** records – will remain accessible in read-only format for audit and reference.

Employees and PIs will receive instructions on how to access archived records closer to go-live. Historical records cannot be edited but can be viewed or downloaded for reference as needed.

**When will Workday be available for use?**

OneRF's human capital management (HCM) functions will go live on December 15, 2025.

Beginning that day, all human resources, payroll, and timekeeping transactions will take place in OneRF's Workday platform. Job aids, training sessions, and campus demonstrations will be provided in advance to help users prepare for the transition.

## Archive: Onboarding & Personnel Action Form Questions

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### Important Note

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### What is the cutoff date for Personnel Action Forms?

The last day to submit hire packets, rehires, modifications, and other Personnel Action Forms (PAFs) in RFCUNY's existing systems is **Monday, December 8, 2025**.

After that date, **Onboard** and **PAF** systems will close to prepare for the transition to **OneRF** (powered by Workday). OneRF's human capital management (HCM) system will launch on December 15, 2025.

Any transactions not fully approved by the cutoff will need to be re-entered in OneRF's Workday platform after go-live.

### What happens to submissions when they are submitted by the deadline?

All onboarding packets and PAFs that are submitted and fully approved by December 8, 2025 will be processed in RFCUNY's existing systems and included in payroll through the December 28, 2025 pay period.

***To ensure that no employee misses a paycheck, all employees should have an appointment that encumbers them through December 31, 2025.*** Employees covered by those approved actions will continue to receive pay as scheduled.

Once OneRF's HCM functions launch on the Workday platform, employment and position data will appear there automatically.

### What happens if I am late in submitting my documentation?

In order to migrate our human resources data, submissions received after December 8 cannot be processed in the existing RFCUNY systems. Departments should plan ahead to avoid payroll or appointment delays.

These actions will need to be re-entered in OneRF's Workday platform once it is live December 15.

Start dates for hires or job changes may need to be adjusted to align with the Workday timeline.

### **How will I know if my documentation is submitted on time?**

The hiring or project administrator will receive a system confirmation once a hire packet or PAF has been successfully submitted and approved before the cutoff.

If any onboarding steps remain incomplete or pending approval, personnel will flag those for follow-up before **December 8**. For questions about pending packets or approvals, departments can contact their assigned HR Campus Personnel Coordinator before the cutoff.

### **Will my data be available to view in OneRF (powered by Workday)?**

Yes. All approved and active employee records will appear in OneRF beginning December 15, 2025. Users will be able to view personal information, position details, pay, and time-off balances directly in OneRF's Workday platform.

The one exception is any incomplete or late submissions not finalized by December 8, 2025. Those will not appear in Workday until they are re-entered after go-live on December 15, 2025.

## Archive: Personnel Vacancy Notice Questions

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### Important Note

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### What are the cutoff dates to submit a Personnel Vacancy Notice (PVN)?

The last date to submit a Personnel Vacancy Notice (PVN) is December 8, 2025. After the date, our existing systems will close to prepare for the transition to **OneRF** (powered by Workday). OneRF's human capital management (HCM) system will launch on December 15, 2025.

### What happens to my PVN if I submit it before the deadline?

If you submit your PVN before December 8, 2025, it will be posted on the RFCUNY website as normal. It will also automatically be added to OneRF's Workday platform when the Human Capital Management (HCM) functionality goes live on December 15, 2025. Once you identify the candidate, you will need to manually create positions and job requisitions for these postings in OneRF's Workday platform.

### What happens if I am late in submitting my PVN?

**If you are late, the information will need to be entered in OneRF's Workday platform after it launches on December 15, 2025.** Position, job requisition, and job posting must be created in this order in OneRF (powered by Workday). A detailed job aid will be available after OneRF launches to help you with this process.

### Will my PVN be available to view in OneRF (powered by Workday)?

Yes, all data will be transferred to OneRF (powered by Workday) and will be available when it goes live, or soon thereafter, depending on when you submit it (before or after the deadline).

All the data posted to PVN prior to December 8, 2025 will be available in OneRF when it goes live. Anything submitted after will have to be done manually and the position, job requisition, and job posting will have to be completed in sequence. A detailed job aid will be available after OneRF launches to help you with this process.

## Archive: My Payroll and Benefits Questions

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### Important Note

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### What is the cutover for My Payroll and Benefits?

Employees will have **read-only access** to the existing **My Payroll & Benefits** beginning **December 9, 2025**. The existing system will be **discontinued on June 30, 2026**, after which employees will no longer have access. We recommend that employees **save or print their paystub history** prior to the cut-off date to ensure they retain their records. OneRF's human capital management (HCM) system will launch on December 15, 2025.

### What happens to submissions when they are submitted by the deadline?

Documents submitted by the deadline will be processed as usual and no additional action will be required.

### What happens if I am late in submitting my documentation?

Information submitted after the cutoff will be entered in OneRF. The Campus Benefits Coordinator (also known as a Benefits Partner) will be available to assist with processing the documentation.

### How will I know if my documentation is submitted on time?

My Payroll and Benefits will generate an auto-confirmation page for all enrollment elections or changes. Employees may contact their Campus Benefits Coordinator (also known as a Benefits Partner) to confirm submission.

### Will my data be available to view in OneRF (powered by Workday)?

Benefit election information will be available to view in OneRF on December 15, 2025.

To ensure that no employee misses a paycheck, all employees should have an appointment that would encumber them until December 31, 2025.