

Memorandum

To: CUNY Principal Investigators, RFCUNY Field Staff, CUNY Grants Officers
From: The Research Foundation of the City University of New York
Subject: OneRF Launching Soon and Cutover Dates Available – Prepare Now
Date: November 10, 2025

The Research Foundation of the City University of New York (RFCUNY) is sending this memorandum to notify recipients about the launch dates for the OneRF initiative. It also provides information on the various cutover dates and links to more detailed information on when access to the existing RFCUNY systems will be discontinued.

As we announced in October, the Research Foundation of the City University of New York (RFCUNY) will be evolving and transforming our systems and processes through the OneRF platform, powered by Workday. This email contains important information related to the launch of OneRF, including dates when RFCUNY's existing systems will close and when OneRF's Workday platform will open.

OneRF Launch Dates

Access to OneRF, including the Workday platform, will be available on the following dates:

- **December 15, 2025: RFCUNY human resources processes** including payroll and timekeeping will be available on the OneRF system, powered by Workday.
- **January 5, 2026: RFCUNY grants and contracts; procurement; and finance processes** will be available on the OneRF system.

OneRF will launch with embedded, step-by-step job aids to support the most important functions necessary to do your job. You will need the information and documentation specific to your transaction - the job aids are designed to help you with the rest, guiding you step-by-step through the submission process.

Your OneRF login and password will be different than your current RFCUNY login information. After OneRF launches, you will be able to go to the RFCUNY website and claim your login ID. Detailed information on how to claim your login ID will be available at launch.

OneRF Cutover Dates

You can - and need to - prepare **now** for the launch of OneRF. In order to support the development and data migration necessary to launch OneRF, access to RFCUNY's existing grants and contracts, procurement, finance, and human resources systems will close in mid-December, with some processes closing earlier to allow for processing and approvals.

In order to help you prepare and act early, we have developed the list of deadlines below related to the OneRF transition – also known as the cutover process. It's important to note that, in addition to the deadlines, processes will also have brief blackout windows when we ask that you hold transactions until they can be input into the new system.

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	<p>Last day to access the following existing RFCUNY systems and processes:</p> <ul style="list-style-type: none"> • Onboarding • Personnel Action Forms • Personnel Vacancy Notices <p>Last day for edit access to the existing My Payroll and Benefits system. Employees will have read-only access until June 30, 2026.</p>
Friday, December 12, 2025	<p>Last day to access the following existing RFCUNY systems and processes:</p> <ul style="list-style-type: none"> • Account Establishment (including agency funds) • Forward Funding (including guaranteed funding) • Summer Salary
December 9, 2025 - December 14, 2025	Human Resources Blackout: All RFCUNY human resources processes <i>except timesheet submission</i> will be unavailable.
Monday, December 15, 2025, 5:00 pm ET	<p>Final deadline for submitting timesheets in the existing Time and Leave system for the period ending December 14, 2025.</p> <ul style="list-style-type: none"> • The existing Timesheet / Time and Leave system will close at 5:00 pm.
Monday, December 15, 2025	<p>OneRF Human Capital Management (HCM) go live</p> <ul style="list-style-type: none"> • All human resources functions will be available on the Workday platform
Monday, December 15, 2025	<p>Last day to access the following existing RFCUNY systems and processes:</p> <ul style="list-style-type: none"> • Contract Manager (payment requests) • ePay submissions and other payment requests • Purchase Orders
Thursday, December 18, 2025	Last day to access Contract Manager (all other functions not noted above).
December 19, 2025 - January 4, 2026	Grants and Contracts; Finance; and Procurement Blackout: All processes related to grants & contracts; finance; and procurement will be unavailable.
Monday, January 05, 2026	OneRF Full go live - 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.

By submitting your transactions, requests, and documents well in advance of the deadlines above, you will ensure that RFCUNY has ample time to smoothly process them and address any issues that may arise. RFCUNY has provided [Frequently Asked Questions](#) related to the cutover with detailed information and guidance on what needs to be submitted, held, and entered into the OneRF system when it launches.

More Information and Resources

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

- [OneRF Cutover Information Page](#) (new) – information related to the technical transition of RFCUNY systems including the deadlines and blackout dates outlined above.
- [OneRF Cutover Frequently Asked Questions](#) (new) - these FAQs provide more detailed information and guidance on the processes, systems, and deadlines related to the transition between our current systems and OneRF and Workday.

In addition, we have updated our general OneRF information:

- [OneRF Information Hub](#) – (updated Nov. 10, 2025) – general information about OneRF, and links to previous communications.
- [OneRF General Frequently Asked Questions](#) – (updated Nov. 10, 2025) – these FAQs provide answers to many general questions about the OneRF initiative, Workday, and our work to evolve RFCUNY’s systems.

It is important to note that **OneRF** will evolve 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, and if you have further questions not addressed in the information above, please do not hesitate to contact us using [our OneRF questions form](#).