

## Memorandum

**To:** CUNY Principal Investigators and Grant Officers  
**From:** RFCUNY Office of Human Resources  
**Subject:** Update to Position Naming in OneRF for Time Tracking Clarity  
**Date:** Wednesday, February 25, 2026

---

*The Research Foundation of the City University of New York (RFCUNY) sent this memorandum to notify CUNY Grants Officers and CUNY Principal Investigators regarding updates to the OneRF Time Tracking System to improve clarity for employees with multiple positions.*

The Research Foundation of the City University of New York (RFCUNY) is pleased to announce an update to the naming format of certain positions within OneRF (Workday). We are making this change to improve clarity in Time Tracking for employees who have multiple concurrent positions funded by different grants.

Effective immediately, positions will now appear in the following format in OneRF:

**[Position ID] – [Position Title]**

**Example:**

**P111222 – Research Assistant**

The definitions for the elements in the example above are:

1. “Position ID/P111222” – The Position ID is a system-generated unique identifier that has always existed within the system. The Position ID can be matched to the corresponding grant by navigating to the worker’s Job Details and selecting the specific position, where the Supervisory Organization and Costing Allocation (grant number) are displayed. Users may also reference the Position ID in reports (e.g., Worker Position or Compensation reports) to confirm the associated grant number before approving time or submitting transactions.
2. “Position Title/Research Assistant” – The position title is the same job title that existed in OneRF previously. Many employees have multiple positions with similar or identical titles.

We have incorporated the Position ID into the displayed position name to help employees and approvers distinguish between multiple concurrent positions when entering or approving time. This update is intended to improve accuracy in time reporting, reduce confusion, and reduce the need for payroll corrections.

To identify the grant associated with a specific position ID/P111222:

1. Navigate to the employee's profile by typing their name in the search bar.
2. Select the "Job" tab below the employee's name.
3. Select the "Jobs" tab and click on the applicable position you would like to review.
4. This is where the associated grant number will be displayed.

Please be advised of the following:

- Position numbers have been added to the beginning of each position listed on the timesheet.
- This update does not change compensation funding allocations, supervisory organizations, or job duties.
- If an employee holds multiple positions, please ensure the correct Position ID is selected when entering time. The employee can match the position to the appropriate grant by reviewing the Position ID within their Worker Profile under Job Details, where the related Supervisory Organization and grant costing information are displayed.
- Approvers should carefully review time entries to confirm hours are recorded against the correct position.

This update is intended solely to improve accuracy in time reporting and reduce the need for payroll corrections.

## Instructions for RFCUNY Employees

RFCUNY's Office of Human Resources has also issued the following instructions to RFCUNY Employees on CUNY campuses on how to confirm the correct Position ID:

To identify which Position ID is associated with the grant employees should charge time to please take the following steps:

1. Go to your Worker Profile in OneRF and toggle between the positions you would like to view.
2. Go to the Job Tab.
3. Go to the "Organizations" tab.
4. Review the grant information associated to the position.

Before submitting a timesheet in OneRF, please confirm that you have selected the correct Position ID. Selecting the wrong position may result in payroll corrections and delays.

If you have any questions, please contact the RFCUNY Payroll team by submitting a case in the OneRF system on this topic. This will ensure that your questions go directly to the Payroll team who can address your issue. Once you're logged into OneRF, you can search for "Create Case". Then, you can start a new case by filling out the required fields.

Thank you for your attention and support.