

Memorandum

To: CUNY Principal Investigators, RFCUNY Staff, CUNY Grants Officers, CUNY Administrators
From: The Research Foundation of the City University of New York
Subject: RFCUNY Timesheet Deadline Extended to 11:59 pm, January 1, 2026
Date: December 29, 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.

In order to provide greater flexibility, the Research Foundation of the City University of New York (RFCUNY) is announcing that **we are extending the deadlines for creating schedules; submitting time off requests; and submitting and approving timesheets for this pay period to 11:59 p.m. on January 1, 2026.**

This means that the tools to conduct these activities in OneRF – our evolved and unified system powered by Workday – will remain open in order to provide you with additional time to orient to the new processes.

If you haven't already, you will need to claim your OneRF login and password. 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/rfloginclaim>.
3. Accessing OneRF once you claim your login at:
<https://wd108.myworkday.com/rfcuny/d/home.html>.

If you are unable to claim your OneRF login after following the steps above, please email HRPassword@rfcuny.org. Once you claim your login, please access [OneRF's Workday platform](#) to perform the following actions:

- **For Managers of RFCUNY Staff: Please create schedules for staff who work part-time and full-time nonstandard hours (other than 9-5).** This action must occur before 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.
- **For all RFCUNY Staff and Managers: You must submit and approve timesheets by 11:59 p.m., on January 1, 2026.**

We have developed the following 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.
- [Video Demonstrations](#): We also have published demonstration videos for seven key human resource functions, including submitting timesheets.
- [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.
- [Memorandum on Changes to Organizational Charts](#): A subset of individuals may notice that they have a placeholder supervisor in OneRF's system – this does not represent a functional relationship.

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, or if you are unable to access the OneRF system, please do not hesitate to contact us using [our OneRF questions form](#).