

To: CUNY Principal Investigators and CUNY Grants Officers
From: The Research Foundation of the City University of New York
Subject: HRAAlert: RFCUNY Timesheet Reports and HR Resources Now Available
Date: March 30, 2026

The Research Foundation of the City University of New York (RFCUNY)'s Human Resources department is pleased to inform you that the following timesheet reports are now available in OneRF:

- **RFCUNY Timesheet Pending Submission** – A timesheet that has been created by the employee in the system but has not yet been submitted for approval.
- **RFCUNY Timesheet Pending Approval** – A timesheet that has been submitted by the employee and is awaiting review and approval by the Principal Investigator (PI) or supervisor prior to payroll processing.
- **RFCUNY Timesheet Uncreated** – A timesheet that has not yet been created in the system by the employee for the applicable pay period (no hours have been entered).

These reports can be accessed through the OneRF search bar. They can also be added to your Sidebar on the OneRF landing page for easier access. To do so, you will first need to add your role to your Sidebar.

- Please refer to the following instructions on how to configure your Sidebar to access these reports: (https://www.rfcuny.org/rfwebsite/media/ionpnqst/hr_03-30-26_cg_how-to-access-timesheet-reports-in-onerf.pdf).
- Instructions on how to generate these reports can also be found here: (https://www.rfcuny.org/rfwebsite/media/23qd1zrb/hr_03-30-26_cg_how-to-generate-timesheet-reports-in-onerf.pdf).

We strongly encourage PIs and GOs to utilize these reports to monitor timesheet activity and ensure that timesheets are submitted and approved in a timely manner so that employees are paid accurately and on schedule.

Timesheet Deadline Reminder

As a reminder, timesheets are due on the Monday following the end of each pay period. For example, if the pay period ends on March 22, 2026, timesheets are due on March 23, 2026.

To view all pay period end dates, please refer to the RFCUNY Payroll Calendar (<https://www.rfcuny.org/rfwebsite/media/tuibc5gn/payroll-calendar.pdf>).

Additional Resources Available in OneRF

The following resources have also been added to the Sidebar on the OneRF landing page (accessible by clicking “More” in your Sidebar):

- Payroll Calendar
- Payroll Obligations Calculator (PAF Calculator)

- Training Resources

We will also be offering training sessions for PIs and GOs on how to configure these reports on your dashboard. Additional details, including training dates and times, will be shared soon.

We hope you find these resources helpful and appreciate your continued partnership in ensuring timely and accurate payroll processing.

If you have additional questions, please submit a case in the OneRF system. This will ensure that your questions go directly to the correct subject matter experts within the RFCUNY 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.