OneRF Launch: Frequently Asked Questions

Last Updated: December 18, 2025

This document contains frequently asked questions related to the launch of the Human Capital Management (HCM) functions in the Research Foundation of the City University of New York (RFCUNY)'s evolution to OneRF (powered by Workday).

All other functions of OneRF will launch on January 5, 2026. For general information about OneRF, please visit our OneRF Information Hub.

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General OneRF Launch Questions

What functions have been launched in OneRF's Workday platform?

On December 15, 2025, the **Human Capital Management (HCM) functions** launched. This functionality replaces RFCUNY's previous Human Resources systems and processes.

How do I 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 the 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.

Who should I contact about trouble claiming my OneRF login?

If you are unable to claim your OneRF login after following ***our step-by-step instructions***, please email ***HRPassword@rfcuny.org***. Our team will be in contact with you within 1-2 business days.

Where can I find information related to the rest of the OneRF initiative?

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

How has RFCUNY communicated about OneRF?

This fall, RFCUNY announced to all principal investigators, grant officers, and Research Foundation staff on campuses that OneRF would be launching by the end of 2025. RFCUNY then followed up with reminder emails throughout the course of November and December. A full archive of the communications RFCUNY sent is available on the OneRF Information Hub.

How can 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.

What sort of support is available for OneRF?

The primary support available to the CUNY community on OneRF consists of Job Aids, located in the Training Resources section of the RFCUNY website. Job Aids are step-by step guides that break down a specific task in OneRF into easy-to-follow, sequential steps. They are:

- **Visually driven** – including screenshots from the OneRF system to illustrate the process.

- **Task-oriented** – focusing on a single task, such as entering time or updating direct deposit.

- **Concise** – providing only the information necessary to complete the task in OneRF's Workday system.

OneRF also includes a Case Management (Help Module) tool making it easier to get your questions answered when you need support. You can simply create a case to request assistance. Once submitted, your case is assigned a ticket number and automatically routed to a specialist in the area related to your issue. You can track the progress of your case, communicate directly with the subject matter experts, and review updates as they become available, keeping you informed and engaged throughout the entire process.

Why are Job Aids the primary support for OneRF?

RFCUNY has seen first-hand the efficacy of using Job Aids that provide clear, concise directions for tasks. They reduce guesswork and stress; enhance confidence by helping employees complete work correctly and efficiently; and promote faster learning by empowering users and providing them with the information they need when they need it. Additional benefits include:

- **Improved Efficiency and Productivity:** PIs and staff can quickly access the information they need, eliminating the need to search through lengthy documentation or waiting for help. This just-in-time learning streamlines processes and expedites task completion.

- **Reduced Errors and Increased Accuracy:** Job aids provide clear, step-by-step guidance that minimizes the chances of making mistakes, especially for complex or infrequently performed tasks. This ensures tasks are completed correctly the first time, maintaining quality and consistency in work processes.

- **Enhanced Knowledge Retention and Application:** Job aids serve as a constant reinforcement tool. They bridge the gap between initial learning and on-the-job application, helping PIs and staff retain and apply what they have learned more effectively.

- **Faster Onboarding and Skill Development:** New hires can get up to speed and become productive faster when they have ready access to job aids, accelerating the ramp-up time.

- **Increased Employee Confidence and Independence:** By having access to reliable guidance, PIs and staff will feel more confident in their ability to handle tasks on their own, leading to increased job satisfaction and less workplace stress. This fosters a more independent and empowered workforce.

- **Standardization:** Job aids ensure that all employees follow the same best practices and procedures, which are vital for maintaining consistent standards.

Does OneRF (powered by Workday) 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.

General Human Capital Management Questions

What can I do on OneRF and what is Human Capital Management?

As of December 15, 2025, the human resources functions of OneRF (powered by Workday) have launched. In OneRF's Workday platform these functions are collectively known as Human Capital Management (HCM). Once you claim your login (see page 2), please plan to access OneRF's Workday platform for the following important actions:

- **Submit and approve timesheets –** The next timesheet for RFCUNY staff is due December 29, 2025 and it will be the first one that you will use OneRF to complete. Be sure to claim your login before that date.

- **Set schedules for part-time staff and full-time staff who work nonstandard (other than 9-5) hours –** Principal Investigators (PIs) and other managers who supervise part-time staff and full-time staff who have nonstandard schedules must set up work schedules before December 28, 2025.

- **Request upcoming time off and leave of absence –** all new time off requests must be made in OneRF. Please review the memo we sent on December 10 for important guidance on changes to how RFCUNY will process these requests.

In addition to those immediate actions, you can also access the following functions in OneRF starting today:

- **Access payroll information -** paystubs, W-2s, and other payroll documents will be available on Workday starting after the first pay cycle. Historical information will remain available in the *My Payroll and Benefits* legacy system until June 30, 2026, and will be available by request after that date.

- **Review your benefits -** Learn about the array of health, retirement, and other benefits and programs offered to employees.

- **Managers can access tools** - for recruiting and hiring employees as well as managing staff performance.

You are now able to conduct all the above activities in OneRF, as well as reviewing personal details, pay information, benefits, time-off balances, job postings, and position data.

Will I experience a delay in my payroll?

No, as long as you submit all of your appointments and timesheets on time. Employees with approved appointments covering through December 28, 2025, will continue to be paid as scheduled. Payroll for the period that ended December 15, 2025 will be processed early on

December 16, 2025, to ensure employees are paid on schedule during the system transition. Employees can now access pay statements and time entry directly in OneRF's Workday platform.

When can I enter time on my timesheet?

For your convenience, on Monday December 22, 2025, RFCUNY will open timesheets for the pay period closing on December 29, 2025. At that time, you will have access to your time off accrual balances, and you will be able to submit your timesheet to your supervisor as usual.

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. You may review or update your W-4 information directly in OneRF by logging into the Workday platform and searching for "**Withholding Elections".**

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

Yes. All active employees and position data will start flowing into OneRF's Workday platform starting December 15, 2025. As part of the evolution and transition of our systems, you will be able to review personal details, pay information, benefits, and position data in one place. Please note that some data, such as time-off balances may take up to a week to appear in your record. You are also now able to make and track any updates in OneRF's Workday platform.

What is the difference between the terms "Terminate" and "End Job?"

In RFCUNY's legacy systems the actions "Terminate" and "End Job" were often used interchangeably. In OneRF, these terms refer to separate, distinct actions:

- **Terminate:** Use this action when an employee is leaving RFCUNY entirely. Terminations must be completed as soon as possible once it is confirmed that an employee will no longer be working, to ensure accurate records, pay, and system access.

- **End Job:** Use this action when only a specific job is ending, but the employee will continue working at RFCUNY in another role or position.

Please be sure to select the correct action to avoid payroll, benefits, or access issues.

How do I view information on my employee in OneRF?

You can view your employee's information directly in OneRF by following these steps:

1. In the Search bar, enter the employee's name or employee ID.

2. Click on the employee's profile.

3. Use the tabs on the left (such as Overview, Job, Compensation, Personal, Length of Service, or Documents) to view specific details.

Onboarding Questions

Where do I go for hiring and onboarding in OneRF?

OneRF's human capital management (HCM) system has launched, and the hiring and onboarding process consists of multiple steps. To help guide you through the process, we created job aids, including "Create a Position", "Create a Job Requisition", "How to Hire and Rehire". All of these job aids related to onboarding are available on the Training Resources page of the RFCUNY website.

Note: Any transactions that were not fully approved by the December 8, 2025 cutoff in RFCUNY's previous systems will now need to be re-entered in OneRF's Workday platform after go-live.

What happened to the onboarding submissions I made in December?

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

If you were unable to submit all the necessary documentation by December 8, 2025, it will need to be re-entered in OneRF's Workday platform. You can begin this process by logging into the Workday platform. A job aid is available to help guide you through the process.

All approved and active employee records will begin appearing in OneRF starting on December 15, 2025. Users will be able to view personal information, position details, pay, and time-off balances directly in OneRF's Workday platform when they are available on December 19, 2025.

How do new hires receive access to OneRF?

New employees hired within OneRF after December 15, 2025, will receive an email with login instructions once their hire is complete, usually within one business day.

Job Requisition Questions

What is a Job Requisition and how do I submit one?

You can use OneRF's human capital management (HCM) system, which launched on December 15, 2025, to submit a Job Requisition necessary for recruitment. You can do this now by logging into OneRF's Workday platform. A detailed job aid to help you with this process is available on the Training Resources section of the RFCUNY Website.

What happened to the Personnel Vacancy Notice (PVN) I submitted in December?

If you submitted your PVN before December 8, 2025, it was posted on the RFCUNY website as normal. It has also automatically been added to OneRF's Workday platform. Once you identify the candidate, you will need to manually create positions and job requisitions for these postings in OneRF's Workday platform. You can do this now by logging into OneRF's Workday platform and a detailed job aid will be available after OneRF launches to help you with this process.
If you were unable to submit a PVN before December 8, 2025, it will need to be entered in OneRF's Workday platform now. The position, job requisition, and job posting must be created in this order in OneRF (powered by Workday). A detailed job aid to help you with this process is available on the Training Resources section of the RFCUNY Website.

Is my PVN available to view in OneRF (powered by Workday)?

Yes. All active job posting related data has been transferred to OneRF (powered by Workday) and can be found in the Job Requisition / Recruitment functions. All the data posted to PVN prior to December 8, 2025 is available in OneRF from the launch date. However, please note that applicants and their submitted resumes will *not* transfer to OneRF. Hiring managers should have downloaded the resumes and any attachments for all applicants they wish to consider in the PVN system by December 12, 2025. For more information please review the December 8, 2025 memorandum posted on the OneRF Information Hub.

All postings submitted after December 8, 2025 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 to help you with this process is available on the Training Resources section of the RFCUNY Website.

My Payroll and Benefits Questions

How can I access historical payroll and benefit information?

 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 launched on December 15, 2025.

What happened to benefit election information I submitted in December?

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

Information submitted after the cutoff of December 8, 2025 will need to be entered in OneRF. The Campus Benefits Coordinator (also known as a Benefits Partner) will be available to assist with processing the documentation.

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

Benefit election information is now available to view in OneRF as of December 15, 2025.

How can I input timesheets in OneRF?

Job Aids on how to input timesheets are now available on the RFCUNY Training Resources page.

Are the pay period and due dates changing?

No, the pay period and due date for timesheets remain the same, timesheets are due the Monday after the pay period ends.

Time Off and Absence Questions

When will I see my time off accruals?

Time off accrual balances will be loaded and visible on December 19, 2025. If you do not see a time off balance in OneRF (powered by Workday) prior to this date, no action is needed and your accruals are not lost.

In the meantime, you may continue to view your current time off balances in the legacy Time and Leave system, as usual.

How are employees going to request time off or an absence in OneRF?

OneRF provides centralized processing for all time off and absence requests. Employees are required to submit time off and absence requests electronically through OneRF's Absence Calendar. Approved time off then automatically flows to the employee's timesheet for payroll processing. Leave of absence can also be requested through the Absence Calendar, and those requests are routed electronically for HR's approval.

Please note, in OneRF time off must be entered in the Absence Calendar and cannot be submitted through the timesheet.

How are employees' time off requests approved?

Time off requests submitted via the OneRF's Absence Calendar are routed to the applicable Principal Investigators for approval. Principal Investigators have the ability to approve, deny, or edit an employee's request. Once the time off request has been approved, the time off flows to the employee's timesheet for payroll processing.

Employees with multiple positions; where a primary position and multiple additional positions exist; requests for time off on any of the additional positions will route to all Principal Investigators on the additional positions. Principal Investigators will need to approve only the time off request that aligns with the positions they manage.

Will employees need work schedules in OneRF?

Yes. All employees must have a work schedule in OneRF. Schedules for full-time employees are preset to 35 hours a week, seven hours per day, Monday through Friday. Full-time employees who work a different schedule and part-time employees will need to have their work schedule set up by their Principal Investigator in OneRF. Work schedules in OneRF are managed at the employee level, meaning that employees only have one work schedule.

Will work schedules need to be adjusted for part-time employees or full-time employees who work nonstandard hours?

Yes. Work schedules must be set up for all part-time employees and full-time employees who work different hours than mentioned above, before the first payroll in OneRF on December 28, 2025.

Work schedules in OneRF are managed at the employee level, meaning that employees only have one work schedule. For employees working on multiple positions, the employee's work schedule will have to be updated with the hours for all positions.

How do employees accrue time off in OneRF?

OneRF features an employee-level approach to managing time off accruals. Accruals are no longer tracked by grant or position; instead, each employee maintains a single annual leave balance and a single sick leave balance, regardless of the number of positions they hold.

Employees may use their accrual balance throughout their employment at RFCUNY. Employees are still required to use all of their annual leave accruals prior to separation. Principal Investigators and supervisors should continue to monitor leave usage to prevent excessive accumulation.

Can employees' accruals be tracked by specific grants or positions?

No. In OneRF, employees' accruals cannot be tracked by individual grants or positions. With OneRF's employee-level approach, employees will accrue time off at the employee level - one employee, one balance.

How is annual leave eligibility determined in OneRF?

In OneRF, annual leave eligibility is determined solely by the employee's Primary Position. For employees holding multiple positions, if the Primary Position is eligible for annual leave, the employee will accrue annual leave, even if the additional positions are ineligible (e.g., On-Call, Temp, GRA, Part-Time Instructor).

What is the frequency of earning accruals in OneRF?

In OneRF, employees accrue time off at the end of a completed pay period. Employees are able to see their updated accrual balances at the end of a pay period.

How will anniversary accrual tier changes be handled in OneRF?

When an anniversary date impacting an accrual tier change falls mid-pay period, employees will accrue at the highest tier for the entire pay period at the end of that pay period.

How is the end-of-year annual leave cutoff handled in OneRF?

In OneRF, employees will be required to maintain their annual leave balance at the maximum allowable amount of 175 hours by the last completed pay period of the year. Employees should aim to use their annual leave and remain within the allowable carryover limit by the last completed pay period of the calendar year. End of year cut off will occur on January 1st of each year based on the numbers from that last completed payroll of the calendar year.

What happens to unused annual leave accruals at the end of employment?

Employees are required to use all of their annual leave accruals prior to separation. Principal Investigators and supervisors should continue to monitor leave usage to prevent excessive accumulation. Any unused annual leave balances will be paid out at separation from a pooled account. RFCUNY's Human Resources department will share additional details on this process in the coming weeks.

How do annual leave advancements work in OneRF?

In OneRF, upon approval by the project director, in response to a written request from the employee, annual leave may be advanced for special or emergency situations to full-time employees, including religious observances. Annual leave may be advanced up to 70 hours. Where the Research Foundation has advanced payment for annual leave and the individual's employment terminates before he or she accrues the leave advanced, the remaining amount of leave that was advanced and not earned may be deducted from regular pay to the extent permitted by law.