

OneRF Launch: Frequently Asked Questions

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This document contains frequently asked questions related to the launch of OneRF (powered by Workday) the Research Foundation of the City University of New York (RFCUNY)’s evolution and unification of its grants management, finance, procurement, and human resources functions. For additional 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?

As of January 5, 2026, the grants management, finance, procurement, and human resources functions have launched in OneRF. This functionality replaces RFCUNY's previous 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>.
3. Once you claim your login, you can access OneRF: <https://wd108.myworkday.com/rfcuny/d/home.html>.

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.

Who should I contact about questions I have about OneRF?

The best way to get questions answered is to use OneRF's Workday platform. There, please use the Case Management function by searching for "Create Case". This will ensure that your questions go directly to the correct subject matter experts within RFCUNY.

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 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](#).

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.

OneRF also includes a Case Management (Help Module) tool to get your questions answered. Once submitted, your case is assigned a ticket number and routed to a subject matter expert. You can track the progress of your case, communicate directly with RFCUNY staff, and review updates.

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/>) remains the public face of the Research Foundation.

General Human Capital Management Questions

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

The human resources functions of OneRF (powered by Workday) launched on December 15, 2025. In OneRF's Workday platform, these functions are collectively known as Human Capital Management (HCM). You can access the following functions in OneRF:

- **Submit and approve timesheets as well as request upcoming time off** – All new time off requests must be made in OneRF and time off accrual balances are loaded into the system.
- **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.

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.

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. 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 system** 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 pay stub history** prior to the cutoff 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 were 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. A 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 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. The end of year cutoff will occur on January 1 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, annual leave may be advanced for special or emergency situations to full-time employees, including religious observances upon approval by the project director, in response to a written request from the employee. 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.

Organizational Chart Questions

Why does my organizational chart in OneRF show that I report to an individual at RFCUNY?

In OneRF (powered by Workday), you may notice that your organizational chart shows you reporting to a member of RFCUNY's central office. This is expected for a small subset of users due to how OneRF's Workday platform structures some key processes, requiring each supervisory structure to have a designated overall supervisor.

As a result, when configuring OneRF we assigned a small number of RFCUNY Central Office staff as supervisory placeholders to allow other required workstreams and business processes in OneRF to be properly mapped, configured, and assigned within the system.

This is a system placeholder in OneRF's Workday platform only. This does *not* represent a functional, administrative, or managerial reporting relationship.

Does this mean a RFCUNY central office staff member is my functional or administrative supervisor?

No. This does not represent a functional, administrative, or managerial reporting relationship. These individuals serve solely as system placeholders and do not reflect your actual reporting structure.

Will this impact my day-to-day work or approvals?

No. Please disregard the reporting line shown in the organizational chart. This placeholder designation is strictly for system configuration purposes and does not change your responsibilities, reporting relationships, or business operations.

We recognize that this may be confusing and appreciate your patience as we continue to enhance OneRF.

General Grants & Contracts Questions

What is the impact of OneRF on my existing sponsored project?

While RFCUNY's policies and procedures have not changed, the transition and evolution of RFCUNY's systems to OneRF represents a change in how you manage your sponsored project. OneRF replaces most of the legacy systems currently used to manage financial, procurement, and payable activities.

To support a smooth transition, RFCUNY has provided Job Aids that walk you through the new processes. We expect OneRF to deliver greater transparency, consistency, and efficiency in managing the transactions related to research and sponsored projects.

I have a project scheduled to begin soon after the launch of OneRF. What should I do?

In coordination with your campus grants office, please ensure that the grant award, RFCUNY account establishment request, and any supporting documentation are submitted as quickly as possible. Submitting these materials promptly will help RFCUNY minimize any transition-related disruptions to project activities.

I have a project that completed during the cutover period. What should I do?

RFCUNY's Grants & Contracts Department has identified projects that require a final financial report or final invoice by December 31, 2025. Grants & Contracts Project Administrators have been in direct contact with Principal Investigators for these projects to communicate deadlines for transaction submissions, ensuring the timely preparation of accurate closeout reports.

If your project requires a final financial report or invoice during the cutover period or by December 31, 2025, and you have not yet responded to our message from the Grants & Contracts Department, please reach out to your Project Administrator immediately for guidance.

How do I find my Project Account Number in OneRF?

In OneRF, the **Grant** replaces the project account used in the legacy system. A Grant serves as the financial mechanism for recording all transactions associated with a sponsored project, including revenue, expenses, commitments, and obligations.

It is important to know that the Grant name in OneRF includes the Project Account number used in the legacy system. To find your Grant in OneRF, you can use the search box at the top of OneRF's Workday platform and input your legacy Project Account number. You can also input the legacy Project number elsewhere when prompted for a Grant. Your OneRF Grant will be displayed as a

search result. In other words, a search using legacy system project account number (for example: 40132-00 01) will always return the corresponding OneRF Grant ID and Name.

For more information on how to find a Grant in OneRF, please refer to the “How to Extract a Grant & View” Job Aid available in [the Training Resources section](#) of the RFCUNY website.

What is the OneRF Grant Name?

In OneRF, the **Grant** replaces the project account used in the legacy system. The Grant Name always uses the following layout with fields representing important information on the Grant.

For your existing grants, please note that the legacy Project Account Number is incorporated as the last element, making it easy for you to search for and find a grant that you are working on.

Example: **GR-00012456** **GeWashington** **FF** **HC** **Independence Day** **(46544-00 02)**

Definitions for the fields used in a Grant Number based on the example above:

- A - Grant ID** (A unique identifier automatically assigned by OneRF)
- B - Principal Investigator (PI) First Name:** (First two letters of first name)
- C - Principal Investigator (PI) Last Name:** (Full last name)
- D - Sponsor Type** (Will be one of the options below)
 - FF: Federal
 - SS: State
 - CC: City
 - PP: Private
- E - College Abbreviation:** (e.g., HC = Hunter College).
- F - Project Title: Title of the sponsored project**
- G - Project Number** (Legacy Project Number, PRSY – Project Subaccount Year)

Are Web Reports Available?

Reports in OneRF are currently in development and are expected to be available by mid-January 2026. These reports will provide data comparable to the legacy web reports. Initial OneRF reports will include, but are not limited to, the Grant Trial Balance and Grant Budget and Expense reports. Historical Grant financial data covering the activity through December 2025 will continue to be accessible through the legacy Web Reports.

General Finance Questions

What happened to the finance-related transactions I submitted in December?

Finance-related requests submitted by the deadline were processed by the RFCUNY finance team as a December activity in the current system.

What will be the process for catching up on transactions now that OneRF has launched?

Requests and any catch-up of financial transactions submitted after the December due dates will be processed in OneRF's Workday platform in January.

Agency Fund Questions

Have there been any nomenclature changes associated with the migration to OneRF?

A key change for users is that *ninth ledger accounts* will now be called **Agency Fund grants** going forward. The grant terminology aligns with the standards required by OneRF's Workday platform. You will be able to search for Agency Fund grants using the search term "grant" in OneRF's Workday platform. For a more complete discussion, see the question "What is the OneRF Grant Name?" in the General Grants and Contracts Questions section above.

Can I now establish an Agency Fund recovery grant?

Yes. This process remains as it was before the launch of OneRF. You can request a grant establishment form from the Agency Fund team.

Can I now view and submit activity on Agency Fund grants?

Yes. All Agency Fund grant activity has been transferred from RFCUNY's previous systems and is now available in OneRF. You can access the Agency Fund grant by entering the grant number in the 'Grant' field. For more information on how to find an Agency Fund grants in OneRF, please refer to the "How to Extract a Grant & View" Job Aid available in [the Training Resources section](#) of the RFCUNY website.

Can I submit a request for forward funding?

Yes, Forward Funding activities in RFCUNY's previous systems are now available in OneRF. The process for forward funding remains the same as before using the same tool.

What happens if I need guaranteed funding?

All guaranteed funding activities in RFCUNY's previous systems are now available in OneRF. The process for guaranteed funding remains the same as before using the same tool.

What happens if I need summer salary?

All summer salary activities in RFCUNY's previous systems are now available in OneRF. The process for summer salary remains the same as before using the same tools you used prior to the launch of OneRF.

P-Cards and Submitting Expenses Questions

Can I submit expenses to reconcile my P-Card transactions in OneRF?

Yes. All transaction expense reports for P-Card reconciliation will be due for the first time in the **OneRF** platform (powered by Workday) in early February. You can submit your P-Card expenses by logging into OneRF's Workday platform and following the step-by-step Job Aid on How to Create an Expense Report for Reconciliation of P-Card Expenses located in the [Training Resources section](#) of the RFCUNY website. RFCUNY requires P-Card transactions to be reconciled at least once a month, but we recommend doing so at least twice a month so as not to accumulate a backlog of unreconciled transactions.

Are there any documentation guidelines I should be aware of?

Yes. The most important point to remember is that reports submitted without sufficient documentation will be returned. When submitting documentation, please ensure you review the [P-Card Guidance for Acceptable Receipts](#).

Should I use P-Cards to pay for procurement transactions?

Prior to the launch of OneRF, Purchase Cards were used for a broad range of purchasing needs. This included general procurement activities such as research supplies, office supplies, computer equipment, business meals, travel and other project-related expenses. With the launch of OneRF's procurement functions, RFCUNY encourages P-Cardholders to utilize OneRF's catalog functionality for general procurement transactions such as research supplies, office supplies, and computer equipment. For suppliers not yet available through OneRF catalogs, P-Cardholders may continue to follow existing ordering and payment processes.

What is changing on P-Card credit increases?

P-Card available credit increases have historically been indicated on the grant or account as an encumbrance amount, which withheld funds from the available balance. To integrate OneRF's Workday functionality, P-Card available credit increases will no longer be indicated on the grant or account as an encumbrance amount. P-Card available credit increases will be based on the confirmation of the funding source with appropriate available balance, the intended use of the additional funds, and the status of outstanding transactions.

Can I access my historical reports in Concur?

No. Users no longer have direct access to the Concur system. If you need to retrieve any reports, documentation, or transaction history from Concur, please email Purchase_Card@rfcuny.org. The team will be able to provide copies of reports or other supporting documentation upon request.

Contract Manager Questions

Is Contract Manager moving to OneRF?

No. Contract Manager will remain as a stand-alone system; however, the financial data must be converted to OneRF's financial systems. This required some pauses in processing and intake as we linked these systems to each other, which is now complete.

It is important to note that in order to align our systems and ensure that data from Contract Manager can flow into OneRF's Workday platform (and vice versa) **we launched a new version of Contract Manager on January 5, 2026**. We will also maintain a legacy version of Contract Manager as a reference resource during the period of transition to the new system.

What version of Contract Manager should I use for which purposes?

The functionality of Contract Manager will not change with this new version; however, due to changes in the data structure, there are some new processes to keep in mind after January 5, 2026:

- **If you need to amend an existing ICA or subaward:** please use the ICA or subaward module to submit a new transaction in the new Contract Manager. Due to changes in the data, we will be unable to accept amendments to existing ICAs or subawards and will have to reject these amendments. Please provide the prior CM number so we can refer to the related prior transaction(s).
- **If you need to submit an amendment to an existing contract:** please use the Contract module in the new Contract Manager to submit a contract amendment just as you would in the legacy version.

How do I log into the legacy version of Contract Manager?

While work will take place in the new version of Contract Manager, which you will access with your new OneRF login, the legacy version of Contract Manager will be available for reviewing information that wasn't migrated over. To access the legacy system, locate the Contract Manager (Legacy) item on the drop-down under Electronic Tools.

If you are signed into the RFCUNY website with your new OneRF login, when clicking on the Contract Manager (Legacy) listing, you will be prompted to select one of your previous login IDs. If you had multiple three-character IDs or an Employee ID, they will be available for selection. Please choose the appropriate ID that you have used for the legacy system.

How can I view my ICA or subaward in OneRF?

A Principal Investigator can search by the Contract Manager contract number, and the Workday issued Supplier Contact Number in OneRF (Workday).

Where can I find the Workday Supplier Contract Number?

You can find the Workday Supplier contract number in Contract Manager at the top of the window, and in the audit trail. Within Contract Manager, you can also click on the SCON number which will take you to the contract in OneRF.

How will invoices related to Contract Manager be submitted?

Please submit signed invoices to RFCUNY_ContractManagerInvoices@rfcuny.org. RFCUNY staff will forward them to OneRF, where a Supplier Invoice will be automatically created. The Supplier Invoice will be routed to the PI and the Grant & Assistant Grant Manager for review and approval.

Stipend Request Questions

What has changed with Stipend Requests?

Previously, the Stipend module, while it greatly improved the intake of stipend recipients' information, was not connected to any payment systems and required accessing multiple systems.

Now, with OneRF, there is a new intake and registration process that streamlines and unifies the process while providing users with greater visibility. Authorized users will navigate to their Requisitions in OneRF's Workday platform and click on "Connect to Supplier Website" to connect to the catalog in OneRF's Jaggaer system.

There, the user will be able to go to the "Supplier Requester DB" functionality, request a new supplier, and select Stipend Recipient Request from the two supplier request options. This system will use our partner, Jaggaer, to manage the intake of stipend recipient information, eliminating PII exposure. Users will be able to centrally track individual stipend recipient requests. You can access the Jaggaer functionality of OneRF by searching for "create a requisition" in OneRF and going to Connect to Supplier. You can also access your purchasing app and select Connect to Supplier.

From there, you can request stipend recipients and identify those who are minors. Recipients, or their legal guardian if they are minors, will then be invited to register automatically. It's important to note that this results in an individual registration for each stipend recipient. The benefit of this is that it decouples the intake process from payment requests, eliminating wait time for recipients who complete their registration while others have not. To return to Workday, you can simply "logout" of Jaggaer via the top right corner user icon. A detailed job aid on this process is available on the [Training Resources page](#) on the RFCUNY website.

Once the stipend recipient (payee) is set up, PIs will use the OneRF system to submit either a "Supplier Invoice Request" for one-time payments or a "Requisition for Stipend" (for recurring payments). We have published job aids on how PIs create one-time and recurring stipend payments in [our Training Resources](#) section.

What happened to the stipend requests that I submitted in December?

In order to best migrate the data from RFCUNY's existing systems to OneRF's Workday platform, the cutoff deadline for stipend requests had to be strict.

If the stipend requests were submitted on time, they were processed based on the supporting documentation provided. If RFCUNY received a stipend request after the December 5 deadline, the transactions were returned. You can resubmit the Stipend Request in OneRF's Workday platform now.

Where do I go in OneRF for a stipend request?

In OneRF's search bar, enter **Create Supplier Invoice Request** for a one-time stipend. For a recurring stipend, enter **Create Requisition**, then select **Request Non-Catalog Items**.

Detailed job aids outlining the full process for creating a supplier invoice request for a one-time stipend and creating a requisition for a recurring stipend are available on the [Training Resources page](#) on the RFCUNY website.

How can I submit or resubmit the stipend request in OneRF?

Once registration is completed in Jaggaer (if applicable), you will create Supplier Invoice Request for one-time payment and a Non-Catalog Requisition for recurring stipend payments. A detailed job aid will be provided outlining the process for creating a supplier invoice request for a one-time stipend and creating a requisition for a recurring stipend. A detailed job aid on this process is available on the [Training Resources page](#) on the RFCUNY website.

How do I view all submitted stipend requests in One RF?

For a one-time stipend, type **My Supplier Invoice Requests** in the search bar. For a recurring stipend, type **My Requisitions**, then filter by **Requisition Type** and select **Stipend Request**.

How can we check the status of a stipend payment?

When you search for My Supplier Invoice Requests or My Requisitions, you can see the status whether it is approved or in progress. If the request is in progress, you can open it and view who the next approver is by checking the Process History tab.

How can we inquire about stipend payments?

In OneRF's Workday platform, please use the Case Management function by searching for "Create Case". This will ensure that your questions go directly to the correct subject matter experts within RFCUNY.

EPay Questions

Will I still use ePay with OneRF?

No. There is a new process for invoices and receipts for goods and services, and ePay has been eliminated. Starting on January 5, 2026, PIs will no longer forward invoices to RFCUNY. Instead, suppliers must submit invoices into OneRF, and PIs must use the Receipt function to receive all goods and services acquired via the requisition and purchase order process via OneRF (powered by Workday). This task will act as the approval to pay the invoice when RFCUNY receives the invoice directly from a supplier. In other words, PIs will no longer have to receive invoices from suppliers and pass them to RFCUNY – instead invoices will be automatically matched with POs and receipts in OneRF, eliminating the administrative burden of the ePay process. For more information, please review the job aids in the Procurement and Payables section of [our Training Resources](#).

What happened to the payment request I made in December?

All ePay payment requests had to be submitted in RFCUNY's existing system no later than December 15, 2025.

- If your ePay payment requests were submitted before December 15, 2025, they were processed based on the supporting documentation provided.
- If you were unable to submit your payment request by the December 15th deadline, it was returned to you.

If you submitted your payment request in ePay and required documentation was included but the RF team was unable to process your request before the blackout period, it will be manually entered into OneRF (Workday) by the RF team.

How can I submit travel expenses for Non-CUNY individuals?

To submit travel expenses for individuals who are not associated with CUNY, you must **Create Supplier Invoice Request**.

Where do I go to submit payment requests?

You can now submit or resubmit payment requests by logging into OneRF's Workday platform and searching for **Create a Supplier Invoice Request**. A detailed job aid on this process is available on the [Training Resources page](#) on the RFCUNY website. Please review RFCUNY's [2025 Procurement Policy](#) to ensure compliance with procurement methods and Purchase Order requirements. In most cases, a PO is required to process a supplier payment.

Purchasing Supplies Questions

Can I still submit purchase orders via email?

No. RFCUNY has discontinued the use of the PO@rfcuny.org email address for submitting requests and the use of the Small Order Form. **All purchases (requisitions) must now be submitted through OneRF (powered by Workday).**

Instead, Pls will now be able to use OneRF to shop catalog items directly from select RFCUNY suppliers (formerly referred to as “vendors”). OneRF will launch with suppliers representing our highest purchasing volume and we will add additional suppliers in the coming months. For non-catalog items, Pls will create a purchase requisition in OneRF.

Where do I go to purchase supplies in OneRF?

Effective January 5, 2026, Pls will now use OneRF (powered by Workday and Jaggaer) to shop catalog items directly from select RFCUNY vendors, referred to as suppliers in OneRF, instead of emailing purchase orders to the Procurement & Payables team. OneRF will launch with suppliers representing our highest purchasing volume and we will add additional suppliers in the coming months. You can access this functionality in OneRF by searching for **Connect to Supplier Website** and clicking on **Connect** to be directed to OneRF’s Jaggaer functionality. There, you will begin placing your order.

If a supplier you seek to purchase from is not currently included in our catalog, please initiate a non-catalog requisition. You can do this by searching for **Request Non-Catalog items** in OneRF to begin the process.

How can I suggest a new supplier?

We strongly recommend using suppliers who have been set up in the system already. However, if a PI cannot find a supplier in OneRF, they can request new non-catalog suppliers be added to OneRF’s system for payment. This request will be made directly in OneRF (powered by Jaggaer). Suppliers will then be contacted directly and invited to register and provide information to RFCUNY OneRF using a secure environment, eliminating the need to transmit sensitive data via email.

What happened to the purchase orders I submitted in December?

If you submitted your purchase orders by December 15, 2025 with all the required supporting documentation, they were processed. If the documentation was incomplete, you received a notification via email. Additionally, any Purchase Orders or Payment Requests submitted in the existing system after December 15, 2025, were returned. You can now submit these requests in OneRF.

What happened to the Purchase Order with remaining encumbrances?

All Purchase Orders with remaining balances have been moved and are now available in OneRF.

How will suppliers submit invoices?

Suppliers will submit invoices in the following ways:

- **For Non-Catalog Orders:** Supplier will submit invoices to RF_CUNYInvoices@rfcuny.org. These invoices will be forwarded to OneRF, where a Supplier Invoice will automatically be created and processed by the P&P Team.
- **For Catalog/ Punchout Orders:** Suppliers will submit the invoices via OneRF's Jaggaer platform.

It is important to note that these instructions are for suppliers (formerly known as vendors). Pls will no longer forward invoices to RFCUNY. Instead, Pls must use the Receipt function to receive all goods and services acquired via the requisition and purchase order process via OneRF (powered by Workday). This task will act as the approval to pay the invoice when RFCUNY receives the invoice directly from a supplier.