

Memorandum

To: CUNY Principal Investigators, RFCUNY Staff, CUNY Grants Officers, CUNY Administrators
From: The Research Foundation of the City University of New York
Subject: Last Reminder - OneRF Human Resources Deadlines Today
Date: December 8, 2025

The Research Foundation of the City University of New York (RFCUNY) is sending this memorandum to remind all individuals about important human resources deadlines related to the launch of OneRF. Failure to complete the tasks below by the deadlines listed may result in delays in employee pay for the pay period ending December 14, 2025.

Today the Research Foundation of the City University of New York (RFCUNY) begins disabling existing human resources functions in order to evolve and grow with the coming launch of **OneRF** (powered by Workday).

This means that you must act immediately to ensure that your necessary tasks are complete.

Because access to legacy systems will end at the end of the day, it's essential that you complete all required transactions that you have not already finished. **The most important tasks for today are:**

- **December 8, 2025:** Submit all final **hire packets**.
- **December 8, 2025:** Submit all **reappointment EPAFs** for employees expected to work the pay period ending December 28, 2025.

Additionally, **next week** all staff must:

- **December 15, 2025 (5:00 pm):** Deadline to **submit timesheets** in the existing Timesheet system for the pay period ending December 14, 2025. Please make sure that all timesheets for the pay period ending December 14, 2025 are submitted by this date and time.
- **After December 15, 2025:** employees in your area can review and verify their information in OneRF.

Please note: Failure to complete the tasks today and next week may result in delays in employee pay for the pay period ending December 14, 2025.

More Information and Resources

We have developed additional resources on OneRF to help you during this period of growth and transition.

- [OneRF Information Hub](#) – general information about OneRF, and links to previous communications.
- [OneRF Cutover Information Page](#) – information related to the technical transition of RFCUNY systems including the deadlines and blackout dates outlined above and links to frequently asked questions related to the cutover process.

- [OneRF Questions Form](#) – please contact us by selecting “Payroll” from the dropdown if you have any additional questions not addressed in this message or the pages linked above.

It is important to note that **OneRF** will evolve 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.

We appreciate your partnership in ensuring all hiring actions, personnel updates, and timesheet submissions are completed on time. Thank you for your continued support during this important transition.