

## Memorandum

**To:** CUNY Principal Investigators, RFCUNY Field Staff, CUNY Grants Officers  
**From:** The Research Foundation of the City University of New York  
**Subject:** Important OneRF HR Deadlines Approaching – Act Now  
**Date:** November 24, 2025

---

*The Research Foundation of the City University of New York (RFCUNY) is sending this memorandum to provide recipients with important information related to the launch of OneRF, including dates when RFCUNY's existing systems will close and when OneRF's Workday platform will open.*

As we let you know earlier in November, RFCUNY's human resources functions will soon evolve and grow with the launch of **OneRF** (powered by Workday). This means that on December 15, 2025, OneRF will replace several of our existing human resources systems.

**Important deadlines begin in two weeks – act now to ensure that your necessary tasks are complete.**

### **OneRF Human Resources Deadlines**

As we prepare for this change, please ensure that all required transactions are completed by the following dates.

- **December 8, 2025** – Deadline to submit **hire packets** in the existing **Onboard** system.
- **December 8, 2025** – Deadline to submit **EPAFs**.
- **December 8, 2025** – Deadline for access to the **PVN** system.
- **December 8, 2025** – Last day for edit access to **My Payroll and Benefits**. Beginning December 9, 2025, employees will have read-only access to the legacy system until June 30, 2026.
- **December 15, 2025 (5:00 p.m.)** – Deadline to **submit timesheets** in the existing Timesheet system for the pay period ending December 14, 2025. Please make sure that all timesheets for that pay period are submitted by this date and time.
- **After December 15, 2025** – you will be able to conduct all human resources transactions exclusively in OneRF (powered by Workday). Please note: Your OneRF login and password will be different than your current RFCUNY login information. After OneRF launches, you will be able to go to the RFCUNY website and claim your login ID. Detailed information on how to claim your login ID will be available at launch.

### **Mark Your Calendar for Critical Tasks to Complete**

Because access to legacy systems will end on Monday, December 8, 2025, it is essential that you complete all required transactions before the deadlines. **Please note: 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:**

- **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.
- **December 15, 2025 (5:00 p.m.):** Ensure that all timesheets for the pay period ending December 14, 2025 are submitted.
- **After December 15, 2025:** employees in your area can review and verify their information in OneRF.

### **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.