

Memorandum

To: CUNY Principal Investigators, RFCUNY Field Staff
From: The Research Foundation of the City University of New York
Subject: RFCUNY Migrating to Industry-Leading Workday
Date: September 30, 2025

This memorandum notifies recipients that the Research Foundation of the City University of New York (RFCUNY) will transition its finance, grants management, human resources, and procurement systems to Workday by the end of 2025. It provides further details on RFCUNY's guiding principles, how individuals can prepare for the transition, why RFCUNY is making this change, and what to expect next.

The Research Foundation of the City University of New York (RFCUNY) is pleased to announce that by the end of 2025 we will transition our finance, grants management, human resources, and procurement systems to Workday: a best-in-class, cloud-based Human Capital Management and Financial Management system.

RFCUNY Workday will bring greater transparency, real-time data, and streamlined administrative processing. We hope that this, in turn, will allow CUNY faculty and RFCUNY staff to focus more time on research and less time on administrative processing.

What This Means for You

RFCUNY is working now to implement Workday and will provide specific dates for the cutover and launch when they are available. Throughout this project, RFCUNY has four guiding principles that ground our work and will improve your experience:

1. **Standardization:** Workday will integrate many RFCUNY processes including human resources, grants administration, procurement, and finance into one system with improved user experience, customer service, and reporting.
2. **Efficiency:** Workday will automate many manual processes, reducing your administrative burden, minimizing redundancies, and delivering accurate, easy-to-understand information.
3. **User Friendliness:** Workday will have many user-centric, self-service features improving workflows and increasing the timeliness of information available to Principal Investigators, Grants Officers, and RFCUNY staff.
4. **Transparency:** Workday will reduce complexity and give greater on-demand insight into the grants management process, including real-time activity and expenditure tracking.

We are targeting to go live with Workday by the end of 2025. Additionally, RFCUNY is working now to ensure that when Workday launches, you will have the training materials you need to do your job.

It is important to note that RFCUNY is implementing Workday for our internal finance, grants management, procurement, and human resources systems. CUNY is undertaking a separate Workday implementation, CUNYWork, which is scheduled to go live January 2027.

What You Can Do to Prepare

RFCUNY's staff are hard at work to make the launch of Workday as smooth as possible. In the coming weeks please look out for more detailed information on our cutover process. In the meantime, you can prepare today by submitting all outstanding P-Card transactions - please note the following deadlines:

- **October 15, 2025:** All P-Card transactions posted before *October 15, 2025* must be reconciled in Concur.
- **November 10, 2025:** All new P-Card transactions posted between *October 15, 2025 and November 10, 2025* must be reconciled in Concur.
- **After November 10, 2025:** Concur will be disabled, and any unreconciled P-Card transactions will be charged to 9th-ledger accounts.

Why We Are Making this Change Now

RFCUNY is constantly seeking to align our processes with current best practices as we work to improve and evolve our systems that serve the CUNY community. We are implementing Workday because it is an industry-leading, best-in-class solution. Additionally, RFCUNY is working now to implement Workday because many of the systems we currently use for finance, grants management, procurement, and human resources are approaching sunset while modern, cloud-based systems offer greater efficiency and customer support. Concurrently, vendors that provide some of the services we use are reducing or ending their support. In response, RFCUNY worked throughout 2024 and 2025 to identify a new vendor for these services and selected Workday. When fully implemented, Workday will provide standardized, efficient, and transparent processes that will benefit CUNY faculty, Principal Investigators, Grants Officers, and RFCUNY staff. This new software will streamline processes like grant management and administration, recruitment and hiring, and financial management. The user-friendly Workday interface will also offer one platform that provides real-time information to users equally well on mobile devices and large monitors.

What's Next

In the coming weeks, RFCUNY will send regular communications via email. We will also publish additional information, including frequently asked questions, on our website. We'll share more details on the launch, what's changing, and what you can expect in terms of practical, focused training.

Please [contact us](#) if you have any questions.