RESEARCH FOUNDATION CUNY

RESEARCH FOUNDATION
of The City University of New York
230 West 41st Street
New York, NY 10036-7207

Memorandum

To: CUNY Principal Investigators, RFCUNY Staff, CUNY Grants Officers, CUNY Administrators
From: The Research Foundation of the City University of New York
Subject: OneRF Demonstration Videos
Date: December 12, 2025

The Research Foundation of the City University of New York (RFCUNY) is sending this memorandum to announce the availability of demonstration videos on YouTube related to the launch of OneRF.

The Research Foundation of the City University of New York (RFCUNY) is pleased to provide you with access to seven videos demonstrating key processes and how they are conducted on OneRF (powered by Workday). These demonstration videos are located on the RFCUNY YouTube channel.

 The seven demonstration videos include:

- How a PI or Manager requests time off for an employee and approves, sends back, denies an employee's time-off request - https://www.youtube.com/watch?v=jmutHaH3Fp8 (7:37)

- How to Submit a Bi-Weekly Timesheet - https://www.youtube.com/watch?v=7fTIXZ62LFo (12:24)

- How to Approve a Timesheet - https://www.youtube.com/watch?v=NZM02cfbYKU (5:35)

Recruiting

- How to Create a Position - https://www.youtube.com/watch?v=wMxzgEpJ5oE (6:27)

- How to Create a Job Requisition - https://youtu.be/ael_BU1s-Qs (8:43)

- How to View Applicants - https://youtu.be/8Sfl6CFRauA (2:01)

Support

- Case Management (Help module) - https://www.youtube.com/watch?v=kvoX21Fo5IA&feature=youtu.be (5:26)

 These demonstration videos can be viewed individually, at any time and as often as you like. When we launch OneRF's Human Capital Management (human resources) functionality on Monday, December 15, 2025, RFCUNY will also publish job aids for each of these processes, along with over 100 others in the *Training Resources* section of the RFCUNY website. When we launch you will also receive another communication with:

- Information on how to claim your login for OneRF's Workday Platform;

- Information and frequently asked questions about the functions that are launching in OneRF, and

- Information on how to access additional support resources.

We hope these introductory videos are helpful in acclimating you to these key functions in our new system. If you have questions, please let us know using our, OneRF Questions Form. The form directs questions to the RFCUNY subject matter experts who will review and respond as quickly as possible.

It is important to note that OneRF evolves 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.