

## OneRF Frequently Asked Questions

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*These Frequently Asked Questions (FAQs) were developed by the Research Foundation of the City University of New York (RFCUNY) to provide information on common issues regarding **OneRF** – RFCUNY’s project to unify and evolve our finance, grants management, procurement, and human resources systems. We will update this document regularly based on questions we receive from the CUNY community please visit our [Web Information Hub](#) for the most recent version. If you have a question that you feel would benefit your colleagues, [please contact us](#).*



### ***What is OneRF?***

**OneRF** is RFCUNY’s project to unify and evolve our finance, grants management, procurement, and human resources systems. It is powered by Workday, a cloud-based, best-in-class, Human Capital Management and Financial Management system selected by RFCUNY as the new platform for this evolution.

### ***Who will be using OneRF?***

Nearly all individuals who interact with RFCUNY will use **OneRF**, including Principal Investigators, Grants Officers, and RFCUNY staff on CUNY campuses.

### ***Is OneRF related to CUNYWork?***

**It is important to note that OneRF and CUNYWork are two separate projects.** **OneRF** will evolve the Research Foundation (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.

### ***Why is RFCUNY implementing OneRF this fall?***

We are launching **OneRF** because RFCUNY is constantly seeking to align our processes with current best practices. We also work to improve and evolve our systems that serve the CUNY community. We are using Workday to power **OneRF** because it is an industry-leading, best-in-class solution. Additionally, some of the systems we currently use for finance, grants management, procurement, and human resources are approaching sunset, and the vendors that provide some of

the services we use are reducing or ending their support. **OneRF** will allow us to take advantage of the greater efficiency and customer support offered by cloud-based systems such as Workday.

### ***How did RFCUNY select Workday for the OneRF initiative?***

After learning that the tools we use would be discontinued, RFCUNY worked quickly to identify a new vendor for these services and selected Workday. Workday was selected to power the **OneRF** initiative because it is native to the cloud and because it offers the opportunity to unify systems and functions across Human Resources, Payroll, Purchasing, Finance, and Grants Management.

### ***What will change with OneRF?***

RFCUNY has four guiding principles that ground our work and define how our processes and systems will change:

1. **Standardization:** **OneRF** 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:** through Workday, **OneRF** will automate many manual processes, reducing your administrative burden, minimizing redundancies, and delivering accurate, easy-to-understand information.
3. **User-Friendliness:** **OneRF's** Workday system will have many user-centric, self-service features improving workflows and increasing the timeliness of information available to Principal Investigators and RFCUNY staff.
4. **Transparency:** **OneRF** will reduce complexity and give greater on-demand insight into the grants management process, including real-time activity and expenditure tracking.

RFCUNY will release more information, including the specific processes that will be changing in the coming weeks.

### ***When will RFCUNY launch OneRF?***

The OneRF brand launched in October 2025 and the **OneRF** system will be operational starting January 2026. RFCUNY will publish additional information on our website and via email, including more details on the launch, what's changing, and what you can expect in terms of practical, focused training.

### ***Will there be a grace period after OneRF launches?***

No. Aside from a few limited exceptions, there will be a cutover in the coming months.

### ***What sort of training materials can I expect from RFCUNY?***

At launch, RFCUNY will provide detailed, step-by-step job aids for each of the processes you will need to do in order to keep your work moving smoothly. These job aids will be embedded directly into many of the most common functions of **OneRF's** Workday platform. By following these job aids, you will be able to continue to perform your necessary operations.

***Will I need to set up a new login for OneRF's Workday system?***

No. You will automatically be issued a login for **OneRF's** Workday platform as part of the launch.

***How can I prepare for OneRF?***

RFCUNY's staff are hard at work to make the launch of Workday as smooth as possible. We will be providing more detailed information on our cutover process in the coming weeks. In the meantime, researchers can begin preparing for Workday by submitting all outstanding P-Card transactions.

Please note the following deadlines:

- **November 10, 2025:** All P-Card transactions must be reconciled in Concur.
- **After November 10, 2025:** Concur will be disabled. While we transition systems, P-Cards will remain active and available for purchases. All transactions made during this period will be available for reconciliation OneRF's Workday platform once it launches. Cardholders should retain all supporting documentation to ensure a smooth transition and accurate documentation.

***I have other questions.***

Please [contact us](#) using our online form if you have any questions.