

Memorandum

To: CUNY Grants Officers, Principal Investigators, and CUNY Office Administrators
From: The Research Foundation of the City University of New York, Human Resources Department
Date: January 22, 2026
Subject: RFCUNY Supplemental Payroll

The Research Foundation of the City University of New York (RFCUNY) is announcing that we will be running **supplemental payrolls** based on the dates outlined in the supplemental payroll calendar below to ensure that RFCUNY staff receive payment during this period of transition. These supplemental runs will capture employees who worked but for whom a timesheet has not yet been submitted.

This process will continue until **RFCUNY's Executive Leadership Team determines that supplemental payrolls are no longer necessary.**

Please ensure that RFCUNY employees **submit a timesheet for any period worked** and that the **supervisor approves the timesheet no later than 12:00 p.m. (noon)** on the applicable supplemental payroll deadline listed below so that payment can be processed.

RFCUNY Supplemental Payroll Calendar

Timesheet Due	Pay Date
Tuesday, January 27, 2026	Thursday, January 29, 2026
Tuesday, February 3, 2026	Thursday, February 5, 2026
Tuesday, February 10, 2026	Thursday, February 12, 2026
Tuesday, February 17, 2026	Thursday, February 19, 2026
Tuesday, February 24, 2026	Thursday, February 26, 2026

These supplemental payrolls are **in addition to RFCUNY's regular bi-weekly payroll schedule.** The regular 2026 payroll calendar can be found here:
<https://www.rfcuny.org/rfwebsite/media/athczyt0/2026-calendar.pdf>

Employees enrolled in direct deposit will receive payment **on the day following the supplemental payroll run.** Employees not enrolled in direct deposit will receive payment via mailed check; delivery timing will depend on the U.S. Postal Service.

If you have any questions or need assistance with timesheet submission, please contact the payroll team at HRPayroll@rfcuny.org.



RESEARCH FOUNDATION
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Accessing OneRF (powered by Workday)

1. **If you have already claimed your OneRF login, you may access the system at:**
<https://wd108.myworkday.com/rfcuny/d/home.html>
2. **If you have not yet claimed your OneRF login,** please review the step-by-step instructions and claim your login at: <https://www.rfcuny.org/rfloginclaim>

If you are unable to access the OneRF system using the steps above, please contact HRPassword@rfcuny.org or HelpDesk@rfcuny.org for assistance.

Thank you for your cooperation and understanding.