

Memorandum

To: CUNY Graduate Students and Postdoctoral Researchers
From: Research Foundation of the City University of New York
Subject: Join RFCUNY for a Webinar for Graduate Students & Postdoctoral Researchers
Date: February 3, 2026

The Research Foundation of the City University of New York (RFCUNY) sent this memo to invite graduate students and postdoctoral researchers to a webinar on OneRF.

The Research Foundation of the City University of New York (RFCUNY) is pleased to announce a dedicated webinar for graduate students and postdoctoral researchers. This session will cover the following topics:

- How to use work scheduling functionality
- How to request days off
- How to create and submit a timesheet
- Information about additional training materials and guidance

The training will be held virtually via Microsoft Teams:

RFCUNY Training for Graduate Students and Postdoctoral Researchers

Friday, February 6, 2026, 10:00 a.m. – 12:00 p.m.

[Join the meeting](#) | Meeting ID: 247 854 519 639 02 | Passcode: 583Mu2sk

We encourage you to attend, as this session will provide important guidance to help ensure accurate reporting of time and timely pay. If you are unable to join, the session will be recorded and published on the RFCUNY website for on-demand viewing. We look forward to seeing you there.