

Memorandum

To: CUNY Graduate Students & Postdoctoral Researchers
From: OneRF@rfcuny.org
Subject: Webinar Recording, Office Hours, and Support Materials
Date: Tuesday, February 10, 2026

The Research Foundation of the City University of New York (RFCUNY) sent this memorandum to notify graduate students and postdoctoral researchers regarding a recorded webinar on OneRF payroll and timekeeping; a Job Aid on stipend registration; and dedicated office hours.

The Research Foundation of the City University of New York (RFCUNY) is pleased to provide a recording of last week's webinar on payroll and timesheets designed for graduate students and postdoctoral researchers:

RFCUNY Training for Graduate Students and Postdoctoral Researchers

This recorded session covers the following topics: how to use work scheduling functionality; how to request days off; how to create and submit a timesheet; and information about additional training materials and guidance.

Watch the Recording: <https://www.youtube.com/watch?v=y0wJuofl4uY>

Additionally, many graduate students and postdoctoral researchers at CUNY receive payment via stipends rather than payroll. For these individuals, RFCUNY is providing the following resources:

- **Job Aid: How a Stipend Recipient Completes the Registration Process** – information on how to register as a “supplier” (the term used by OneRF’s Workday and Jaggaer platforms to denote all stipend recipients).
- **Graduate Student Office Hours on Stipend Registration:** If you have additional questions about stipends, join RFCUNY for a drop-in, office hours session. RFCUNY experts will be available to answer your questions:
 - **Graduate Student Office Hours on Stipend Registration**
Thursday, February 12, 2026, 10:30-11:30 am
[Join the Meeting](#) | Meeting ID: 229 206 894 545 18 | Passcode: Jw25Go3u

If you have further questions after reviewing the recorded session or joining the office hours, it will be most effective for you to submit a case in the OneRF system. This will ensure that your questions go directly to the correct subject matter experts within RFCUNY who can address your question. Once you're logged in, just search for “Create Case”. Then you can start a new case and fill out the fields.