

Memorandum

To: Hiring Managers

From: The Research Foundation of the City University of New York

Subject: Time Sensitive Action Necessary by December 12: Update Regarding Your Current Job Postings

Date: December 8, 2025

The Research Foundation of the City University of New York (RFCUNY) is sending this memorandum to notify hiring managers about important human resources tasks related to the launch of OneRF.

As part of RFCUNY's efforts to evolve and unify our processes through OneRF, we want to make you aware of an important update regarding your current job postings.

All active positions in the PVN will transfer to OneRF's Workday platform on December 12, 2025 before the PVN permanently closes. However, applicants and their submitted resumes will *not* transfer to OneRF.

Because of this, you will need to **download the resumes and any attachments for all applicants you wish to consider before the system cut-off on December 12, 2025.**

What you need to do now:

- Review your open postings in the PVN as soon as possible.
- Download resumes and attachments for all applicants you want to consider.
- Complete this no later than **Thursday, December 12.**

We appreciate your prompt attention to this time-sensitive action, and we are here to support you throughout the transition. If you have any questions or need assistance retrieving applicant materials, please contact Jessica Wong at Jessica_Wong@rfcuny.org.

It is important to note that **OneRF** will evolve 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.

Thank you for your cooperation.