

## Memorandum

**To:** CUNY Principal Investigators, RFCUNY Staff, CUNY Grants Officers, CUNY Administrators  
**From:** The Research Foundation of the City University of New York  
**Subject:** OneRF Human Capital Management Live – Get Your Login  
**Date:** December 15, 2025

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*The Research Foundation of the City University of New York (RFCUNY) is sending this memorandum to announce the launch of the human capital management (human resources) functions of OneRF. This memo outlines how to claim an ID; which processes are open; how to access support; and additional information.*

The Research Foundation of the City University of New York (RFCUNY) is pleased to announce the evolution and unification of our processes with the launch of human capital management (human resources) functions of OneRF (powered by Workday). Now live, we anticipate OneRF bringing greater transparency, real-time data, and streamlined administrative processing.

### Claim Your New Login to Access OneRF

Your OneRF login and password are different than your current RFCUNY login information. It is important that you take action now to claim your login and password for OneRF's Workday platform. You can:

1. Review our [step-by-step instructions](#) on claiming your login.
2. Claim your OneRF login at: <https://www.rfcuny.org/rflogonclaim>.

**Important: Timesheets are due in RFCUNY's legacy system today – December 15, 2025 – for the last time.** You will need to access OneRF's Workday platform in order to submit and/or approve timesheets for the next pay period due December 29, 2025. Claim your login today.

### Key Human Capital Management Processes Now Open

OneRF is now your central repository for RFCUNY human resources activities. Once you claim your login, please plan to access OneRF's Workday platform for the following important actions:

- **Submit and approve timesheets** – After today, the next timesheet for RFCUNY staff is due December 29, 2025. Be sure to claim your login before that date.
- **Set part-time and nonstandard full-time schedules** – Principal Investigators (PIs) and other managers who supervise part-time staff and full-time staff who have nonstandard (other than 9-5) schedules must set up work schedules before December 28, 2025.
- **Request upcoming time off and leave of absence** – all new time off requests must be made in OneRF. Please review the memo we sent on December 10 for important guidance on changes to how RFCUNY will process these requests.

In addition to those immediate actions, you can also access the following functions in OneRF starting today:

- **Access pay stubs, W-2s and other payroll information** - Historical information will remain available in the *My Payroll and Benefits* legacy system until June 30, 2026, and will be available by request after that date.
- **Review your benefits** - Learn about the array of health, retirement, and other benefits and programs offered to employees.
- **Managers can access tools** - for recruiting and hiring employees as well as managing staff performance.

RFCUNY has developed a detailed set of [Frequently Asked Questions related to OneRF's launch](#). If you have further questions or if you have an urgent issue, please contact us by using the Case Management (Help Module) in OneRF's Workday platform. We also have published demonstration videos for [seven key human resource functions](#).

## Support Resources Now Available

RFCUNY has created over 100 detailed Job Aids to help you understand the most important processes you need to do your job. Each Job Aid is designed to guide you step-by-step through an activity by providing documentation specific to that transaction.

You can access the full suite of Job Aids broken down by functional area (human resources, grant management, etc.) in the [Training Resources section](#) of the RFCUNY website.

## Other OneRF Functions Launching January 5, 2026

***It's important to note that all grants & contracts; finance; and procurement functions will be available on OneRF's Workday platform on January 5, 2026.*** Contract Manager will also reopen on January 5th with all functionality.

When logged into OneRF between now and January 5, you may see options for activities related to grants & contracts; finance; and procurement functions – these activities remain closed until the full launch of OneRF on January 5. Any submissions sent before that date will be rejected and returned.

## Additional Information and Resources

We have developed additional resources on OneRF to help you during this period of growth and transition.

- [OneRF Information Hub](#) – general information about OneRF, and links to previous communications.

- [OneRF Launch Frequently Asked Questions](#) - these FAQs provide more detailed information and guidance on the processes, systems, and deadlines related to the launch of OneRF and Workday.
- [OneRF General Frequently Asked Questions](#) – these FAQs provide answers to many general questions about the OneRF initiative, Workday, and our efforts to evolve RFCUNY’s systems.

It is important to note that **OneRF** evolves 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 attention. If you have further questions on OneRF or if you have an urgent issue, the best way to contact us is by using the **Case Management** (Help Module) functionality in OneRF’s Workday platform.