

RF Onboard System Employee User Guide





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Accessing RF Onboard

Emailed Invitation to Employee

After the hire packet has been submitted in the RF Onboard system by the employer (PI, GO, etc.) the employee will receive an email (see Figure 1) from <u>no-reply@rfcuny.org</u> with the subject line **Complete RFCUNY Hire Packet**, inviting the employee to complete their pre-employment paperwork.

Be sure to read the entire email thoroughly.

- 1. Clink on Link to System **(**<u>https://www.rfcuny.org/RFOnboard/login</u>).
- 2. This will take you to the RF Onboard Application page (see figure 2 on page 3).

Please Note: If you have not received this email, check your spam folder before contacting your supervisor.

RESEARCH FOUNDATION CUNY
Date: Nov 05, 2019
Dear Hire,
Welcome to the Research Foundation of the City University of New York, we are happy to have you with us!
Information about Your Position:
Job Title: Associate Grants Director - 9101F1
Appointment Period: Nov 04, 2019 - Jun 30, 2020
 Work Location: RESEARCH FOUNDATION OF C.U.N.Y.
You must now complete your pre-employment paperwork in our system. If you have questions about
this process, please contact your supervisor Jane Smith at <u>555-55555</u> or your campus
personnel coordinator(s) – John Doe (<u>555-555-5555</u>)
To begin, please use the information below to access our system.
Link to System: <u>https://www.rfcuny.org/RFOnboard/login</u>
 Your Email Address (Temporary Login ID): <u>hire.me@anymail.com</u>
Your Temporary Password: f9N4Grn8M
You will be asked to change your password when you are in the system. After you change your password, you can access your new hire paperwork and all our systems with your employee number and new password from the RFCUNY website: <u>https://www.rfcuny.org/RFWebsite/</u>
This is a system generated notification, please do not reply to this email. If you have any questions, please contact Human Resources or visit our website at <u>www.rfcuny.org.</u> Figure 1



Logging on to RF Onboard System for the First Time

After arriving on the RF Onboard Application page (figure 2).

- 1. Enter your **Email Address ●** and a **Temporary Password** from your **email invitation ●**.
- 2. Check the I'm not a robot box ④ and follow the prompt instructions.
- 3. Click the **Login** In button **9**.

This will bring you to a greetings page.

Please Note: After establishing your RFCUNY account, the employee must log in through the main RF homepage, <u>www.rfcuny.org</u> for all future usage.



RESEARCH FOUNDATION CUNY

Date: Oct 11, 2023 Dear John Doe

Welcome to the Research Foundation of the City University of New York, we are happy to have you with us!

Information about Your Position:

- Job Title: RF Student Intern 7900F1
 Appointment Period: Oct 11, 2023 Oct 31,
- 2023 • Work Location: OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS

You must now complete your pre-employment paperwork in our system. If you have questions about this process, please contact your supervisor Georgina Brown at 646-664-8185 or your campus personnel coordinator(s) – Adjoni LaRode, Fatoumata Traore

To begin, please use the information below to access our system.

 Link to System: https://www.rfcuny.org/RFOnboard/login
 Your Email Address (Temporary Login ID): John Doe@rfcuv.org
 Your Temporary Password: p4KSi3s2Q

Figure 3



Setting Up your RFCUNY Account

- 1. Click on Let's Get Started green button **O**.
- 2. Enter your **Social Security** number (SSN) **②**, re-enter and **Confirm SSN ③**. If you do not have an SSN, click on the **SSN Not Yet Issued** box **④**.
- 3. Click the **Next** green button **⑤**.

Please Note: When you hover over the red text Why do we need your Social Security Number? 𝔅, a blue banner will appear stating The Research Foundation CUNY requires your Social Security number for payroll purposes 𝔅.

If you have any questions, click on the blue banner to display your Human Resources Representative and Supervisor contact information **③**.

For further assistance, click the **Help** button **(9)** to access a video and manual.







Using RF Onboard

The RF landing page can be accessed through the initial new hire email or via the RFCUNY website.

Page Detail Functions

• Supervisor, Packet and Employee ID, Hire Date, Project, and Status information will appear at the top of the page.

- The **Notes** button allows you to leave personal notes or notes to the RF administrator.
- The Aduit button displays the history of your past and current transactions.
- The **Print** button allows you to print the selected sections.
- The Help button provides access to the HR Representatives and Employee User Manual.
- Highlighted numbers on the side indicate the current section.
- Hovering over the **Question Mark** displays information required for each field.
- You can upload a profile picture by clicking the **Profile Picture** section.
- The **Return** button allows you to return the application to the PI.
- **©** Save & Continue allows you to save progress and return later.

		0	
	Packet ID: 32131	Tel Notes	'S Audit 🚔 Print -
Supervisor : Georgina Brown	Employee: Hire Date: 10/11/2023 (New Hire)	Bitatus: Pending Employee Action 7	84
User Account		All fields are required	unless marked (optional).
	First & Middle Name:	First Name Middle (optional)	7
2 Profile	Lact Name:	Last Name	2
		Last Name as it appears on Social Security Card	
	Name Buffix (optional):	Select	
4 Policies	Boolal Beourity Number:	Not Yet Issued	7
5 Documents	New Password:	New Password	
	Confirm Password:	Confirm Password	
6 Sen-Idlentinication	Email Address:	Ray rosario@rfcuny.org	2
7 Notices	Profile ploture (optional):	Click to upload 8	
	Electronic Consent ?	By selecting "Yes", I agree to receive benefits related communications and documents electronically. The email address I have provided is current and valid. If my email address changes, I will notify RF CUNY so that I will continue to receive communications without interruption. I may receive emails that contain links to the RF website at which periment forms and documents can be retrieved and downloaded. At no time will emails contain personal or private Information. No identifying data, such as social security numbers, will be disseminated or disclosed.	
		If you consent to electronic communications, you can still obtain paper copies of benefit plan materials free of charge by contacting the Research Foundation of CUNY benefit office located at 230 W. 41st St. 7th Floor, New York, NY 10036 by appointment only. You can also rescind this consent at any time at the address above, in which case you will receive communication and documents in paper form.	
		Yes No	
	Beourity Question #1:	Select	
	Andwer.	answer	
	Beourity Question #2:	Select	



Step 1 - User Account

Fill out all required fields in the greyed-out areas **①**. Once completed:

1. Click Save & Continue O to move into step 2.

Please Note: Use your legal name as it appears on your Social Security card. Proper capitalization is required (e.g., John G. Smith). Incorrect formatting may delay processing.

If you check **SSN Not Issued ●**, but later have an SSN, the packet will be returned so you can upload the proof in the documents section 5.

	CUNY Application			John Doe	Log Off RF Home
My Details Position Details	•				Hap
Supervisor : Georgina Brown	Packet ID: 32131 Employee: Hire Dats: 10/11/2023 (New Hire)	Project: 5 Status: P	Notes 17121-01 35 ending Employee Action ?	S Audit 🗐 P	Yint +
Liser Account	a 200.0075		All fields are require	d unless marked (opt	lional).
	First & Middle Name:	First Name	Middle (optional)	7	
2 Profile	Lact Name:	Last Name	na on doop alkonny caro	7	
3 Eligibility	Name Suffix (optional):	Last Name as it appears on Soc	dal Security Card	2	
		Name Suffix as it appears on Sc	scial Security Card		
4 Policies	Boolal Beourtty Number.	Not Yet Issued		7	
5 Documents	New Password:	New Password]	
Self-Identification	Confirm Password:	Confirm Password			
	Email Address:	Ray rosario@rfcuny.org		2	
7 Notices	Profile ploture (optional):	Click to upload			
	Electronic Consent ?	By selecting "Ves", I agree communications and docum address I have provided is curr changes, I will notify RF CURV communications without interru contain links in the RF websit documents can be refrieved a emails contain personal or pri data, such as local security in disclosed. If you consent to electronic con paper cooles of benefit ciger	b lo receive benefits relates antis electronically. The ema ent and valid: If my email address 's or that I will continue to receive ption. I may nearing emails that be at which perferent forms are ind deembaaded. At no tidentifyin jumbers, will be disseminated o immunications, you can still abilial materials the of charge bits.		1
		contacting the Research Fou located at 230 W. 41st St. 7th appointment only. You can also at the address above, in communication and documents	ndation of CUNY central offici Floor, New York, NY 10335 b rescind this consent at any time which case you will receive in paper form.	0 9 0	
	Beourity Quection #1:	Select			
	Answer:	answer		1	
	Beourity Quection #2:	Select			
	Antwer:	answer			
	Retall	Return	🕑 Save & Continue	2 Submit	

Figure 7



Please Note: After saving, an employee ID will be generated, and you'll receive an email for your records.

New User ID : 270125

Your new User ID is your Employee ID (270125) and your password is the one selected in the previous step. Going forward, if you need to log off and access your hire packet later, you may access it by logging in to the RF Website <u>https://www.rfcuny.org</u> with your Employee ID and password and selecting RF Onboard from the Electronic Tools menu.

Figure 8



×



Step 2 - Profile

Complete all required fields **①**:

- Use proper capitalization for addresses (e.g., 345 Broadway).
- Include apartment numbers in Address Line 2 if applicable.
- Enter a home or cell number (mandatory).

Please Note: A green check mark @ indicates completed sections.

Click Save & Continue
to proceed to the Eligibility step.





Step 3 - Eligibility

- 1. Answer all required questions using checkboxes or drop-down menus **0**.
- 2. If authorized to work in the U.S., select **Yes**, and an additional question will appear to specify Employment Authorization Type **2**.
- 3. Click View Position Details to see job details in a new window **9**.
- 4. If you are a relative or partner of an active Research Foundation or CUNY employee, click **YES** and provide the Name and Work Location in the boxes provided **④**.
- 5. Click **Save & Continue** to proceed to the Policies step **9**.

TEST SITE	RF Onboard Application		Eddie Murphy Log Off RF Home
My Details Position Details	έ.		Help
Supervisor : Sacheen McWatt	Packet ID: 2659 Employee: Eddie Murphy I 300618 Hire Date: 09/27/2024 (New Hire)	E <u>✓ Notes</u> Project: 74011-00 24 Status: Pending Employee Submission ?	🔊 Audit 🔓 Print ~
User Account	Are you currently authorized to work in the U.S.?	All fields are required	unless marked (optional).
Profile	Citizenship (for tax purpose):	Select	
	Have you been told the essential functions of this position?	Yes No <u>View Position Details</u>	Ð
3 Eligibility	Can you perform the essential functions of this position?	Ves No	
	Do you have prior work experience?	Yes No	
4 Policies	Are you a CUNY student?	Yes No	
- Desumente	Are you a Post-doctoral trainee?	Yes No	
5 Documents	Have you ever been convicted, pleaded guilty or no contest to any of the following:	A felony? Yes No	v
6 Self-Identification		A misdemeanor? Yes No	
	Have you ever been denied a bond?	Yes No	
7 Notices	Do you consent to a background check?	Yes No	?
	Are you a retired state or local employee, receiving a service retirement from NYCERS, NYCTRS, or other New York City or New York State Public Retirement System?	Yes No	
	Are you a relative or partner of an active Research Foundation or CUNY employee?	Yes No	
		When a relative or partner of a Research Foundation or CUNY employee is being considered for employment with the Foundation, the relationship must be disclosed. If the relative or Partner is a Foundation employee, the relationship must be disclosed to the Foundation President or his/her designee. If the relative or Partner is a CUNY employee, the relationship must be disclosed to the Conflicts of Interest Officer of the applicable work location or college.	Figure 40
			Figure 10
	Recall	Return Save & Continue	5 Submit



Step 4 - Policies

- 1. View and acknowledge RFCUNY employment policies by clicking the **hyperlinks ●**. The hyperlinks will turn green after viewing **●**.
- 2. Click Save & Continue and move to the Documents step •.

TEST SITE	RF Onboard Application	Eddie Murphy	y Log Off RF Home
My Details Position Deta	ils		Help
Supervisor : Sacheen McWatt	Packet ID: 2659 Employee: Eddle Murphy I 300618 Hire Date: 09/27/2024 (New Hire)	Motes Studit Status: Pending Employee Submission ?	3 Print ~
1 User Account	Policies You must acknowledge receipt of RFCUNY employment polic	All fields are required unless marked (ies by viewing and reading the policies below.	optional).
2 Profile	Description		Viewed
3 Eligibility	Policy No. 548 - Combatting Trafficking in Persons 2 New York Earned Sick Time Act - Notice of Employee Rig	hta C	Viewed
4 Policies	Policy No. 535 - Drug-Free Workplace		
5 Documents	Lactation Accommodation Policy Paid Family Leave NYS Paid Family Leave Filing Instructions		
6 Self-Identification	Policy No. 511 - Whistleblower		
7 Notices	Policy No. 542 - Domestic Violence in the Workplace Policy No. 525 - Sexual Harasament		
	Policy No. 509 - Occupational Safety & Health Act (OSHA		
	Policy No. 527 - Job Abandonment		
	Policy No. 547 - Fair Labor Standards Act Compliance Policy No. 526 - Affirmative Action		
	Policy No. 541 - Code of Ethics for RFCUNY		
	Policy No. 510 - Project Employee Complaints		
	Policy No. 507-I - Benefit Programs for All RFCUNY Empl	<u>3/868</u>	
	Family and Medical Leave Act (FMLA)		
	Youth Workers Bill of Rights		
	Recall	Return O Save & Continue 3 Subr	nit

Figure 11



Step 5 - Documents

- Complete all required documents: Click on Background Check Authorization and Disclosure Notice O, enter your SSN, and follow the prompts.
- 2. Digitally sign via DocuSign documents by following steps on page 12.
- 3. Review and sign additional documents as required **2**, a **green check** mark will appear when completed.
- 4. Check the Acknowledgement of RFCUNY Employments Terms & Conditions box ④ after clicking on the link.
- 5. Upload completed form (e.g., **RFCUNY Application for Employment ③**).
- 6. Click Save & Continue ^(G) and move to Self-Identification step.

Please Note: Missing information will trigger a red banner to guide you **1**.

TEST SITE	RF Onboard Application		Eddie Murphy Log Off RF Home
My Details Position Deta	aile		Наір
Supervisor : Sacheen McWatt	Packet ID: 2659 Employee: Eddie Murphy I 300618 Hire Date: 09/27/2024 (New Hire)	Project: 74011-00 24 Status: Pending Employee Submission	s 😒 Audit 📳 Print 🗸
User Account	E-Signatures Please review and sign the following document(s)	All fields are require	ed unless marked (optional).
Prome	Background Check Authorization and Disclosure I	Notice ?	Pending Signature
3 Eligibility	Employee Withholding Allowance Certificates ? Federal and New York State withholding allowance certificates	E-Signing this document is required	Pending Signature
4 Policies	Notice and Acknowledgment of Pay Rate and Pays	iay ? 2	🕄 🥏 Signed
5 Documents 6 Self-Identification	Acknowledgments Please review the following document(s) and acknowl Acknowledgment of RFCUNY Employment Terms In have read, understand, and acknowledge all the	edge receipt of the information. and Conditions C he RFCUNY Employment Terms and Conditions specified	L
7 Notices	Documents Please upload the following document(s)		
	Description	File Name	-
	KELUNY Application for Employment @ ? 5	Award Letter.docx	Delete
	RFCUNY Determination of Alien Tax Status Form (RF-702) C (optional) ?	+ Add New
	Recall	Return Seve & Continue	Submit





DocuSign Instructions

To complete the DocuSign process:

- 1. You may be required to acknowledge by clicking a **checkbox ●** or simply click on **Continue ②**.
- 2. Follow the yellow **Start** prompt by clicking on it to begin filling out the form.
- 3. After completing the form, digitally sign it **④**.
- 4. Click **Finish** to submit your signed document.
- 5. Finally, click on the **Red X** to return to the Documents page.

Please Review & A	ct on These Documents			6	RESEARCH FOLMDATION CUNY Powered by P docusign	
Please read the Electro	nic Record and Signature Disclosure. tronic records and signatures.			CONTINUE	OTHER ACTIONS •	
	Name: Research reunnamm of The City of Doing Business As (DBA) Name(s): Resea FEIN (optiona): 13-1958190 Physical address: 230 W 41st Street, New Y Mailing Address: Same as physical address Phone: (212) 417-8300	nversity of new York rch Foundation of The City University of N (ork, NY, 10036	sw York			
	Notice Given:	Allowances taken:	Employee's rate of pay: \$20.00 Hour	ly		
	At Hiring	None Tips Meals	Overtime rate of pay: \$30.00			
	allowance claimed or navday		Pay is. Bi-weekly, Anernaning wednesda	ys		
S	Docusign Envelope ID: 2AED1360-6050-4559-A59A-E41833B96	C16	DEMONSTRATION DOCUME PROVIDED BY DOCUSION O 999 3rd Ave, Sute 1700 - Sea www.docusign.com	NT ONLY NLINE SIGNING SERVICE tile • Washington 98104 • (206)	219-0200	
		Notice and Acknowledgement of P Under Section 195.1 of the New Yo Notice for Salary/Hourl	ay Rate and Payday ork State Labor Law y Rate Employee			
	Employer Information Name: Research Foundation of The City Un Doing Business As (DBA) Name(s): Resear FEIN (optional): 13-1988190 Physical address: 230 W 41st Street, New Y Mailing Address: Same as physical address Phone: (212) 417-8300	iversity of New York ch Foundation of The City University of ork, NY, 10036	'New York			
	Notice Given:	Allowances taken:	Employee's rate of pay: \$20.00	Hourly	-	
	At Hiring On or before February 1 Before a change in pay rate(s) allowances claimed or payday	None Tips Meals	Overtime rate of pay: \$30.00 Pay is: Bi-Weekly, Alternating We	dnesdays		
	I hereby certify that I have read the above an false statements knowingly made are punish	Other d the information contained in this form able as a class A misdemeanor (Section	is true and accurate to the best of my know 210.45 of the New York State Penal Law).	wledge and belief. Any	Figu	ure
	Date: 09/06/2024	PI6 Test	er 👱 Prenarer's S	imatura	-	
	Employee Acknowledgement On this day I have been notified of my pay r employer what my primary language is. Check one:	ate, overtime rate (if eligible), allowance	s, and designated payday on the date given	n below. I told my	-	
	My primary language is I have been given this pay notice in Engli	sh occause it is my primary language.	r does not yet offer a pay notice form in m	y primary language.		
	Date:	John Doe	e's Name Employee's	Signature		
	The employee must receive a signed copy of t	his form. The employer must keep the or	iginal for 6 years	Signature	-	
	LS 54(03/11)	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	26	55		
En	nployee Wage Title Designator.pdf	_			1 of 1	
		5				
		FINISH			Figure 15	
	TEST SITE				6 🗡	
Click the red button a	t the top right corner to close this window and contin	ue with your packet.			Figure 16	



Step 6 - Self Identification

- 1. Check applicable circles **①**.
- 2. Click on hyperlinks for additional details and information **2**.
- 3. Select one of the options **⑤**.
- 4. Click **Save & Continue 4** to complete the process and continue to step 7.

TEST SITE	RF Onboard Application				Eddle Murphy Log Off RF Home	
My Details Position Details					Нер	
Supervisor : Sacheen McWatt	Packet ID: 2659 Employee: Eddle Murphy I 300618 Hire Date: 08/27/2024 (New Hire)		Project: 740 Status: Pend	11-00 24 Ing Employee Subr	K Notes S Audit G Print~	
User Account	Gende	r (optional):	Male Female Non	All fields a binary	re required unless marked (optional).	
2 Profile	Are you Hispanie	or Latino?	Yes No Do not wis	ih to answer formation about Eth	nic Groups	
Elinibility	Vietnam Er	a Veteran?	Ves No Do not wis	to answer	-0	
	Special Disable	d Veteran?	Ves No Do not wis	to answer		
Policies	Other Protecte	d Veteran?	Ves No Do not wis	sh to answer		
	Newly Separate	d Veteran?	Ves No Do not wis	to answer		
5 Documents	How do I know If I have a disabilit You are considered to have a disa	ty? sbility if you	+ mo	ment or medical co	ondition that	
6 Self-Identification	Disabilities include, but are not limite	ed to:	+ Why are you being	asked to complete	this form?	
7 Notices	Alcohol or other substance use disorder (not currently using drugs lilegally)	Autoimm lupus, fib HIV/AIDS	une disorder, for example, romyalgia, rheumatoid arthritis, 3	Blind or low vision	Cancer (past or present)	
	Cardiovascular or heart disease	Cellac di	sease	Cerebral palsy	Deaf or serious difficulty hearing	
	Diabetes	Disfigure disfigurer accidents	ment, for example, ment caused by burns, wounds, s, or congenital disorders	Epliepsy or other seizure disorder	Gastrointestinal disorders, for example, Crohn's Disease, imitable bowel syndrome	
	Intellectual or developmental disability	Mental he depressk disorder,	ealth conditions, for example, on, bipolar disorder, anxiety schizophrenia, PTSD	Missing limbs or partially missing limbs	Mobility impairment, benefiting from the use of a wheelchair, scooter, walker, leg brace(s) and/or other supports	
	Nervous system condition, for example, migraine headaches, Parkinson's disease, multiple scierosis (MS)	Neurodiv deficit/hy autism sp dyspraxia	ergence, for example, attention- peractivity disorder (ADHD), pectrum disorder, dyslexia, a, other learning disabilities	Partial or complete paralysis (any cause)	Pulmonary or respiratory conditions, for example, tuberculosis, asthma, emphysema	
	Short stature (dwarfism)			Traumatic brain	Injury	
	Please select one of the boxes below: Yes, I have a disability, or have had one in the past.					
	No, I don't have a disability and have not had one in the past.					
	I don't want to answer.					
			+ Reaso	onable Accommoda	tion Notice	
	F	Recall	Return	Save & Contl	nue 4 Submit	

Figure 16



Step 7 - Notices

You are now in the final stage of the onboarding process. The **Notices** section provides an opportunity for you to leave comments or questions for your HR Coordinator. This section also includes important information from your hiring manager, such as role-specific updates or requirements, as well as official RF notices.

Here, you will find:

- 1. Labor Law Notices to ensure compliance with federal and state regulations.
- 2. **W-2 Information** to prepare for tax filing.
- 3. Details regarding **Mandatory Trainings** that are required for your role.
- Instructions for viewing your Accrued Annual Leave Balances. Once you have logged in to your RFCUNY account, navigate to the Time and Leave System (Payroll Administration) and follow the provided instructions to view your accrual balances.

Please ensure you review all notices carefully and address any questions or concerns with your HR Coordinator before completing the onboarding process.

My Details Position Details	5	Help
User Account	Supervisor's Notices	
2º Profile	RF Notices 1. You must discuss and schedule your annual leave as soon as your start your appointment. Annual leave must be taken during the	
3 Eligibility	appointment period. If you are unsure if you accrue annual leave, contact Pat Osbahr in the RFCUNY Human Resources office at 21 417-8670. 2. You must complete all mandatory RFCUNY training within 30 days of your hired date.	2-
4 Policies	3. The research Foundation (HP) provides new employee orientation to an new hires. The orientation is the best way for you to get its hand information about the RF, and the policies and benefits that impact your employment. Please register to attend a new hire orientation by going to <u>Bt Website</u> Labor Law Notices	
5 Documents	Labor law notices are federal and state employment laws covering topics such as the minimum wage, health & safety, and other import labor laws in the workplace. Employers are required to post notices in an area frequented by all employees. To gain access to these notices, click on <u>Labor Law Notices</u>	ant
6 Self-Identification		
7 Notices		
	Recall Return	

