RESEARCH
FOUNDATION CUNY

RF Onboard System Employee
User Guide

Contents

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 no-reply@rfcuny.org 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** ❶ (https://www.rfcuny.org/RFOnboard/login).
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 555-555-5555 or your campus personnel coordinator(s) – John Doe (555-555-5555)

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

- ❶ Link to System: https://www.rfcuny.org/RFOnboard/login
- Your Email Address (Temporary Login ID): hire.me@anymail.com
- 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: https://www.rfcuny.org/RFWebsite/

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 www.rfcuny.org.
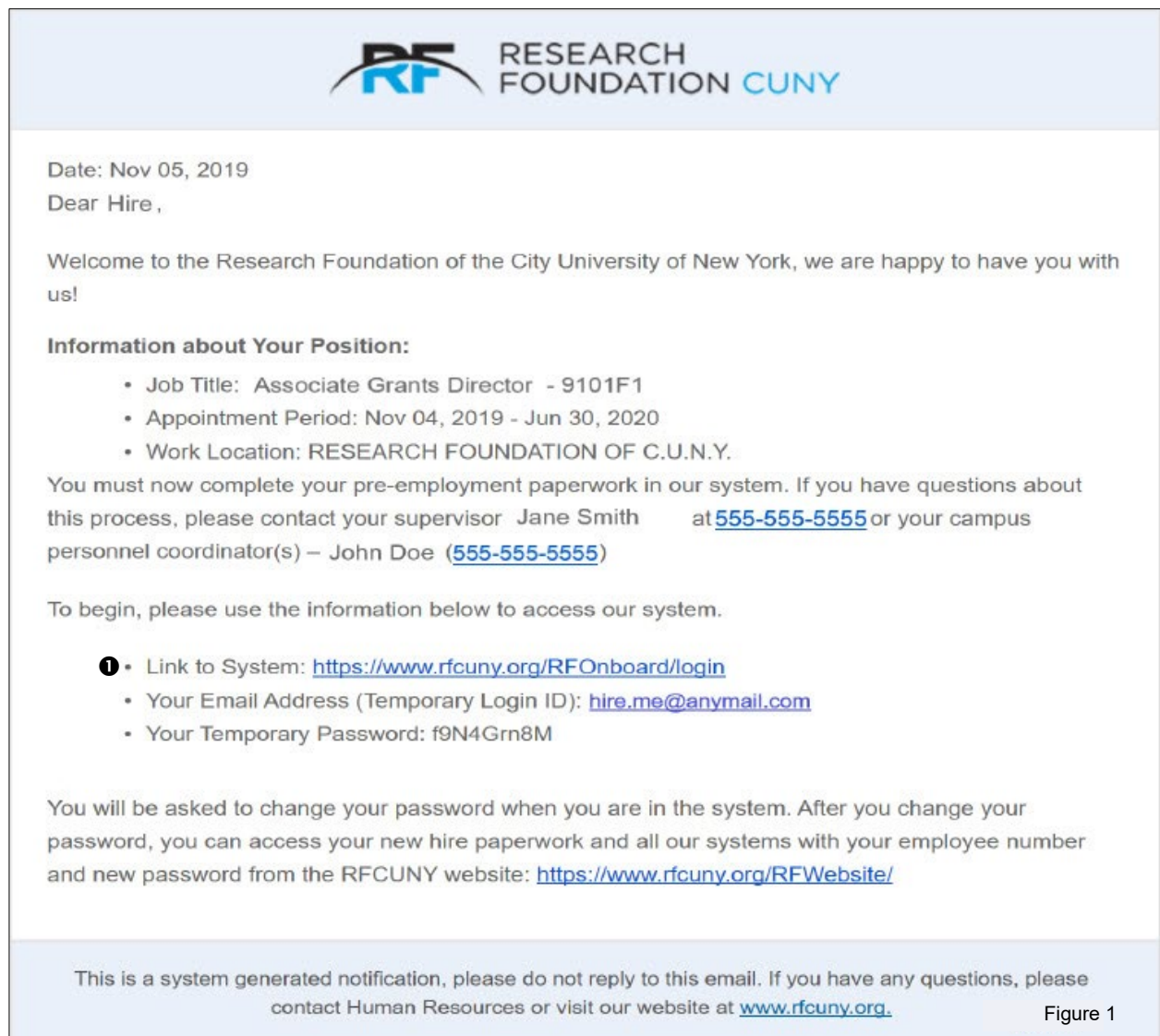
Figure 1

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** ❶ and ~~a~~ **Temporary Password** ❷ from your **email invitation** ❸.
2. Check the **I'm not a robot** box ❹ and follow the prompt instructions.
3. Click the **Login ~~In~~** button ❺.

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~~,~~ www.rfcuny.org for all future usage.

Figure 2

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@rfcuy.org
- ❷ Your Temporary Password: p4KSi3s2Q

Figure 3

Setting Up your RFCUNY Account

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

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

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

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

Figure 4

Figure 5

Using RF Onboard

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

Page Detail Functions

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

❷ The **Notes** button allows you to leave personal notes or notes to the RF administrator.

❸ The **Aduit** button displays the history of your past and current transactions.

❹ The **Print** button allows you to print the selected sections.

❺ The **Help** button provides access to the HR Representatives and Employee User Manual.

❻ Highlighted numbers on the side indicate the current section.

❼ Hovering over the **Question Mark** displays information required for each field.

❽ You can upload a profile picture by clicking the **Profile Picture** section.

❾ The **Return** button allows you to return the application to the PI.

❿ **Save & Continue** allows you to save progress and return later.

Figure 6

5

Step 1 - User Account

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

1. Click **Save & Continue** ❷ 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** ❸, but later have an SSN, the packet will be returned so you can upload the proof in the documents section 5.

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 https://www.rfcuny.org with your Employee ID and password and selecting RF Onboard from the Electronic Tools menu.

Ok
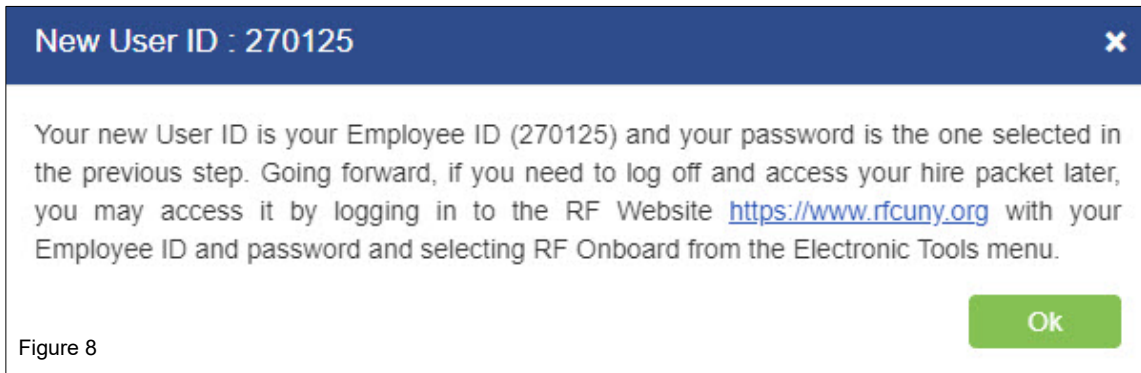
Figure 8

Step 2 - Profile

Complete all required fields ❶:

- 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 ❷ indicates completed sections.

Click **Save & Continue** ❸ to proceed to the Eligibility step.

Figure 9

Step 3 - Eligibility

1. Answer all required questions using checkboxes or drop-down menus ❶.
2. If authorized to work in the U.S., select **Yes**, and an additional question will appear to specify Employment Authorization Type ❷.
3. Click **View Position Details** to see job details in a new window ❸.
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 ❹.
5. Click **Save & Continue** to proceed to the Policies step ❺.

Figure 10

Step 4 - Policies

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

Figure 11

Step 5 - Documents

1. Complete all required documents: Click on **Background Check Authorization and Disclosure Notice ❶**, 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 ❷, a **green check ❸** mark will appear when completed.
4. Check the **Acknowledgement of RFCUNY Employments Terms & Conditions** box ❹ after clicking on the link.
5. Upload completed form (e.g., **RFCUNY Application for Employment ❺**).
6. Click **Save & Continue ❻** and move to Self-Identification step.

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

Figure 12

11

DocuSign Instructions

To complete the DocuSign process:

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

Figure 14

Figure 15

Figure 16

Step 6 - Self Identification

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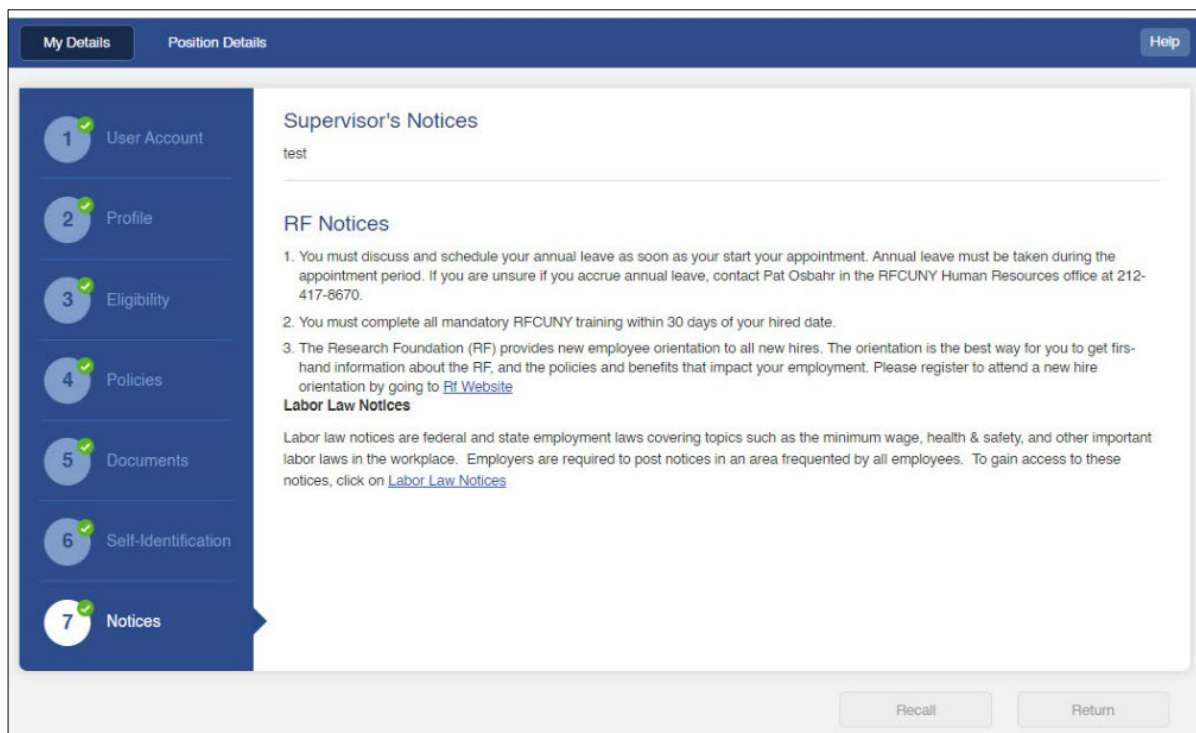

Figure 16

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.
4. 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.

Figure 17