

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 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. Click 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.

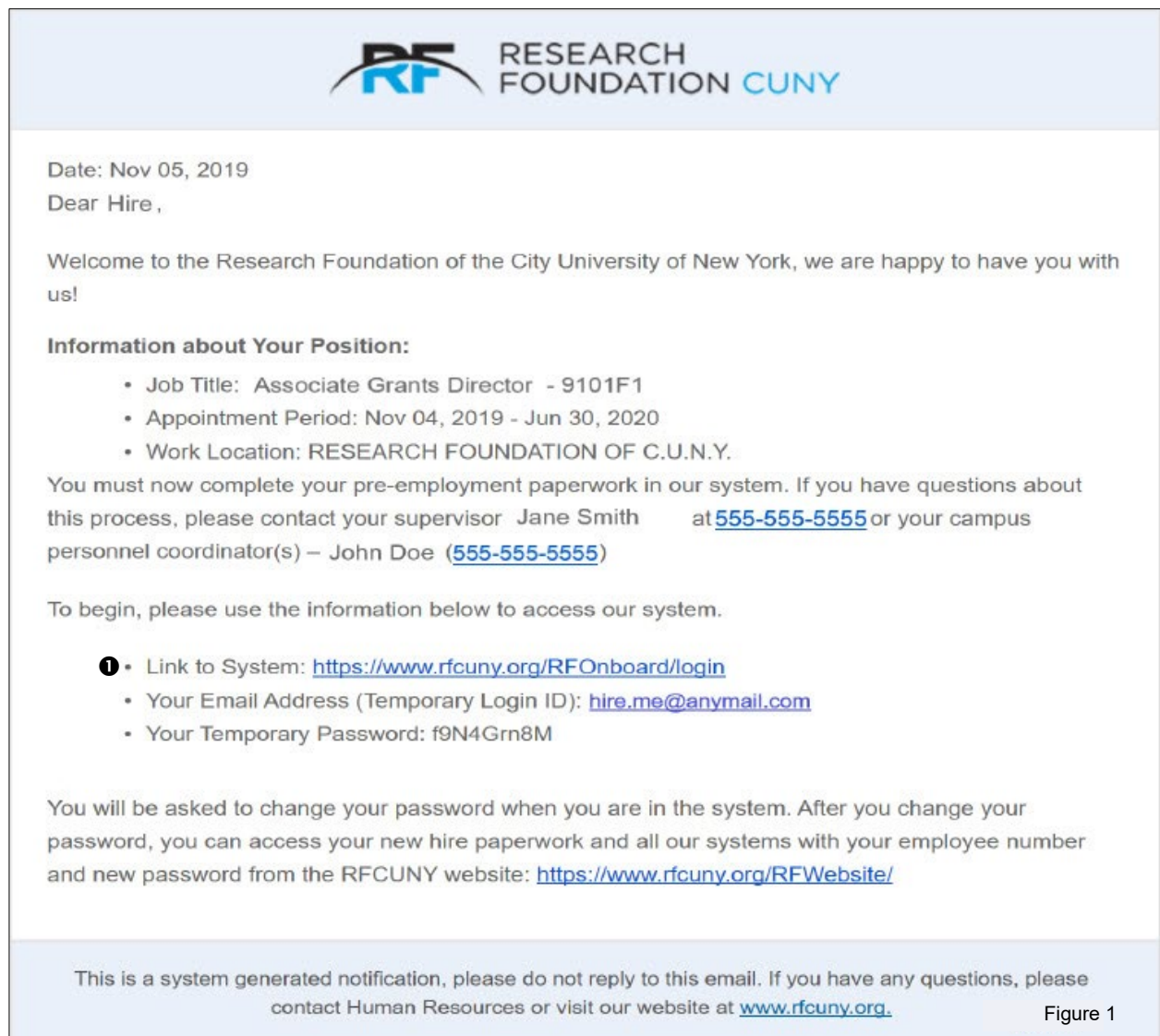


Figure 1

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 ❹** and follow the prompt instructions.
3. Click the **Login ❺** 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

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 ❸.

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

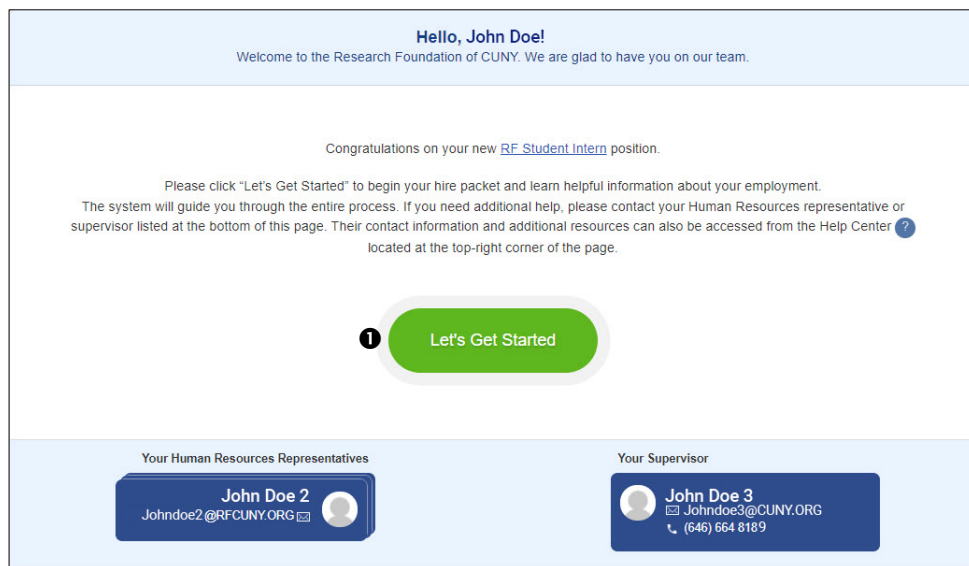
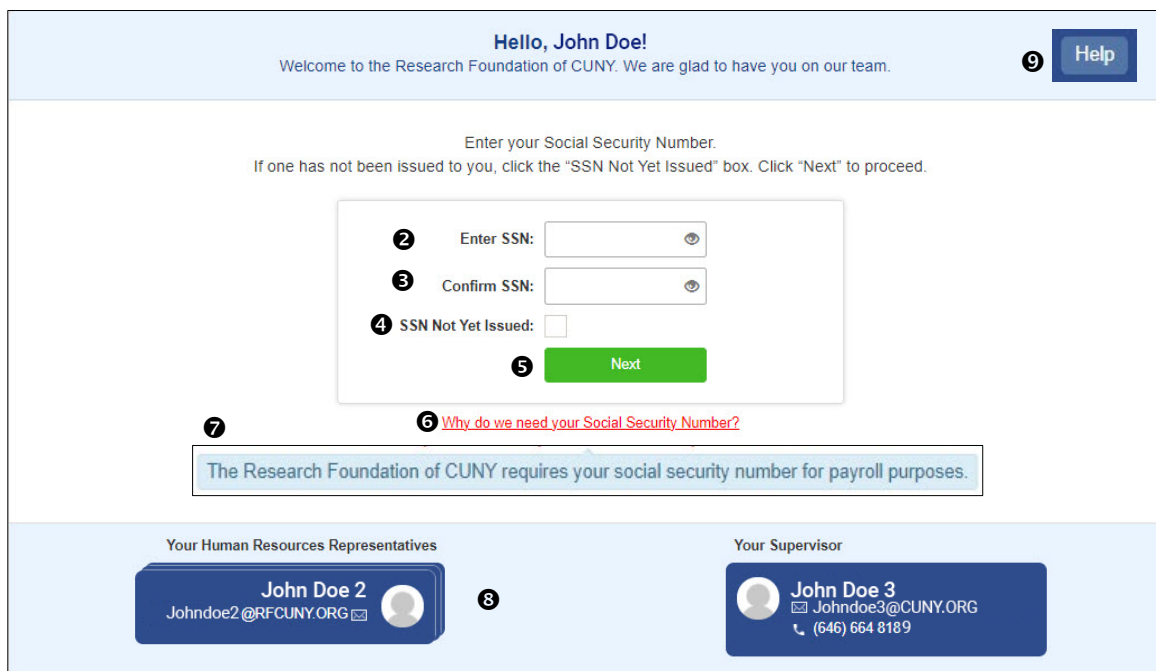


Figure 4



This screenshot shows the next step in the account setup process, where the user is prompted to enter their Social Security Number. The header is consistent with the previous page, but a 'Help' button (numbered ❹) is now visible in the top right. The main content area asks the user to 'Enter your Social Security Number' and provides a note that if the SSN has not been issued, they should click the 'SSN Not Yet Issued' box. The form includes two input fields for 'Enter SSN' (numbered ❷) and 'Confirm SSN' (numbered ❸), each with a visibility toggle. Below these is a checkbox for 'SSN Not Yet Issued' (numbered ❹) and a green 'Next' button (numbered ❺). A red text link 'Why do we need your Social Security Number?' (numbered ❻) is present. A blue banner (numbered ❼) at the bottom states: 'The Research Foundation of CUNY requires your social security number for payroll purposes.' At the bottom of the page, the contact information for John Doe 2 and John Doe 3 is shown, with a blue banner (numbered ❸) appearing over the HR representative's contact details.

Figure 5
4

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 **Audit** 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.

The screenshot shows the 'RF Onboard Application' page for John Doe. The page is divided into a header, a sidebar, and a main content area. The sidebar on the left contains a list of sections: 1 User Account, 2 Profile, 3 Eligibility, 4 Policies, 5 Documents, 6 Self Identification, and 7 Notices. The main content area displays application details and form fields. Callouts 1 through 10 point to specific elements: 1 points to the Packet ID (32131), 2 to the Notes button, 3 to the Audit button, 4 to the Print button, 5 to the Help button, 6 to the User Account section in the sidebar, 7 to a question mark icon next to the Name Suffix field, 8 to the Profile picture upload link, 9 to the Return button, and 10 to the Save & Continue button. The form fields include First & Middle Name, Last Name, Name Suffix (optional), Social Security Number (with a 'Not Yet Issued' checkbox), New Password, Confirm Password, Email Address, and two Security Questions with answers. An 'Electronic Consent' section is also present, requiring agreement to receive communications electronically.

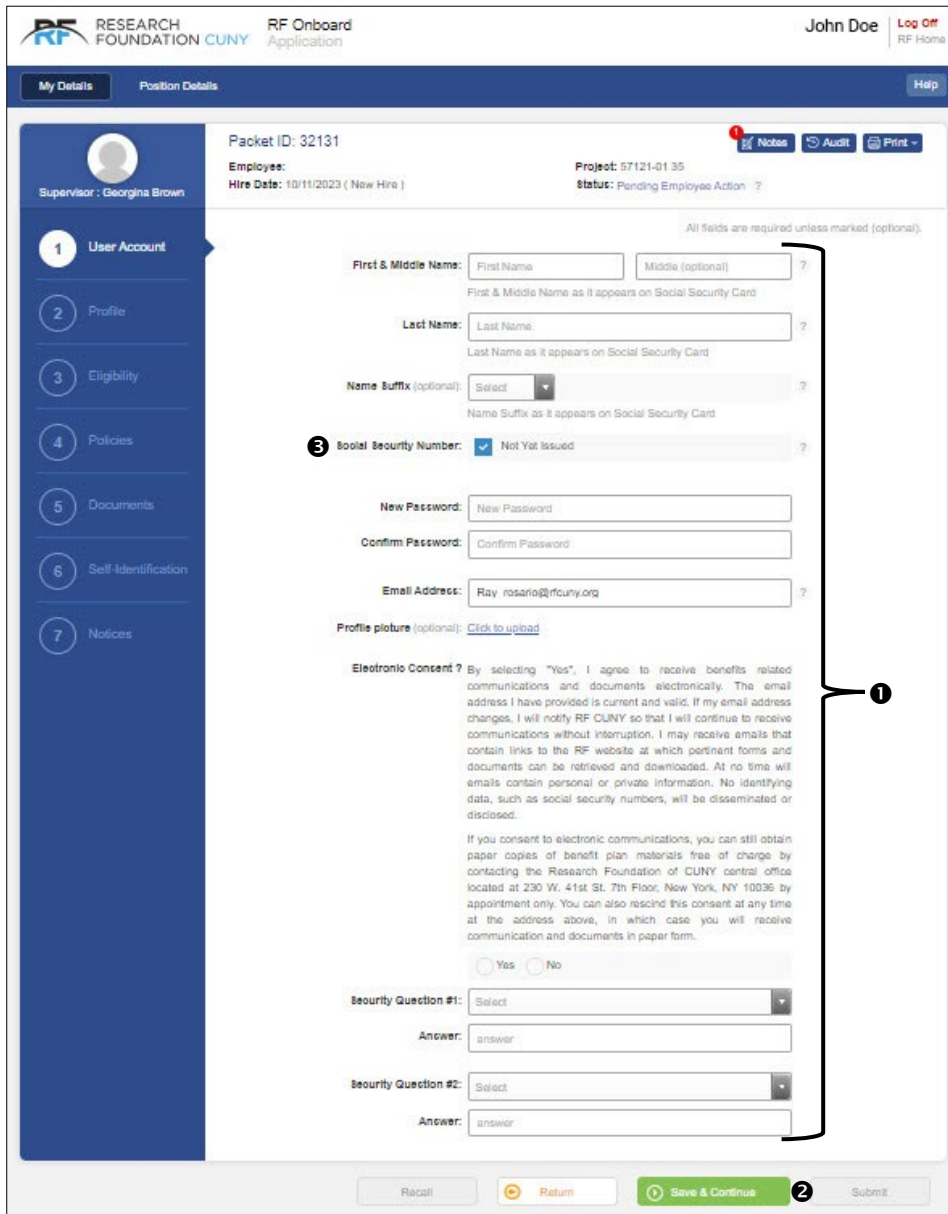
Step 1 - User Account

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.



RF Onboard Application

John Doe | Log Off | RF Home

My Details | Position Details | Help

Packet ID: 32131

Employee: | Project: 57121-0135

Hire Date: 10/11/2023 (New Hire) | Status: Pending Employee Action ?

Supervisor: Georgina Brown

1 User Account

2 Profile

3 Eligibility

4 Policies

5 Documents

6 Self Identification

7 Notices

All fields are required unless marked (optional).

First & Middle Name: First Name Middle (optional) ?
First & Middle Name as it appears on Social Security Card

Last Name: Last Name ?
Last Name as it appears on Social Security Card

Name Suffix (optional): Select ?
Name Suffix as it appears on Social Security Card

❸ Social Security Number: ☒ Not Yet Issued ?

New Password: New Password

Confirm Password: Confirm Password

Email Address: Ray.rosario@rfcuny.org ?

Profile picture (optional): [Click to upload](#)

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 pertinent 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 central 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

Security Question #1: Select ?
Answer: answer

Security Question #2: Select ?
Answer: answer

Recall | Return | **Save & Continue** ❷ | Submit

Figure 7

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

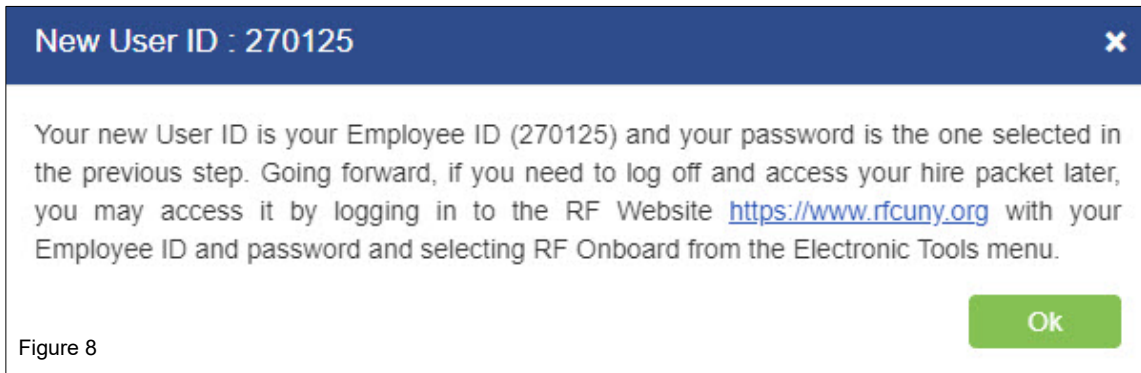


Figure 8

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.

RESEARCH FOUNDATION CUNY RF Onboard Application

John Doe Log Off RF Home

My Details Position Details Help

Packet ID: 32131

Employee: John Doe | 270125 Project: 57121-01 35

Hire Date: 10/11/2023 (New Hire) Status: Pending Employee Submission ?

Supervisor: Georgina Brown

1 User Account 2 Profile 3 Eligibility 4 Policies 5 Documents 6 Self-Identification 7 Notices

All fields are required unless marked (optional).

Date of Birth: MM/DD/YYYY

Legal Address: Street Address ?

(optional): Apartment, Suite, Unit, Floor, Etc.

City: City

State: Select

Zip Code: ZIP Code

Country: United States

Legal and Mailing Address must be a US address

☒ Mailing address same as above

Home Phone: Eg: (XXX) XXX XXXX

Cell Phone: Eg: (XXX) XXX XXXX

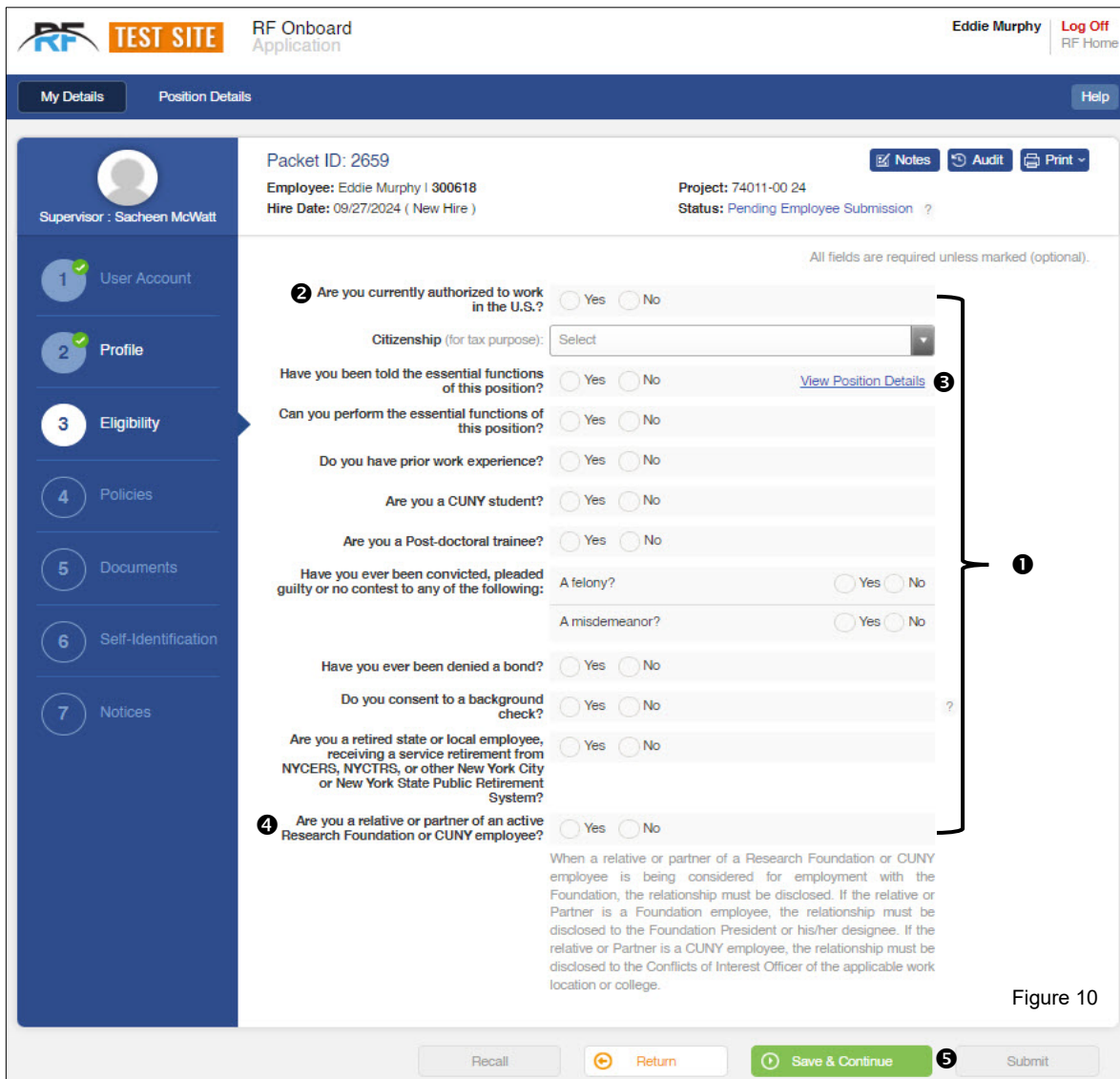
Either Home or Cell Phone is required

Recall Return Save & Continue Submit

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.



RF **TEST SITE** RF Onboard Application Eddie Murphy Log Off RF Home

My Details Position Details Help

Packet ID: 2659 Employee: Eddie Murphy | 300618 Project: 74011-00 24
 Hire Date: 09/27/2024 (New Hire) Status: Pending Employee Submission ?

Notes Audit Print

Supervisor : Sacheen McWatt

1 User Account
 2 Profile
3 Eligibility
 4 Policies
 5 Documents
 6 Self-Identification
 7 Notices

All fields are required unless marked (optional).

❷ Are you currently authorized to work in the U.S.? ☐ Yes ☐ No

Citizenship (for tax purpose): Select

Have you been told the essential functions of this position? ☐ Yes ☐ No [View Position Details](#) ❸

Can you perform the essential functions of this position? ☐ Yes ☐ No

Do you have prior work experience? ☐ Yes ☐ No

Are you a CUNY student? ☐ Yes ☐ No

Are you a Post-doctoral trainee? ☐ Yes ☐ No

Have you ever been convicted, pleaded guilty or no contest to any of the following:

A felony? ☐ Yes ☐ No

A misdemeanor? ☐ Yes ☐ No

Have you ever been denied a bond? ☐ Yes ☐ No

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

❹ Are you a relative or partner of an active Research Foundation or CUNY employee? ☐ Yes ☐ No

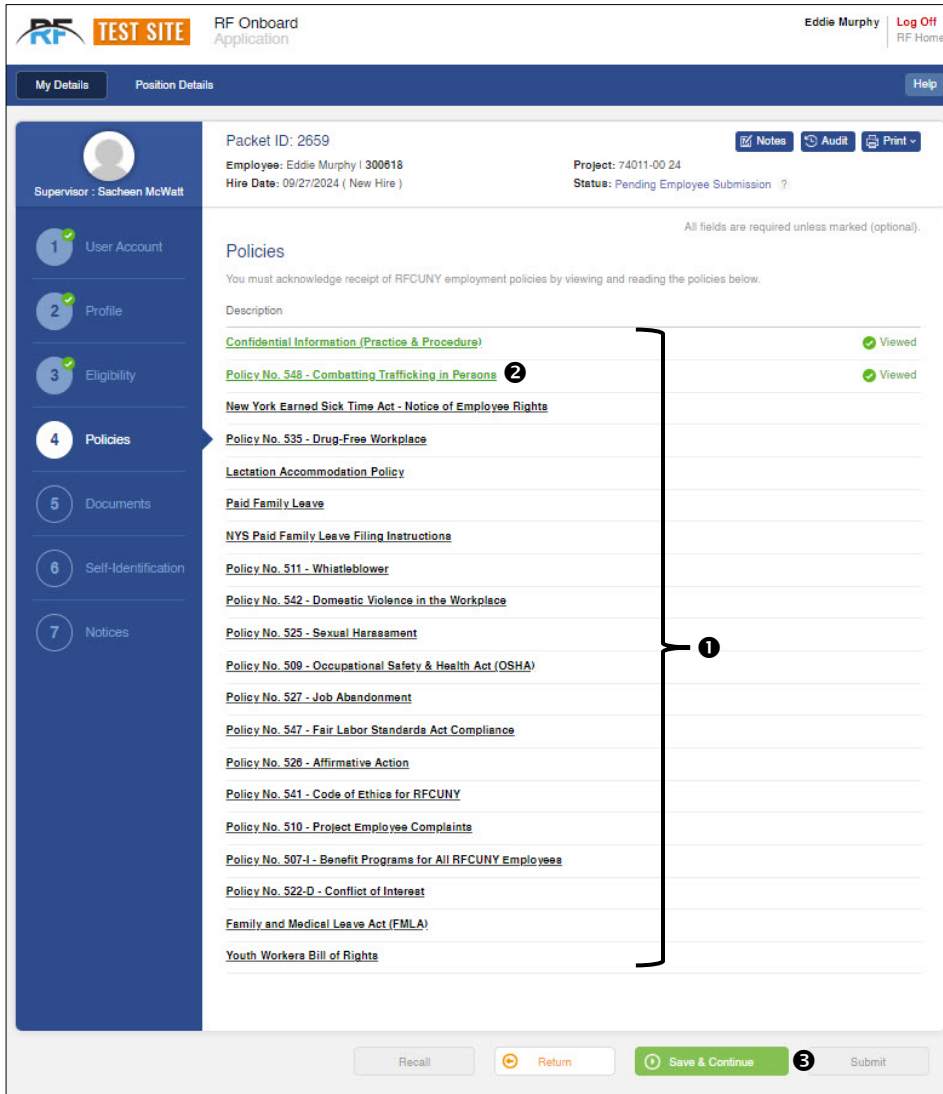
When a relative or partner of a Research Foundation or CUNY employee is being considered for employment with the Foundation, the relationship must be disclosed. If the relative or Partner is a Foundation employee, the relationship must be disclosed to the Foundation President or his/her designee. If 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.

Recall Return **❶ Save & Continue** ❺ Submit

Figure 10

Step 4 - Policies

1. View and acknowledge RFCUNY employment policies by clicking the **hyperlinks ①**.
The hyperlinks will turn green after viewing ②.
2. Click **Save & Continue** and move to the Documents step ③.



RF **TEST SITE** RF Onboard Application Eddie Murphy Log Off RF Home

My Details Position Details Help

Supervisor : Sacheen McWalt

Packet ID: 2659 Employee: Eddie Murphy | 300618 Project: 74011-00 24
Hire Date: 09/27/2024 (New Hire) Status: Pending Employee Submission ?

Notes Audit Print

All fields are required unless marked (optional).

Policies

You must acknowledge receipt of RFCUNY employment policies by viewing and reading the policies below.

Description	Status
Confidential Information (Practice & Procedure)	Viewed
Policy No. 548 - Combatting Trafficking in Persons ②	Viewed
New York Earned Sick Time Act - Notice of Employee Rights	
Policy No. 535 - Drug-Free Workplace	
Lactation Accommodation Policy	
Paid Family Leave	
NYS Paid Family Leave Filing Instructions	
Policy No. 511 - Whistleblower	
Policy No. 542 - Domestic Violence in the Workplace	
Policy No. 525 - Sexual Harassment	
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. 507-1 - Benefit Programs for All RFCUNY Employees	
Policy No. 522-D - Conflict of Interest	
Family and Medical Leave Act (FMLA)	
Youth Workers Bill of Rights	

Recall Return Save & Continue ③ Submit

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 ❷.

RF Onboard Application

Eddie Murphy | Log Off | RF Home

My Details | Position Details | Help

Supervisor : Sacheen McWatt

Packet ID: 2659

Employee: Eddie Murphy | 300618

Hire Date: 09/27/2024 (New Hire)

Project: 74011-00 24

Status: Pending Employee Submission ?

Notes | Audit | Print

All fields are required unless marked (optional).

E-Signatures

Please review and sign the following document(s)

Description	Status
Background Check Authorization and Disclosure Notice ? ❶	Pending Signature
Employee Withholding Allowance Certificates ? E-Signing this document is required ❷	Pending Signature
Federal and New York State withholding allowance certificates to determine the correct income tax to withholding from	
Notice and Acknowledgment of Pay Rate and Payday ? ❷	❸ ✓ Signed

Acknowledgments

Please review the following document(s) and acknowledge receipt of the information.

[Acknowledgment of RFCUNY Employment Terms and Conditions](#) ❹

☐ I have read, understand, and acknowledge all the RFCUNY Employment Terms and Conditions specified.

Documents

Please upload the following document(s)

Description	File Name	Action
RFCUNY Application for Employment ? ❺	Award Letter.docx	Delete
RFCUNY Determination of Alien Tax Status Form (RF-702) ? (optional)		Upload

+ Add New

Recall | Return | **Save & Continue** ❻ | Submit

Figure 12

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.

Please Review & Act on These Documents

Onboarding System
Research Foundation of CUNY

❶ Please read the Electronic Record and Signature Disclosure.
☒ I agree to use electronic records and signatures.

❷ CONTINUE OTHER ACTIONS ▾

Name: Research Foundation of The City University of New York
Doing Business As (DBA) Name(s): Research Foundation of The City University of New York
FEIN (optional): 13-1988190
Physical address: 230 W 41st Street, New York, NY, 10036
Mailing Address: Same as physical address
Phone: (212) 417-8300

Notice Given: <input checked="" type="checkbox"/> At Hiring <input type="checkbox"/> On or before February 1 <input type="checkbox"/> Before a change in pay rate(s) <small>allowances claimed or payable</small>	Allowances taken: <input checked="" type="checkbox"/> None <input type="checkbox"/> Tips <input type="checkbox"/> Meals <input type="checkbox"/> Lodging	Employee's rate of pay: \$20.00 Hourly Overtime rate of pay: \$30.00 Pay is: Bi-Weekly, Alternating Wednesdays
--	---	--

❸ START

DocuSign Envelope ID: 2AED1360-6050-4559-A59A-E41833B96C16

DEMONSTRATION DOCUMENT ONLY
PROVIDED BY DOCUSIGN ONLINE SIGNING SERVICE
999 3rd Ave, Suite 1700 • Seattle • Washington 98104 • (206) 219-0200
www.docusign.com

Notice and Acknowledgement of Pay Rate and Payday
Under Section 195.1 of the New York State Labor Law
Notice for Salary/Hourly Rate Employee

Employer Information
Name: Research Foundation of The City University of New York
Doing Business As (DBA) Name(s): Research Foundation of The City University of New York
FEIN (optional): 13-1988190
Physical address: 230 W 41st Street, New York, NY, 10036
Mailing Address: Same as physical address
Phone: (212) 417-8300

Notice Given: <input checked="" type="checkbox"/> At Hiring <input type="checkbox"/> On or before February 1 <input type="checkbox"/> Before a change in pay rate(s) <small>allowances claimed or payable</small>	Allowances taken: <input checked="" type="checkbox"/> None <input type="checkbox"/> Tips <input type="checkbox"/> Meals <input type="checkbox"/> Lodging <input type="checkbox"/> Other	Employee's rate of pay: \$20.00 Hourly Overtime rate of pay: \$30.00 Pay is: Bi-Weekly, Alternating Wednesdays
--	---	--

I hereby certify that I have read the above and the information contained in this form is true and accurate to the best of my knowledge and belief. Any false statements knowingly made are punishable as a class A misdemeanor (Section 210.45 of the New York State Penal Law).

Date: 09/06/2024 P16 Tester
Preparer's Name Preparer's Signature

Employee Acknowledgement
On this day I have been notified of my pay rate, overtime rate (if eligible), allowances, and designated payday on the date given below. I told my employer what my primary language is.

Check one:
☐ I have been given this pay notice in English because it is my primary language.
☐ My primary language is _____.
☐ I have been given this pay notice in English only, because the Department of Labor does not yet offer a pay notice form in my primary language.

Date: _____ John Doe
Employee's Name Employee's Signature

The employee must receive a signed copy of this form. The employer must keep the original for 6 years

LS 54(03/11) 2655

Employee Wage Title Designator.pdf 1 of 1

❹

❺ FINISH

Figure 14

TEST SITE

Click the red button at the top right corner to close this window and continue with your packet.

❻

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.

TEST SITE

RF Onboard
Application

Eddie Murphy
Log Off
RF Home

My Details
Position Details
Help

Supervisor : Sacheen McWalt

Packet ID: 2659
Employee: Eddie Murphy | 800618
Hire Date: 08/27/2024 (New Hire)

Project: 74011-00 24
Status: Pending Employee Submission

1 User Account
2 Profile
3 Eligibility
4 Policies
5 Documents
6 Self-Identification
7 Notices

All fields are required unless marked (optional).

Gender (optional): ☐ Male ☐ Female ☐ Nonbinary

Are you Hispanic or Latino? ☐ Yes ☐ No ☐ Do not wish to answer
[+ more information about Ethnic Groups](#)

Vietnam Era Veteran? ☐ Yes ☐ No ☐ Do not wish to answer

Special Disabled Veteran? ☐ Yes ☐ No ☐ Do not wish to answer

Other Protected Veteran? ☐ Yes ☐ No ☐ Do not wish to answer

Newly Separated Veteran? ☐ Yes ☐ No ☐ Do not wish to answer
[+ more information about Veterans](#)

How do I know if I have a disability?
You are considered to have a disability if you have a physical or mental impairment or medical condition that substantially limits a major life activity, or if you have a history or record of such an impairment or medical condition.
[+ Why are you being asked to complete this form?](#)

Disabilities include, but are not limited to:

Alcohol or other substance use disorder (not currently using drugs illegally)	Autoimmune disorder, for example, lupus, fibromyalgia, rheumatoid arthritis, HIV/AIDS	Blind or low vision	Cancer (past or present)
Cardiovascular or heart disease	Celiac disease	Cerebral palsy	Deaf or serious difficulty hearing
Diabetes	Disfigurement, for example, disfigurement caused by burns, wounds, accidents, or congenital disorders	Epilepsy or other seizure disorder	Gastrointestinal disorders, for example, Crohn's Disease, irritable bowel syndrome
Intellectual or developmental disability	Mental health conditions, for example, depression, bipolar disorder, anxiety disorder, 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 sclerosis (MS)	Neurodivergence, for example, attention-deficit/hyperactivity disorder (ADHD), autism spectrum disorder, dyslexia, dyspraxia, 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.

[+ Reasonable Accommodation Notice](#)

Recall
Return
Save & Continue
Submit

Figure 16

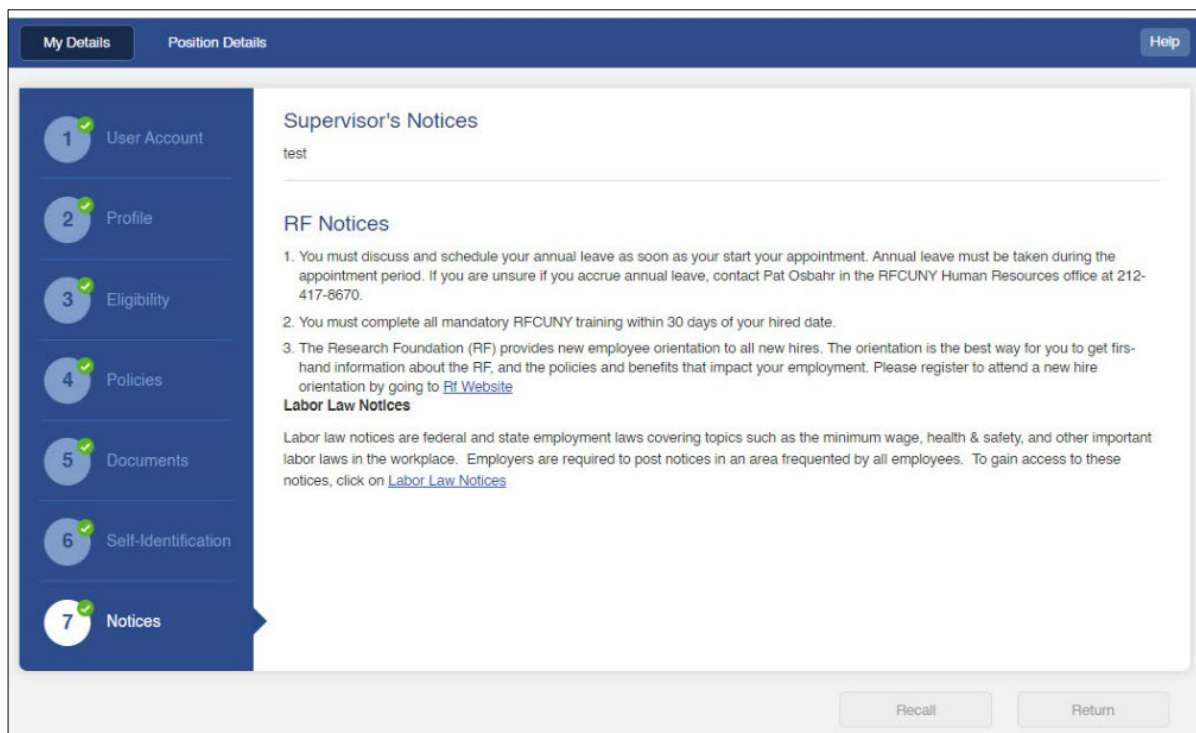
Step 7 - Notices

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.
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.



The screenshot displays the 'Notices' section of the RFCUNY onboarding portal. On the left, a vertical sidebar lists seven steps: 1. User Account, 2. Profile, 3. Eligibility, 4. Policies, 5. Documents, 6. Self-Identification, and 7. Notices. Step 7 is highlighted with a blue arrow. The main content area is titled 'Supervisor's Notices' and contains a text input field with the word 'test'. Below this, the 'RF Notices' section lists three items: 1. Annual leave scheduling, 2. Mandatory training completion, and 3. New hire orientation. At the bottom of the main content area, there is a section for 'Labor Law Notices' with a brief description and a link to 'Labor Law Notices'. At the bottom right of the interface, there are two buttons: 'Recall' and 'Return'.

Figure 17