Perkins 2026-2027
OneRF Information for Perkins Project Directors

There are significant changes to the management of Perkins projects due to implementation of OneRF.

You will have your own OneRF account for your Perkins project to:

- Approve employee timesheets
- Manage and approve employee absences
- View OneRF RFCUNY budget & expense report

City Tech Employee processing forms are due to Philip Zeng (Perkins@citytech.cuny.edu) at least three weeks prior to employee work start date.

Do not make any changes to employee appointments, dates, work schedule, pay rate, or hours. Please submit a City Teh OneRF appointment modification form to Philip in advance for him to make changes in OneRF.

We will be tracking Perkins expenditures separately since the OneRF RF Budget & Expense Report is vastly different from the legacy RF web reports. Once employees are hired on your account we will provide you view access to our tracking spreadsheet and other account files. Please review the spreadsheet for accuracy on a regular basis and let us know if it differs from the RFCUNY Budget & Expense Report.

Timesheet Approval

Timesheets should be entered by the employee on the Friday before timesheets are due or at the latest Monday when timesheets are due in OneRF. Here is a link to the RFCUNY payroll calendar Philip will also send reminders about timesheets. After employees enter their timesheet, you can approve their Time Entry in My Tasks. Click on the file cabinet icon on the top right and submitted timesheets will be in your tasks awaiting your approval.

Absence Request

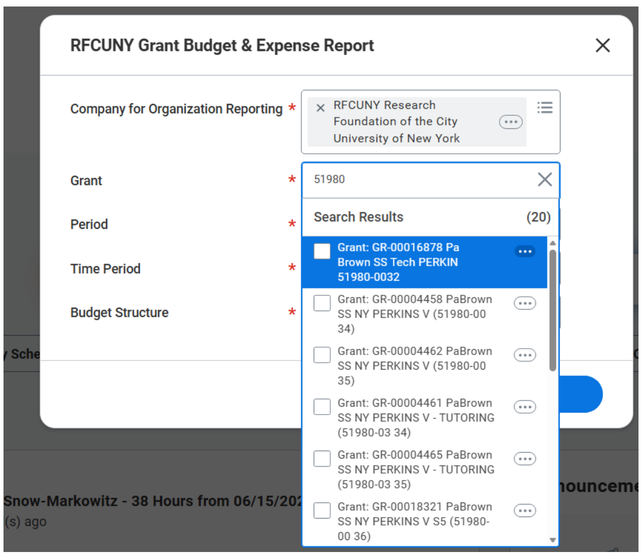
Absence Requests will also appear in My Tasks for your approval. Employees must submit requests for sick leave and annual leave prior to or the day of their absence. Please discuss with staff when they will use their annual leave. Annual leave should be used during the appointment. RFCUNY no longer pays annual leave at the end of appointments. Annual leave is paid to employees when they separate from RFCUNY.

Please discuss with employees how to enter hours worked and requests for absences. We have created a guide for employees. Please share with them and provide any details or requirements for your program.

Absence requests for annual leave do not apply to Grant Sponsored Instructors since they do not accrue annual leave.

<u>RFCUNY Budget & Expense Report</u>

To review your RFCUNY account balance search for *RFCUNY Grant Budget & Expense Report* in One RF. This report has replaced the RFCUNY web reports. You will be prompted to enter your grant number.



This report tracks differently than previous web reports and is often inaccurate. Again, Philip and I will be sharing our internal tracking budget spreadsheet for staff. Please review the spreadsheet for accuracy on a regular basis and let us know if it differs from the RFCUNY Budget & Expense Report.