

Perkins 2026-2027

OneRF Information for Perkins Employees

You have been hired as a RFCUNY employee on the City Tech Perkins grant. General information about the Perkins grant is available at [The Office of Sponsored Programs \(OSP\) Perkins - City Tech](#). You may have been recently processed as a new employee via OneRF or you may be an existing employee. Below is some important information about OneRF.

Please speak with your direct supervisor if you have any questions.

Entering Timesheet/Hours worked

The simplest way to enter your timesheet in OneRF is to type *Enter My Time* in the search bar which leads to a calendar. Employees must enter work hours for each day worked. Click on date and enter number of hours worked in pop-up window, click **Review and Submit**. Another way to enter hours worked is to hover over Personal from left sidebar and select time. There are selections to Enter time for This Week, Last Week or select Week. Click any selection and calendar will appear, click on the date and pop-up window will appear. Enter hours, click Okay, **Review and Submit**.

Work hours should be submitted on Friday before timesheets are due. Here is a link to the [RFCUNY payroll calendar](#)

Annual/Sick Leave

Annual leave payouts are no longer paid out at the end of appointment but when employee separates from RFCUNY. RF employees should be using their annual leave during their appointments, and it must be scheduled. Employees must submit a request for time and leave in advance. The task in the search bar is *Request absence*. Employees can also go to Menu tab and click *Absence* which brings up a screen where you can enter *request absence*. You can also select *absence balance* to view available annual leave and sick time. If you will not work your total scheduled hours during a week, you should enter either annual leave or sick leave, if accrued. You cannot enter leave on any date you are not scheduled to work. Your work hours and leave hours cannot exceed your scheduled hours for any pay period. Employees should have consistent bi-weekly paychecks.

We recommend that you charge accrued annual leave during spring break if you are not working. Employees should also charge accrued annual leave for holidays if the holiday falls on a date that they should have been working. The annual leave request requires approval the same as timesheets. Please discuss the use of leave with your supervisor.

If you have any questions you can email Philip Zeng at Perkins@citytech.cuny.edu