Steps to Hiring Employees on RF CUNY Payroll

E-Onboarding is Here!

The e-onboarding system is designed to make all hire paperwork electronic for submission. This includes New Hires and Rehires with a break in service of 120 days or more. See steps below for getting your RF employees onboarded!

1.
- PI/Preparer contacts OSP at least 2 weeks prior to the employee's start date with employee's name, date of birth, email address, account number and expected start date.
- OSP will send an email to PI/Preparer and employee with steps on completing hire process and link to the onboarding system (RF user ID & Password will be required for PI).
- OSP will send I9 invitation to employee (if a NEW I9 is required) to complete BEFORE or BY their start date. OSP will still have 3 days after the indicated start date to I-9/E-verify the employee. Yes, OSP will need to see the employee via Zoom meeting (currently due to COVID-19) with their orginal, unexpired documents if a NEW I9 or REVERIFICATION I9 is required!

2.
- PI/Preparer initiates onboarding via RF website. All information that would have been required to be completed in paper form will now be completed electronically, including signatures.
- PI/Preparer submits hire packet. OSP Reviews and sends to the employee for their portion to be completed.
- PI ensures that employee contacts OSP to be I-9'd & E-verifed if they have not done so already.
- Employee receives an email with their RF employee ID and a temporary password to access the system and complete thieir portion of the paperwork.
- Employee submits Hire packet to RF HR for processing.

3.
- RF HR reviews the hire packet and approves.
- The e-paf is automatically created and submitted to the RF Project Administrator for approval.
- Once the e-paf has been approved, timesheets will be avaialable in the Time and Leave System for submission and approval according to the RF Payroll Calendar.

- ➢ The College is now mandating that all PIs/ Timekeepers, and Authorized Signatories with access to the Research Foundation e-PAF and e-Timesheet Systems complete a Mandatory e-PAF and e-Timesheet training before completing any e-PAFs or approving any e-Timesheets for their employees. If you have not completed a training thus far, please reach out to Sponsored Programs at sponsoredprograms@jjay.cuny.edu to find out when the next available training will be held.

If you have any questions, please contact Cherryanne Ward at 212-621-3718 or cward@jjay.cuny.edu .