

How to Approve RF Timesheets

1. Log on to www.rfcuny.org with your RF User ID & Password.
2. Under the Electronic Tools Menu on the top of the screen, click on the Time & Leave option.
3. A calendar will appear. Click on the pay period end date that you need to approve time sheets for. Please note: Dark blue dates are pay periods that are open for online submission/approval. Light blue dates are pay periods that are closed out. Paper Retro-active time sheets will need to be submitted for any closed pay periods.
4. Select the project number. If you only have one project, the screen will display the Employee Summary Page.
5. The Employee Summary Page indicates all employees currently on the project. Click on the View/Edit link to access the employee's Time sheet. Please note that employees should be submitting their hours for approval. You will know when your employee has submitted a time sheet by the "Timesheet Status" indicator – It should reflect a blue "Submitted" status. If the Timesheet Status is reflected as a yellow "New" status, contact the employee so that a timesheet can be submitted.
6. If the hours indicated by the employee are accurate, scroll down until you see a "Preview Timesheet" and click on it.
7. Scroll down again until you see a "Save & Approve" button. Click in order to approve the timesheet.

Please read the complete Time and Leave User Guide available at <https://www.rfcuny.org/tsheet/document/TimesheetManual2018.pdf> for comprehensive information on how to appropriately use the eTimesheet System, including accrual and reporting of annual leave and sick time.