

Research Foundation Employee Electronic Timesheet Manual

*Courtesy of the
Office of Sponsored Programs & Research*

Introduction

The purpose of this manual is to walk you through the Research Foundation E-Timesheet web-based system quickly and effortlessly. The manual consists of a series of screen shots, which will make your navigation through the system quite easy.

Please remember that, even though, we strongly encourage you to use the system as promptly as possible, we would like to provide you with appropriate assistance at the same time. Should you experience any payroll related problems, the following group of people are ready to help you:

SPAR Office:

Ms. Zolicia Abotsi

Associate Director - Post Award Administration

Office of Sponsored Programs & Research, Baruch College

Phone: (646) 312-2205; Fax: (646) 312-2206; zolicia.abotsi@baruch.cuny.edu

Ms. Tara Smith

Faculty Liaison - Post Award Administration

Office of Sponsored Programs & Research, Baruch College

Phone: (646) 312-2204; Fax: (646) 312-2206; tara.smith@baruch.cuny.edu

The Research Foundation, Division of Client Services:

Ms. [CECILIA PATXOT](#), BENEFITS COORDINATOR: (212) 417-8632

Ms. [SELMA WEI](#), PAYROLL COORDINATOR: (212) 417-8643

Ms. [ABEER HAMDAN](#), PAF COORDINATOR: (212) 417-8654

Do not hesitate to contact them anytime.

How do I obtain my *Employee ID*?

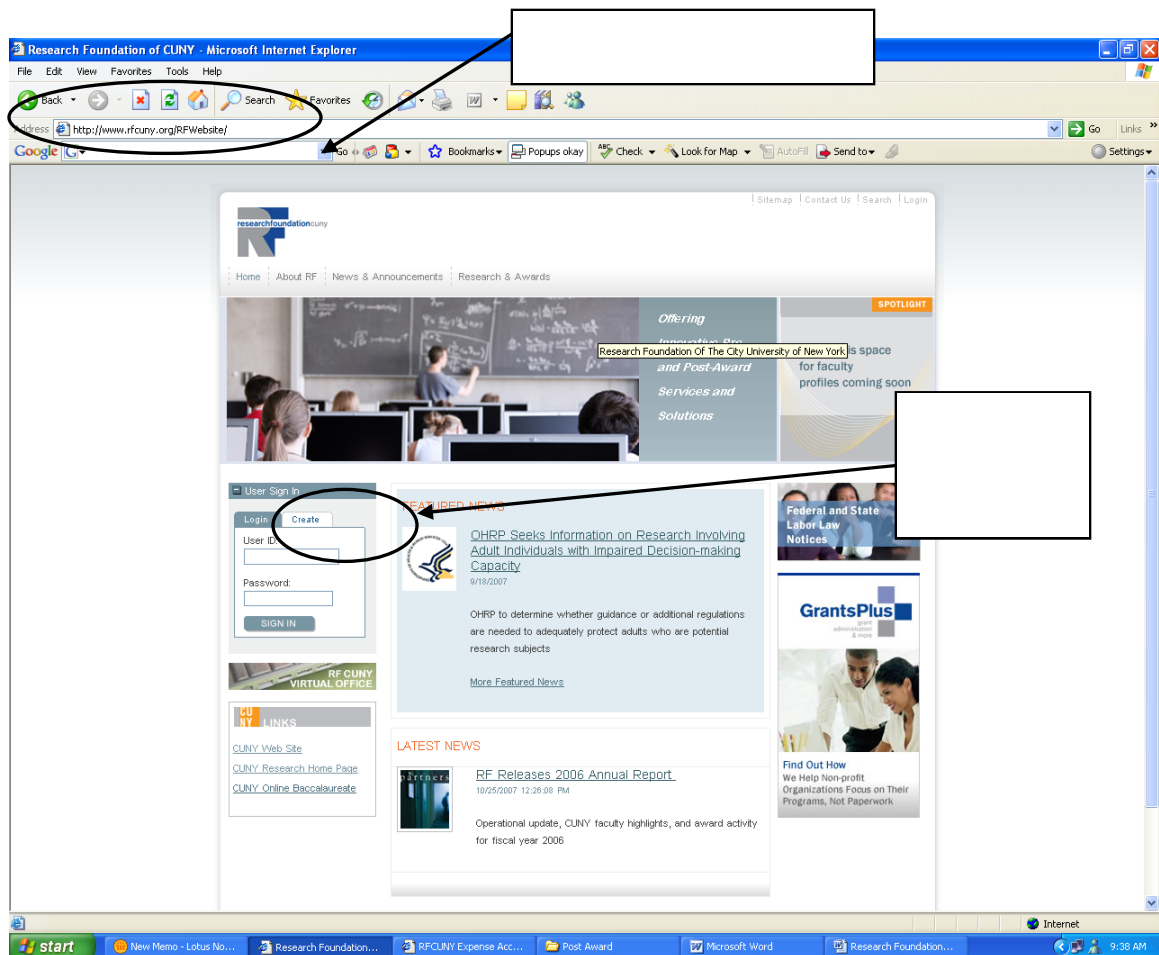
Your ID is not project specific. You will be using the same employee ID every time you work for the Research Foundation either now or in the future.

- *Email*
You will received an email from the Research Foundation informing you of your employee ID number.
- *Located on your Pay Stub*
You can obtain your employee ID number by either looking at the top part of your pay stub—if you were previously paid by the Research Foundation via a paper check that was sent to you in the mail or directly deposited into your bank account.
- *Contact the Grants Office or the Research Foundation*
If you have not received a paycheck previously, then you must contact the Grants Office or the Research foundation to obtain your “Employee ID” number.



How do I create an E-Timesheet account?

Having received the Employee ID, you are ready to create your personal E-Timesheet account.



After hitting the “*Create*” button you will be required to enter your employee ID, last four digits of your social and to select a password.

Click “*Next*”

You will then be asked to answer a series of questions, for example: What is your favorite color? What’s your mother maiden name? Or what year was your car made in? In case of any problems (e.g. lost password), answers to these questions will help the RF staff to identify you as the employee, and give you the help you need. Then you will be asked for a chosen password.

NOTE: Please make sure you memorize your ID and password. That is the only information you will need to remember!

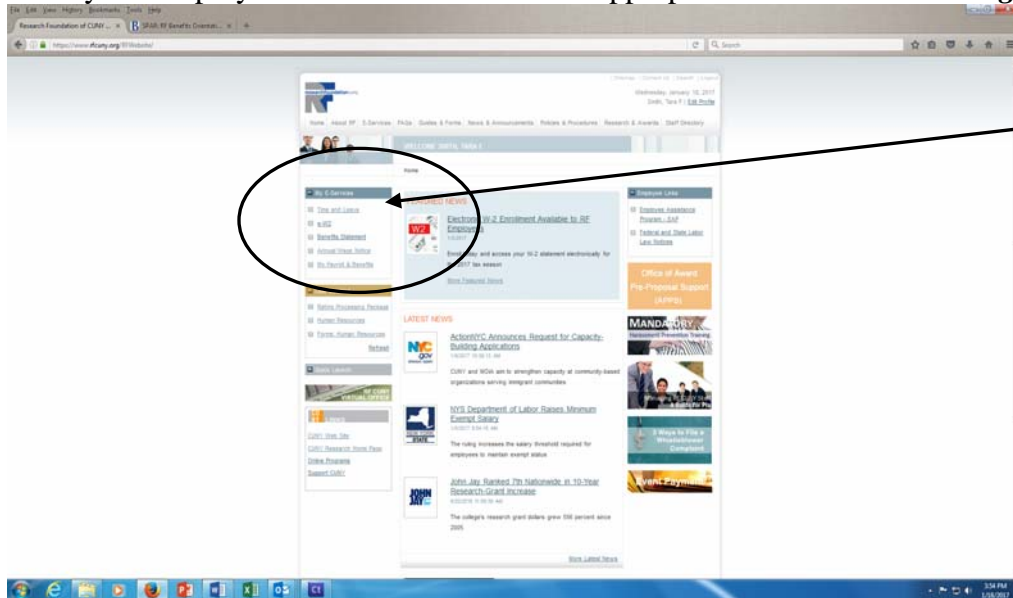
Confirm the settings and return to the RF homepage to begin submitting timesheets. You are now ready to use the E-Timesheet system.

For Questions on User ID and Log on problems, please call the Department of Communication at (212) 417-8300 for help.

How do I access my E-Timesheet Account?

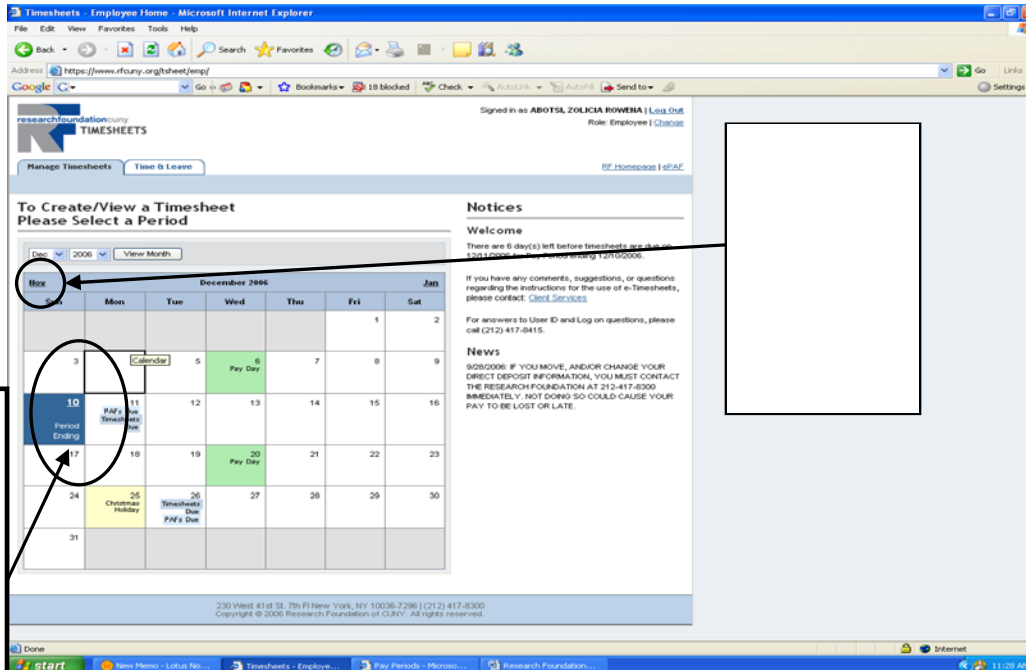
Once you have created your personal E-Timesheet account, you are ready to use the system.

Enter your Employee ID and Password in the appropriate fields and Click **“Sign In”**



*Click:
Time and Leave*

Create/Edit/Submit Timesheet



*Click:
Pay Period
Ending
dates for
timesheets
ending that
date.*

Welcome
There are 6 day(s) left before timesheets are due for 12/12/2006. Timesheet ending 12/10/2006.
If you have any comments, suggestions, or questions regarding the instructions for the use of e-Timesheets, please contact [Client Services](#).
For answers to User ID and Log on questions, please call (212) 417-8415.
News
9/28/2006: IF YOU MOVE, AND/OR CHANGE YOUR DIRECT DEPOSIT INFORMATION, YOU MUST CONTACT THE RESEARCH FOUNDATION AT 212-417-8300 IMMEDIATELY. NOT DOING SO COULD CAUSE YOUR PAY TO BE LOST OR LATE.

Enter your hours and submit the timesheets

Editing Employee Timesheet - Microsoft Internet Explorer

Address: <https://www.rfcuny.org/tsheet/pi/viewappts.aspx?groupby=project>

Sunday	12/03/2006	0.00	0	0	<input type="checkbox"/>	0.00	
Week 1 Subtotals:		0.00	0.00	0.00	0.00	0.00	
Day	Date	Reg	Annual	Sick	Uns	Other Paid	Comments
Monday	12/04/2006	0.00	0	0	<input type="checkbox"/>	0.00	
Tuesday	12/05/2006	0.00	0	0	<input type="checkbox"/>	0.00	
Wednesday	12/06/2006	0.00	0	0	<input type="checkbox"/>	0.00	
Thursday	12/07/2006	0.00	0	0	<input type="checkbox"/>	0.00	
Friday	12/08/2006	0.00	0	0	<input type="checkbox"/>	0.00	
Saturday	12/09/2006	0.00	0	0	<input type="checkbox"/>	0.00	
Sunday	12/10/2006	0.00	0	0	<input type="checkbox"/>	0.00	
Week 2 Subtotals:		0.00	0.00	0.00	0.00	0.00	
Total Charges		0.00	0.00	0.00	0.00	0.00	

Done Internet

Preview/Confirm Employee Timesheet - Microsoft Internet Explorer

Address: <https://www.rfcuny.org/tsheet/pi/previewtsheet.aspx>

Thursday	12/21/2006	0.00	0	0	<input type="checkbox"/>	0.00	
Friday	12/22/2006	0.00	0	0	<input type="checkbox"/>	0.00	
Saturday	12/23/2006	0.00	0	0	<input type="checkbox"/>	0.00	
Sunday	12/24/2006	0.00	0	0	<input type="checkbox"/>	0.00	
Week 2 Subtotals:		7.00	0.00	0.00	0.00	0.00	
Total Charges		7.00	0.00	0.00	0.00	0.00	

Buttons:

230 West 41st St. 7th Fl New York, NY 10036-7296 | (212) 417-8300
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Click:
Save to have the Timesheet submitted and ready to get approved

At this point, your E-Timesheet is ready to be approved by your employer.

Final Note.....

- Contact your employer via email or phone to inform them that your timesheet is ready for them to approve and submit to the Research Foundation.
- Please make sure that your timesheet is submitted at least one day before it's due at the Research Foundation.
- Your supervisor must approve all timesheets no later than 5pm on the day they are due.