

# Research Foundation PI 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](mailto: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](mailto: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 Log-in ID?**

You can obtain your log-in ID number by contacting Margaret Olszewska at the Research Foundation at (212) 417-8404 or via email at [Margaret\\_Olszewska@rfcuny.org](mailto:Margaret_Olszewska@rfcuny.org).



## How do I create a PI account?

Having received your log-in ID, you are ready to create your personal user account.

Go to: [www.rfcuny.org](http://www.rfcuny.org)

The screenshot shows the Research Foundation of CUNY website in Microsoft Internet Explorer. The address bar displays <https://rfcuny.org/RFWebsite/>. A callout box points to the address bar with the text "Go to: www.rfcuny.org". Another callout box points to the "User Sign In" section, which contains a "Login" tab, a "Create" tab, and input fields for "User ID:" and "Password:", with a "SIGN IN" button below. The website header includes "researchfoundationcuny" and navigation links for "Home", "About RF", "News & Announcements", and "Research & Awards". A featured news article is visible with the headline "OHRP Seeks Information on Research Involving Adult Individuals with Impaired Decision-making Capacity".

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 (212) 417-8300 for help.

## How do I access my user account?

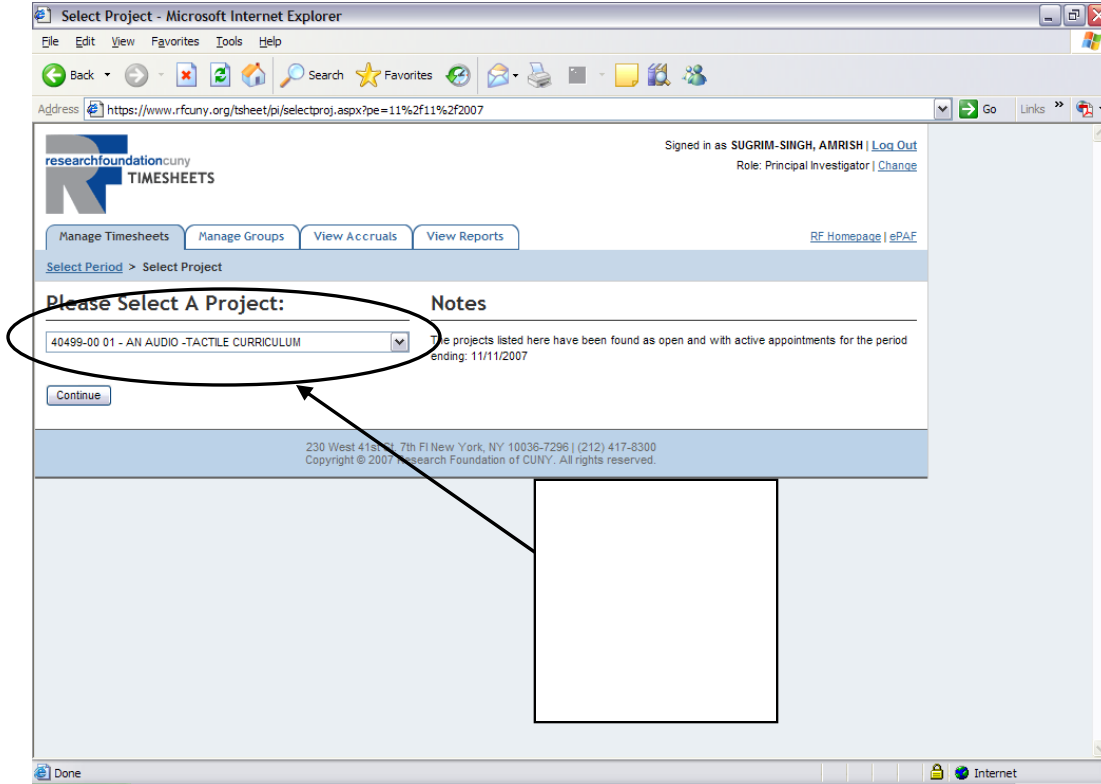
Once you have created your personal PI account, you are ready to use the system. Enter your Employee ID and Password in the appropriate fields and Click “**Sign In**”

The screenshot shows the Research Foundation of CUNY website in a Windows Internet Explorer browser. The user is logged in as AMRISH SUGRIM-SINGH. The 'MY E-Services' menu is open, and 'Time and Leave' is highlighted with a red circle. A callout box points to this menu item with the text: **Click: Time and Leave**. Other menu items include 'PAF', 'Web Reports', 'PAF Calculator', and 'Employee Wage Title Designator'. The main content area features 'FEATURED NEWS' and 'LATEST NEWS' sections.

## Create/Edit/Submit Timesheet:

The screenshot shows the 'Timesheets Employee Home' page in a Microsoft Internet Explorer browser. The user is signed in as ABOTSL ZOLICIA POWERS. The page displays a calendar for December 2006. A callout box points to the 'Pay Period Ending' date (10) on the calendar with the text: **Click: Pay Period Ending dates for timesheets ending that date.** The calendar shows dates from 1 to 31, with 'Pay Day' markers on the 6th, 20th, and 26th. A 'Notices' section on the right contains a welcome message and instructions. A large empty box is present on the right side of the page.

## Selecting a Project Number:



## Approving the timesheet:

