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:

Grant Coordinator:
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The Research Foundation, Division of Client Services:
Mr. JAMES CURRY, CLIENT SERVICES REP.: (212) 417-8640
Ms. CECILIA PATXOT, BENEFITS COORDINATOR: (212) 417-8641
Ms. GRACE YEE, PAYROLL COORDINATOR: (212) 417-8654
Ms. SARA CLEMENTS, PAF COORDINATOR: (212) 417-8656

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.
How do I create a PI account?
Having received your log-in ID, you are ready to create your personal user account.

After hitting the “Create” tab 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 (212) 417-8415 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”

Create/Edit/Submit Timesheet:

Click:
- Time and Leave
- The month to access the previous month page.
- Pay Period Ending dates for timesheets ending that date.
Selecting a Project Number:

Click: The drop-down menu to select the project you wish to view.

Approving the timesheet:

Check the approved check box and then click on the ‘Submit Selected’ button.