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 we 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:

Ms. Chantè Ramsey
Assistant Director, Office of Sponsored Programs & Research, Baruch College
Phone: (646) 312-2205; Fax: (646) 312-2206; chante_ramsey@baruch.cuny.edu

The Research Foundation, Division of Client Services:

Mr. James Curry, Client Services Rep.: (212) 417-8640
Ms. Monique Richardson, Asst. Client Services Rep.: (212) 417-8641
Ms. Shakina Funderburk, Client Services Payroll Clerk: (212) 417-8642
Ms. Cecilia Patxot, PAF Clerk: (212) 417-8643
Ms. Antoinette Morizio, Client Services Payroll Clerk: (212) 417-8644

Do not hesitate to contact them anytime
Your 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.

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 Coordinator or the Research foundation to obtain you “Employee ID” number.
Creating your E-Timesheet account

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

Step 1.
In your browser’s address field (URL) type in the following: http://www.rfcuny.org

Step 2.
Go to the “E-Services” section.
Step 3.

Go to the “Timesheets” section.

Step 4.

Go to the “Create An Account” section.
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Step 5.

In the “Create an Account” section of the screen – **under the “Employee ID”** - you need to enter your ID number.

After hitting the “Next” button you will access a secure area, where you will be asked a series of personal questions, for instance: 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.

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

For instance:

**EMPLOYEE ID:** 123456  
**PASSWORD:** BSRU_312

Confirm the settings and leave the screen. You are ready to use the E-Timesheet system now.

**For Questions on User ID and Log on problems, please call (212) 417-8415 for help.**
Accessing your E-Timesheet Account

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

**Step 1.**

Enter your ID and password into the appropriate fields, then press the “Log On” button.

**Step 2.**

Select one of the available options:
- Create/Edit/Submit Timesheet
- View Schedule and Time & Leave
- View Payroll Calendar
- Change Password
Create/Edit/Submit Timesheet

Step 1.
Enter your ID and password into the appropriate fields, then press the “Log On” button.

Step 2.
Select: “Create/Edit/Submit” option and press “Go.”

Step 3.
Please make sure that the pay period is still open.

You will not be able to enter any information to the system if the pay period is closed.
Step 4.
Next, you need to select the pay period you submit for.

Step 5.
You may be assigned to several projects at the same time.

Please make sure that the correct project number is selected before you start filling out the E-Timesheet forms.

Here, you can also learn about the span of your appointment.
Step 6.

The next screen will give you the most important information about conditions of your employment:
- Project #
- Pay period span
- Pay rate
- Remaining hours for your appointment
- Appointment end date

If you have any questions regarding this part of the screen please contact your employer.
<table>
<thead>
<tr>
<th>User</th>
<th>User Action</th>
<th>Action Taken On</th>
</tr>
</thead>
<tbody>
<tr>
<td>LITWIN, ROMUALD</td>
<td>Submitted his or her timesheet</td>
<td>12/2/2002 11:33:29 AM</td>
</tr>
<tr>
<td>LITWIN, ROMUALD</td>
<td>Created his or her timesheet</td>
<td>12/2/2002 11:33:12 AM</td>
</tr>
</tbody>
</table>
Step 8.

Now you are ready to fill out the E-Form.

In the “Reg” column, you will be entering information about the hours you have worked on the project during the pay period.

The “Ann” column represents the “Annual Leave/Vacation” time.

The “Sick” column represents the “Sick Leave”

The “UNS” and “Other Paid” options typically are not included in the Part-Time B employees’ E-Timesheet (*please see the endnotes).

Step 9.

The “Employee comments” field will help you to communicate with their Employer.

When you are done please hit the “Save and Preview Timesheet” button.
Step 10.

In the preview mode, your E-Timesheet should list the subtotals for each week as well as total charges for the entire pay period.

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 from 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.