Instructions for Supervisors Submitting Employee Electronic Timesheets

2. Click "Principal Investigator"
3. Log in your Research Foundation User name and password, then skip to step #5
4. If you do not have a Research Foundation User name and password, you must send an email to WEBLOGONID@RFCUNY.ORG to request a user name and password to approve your employee(s)' timesheets
5. If you have a user name and password, select "Create/Edit/Approve Timesheets" then click "Go"
6. Select the current Pay Period
7. Select the project/account number
8. Click "Show Timesheets"
9. Select timesheets to be approved then click "Submit Approved Timesheets"

If you experience any difficulties with submitting your employee’s timesheets, please contact:

Baruch College
♦ Office of Sponsored Programs—Chante Ramsey, (646) 312-2207

Research Foundation
♦ Client Services—James Curry, (212) 417-8640
♦ Client Services—Shakina Funderburk, (212) 417-8642