



### **WEEKLY WRITING JOURNAL: Week of October 11th, 2018**

During the week of October 11th, 2018 I spent the majority of my internship hours corresponding with Bridges Scholars who are having difficulty finding a faculty mentor. Scholars who take part in the NIH Bridges Scholars program are usually able to find faculty mentors in their field of interest before the semester starts. However, this semester securing a faculty mentor seems to have become more problematic than it was in the previous semesters. In retrospect I have noticed that this semester there has been an increase in emails from scholars regarding issues with finding/securing a faculty mentor suitable to their needs.

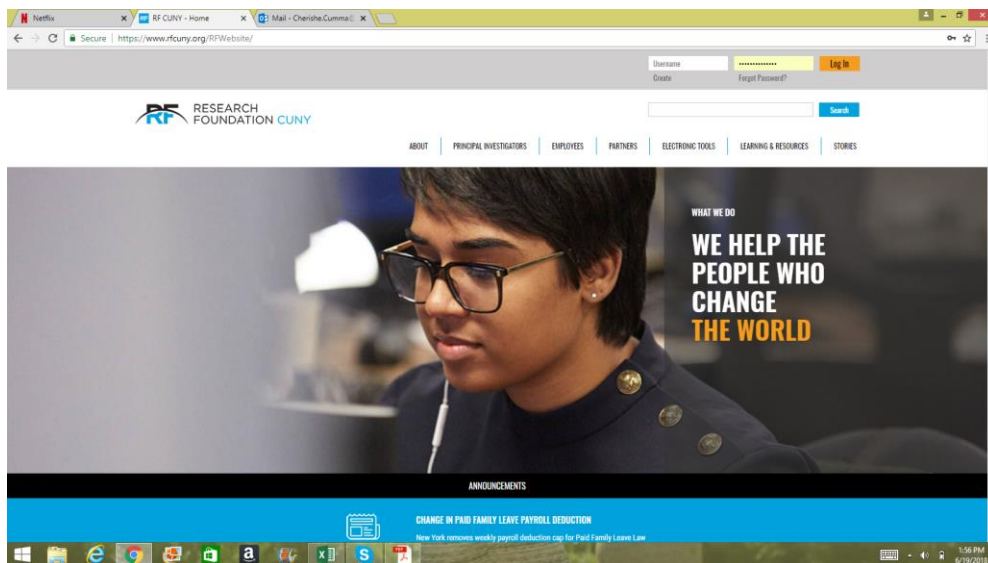
For those of you who may not know, a major requirement of the NIH Bridges Scholars program is that each scholar has a faculty mentor who they will work closely with during the semester. The scholar will be taking on the role of a research assistant to the faculty member and assist their mentor with whatever research experiments they are currently working on. It is imperative for the scholars to find a faculty mentor before the semester starts because each scholar must complete a designated amount of work hours in order to be paid. If the scholars aren't able to find a mentor they will not receive the full funding the Bridges program provides.

Once acquiring a mentor scholars have to complete and submit their hours through a digital timesheet via The Research Foundation CUNY website. The process of submitting the timesheet via the RF CUNY website can be very taxing for scholars so I developed an instructional manual to assist the students with accessing and filling out their timesheets. I took into consideration that students may want to access the RF CUNY website but are unable to

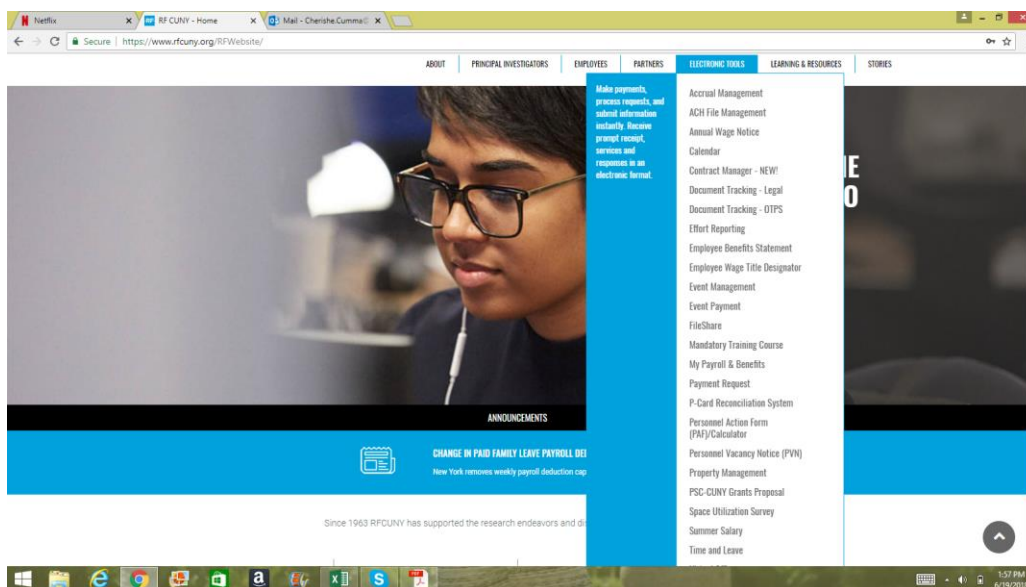
understand the levels of organization found on the site. So I created a simple instruction manual which you can see below.

## **RF CUNY TIMESHEET INSTRUCTION MANUAL**

Step 1: Navigate to the RF CUNY website using this link <https://www.rfcuny.org/RfWebsite/> or by typing RF CUNY into google. You should see the screen below when the RF CUNY home page pops up.



Step 2: After logging in click on the “Electronic Tools” option on the top navigation bar.



Step 3: After the drop down box appears search for the “Time and Leave” option, click on it and you will be taken to a new page.

**RESEARCH FOUNDATION CUNY**

Signed in as Cumma, Cherise A | [Log Out](#)  
Role: Employee | [Change](#)

[Manage Timesheets](#) | [Time & Leave](#) | [RF Homepage](#) | [ePAE](#) | [Help](#)

### To Create/View a Timesheet Please Select a Period

Jun 2018 View Month

June 2018						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6 Pay Day	7	8	9
10 Period Ending	11 PA's Due Timesheets Due	12	13	14	15	16
17	18	19 Pay Day	20	21	22	23
24 Period Ending	25 PA's Due Timesheets Due	26	27	28	29	30

**Notices**

**Welcome**

There are 6 day(s) left before timesheets are due on 6/25/2018 for Pay Period ending 6/24/2018.

If you have any comments, suggestions, or questions regarding the Time and Leave system, please contact [Human Resources](#).

For answers to User ID and Log on questions, please call (212) 417-0415.

As a reminder, annual leave carryover (including Accrued Reserve) from 2015 to 2016 is restricted to 175 hours, unless otherwise provided for in collective bargaining agreements.

[Employee FAQ](#)

**Recent Changes**

[Timesheet Modification](#) [Employee Training](#)

**News**

6/10/2017: Sick Leave Usage beyond ESTa Leave RFCUNY employees may utilize up to 40 hours of sick leave for the care of a family member. Sick leave hours used for the care of a family member may not exceed 40 hours in a calendar year. If you utilize sick hours to care for a family member, you must enter "SLPM (Sick Leave Family Member)" in the comment section of the timesheet.

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Step 4: Next another page will load that is labeled “To Create/ View a Timesheet Please Select a Period”. Click on the time period that coincides with the current date and month that you are working in.

**rfcuny.org**

### To Create/View a Timesheet Please Select a Period

Jun 2018 View Month

June 2018						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
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Step 5: Next a screen will pop up with dates that have open slots where you can input your time.

Each day that you work simply input the hours you have worked into the slot and then click

“Preview Timesheet” at the bottom left hand corner of the screen.

The screenshot shows a timesheet interface with a table for entering hours. The table has columns for Day, Date, Reg, Annual, Sick, Uns, Other Paid, Emp Comments, and Total. The first week (Week 1) shows dates from Monday 06/11/2018 to Sunday 06/17/2018. The second week (Week 2) shows dates from Monday 06/18/2018 to Friday 06/22/2018. The 'Total Charges' row at the bottom shows 28.50 hours. A yellow warning box is present at the bottom of the table area.

Day	Date	Reg	Annual	Sick	Uns	Other Paid	Emp Comments	Total
Monday	06/11/2018	8.00	0.00	0.00		0.00		8.00
Tuesday	06/12/2018	0	0	0.00		0.00		0.00
Wednesday	06/13/2018	5.00	0.00	0.00		0.00		5.00
Thursday	06/14/2018	6.00	0.00	0.00		0.00		6.00
Friday	06/15/2018	0	0	0.00		0.00		0.00
Saturday	06/16/2018	0	0	0.00		0.00		0.00
Sunday	06/17/2018	0	0	0.00		0.00		0.00
<b>Week 1 Subtotals:</b>		19.00	0.00	0.00	0.00	0.00		19.00
Day	Date	Reg	Annual	Sick	Uns	Other Paid	Comments	Total
Monday	06/18/2018	5.00	0.00	0.00		0.00		5.00
Tuesday	06/19/2018	2.50	0.00	0.00		0.00		2.50
Wednesday	06/20/2018	2.00	0.00	0.00		0.00		2.00
Thursday	06/21/2018	0	0	0.00		0.00		0.00
Friday	06/22/2018	0	0	0.00		0.00		0.00
<b>Week 2 Subtotals:</b>		9.50	0.00	0.00	0.00	0.00		9.50
<b>Total Charges</b>		28.50	0.00	0.00	0.00	0.00		28.50

**Status:**

- The employee's appointment end date is less than a month away (see Timesheet Header Information below). An extension of the appointment end date in the RF PAF system will prevent termination of employment and benefits. If no such extension is inputted, employment and benefits eligibility will terminate as of the date below. If applicable, a COBRA notice will be mailed to the employee directly.

Warning

Preview Timesheet(s) Cancel

Step 6: After clicking “Preview Timesheet” your hours will be locked into the RF CUNY

Timesheet that you are working on. In order to save your time you must click “Save” in the

bottom left hand corner of your screen.

The screenshot shows the bottom of the timesheet interface. A yellow warning box is at the top, followed by a row of buttons: Save, Save & Submit, Edit, and Void Only This Timesheet.

system will prevent termination of employment and benefits. If no such extension is inputted, employment and benefits eligibility will terminate as of the date below. If applicable, a COBRA notice will be mailed to the employee directly.

Warning

Save Save & Submit Edit Void Only This Timesheet

Be careful not to choose “Save and Submit” while you are still working. You should only choose

“Save & Submit” once you have already worked all of your 35 hours for the time period. Once

you click “Save & Submit” your Timesheet will be submitted to your supervisor for approval.

