

Summer Salary System Overview

To access the RF Summer Salary System, you will need your PI RF User ID and Password. You can email weblogonid@rfcuny.org for your user ID and password, if needed.

STEP 1: Creating an Appointment

1. Log in to www.rfcuny.org
2. Scroll over Electronic Tools and click on Summer Salary.
3. Click on Appointment.
4. Click on Add New Appointment.
5. Begin to type your project number in and then select it by clicking on it when it appears in the drop down menu.
6. Begin to type in the Last Name, First Name of the person (employee) to receive the Summer Salary and then select it by clicking on it when it appears in the drop-down menu.
7. Enter the encumbrance amount to be paid out. (Only enter in the total salary encumbrance - the associated fringe rates will automatically be calculated once you hit preview.)
8. Click Preview.
9. Click Approve.

Once the appointment is submitted, it will be routed to the Grants Office (at JJC) in order to approve. Once approved, the appointment will then be routed to the appropriate RF Project Administrators to be approved.

STEP 2: Submitting Payment Authorizations

Payment Authorizations should be submitted according to the appropriate deadlines for each Payroll Period.

1. Log in to www.rfcuny.org
2. Scroll over Electronic Tools and click on Summer Salary.
3. Click on Payment Authorizations.
4. Click on the person's name to receive the Summer Salary (employee) to create a Payment Authorization.
5. Check off the boxes that correspond to the periods for which summer salary was/will be earned.
6. Enter the amounts in the text boxes per pay period (should total the amount encumbered).
7. Click Save Selected.
8. Then check the boxes for those period(s) that have been completed, and click Submit Selected. You can save payment authorizations at any time, but you will only be able to submit them on or after the end date of the period according to the Payroll Payment Schedule.

Please note – only those with a PI role can approve Payment Authorizations.

STEP 3: Effort Certification

Once the Summer Salary Period has ended, you will need to certify the effort, confirming that Summer work was performed. Effort Certification will only be available for use during a 45-day window after the Summer period has passed.

1. Sign on to www.rfcuny.org
2. Scroll over Electronic Tools and click on **Summer Salary** from the dropdown menu, or go to <https://www.rfcuny.org/summersalary>
3. Click the **Effort Certification** icon.
4. Click the **Certify** button to the right of the name (employee). Or use the checkboxes on left side of the screen and click on **Certify Selected**.
5. You will see a pop-up box asking for confirmation of your intent. Click **Agree** to confirm.

Please note – only those with a PI role can complete the Effort Certifications.