# User Acceptance Testing Invite

The Research Foundation is currently working on a project to implement software that will automate the submission, review, and approval of timesheets and exception reports for RF employees. Before the new software is rolled out, we would like to invite you to test this new functionality and provide feedback. [Other campus wording here] To that end, starting February 8th through March 1st, please access the test environment and enter your 2016 timesheets. Specific instructions are below.

To access the test environment:

1. Log on to the RF Intranet by going to [www.rfsuny.org](http://www.rfsuny.org) and clicking the LOGIN link on the top left. The user id and password is the same as the one you use to access employee self-service.
2. On the Intranet home page, use the left side navigation and select the Training option.
3. On the far right of the training home page, there is a box called Oracle EBS Sandbox. In the box click the Sandbox link.
4. This will open the test instance and display the menu you have in the non-test environment.

Attached to this email is a guide that will walk you through the steps necessary to enter and submit a timesheet. Please enter your time by copying the paper timesheet/exception report(s) you have already or will complete for the January and February timeframe. [If there are specific scenarios you would like the user to test, you should indicate them here]