

## 3.232 RCUH Funding of Positions

### I. Policy

All positions established through the RCUH must have adequate funding to cover salaries and fringe benefits. No RCUH employee will be continued in employment if there are insufficient funds to pay for applicable salary/fringe benefits expenses.

### II. Responsibilities

#### **A. Principal Investigator**

1. Ensure that all positions established through the RCUH will have adequate funding to pay for all salary and fringe benefit costs.
2. For projects that are terminating, take appropriate action as described in the "Procedures" section below.

#### **B. UH Fiscal Administrator**

1. Monitor the fiscal status of service-ordered projects and advise the Principal Investigator accordingly.
2. For projects that are terminating, take appropriate action as described in the "Procedures" section below.

### III. Applications

This policy applies to all University of Hawai'i Principal Investigators who employ RCUH employees (regardless of FTE or employment category).

### IV. Details of Policy

- A.** As applicable, the RCUH will enter into a formal contract or service order that provides sufficient funds to support the project's position(s).
- B.** The RCUH will not establish or maintain any position that is not funded. Therefore, Principal Investigators and their respective Fiscal Administrators will ensure that all positions established through the RCUH will have adequate funding to pay for all salary and fringe benefit costs.

### V. Procedures

- A. Principal Investigators and Fiscal Administrators Must Monitor the Fiscal Status of Project Accounts** – University of Hawai'i (UH) Project Principal Investigators/Fiscal Administrators must monitor the fiscal status of their service-ordered projects noting

the applicable project account termination dates. For projects with a termination date, one of the following actions must occur:

1. Continue Employment With a New Project Number: Transfer employee(s) to a related project number (or advance account) via the Human Resources Portal.
2. Continue Employment With an Existing Project Number as a Continuing Project or on a No-Cost Extension: If the expired project number is a continuing project or will remain active on a no-cost extension approved by the University of Hawai'i Office of Research Services (ORS), the Fiscal Administrator will need to immediately correct the project termination date on both UH and RCUH accounting systems. (NOTE: If action is not taken, the project number will be considered invalid and RCUH will require you to follow (3) below.)
3. Termination of Project and Applicable Employees: The RCUH Human Resources Department must be notified no less than 14 working days prior to the effective date of termination, if a position's funding is being terminated. This termination request and notification should be submitted to the RCUH Human Resources Department. See [Policy 3.285 RCUH Termination of Employment](#) for procedures.

### **VI. Contact**

Payroll: (808) 956-7239  
[rcuh\\_payroll@rcuh.com](mailto:rcuh_payroll@rcuh.com)

### **VII. Relevant Documents**

[Policy 3.285 RCUH Termination of Employment](#)

**Date Revised:** 11/01/2007, 05/01/2011, 01/11/2014, 07/06/2016, 08/12/2016, 04/12/2017, 08/08/2017