RCUH EMPLOYEES

eTimesheet User Guide

How to complete an eTimesheet



This guide will assist you in completing an eTimesheet and can be found in Employee Self-Service under the "eTimesheet Resource link" or RCUH Document Library > 3.000 Human Resources > eTimesheet.

If you're a supervisor looking to approve an eTimesheet, please refer to the same directory for the Principal Investigator's/Supervisor's user guide.

Revised date: May 15, 2025



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Introduction to eTimesheets



RCUH eTimesheets are available in the Employee Self-Service (ESS) portal and will serve as the official record of time worked and leave taken, beginning with either the implementation of eTimesheets or the employee's hire date.

Employee Responsibilities:

- Accurately reporting hours (work and leave hours)
- Attaching proper documentation for various leaves in compliance with RCUH policies
- Submitting their own eTimesheet by their project's internal deadline

eTimesheets will be available the morning of the 1st and the 16th of each month and displayed on the ESS home page under "eTimesheets". Your personal information must be kept up to date as all email communications will be sent to your preferred email address on record.

Not sure what your RCUH employment status is?
CLUE: Check your eTimesheet!

eTimesheets are generated based on employment information in the system, such as an employee's FTE, non-exempt/exempt status, type of pay (salary/hourly), and their active status as an RCUH employee. It is important that electronic personnel actions (ePAF) are submitted timely and that an employee's information is correct to ensure employees can record their time accurately and that they are ultimately paid correctly.

Key Terms

- **RCUH Work Week:** The RCUH work week is Monday (12:00 AM) through Sunday (11:59 PM).
- **Full-Time Equivalency (FTE)**: Full-time equivalent of a 40-hour work week. (e.g., 100% FTE is 40 hours a week (full-time employee); 50% FTE is 20 hours a week (part-time employee)).
- **Pay period:** The RCUH pay periods are the 1st of the month to the 15th and the 16th to the end of the month.
- **Pay Days:** RCUH pay days are the 7th (16th to the end of the month pay period) and the 22nd (first to the 15th pay period) of the month unless these dates fall on the weekend or a holiday, in which case they will be the business day before.
- **RCUH Payroll Deadline:** RCUH Payroll Deadlines fall on the 1st or the 16th of the month, unless these dates fall on the weekend or a holiday, in which case they will be the business day after. Please note that this is the deadline when eTimesheets must be submitted AND approved. Employees must ensure they are meeting the project's internal deadline to submit their eTimesheets.
- **Salaried:** Employees are paid a set amount every month. Gross pay does not fluctuate despite the number of hours per pay period (unless eligible for overtime; please see non-exempt definition). Salaried employees are required to report all hours (work and leave hours) equal to their FTE.
- **Hourly:** Employees are paid by the hour. Gross pay will fluctuate depending on the number of hours (worked/paid leave) are reported in the pay period.
- **Non-exempt:** These employees are eligible for overtime whether they are salaried or hourly. Overtime is paid for time worked in excess of 40 compensable hours (worked and paid leave) in a work week. Overtime is paid at one and one-half (1½) times the employee's base straight-time rate of pay.
- **Exempt:** These employees are not eligible for overtime.
- **Standard work schedule:** Monday through Friday, 8 hours a day based on FTE.
- **Non-standard work Schedule:** eTimesheets can be pre-filled with 4/10 schedules (Monday through Thursday or Tuesday through Friday, 10 hours a day based on FTE). Any other non-standard schedule for Regular-status employees must be reviewed by RCUH HR to ensure FLSA compliance.

Where to find eTimesheets

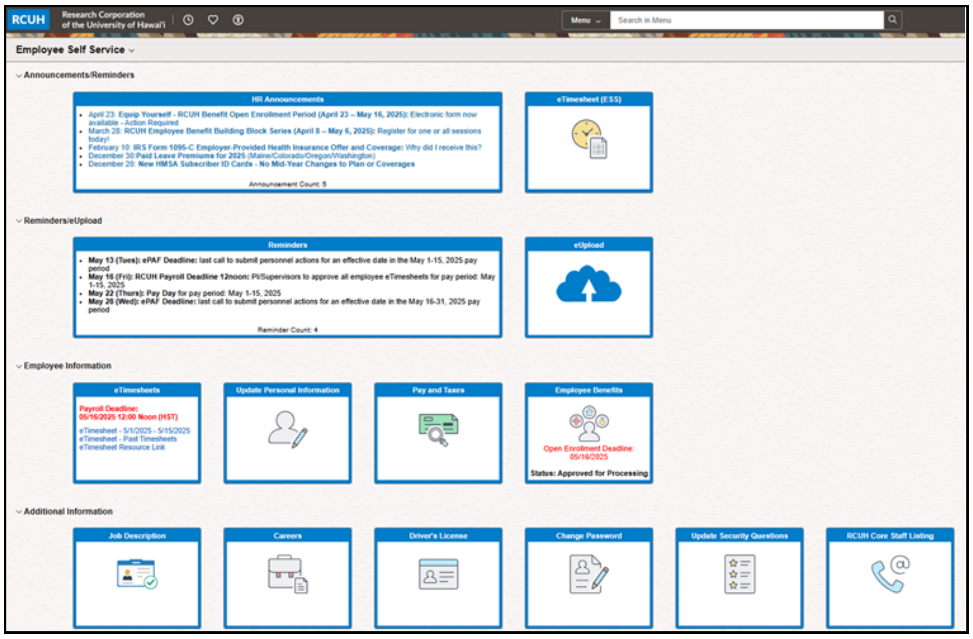
VISIT WWW.RCUH.COM > LOGINS > HUMAN RESOURCES PORTAL & EMPLOYEE SELF-SERVICE > ETIMESHEETS.

All employees are responsible for maintaining their username, password, and MFA authentication. Employees must set security questions for retrieving forgotten passwords, and update their passwords when prompted.

The link for the current eTimesheet will be displayed. You may see two eTimesheets on the payroll deadline – the pay period that will be processed and the new pay period. You may access all past eTimesheets in the "eTimesheets – Past Timesheets" link.

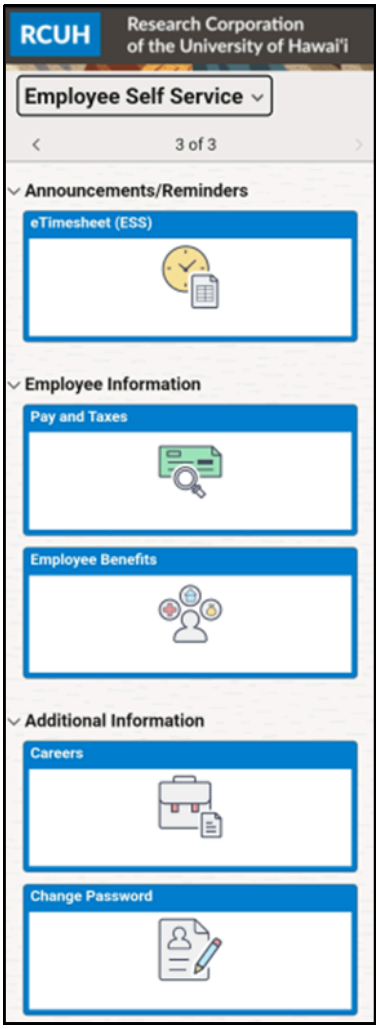
DESKTOP VIEW

NOTE: THIS WILL OPEN A NEW WINDOW SO BE SURE TO HAVE YOUR POP-UP BLOCKER TURNED OFF IN YOUR INTERNET BROWSER.



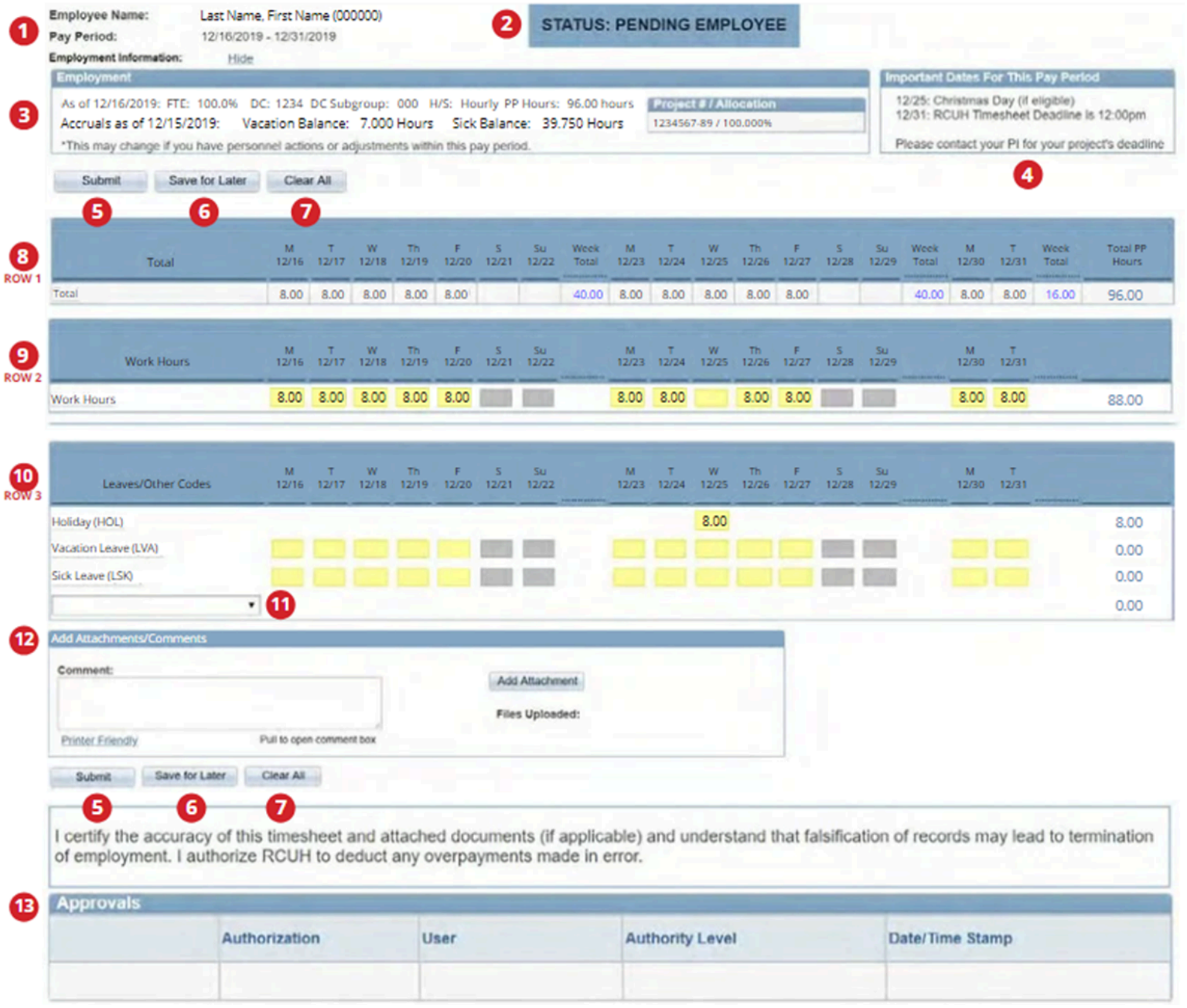
MOBILE VIEW

Please note that the mobile view is simplified and not as robust as the desktop view.



Map of the RCUH eTimesheet

Once you log into the Employee Self-Service Portal and click on the appropriate eTimesheet, you will see an image similar to the one below. Let's view the various sections and functions of the standard eTimesheet. Please reference the numbers listed below and the corresponding details of each section.



1. The top of the eTimesheet will display your name, Employee ID, and pay period.
2. Status Bar: This displays the status of the eTimesheet. Please see the list of statuses below:
    a. Pending Employee: Awaiting submission by the employee. Action is required by the employee.
    b. Pending PI/Designee: Submitted by employee and awaiting review and approval from the PI/Designee. If this status is still appearing near the payroll deadline, employees should follow up with their PI/Designee.
    c. Approved: Approved by the PI/Designee and is now pending processing by RCUH HR Payroll. No further action is necessary.
    d. Pending RCUH: eTimesheet has been approved by the PI/Designee but contains Special Leave hours that needs to be reviewed and approved by RCUH HR. Once RCUH HR reviews and approves the eTimesheet, the status will be updated to APPROVE.
    e. Rejected: eTimesheet has been rejected. Please contact the RCUH HR Payroll section at rcuh_payroll@rcuh.com if you see this status.
3. Employment Information Box: Your current job information (i.e., FTE, Salaried or Hourly, Vacation and Sick Leave (if applicable), Project information (DC and Account), and anticipated pay period hours) will be displayed here. Please refer to the key terms section of this user guide for more details.
4. Important Dates: Holidays and RCUH Payroll deadlines will display here. RCUH HR may also include special dates and deadlines.
5. "Submit" Button: Click this button to submit your eTimesheet to your PI/Supervisor for approval. Once you click this button, you will receive certification language which you will need to confirm, and the status will then update to "Pending PI/Designee Approval." If the status is still "Pending Employee," then your eTimesheet is still pending submission.
6. "Save for Later" Button: Click this button to save your time entries. This will ONLY save your inputs–you will still need to submit your eTimesheet.
7. "Clear All" Button: Click this button to clear ALL time entries on the eTimesheet including the pre-filled entries. This cannot be undone.
8. Totals Row (Row 1): This row will display all time entry totals. This row is not editable, but adds up the hours reported by day, work week (Monday through Sunday), and pay period. If you are Salaried (as indicated on the Employment Information Box), you must record up to your weekly FTE (work and paid/unpaid leaves hours).
9. Works Hours Row (Row 2): This fillable row is where you report your hours worked. Weekdays are highlighted in yellow, weekends are gray (but still fillable), and the current date is highlighted in blue. Regular-status employees will have this row pre-filled based on their FTE. This row will not be pre-filled for temporary, student, or intermittent employees.
10. Leaves/Other Codes (Row 3): These fillable rows are where you report your leave hours. Vacation and Sick leave rows will be automatically displayed (if applicable), but you may select other leave codes as needed using the dropdown. The system will validate and notify you if you exceed the amount of your vacation and/or sick leave balance (field will display in red).
11. Leaves/Other Codes Dropdown: Click on this dropdown to select other leave codes you may be eligible for, such as Bereavement Leave, Blood Donation Leave, Jury Duty Leave, Leave Without Pay (only available for salaried employees), and Parent Teacher Conference Leave. Click the " – " button on the far right if you need to remove the row added from the dropdown. Please note that salaried employees must record all hours (work and paid/unpaid leaves by filling out rows 2 & 3 so that Row 1's weekly total equals their FTE.
    a. If you require Special Leave Codes (e.g., Family Leave, Workers' Compensation Leave, Military Leave), please contact the RCUH HR Benefits section at rcuh_benefits@rcuh.com.
12. Attachments/Comments Box: Click on the "Add Attachment" button to add any supporting documents to the eTimesheet. Certain leave codes require attachments (refer to RCUH Leave Guide on page 11). Utilize the Comments Box as needed–certain leave codes require that you indicate details in the comment box. Do not utilize the comments box to communicate with RCUH HR, please email the appropriate HR section.
13. Approvals Table: Audit trail that logs eTimesheet changes, submittals, and approvals.

Reporting Work Hours



1 **Enter in your Work Hours**

All hours worked should be reported to the closest 0.1 or 0.25 increments in this row. Weekdays are highlighted yellow and weekends are gray (still fillable). The current day will be highlighted in blue. For Regular-status employees, the work hours will be pre-filled based on your FTE. For salaried employees, you must be sure that your Totals Row Weekly Totals equal your FTE.

2 **Enter in your Leave Hours**

All leave hours taken should be reported using the correct leave code. Holiday hours will be pre-filled for eligible employees based on their FTE. Do not zero the holiday hours out unless your PI has requested a pre-approved Floating Holiday.

Vacation and Sick Leave Codes will automatically be available in the Leaves/Other Codes Row (if eligible), but other leave codes are available using the dropdown.

If you are a salaried employee, you have an additional code in the leaves dropdown which is the Leave Without Pay (LWP) code. This code must be selected when an employee is not working, and all vacation hours are exhausted. The weekly total should equal to their FTE in work/leave (paid and unpaid) hours, or it will result in an error.

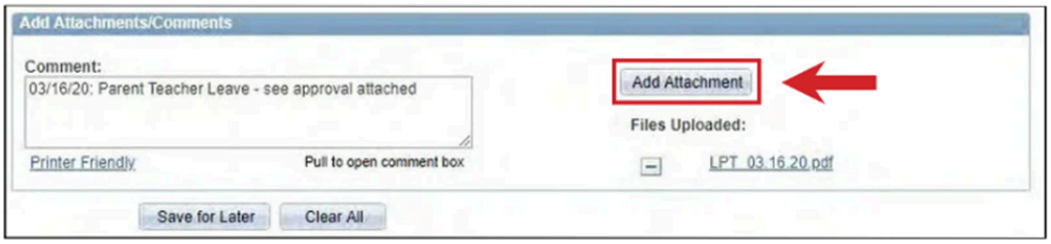
If you require Special Leave Codes (e.g., Family Leave, Workers' Compensation Leave, Military Leave), please contact the RCUH HR Benefits section at rcuh_benefits@rcuh.com. Please contact your project if the leave code you are looking for is not available. Projects may request additional leave codes for their employees by contacting RCUH Human Resources at rcuhhr@rcuh.com.

3 Add Attachments (if needed)

Some leaves may require a comment or attachment, such as a doctor's note or jury duty certificate, and an error message will display if not provided. Please refer to the RCUH Leave Guide on Page 11.

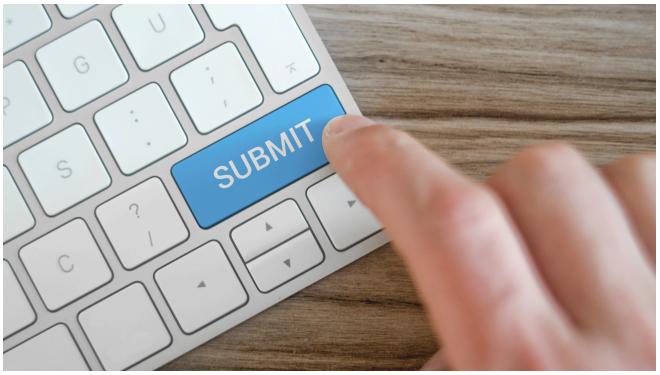
When uploading attachments, the file name must be 39 characters or less and cannot include special characters (aside from underscores or periods). Clearly label your attachment with leave code abbreviations and date (e.g., LPT_03.16.20 for Parent Teacher Conference Leave). You may upload scanned documents or photos of your document. Once you click on the "Add Attachment" button, you will be prompted to choose a file and upload your document.

Add comments as needed–some leaves may require information in the comments box. This box should also be utilized to record comments for recalling/pushing back eTimesheets so that there is a record of why the action occurred. Please do not use the comments box to communicate with RCUH HR.



4 Double Check Work Hours with Weekly Totals and Pay Periods Hours

Review the Totals Row for the daily, weekly, and pay period hours that you are reporting time for. Pay attention to days and weeks that you are reporting more or less than the hours based on your FTE. For example, if your FTE is 1.00 or 100% and you work a standard work schedule of 8 hours a day, 5 days a week, you should ensure that your hours reported add up to 8 hours a day and 40 hours in a week, and if not, there is a reasonable explanation such as "worked overtime." If you do not report up to your weekly FTE then you may encounter an error when you try to submit your eTimesheet.

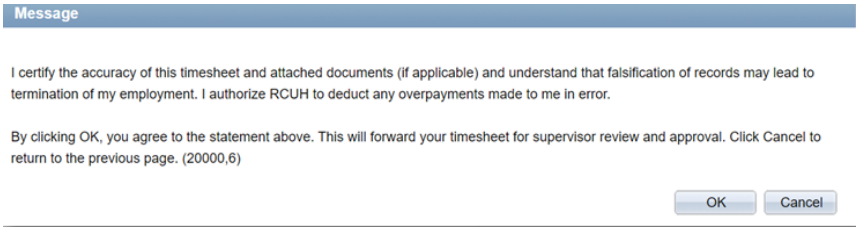


Submitting your eTimesheet

A message will display to certify your eTimesheet. Click “OK” to move forward with submitting your eTimesheet or click “Cancel” to return and make changes.

After you submit, your eTimesheet will become display only and the status bar changes from “Pending Employee” to “Pending PI/Designee Approval.” You should also see your submittal, User ID and date/timestamp on the Approvals table.

Upon PI Approval of your eTimesheet, you will receive an email to notify you of the approval and that it was sent to RCUH for processing.



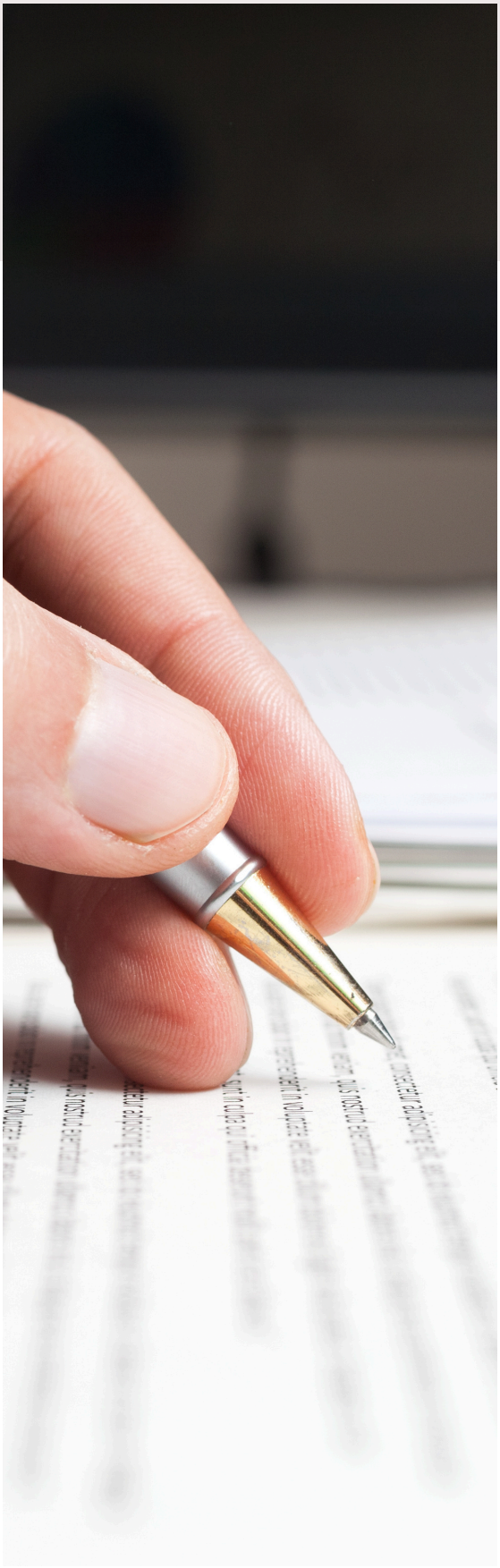
EMPLOYEE ETIMESHEET CHECKLIST:

PRIOR to submitting eTimesheet:

- Ensure you meet your project’s internal deadline for eTimesheet Submission. If you have reported Special Leave Hours, be mindful of the earlier RCUH Payroll Deadline.
- Review Work Hours and Leave hours. Make sure that your total hours reported meets your weekly FTE and that the total PP Hours meets or exceeds the PP hours in the Employment Information Box.
- Ensure you have provided the required attachments for any reported leave hours (if applicable).

AFTER submitting eTimesheet:

- Double-check the Approvals Table and Status Bar to ensure your eTimesheet is processed. The eTimesheet should be display-only.



Corrections to eTimesheets

If you submit your eTimesheet and discover an error, you may use the recall feature if it has not been approved by your PI/supervisor and the RCUH Payroll deadline has not passed. Click on the “Recall” button to make changes. The status will change back to “Pending Employee” and the fields will re-open for input. The recall will also be recorded on the Approvals Table. After making changes, you should add a comment with the date and your initials to indicate the changes made. You will then need to click “submit” to re-submit your eTimesheet for approval. Your PI/Supervisor may also return the eTimesheet to you if clarification or changes are needed. This will also require you to re-submit your eTimesheet after making the applicable changes.

For any changes to an already processed eTimesheet (payroll corrections) the employee will need to manually write in the corrections to the already processed eTimesheet. Employees can find a copy of their already processed eTimesheet in ESS > eTimesheet Tile > eTimesheets – Past Timesheets > Search by pay period end date. The employee and the PI/Designee will need to sign the revised eTimesheet and it must be submitted to rcuh_payroll@rcuh.com for processing.

Special Circumstances

Special Leaves

Employees requesting Special Leave codes (e.g., Family Leave, Workers' Compensation Leave, Military Leave) must notify their PI/Supervisor and the RCUH Employee Benefits section to open the appropriate leave codes so they are available on the Leaves/Other Codes dropdown. Upon review, RCUH will send a confirmation letter with further instructions.

Employees reporting Special Leave hours must ensure that their eTimesheet is submitted and approved by their PI at the earlier deadline of 12:00 PM (noon) the DAY PRIOR to the RCUH Payroll Deadline due to the additional approval step by RCUH. This requires employees to submit their eTimesheets earlier than normal. Please note that both Family Leave (Policy 3.660) and Workers' Compensation Leave (Policy 3.580) are subject to final approval by the RCUH HR Department.

Holidays

Holidays will be pre-filled in the eTimesheet for eligible employees based on their FTE. Do not zero out these hours if they are pre-filled unless you have a pre-approved floating holiday (PIs must request and receive approval from the RCUH HR Department).

Overtime

For non-exempt employees who work overtime, all compensable hours should be recorded as work hours. The system will convert hours worked in excess of 40 hours during the work week (defined as Monday through Sunday) to overtime hours upon payroll processing. It is possible that an employee may not see the overtime pay until the next pay period, depending on when the work week ends.

No Internet?

If you do not have internet access and the deadline is approaching, please contact your PI/supervisor to process your eTimesheet on your behalf. If you and your PI/Supervisor do not have access to the internet, please contact RCUH Payroll immediately at (808) 956-8900.

RCUH Leave Guide

Projects may establish additional approval or attachment procedures

Leave/Other Codes	Description/Use	Employee Requests in Advance	PI/Designee Responsibility/ Action	RCUH HR Authorization	Attachment Required*
Vacation Leave (LVA) Policy 3.620	Minimum vacation leave is 1.00 hour, fractional hours beyond one hour must be in 0.50 hour increments.	✓	Approval		
Sick Leave (LSK) Policy 3.640	For all scheduled medical appointments, a doctor's note is required to be attached.	✓ Scheduled appts	Acknowledgement		**
	If you are out for 5 or more consecutive working days, a doctor's note is required (refer to policy for non-standard work schedules)		Acknowledgement		**
Bereavement Leave (LFL) Policy 3.670	Can take up to 3 working days (24 hours) based on FTE. **In comments section, include relationship.**	✓	Approval		
Blood Donation Leave (LBD) Policy 3.676	Granted up to 2 hours of paid leave regardless of FTE. **Attachment:** PI may request that the employee submit a blood donation receipt provided by the Blood bank of Hawaii.	✓	Approval		
Jury Duty Leave (LJD) Policy 3.672	Employees will continue to receive their full salary while serving Jury Duty.	✓	Acknowledgement		✓ Jury Duty Certification
Leave Without Pay (LWP) Policy 3.650	Vacation must be exhausted prior to taking LWP unless under the following circumstances: Professional Improvement, Family Leave, and Military Leave.	✓	Approval		
Parent Teacher Conf Leave (LPT) Policy 3.678	Up to 2 hours each and for 2 conferences per child in a calendar year. Hours exceeding the 2 hours shall be charged as Vacation then Leave Without Pay.	✓	Approval		✓ Form B-1
Special Leave Codes: RCUH HR must be notified in advance and will open leave codes upon review **EARLY Deadline:** Employee must submit and Principal Investigator/Supervisor must approve by: 12noon Day PRIOR to RCUH Payroll Deadline					
Family & Medical Leave Policy 3.660	Special Leave Code: Available after family leave request documentation is received and approved by RCUH HR. Refer to the Family Leave Designation Notice for Time-Reporting Instructions.	✓	Acknowledgement	✓	✓ Designation Notice
Workers' Compensation (LWC) Policy 3.580	Special Leave Code: Available after Supervisor's Report of Industrial Injury is received, reviewed, and approved by RCUH HR.	✓	Acknowledgement	✓	✓
Military Leave Paid (LML) /Leave Without Pay (LMW)/ Vacation (LMV) Policy 3.674	Up to 10 working days (80 hours) of pay (LML) based on FTE per fiscal year (Oct 1 – Sept 30). Any hours exceeding the 10 working days (80 hours) will be automatically charged to Military Leave without Pay (LMW) unless employee requests to use vacation (LMV) in comments section.	✓	Acknowledgment	✓	NONE: Military orders not required

* Attachments: Scan and attach approved leave request forms and any supporting documentation to your eTimesheet. Attachments can be of any file type. It is the PROJECT's responsibility to review required documents prior to the submission to RCUH Human Resources.

** Principal Investigator or RCUH may also require an employee to provide a physician's certification of disability on each day of the sick leave if warranted (refer to Policy 3.640).

RCUH eTimesheet Leaves Guide may also be found online here.

eTimesheet Deadlines

RCUH Payroll deadlines must be met for timely processing of your eTimesheet. Employees reporting Special Leave (e.g., Family Leave, Workers' Compensation leave, Military Leave) have an earlier deadline. To view RCUH's Payroll deadlines, please see the RCUH Personnel Action and Payroll Calendar or Schedule.





Employees should confirm their project's INTERNAL eTimesheet Deadline with their Principal Investigator or Supervisor. These internal deadlines will be earlier than the RCUH Payroll deadlines.



HR Help Desk

If you need assistance logging into the Employee Self-Service (ESS) portal to complete your eTimesheet, please contact the RCUH HR Help Desk. Staff are available Monday through Friday (excluding state holidays) from 8:00 AM to 4:00 PM.

Email: hrhelpdesk@rcuh.com
Phone: (808) 956-8900