

PRINCIPAL INVESTIGATORS/SUPERVISORS

eTimesheet User Guide

How to Approve an eTimesheet



This guide will assist Principal Investigators, Supervisors, and eTimesheet approvers in approving an eTimesheet and can be found in the RCUH Document Library > 3.000 Human Resources > eTimesheet.

If you're an employee looking to complete an eTimesheet, please refer to the same directory for the employee's user guide.

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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. eTimesheets will be available the morning of the 1st and the 16th of each month and displayed on the ESS home page under “eTimesheets.”

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

Principal Investigators (PIs)/Designee Responsibilities:

- Ensuring the allowability, allocability, and reasonableness of the time reported by their staff
- Reviewing and approving eTimesheets by the RCUH Payroll Deadline to ensure employees are paid in a timely manner
- Submitting electronic personnel actions (ePAFs) timely to ensure employees are paid correctly



Not sure what your employee(s) status is with RCUH? CLUE: Check eTimesheets!

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.

Setting Internal Deadlines

It is best practice for each project to establish an internal deadline for employees to submit their eTimesheets for PI/Designee approval. To ensure timely processing and allow time for review or corrections, this internal deadline should be set at least a few hours prior to the RCUH Payroll deadline. The eTimesheets must be submitted AND approved by the RCUH Payroll Deadline. Please reference the [RCUH Personnel Action and Payroll Calendar or Schedule](#) to view all RCUH Payroll Deadlines.

Special Leaves Submissions: Employees reporting Special Leave hours must ensure that their eTimesheet is submitted and approved by their PI/Designee at the earlier deadline of 12:00 PM (NOON) the business day PRIOR to the RCUH Payroll Deadline as there is an additional RCUH approval step.



Be mindful of holidays in the pay period or RCUH Payroll deadlines on a Monday (especially after a long weekend). You may want to ask your employees to submit their eTimesheets earlier. Remember all eTimesheets must be submitted AND approved by the RCUH Payroll Deadline in order for employees to be paid.

eTimesheet Options in the HR Portal

- [eTimesheet Counts by DC](#): Provides a summary of all Distribution Codes (DCs) you have access to and the number of eTimesheets in each status for the current pay period.
- [eTimesheet Counts by DC \(previous\)](#): Provides a summary of all DCs you have access to and the eTimesheets for previous pay periods.
- [eTimesheets Pending Approval](#): Allows you to mass approve eTimesheets for staff.
- [View/Search eTimesheets](#): Allows you to search eTimesheets for current and previous pay periods. You can also search by status, DC, pay period end dates, employee name or a combination of these filters.
- [View Timesheet History \(Previous\)](#): Allows you to view previous pay periods of the online summary timesheet.

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 Employee Name: Last Name, First Name (000000) **2** STATUS: PENDING EMPLOYEE

Pay Period: 12/16/2019 - 12/31/2019

Employment Information: Hide

3 Employment Information: As of 12/16/2019: FTC: 100.0% DC: 1234 DC Subgroup: 000 H/S: Hourly PP Hours: 96.00 hours Project # / Allocation: 1234567.89 / 100.0000%
 Accruals as of 12/15/2019: Vacation Balance: 7.000 Hours Sick Balance: 39.750 Hours
 *This may change if you have personnel actions or adjustments within this pay period.

4 Important Dates For This Pay Period: 12/25: Christmas Day (if eligible) 12/31: RCUH Timesheet Deadline is 12:00pm Please contact your PI for your project's deadline

5 Submit **6** Save for Later **7** Clear All

8 ROW 1

Total	M 12/16	T 12/17	W 12/18	Th 12/19	F 12/20	S 12/21	Su 12/22	Week Total	M 12/23	T 12/24	W 12/25	Th 12/26	F 12/27	S 12/28	Su 12/29	Week Total	M 12/30	T 12/31	Week Total	Total PP Hours
Total	8.00	8.00	8.00	8.00	8.00			40.00	8.00	8.00	8.00	8.00	8.00			40.00	8.00	8.00	16.00	96.00

9 ROW 2

Work Hours	M 12/16	T 12/17	W 12/18	Th 12/19	F 12/20	S 12/21	Su 12/22	M 12/23	T 12/24	W 12/25	Th 12/26	F 12/27	S 12/28	Su 12/29	M 12/30	T 12/31	Total
Work Hours	8.00	8.00	8.00	8.00	8.00			8.00	8.00		8.00	8.00			8.00	8.00	88.00

10 ROW 3

Leaves/Other Codes	M 12/16	T 12/17	W 12/18	Th 12/19	F 12/20	S 12/21	Su 12/22	M 12/23	T 12/24	W 12/25	Th 12/26	F 12/27	S 12/28	Su 12/29	M 12/30	T 12/31	Total
Holiday (HOL)											8.00						8.00
Vacation Leave (LVA)																	0.00
Sick Leave (LSK)																	0.00

11

12 Add Attachments/Comments

Comment: **11** Add Attachment

Files Uploaded:

Printer Friendly Pull to open comment box

5 Submit **6** Save for Later **7** Clear All

5 I certify the accuracy of this timesheet and attached documents (if applicable) and understand that falsification of records may lead to termination of employment. I authorize RCUH to deduct any overpayments made in error.

13 Approvals

Authorization	User	Authority Level	Date/Time Stamp

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. This status reflects that there is an action required 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 will need 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 on 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 15). 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.

Designating Alternate Approvers/Timekeepers

It is important for Principal Investigators (PIs) to designate alternate eTimesheet approvers in the event of an emergency or for additional coverage if the PI is unable to approve eTimesheets by the RCUH Payroll Deadline.

Primary Approver: Individual responsible for the work performed by employees they supervise. Typically, this is the PI or Project supervisor that has “direct knowledge of the work performed by project employees and can assert that payroll charges are accurate, allowable, reasonable, and properly allocated” (2CFR 200.430).

Secondary Approver: Individual who serves as the backup to the Primary Approver and who has sufficient knowledge of work performed by the project employees and can assert that payroll charges are accurate, allowable, reasonable, and properly allocated. They must have Supervisory Access in the HR Portal in order to approve eTimesheets.

Please keep in mind that whether you are a primary or secondary eTimesheet approver, an individual cannot approve their own eTimesheet. If you are an RCUH employee with eTimesheet responsibilities (e.g., PI or supervisor), you will need to work with RCUH Human Resources to be placed into a subgroup, which will allow another individual to review and approve your eTimesheets.



HR Portal Access

Only official PIs may authorize access and delegate approval authority for personnel and/or payroll actions. PIs can grant HR portal access from three options:

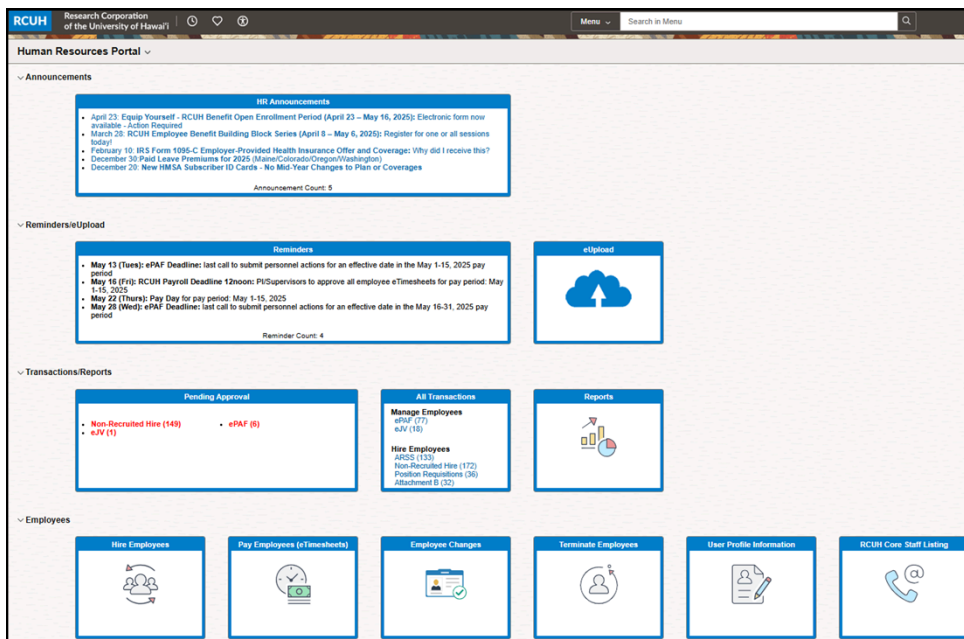
1. Access to ALL HR Portal applications
2. Access to all HR Portal applications EXCEPT time reporting
3. Access to ONLY time reporting application. Individuals must complete the Human Resources Portal Access form which requires PI approval. Please review [RCUH Policy 3.710](#) for more information.

How to Review eTimesheets

There are several ways to review and approve eTimesheets in the RCUH HR Portal. The easiest way is to click one of two options on your HR Portal Homepage under the Pending Approval Tile or in the eTimesheets Tile: “eTimesheet Counts by DC” or “eTimesheets Pending Approval Task List.”

DESKTOP VIEW

NOTE: 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.



OPTION 1: eTimesheets Counts by DC



STATUSES UNDER “ETIMESHEET COUNTS BY DC SUMMARY”

This page provides counts of employee eTimesheets for each status for the current pay period. RCUH recommends that PIs/designees check this summary to ensure all project personnel submitted their eTimesheet. For example, the number under the “Pending EE” field should be at “0” by your project’s internal eTimesheet deadline. If you click on the numbers below each status, you can review those employees, sorted by DC and status type.

DC	DC Desc	Approved eTS	Pend PI/Designee	Pend EE	Pend RCUH	Rejected
0000	DC Description	1 of 17	6 of 17	10 of 17	0 of 17	0 of 17

OPTION 2: eTimesheets Pending Approval Task List

This section will display the eTimesheets that are pending PI/designee review and approval. Above the summary is a search feature that will allow you to search by eTimesheet status, DC, or DC Subgroup.

eTimesheet Status: Pending PI/Designee Appro...
 Distribution Code: 0000 DC Subgroup: 0000
 Search Clear

Click the employer's name to view their timesheet.
 Please review carefully. Select the Pay checkbox and click Approve eTimesheets to approve.

Select All

Emp	DC	DC Sub	Timesheet Status	Employee	Empl ID	PP End Date	Empl Class	ELSA	HS	ETL	Total Hrs	Work Hrs	Vac Hrs	Sick Hrs	Hol Hrs
<input type="checkbox"/>	0000	000	Pend P/D	A.Employee.S.	000000	11/30/2019	Regular	NE	H	100.000%	81.00	31.00	39.00	3.00	8.00
<input type="checkbox"/>	0000	000	Pend P/D	D.Employee.E.	000000	11/30/2019	Regular	E	S	100.000%	80.00	72.00	0.00	0.00	8.00
<input type="checkbox"/>	0000	000	Pend P/D	G.Employee.L.	000000	11/30/2019	Regular	NE	H	100.000%	89.00	81.00	0.00	0.00	8.00
<input type="checkbox"/>	0000	000	Pend P/D	J.Employee.M.	000000	11/30/2019	Regular	E	S	100.000%	80.00	24.00	40.00	8.00	8.00
<input type="checkbox"/>	0000	000	Pend P/D	K.Employee.T.	000000	11/30/2019	Temporary	NE	H	40.000%	0.00	0.00	0.00	0.00	0.00
<input type="checkbox"/>	0000	000	Pend P/D	L.Employee.S.	000000	11/30/2019	Regular	NE	H	100.000%	80.00	70.00	0.00	0.00	8.00
<input type="checkbox"/>	0000	000	Pend P/D	M.Employee.M.	000000	11/30/2019	Regular	NE	H	100.000%	80.00	70.00	0.00	0.00	8.00

Approve eTimesheets

- **Approved eTimesheet (eTS)** – Timesheets are approved and ready for payroll processing. No further action is needed. Only approved eTimesheets will be processed.
- **Pend PI/Designee** – Submitted by employee, awaiting PI/Designee review/approval. You will be allowed to review, and mass approve eTimesheets once you click into this option.
- **Pend EE** – Timesheets not yet submitted by employees. Follow-up is required.
- **Pend RCUH** – Timesheets that are pending RCUH approval. This will only be required for employees reporting hours for Special Leave Codes** (e.g., Family Leave, Workers’ Compensation Leave, Military Leave, etc.).**
 IMPORTANT: All employees with Special Leave Hours have an earlier eTimesheet deadline. Their eTimesheet must be submitted AND approved by their PI by 12 PM (Noon) the day PRIOR to the RCUH Payroll deadline.**
- **Rejected** – Timesheets that have been rejected. Contact RCUH Payroll at rcuh_payroll@rcuh.com if this occurs as this is not a common circumstance.

What to Review in eTimesheets



Work Hours

Work hours will appear under the “Work Hours” column. If the employee only inputs work hours (and holiday hours, if applicable) and the hours are consistent with their FTE and schedule for the pay period, then their eTimesheet should not need additional review. For example, Employee D is 100% FTE and recorded a total of 80 hours (72 work hours and 8 holiday hours). If this is accurate, the eTimesheet can be approved without additional review.

Please note for Regular-status employees, eTimesheets are pre-filled based on their FTE at a standard work week schedule unless set with a 4/10 schedule. Holiday hours will be pre-filled based on FTE and eligibility. If an employee has a pre-filled eTimesheet, did not take any leave hours, they may submit the eTimesheet without any edits.



Leave Hours

Employees will not be able to exceed their eligible Vacation and Sick Leave Hours in the eTimesheet system, but PIs can choose to review individual eTimesheets for specific days of leave taken. If an employee’s hours exceed the anticipated pay period hours, or if they’re using “Oth Hours,” you should click on the employee’s name to review their eTimesheet. Other Hours include all other leaves besides Vacation and Sick Leave (e.g. Leave Without Pay, Parent Teacher Conference Leave, Blood Donation Leave, etc.). Review appropriate attachments* – see RCUH Leave Guide on page 15.

*Your project may have additional approval and attachment procedures.



Total Hours Reported

Review the Totals Row for the daily, weekly, and pay period. Pay attention to days and weeks that have more or less than the hours based on the employee’s FTE. For example, if the employee’s FTE is 1.00 or 100% and they work a standard work schedule of 8 hours a day, 5 days a week, you should ensure that their 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 “they worked overtime.”

What to Review in eTimesheets

(continued)



Non-Recruited Employees (Temporary/Intermittent/Students)

Review hours reported. Unlike Regular-status employees, these hours are not pre-filled. Employees who did not work in the current pay period should still submit their eTimesheet with zero (0) hours and PI's should approve as a check and balance to ensure all employee eTimesheets are accounted for. This serves as an acknowledgement from the employee and the PI that there are no hours to report and pay for in the pay period.

If an intermittent employee is not scheduled to work for a few pay periods, you may hide the eTimesheet by clicking the check box under the "hide" column when looking at the summary of eTimesheets. The hide check box is only applicable to intermittent employees. Please note the hide feature will remove the employee from the all summary listings, therefore you must be sure an employee is not working before you check this feature off or you will not see their eTimesheet if they report hours.



Attachments/Comments

To view an attached document, please click on the attachment name on the individual's eTimesheet. Remember that the eTimesheet will prompt employees to submit certain attachments in compliance with RCUH leave policies. Please refer to the RCUH Leave Guide on page 15 for which documents are required per leave code.



If your project has designated an individual who is responsible for reviewing the eTimesheet before PI approval, it may be beneficial for them to use the comment feature to notify the PI that the eTimesheet has been reviewed and is ready for approval.

How to Approve eTimesheets

Individual Approvals

PIs may approve directly by clicking the “Approve” button located either:

- Under the Employee Information Table, or
- Within the Attachments/Comments section on the individual eTimesheet.

Mass Approvals

Mass approvals allow PIs/Designees to approve multiple eTimesheets without opening them individually.

1. Navigate to either:
 - a. “Pending PI/Designee” page under the “eTimesheet Counts by DC”, or
 - b. “eTimesheets Pending Approval Task List” page.
2. Select the “Select All” checkbox above the employee list to approve all eTimesheets.
3. Alternatively, select specific employees by checking individual boxes.
4. Click “Approve eTimesheets” to approve.

Please review carefully. Select the Pay checkbox and click Approve eTimesheets to approve.

Select All

Emp	DC	DC Sub	Timesheet Status	Employee	Empl ID	PP End Date	Empl Class	ELSA	HS	FTE	Total Hrs	Work Hrs	Vac Hrs	Sick Hrs	Hol Hrs	Oth Hrs
<input type="checkbox"/>	0000	000	Pend P/D	A.Employee S.	000000	11/30/2019	Regular	NE	H	100.000%	81.00	31.00	39.00	3.00	8.00	0.00
<input type="checkbox"/>	0000	000	Pend P/D	D.Employee E.	000000	11/30/2019	Regular	E	S	100.000%	80.00	72.00	0.00	0.00	8.00	0.00
<input type="checkbox"/>	0000	000	Pend P/D	G.Employee L.	000000	11/30/2019	Regular	NE	H	100.000%	89.00	81.00	0.00	0.00	8.00	0.00

Submitting on Behalf of Employees

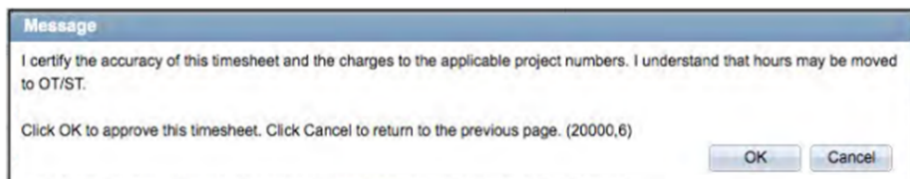
If an employee fails to submit their eTimesheet and the RCUH payroll deadline is approaching, the PI/Designee may submit it on their behalf. If they are a Regular-status employee who worked the entire pay period, but did not record additional hours AND did not take any leaves (aside from a Holiday if applicable), you can click the “Pay” checkbox next to their name. Checking this box will automatically fill in the Work Hours and Holiday Hours at the employee’s FTE. PIs/Designees can also make edits on behalf of the employee, but should do so only if the employee is unavailable.

NOTE: We do highly suggest that if you submit for an employee or make changes to an employee’s eTimesheet, that you get confirmation from the employee concurring with the hours or any changes (e.g., email with confirmation from the employee or cross signature). If this documentation cannot be added before the RCUH payroll deadline, please contact the RCUH payroll section at rcuh_payroll@rcuh.com.

Confirmation of eTimesheet submission

After clicking “Approve”, the message below will appear for confirmation.

- Click “OK” to certify the accuracy of the timesheet hours and to approve the hours reported.
- Click “Cancel” if you need to return to the eTimesheet.



Upon approval, you can also check to see that an individual eTimesheet was submitted to RCUH Payroll by reviewing the Approval Table in the employee’s eTimesheet. The eTimesheet status will change to “Approved” and will now be in display only.

Authorization	User	Authority Level	Date/Time Stamp
Pending Employee	A,Employee S.	Employee	11/30/2019 12:53:00PM
Pending PI/Designee Approval	A,Employee S.	Employee	11/30/2019 1:08:00PM
Pending Employee	A,Employee S.	Employee	11/30/2019 1:18:05PM
Pending PI/Designee Approval	Test_User	Supervisory Authority	11/30/2019 2:45:10PM

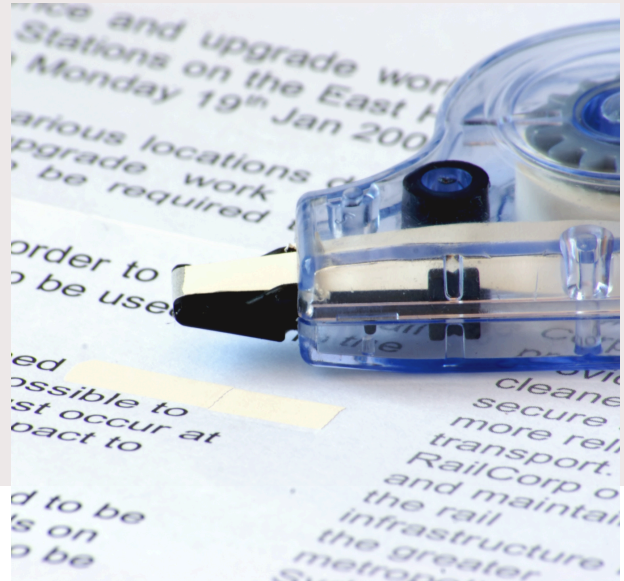
You may also review the “eTimesheet Counts by DC” Summary page to ensure all eTimesheets have been approved and are accounted for in the “Approved eTS” column.



A screenshot of the "eTimesheet Counts by DC" summary page. The title is "eTimesheet Summary" and the pay period is "11/16/2019 to 11/30/2019". Below the title is a table with columns: DC, DC Desc, Approved eTS, Pend PI/Designee, Pend EE, Pend RCUH, and Rejected. The first row shows "0000 DC Description" with "1 of 17" in the "Approved eTS" column, "6 of 17" in "Pend PI/Designee", "10 of 17" in "Pend EE", "0 of 17" in "Pend RCUH", and "0 of 17" in "Rejected". The "Approved eTS" cell is highlighted with a yellow box.

DC	DC Desc	Approved eTS	Pend PI/Designee	Pend EE	Pend RCUH	Rejected
0000	DC Description	1 of 17	6 of 17	10 of 17	0 of 17	0 of 17

Corrections to eTimesheets



Returning eTimesheets to Employees (before PI approval)

If you find an error in an employee's eTimesheet or discover that a required attachment is missing, you may click the "Return to EE" button on the individual's eTimesheet. If you decided to return the eTimesheet back to the employee, you should include an explanation in the comment box with the date and your initials. You should also notify the employee via email/phone that you returned the eTimesheet to them.

Recalling eTimesheets (after PI approval)

If you discover an error after approving an eTimesheet, you may click the "Recall" button if the RCUH payroll deadline has not passed. You may edit the eTimesheet or send it back to the employee to resubmit (only if time permits). Please ensure that you re-approve the eTimesheet by the RCUH Payroll deadline.

eTimesheet Corrections (after payroll processing)

Once the RCUH payroll deadline has passed, no edits can be made to eTimesheets. Any corrections to processed eTimesheets (payroll corrections) must be processed manually with a revised eTimesheet. The correction will be processed with the pay period the correction is received in.

eTimesheet Approval Checklist

PRIOR to approving eTimesheets:

- ✔ Inform/Remind Employees of the Project's internal eTimesheet deadline, which should allow time for PIs to review and make corrections if needed. Adjust internal deadlines for special leave, holidays, and travel as necessary.
- ✔ Ensure you have proper backup approvers and communicate with them for eTimesheet approvals if the primary eTimesheet approver is out.
- ✔ Ensure that any eTimesheets reporting special leave are approved by 12:00 PM (Noon) the day PRIOR to the RCUH Payroll deadline.
- ✔ Review eTimesheets—if there are any eTimesheets with atypical hours or leaves that require attachments, please review those eTimesheets carefully.
- ✔ Review leaves and ensure employees have provided the required attachments/information per applicable policy. If an attachment is missing, you may return the eTimesheet to the employee for resubmission with an explanation in the comment box.

AFTER approving eTimesheets

- ✔ Review the “eTimesheets counts by DC” page and check for individuals in the “Pending PI/Designee” and “Pending EE” Columns. These numbers should be at zero (0).
- ✔ If you find that an employee's eTimesheet has NOT been submitted (still in “Pending EE” column) and the RCUH Payroll deadline is approaching, you may submit and approve on their behalf. We highly recommend that you receive confirmation from the employee after the submission.
- ✔ Confirm that you approved ALL eTimesheets and ALL employees who worked in the pay period are accounted for, especially new employees.

NOTE: Review your employee listing for accuracy PRIOR to the ePAF Deadline and ensure that eTimesheets for terminated/terminating employees reflect the correct end date.

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 on the Leaves/Other Codes dropdown.

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. 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).

Floating Holidays

Currently, employees can only record hours on the holiday. If a floating holiday or holiday observed on another day due to scheduling is needed, submit a Personnel Action Form (PAF) with the employee's name, employee ID, the holiday they will need to work, and the date of the floating holiday to RCUH_HRIS@rcuh.com.

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 an alternate approver to process your eTimesheet on your behalf. If they also 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 eTimesheets.

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](#).



HR Help Desk

If you need assistance logging into the RCUH Human Resources portal to approve eTimesheets, 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