Research Corporation of the University of Hawaii

Human Resources Portal

1. New HR Portal and ePAF Demo

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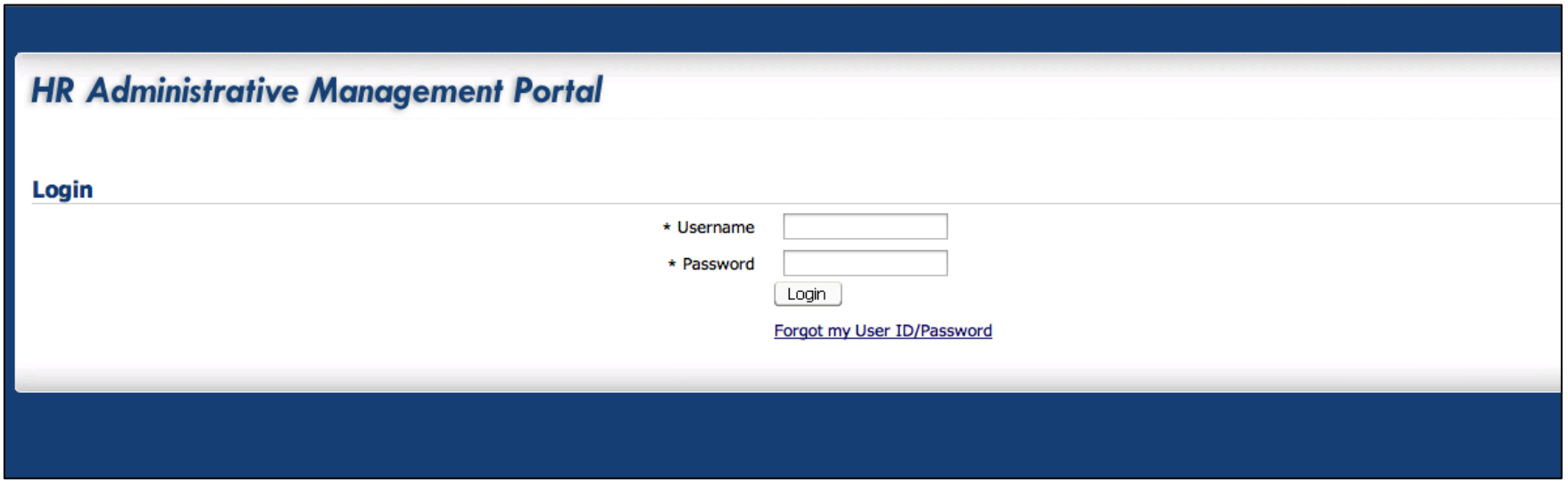
2. Today's Agenda

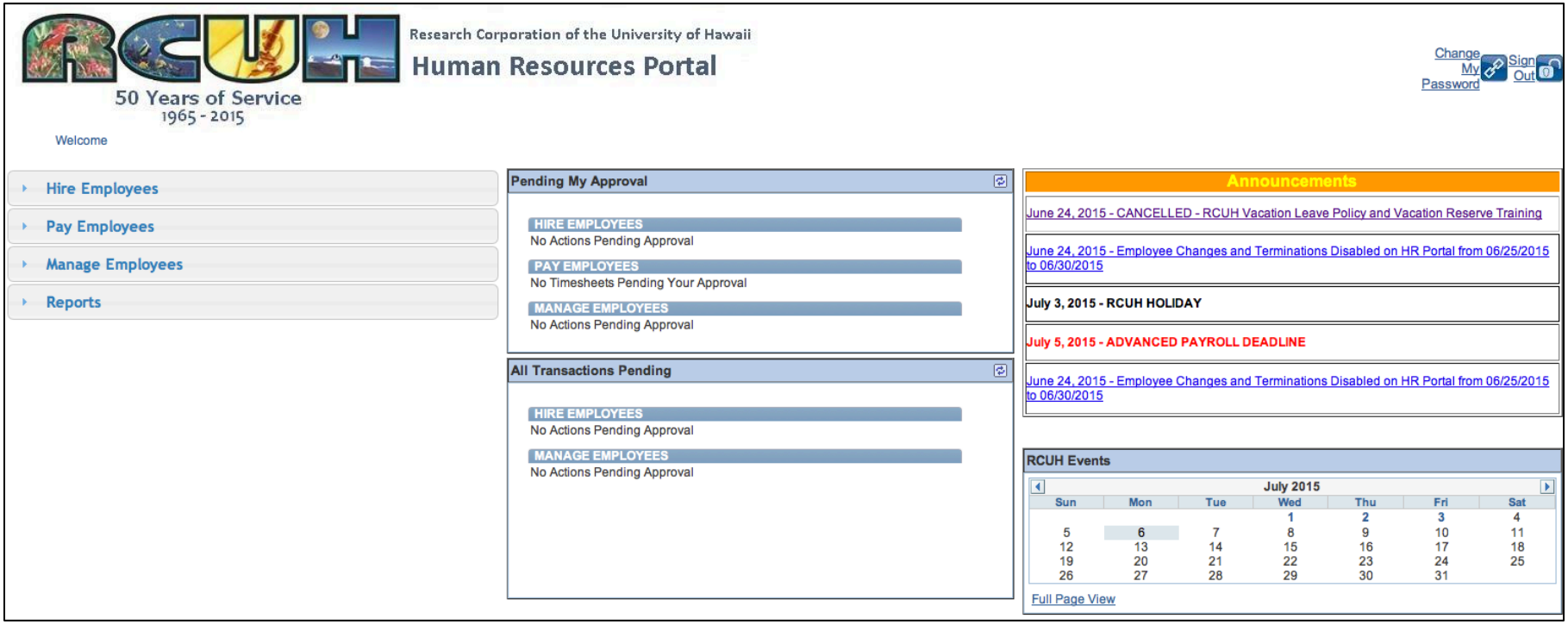
- New HR Portal Slides and Walkthrough
- ePAF Application Slides and Walkthrough
  - Terminations
  - Pay Rate Changes
- Q&A Session

***Changes to Take Effect on July 20, 2015**

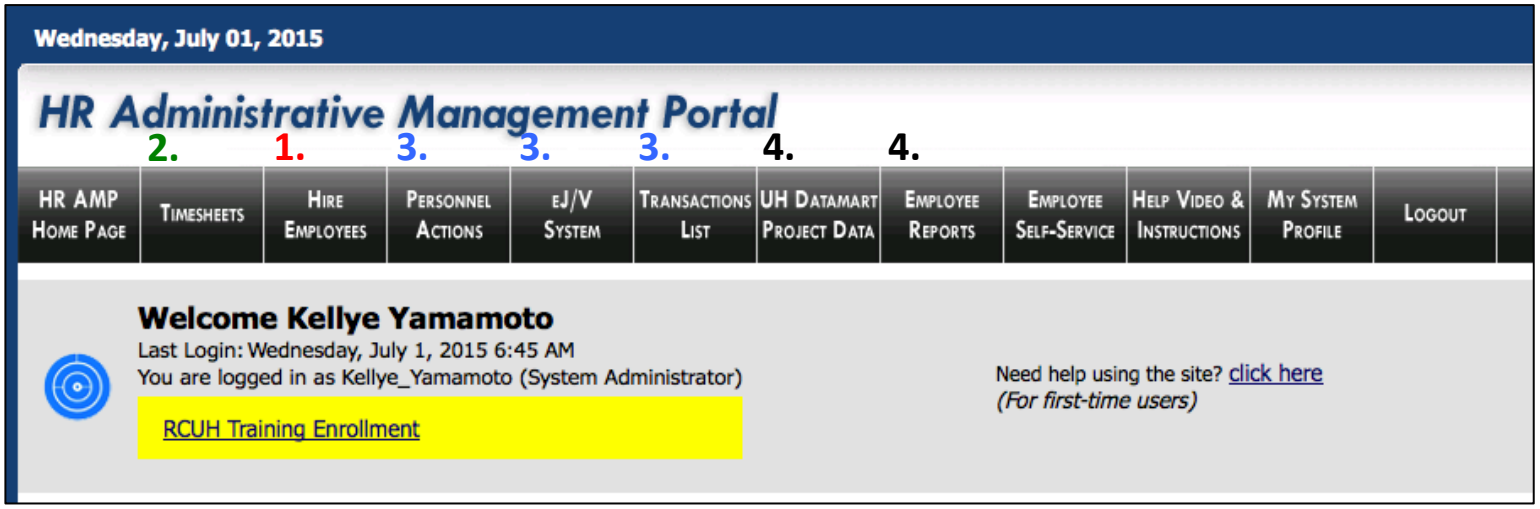
3. Existing HR Portal Login Page



4. New HR Portal Login Page

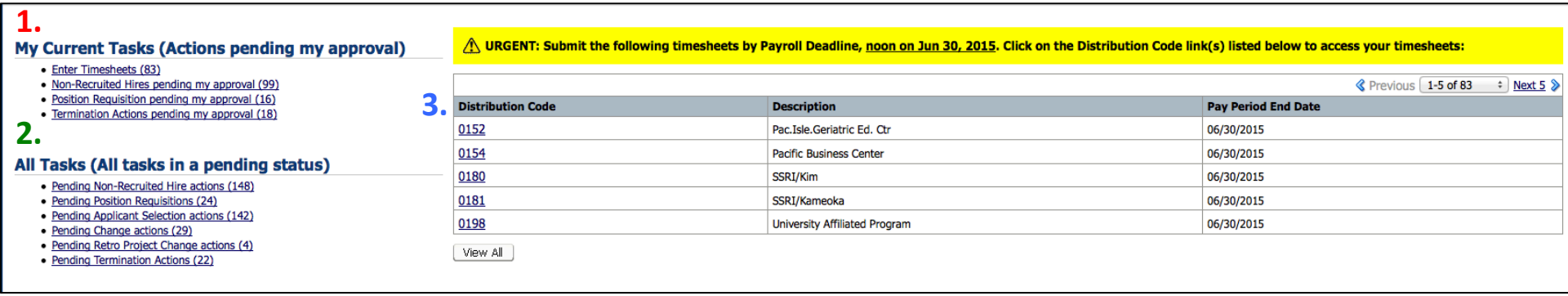


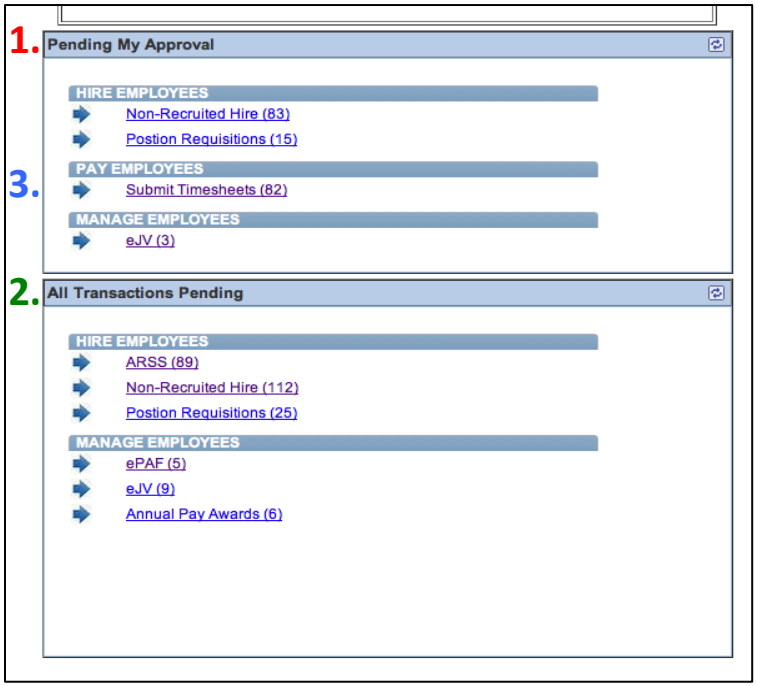
5. HR Portal - Location of Menu Items



1. **Hire Employees** – Initiate Non-Recruited and Regular Hires
2. **Pay Employees** – All Timesheet Related Links
3. **Manage Employees** – ePAF, eJV, PA/PAF, All Transactions Search List
4. **Reports** – Employee Report,

6. HR Portal - Location of Task List



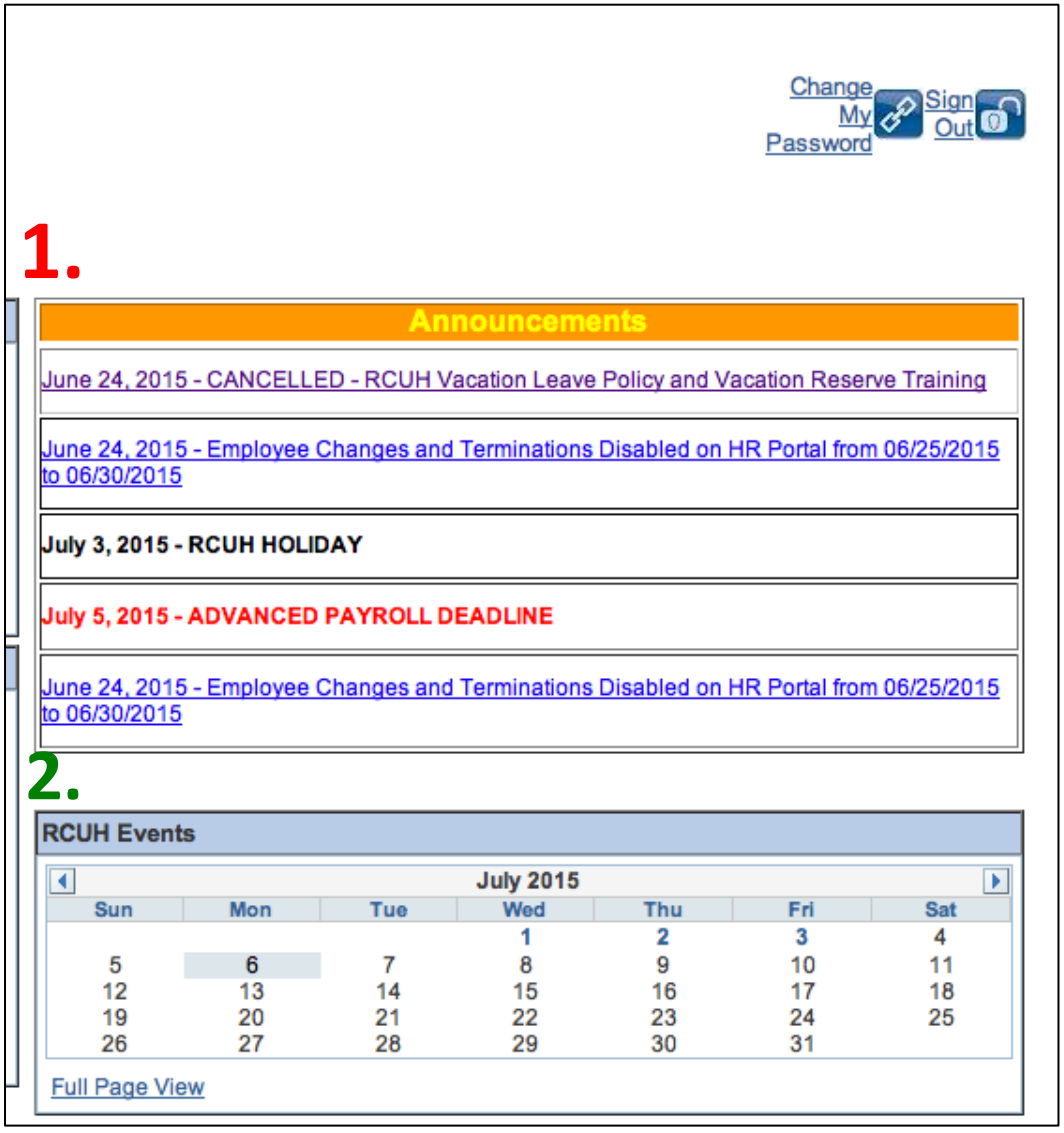


1. **Pending My Approval** – Displays all actions that are pending your approval

2. **All Transactions Pending** – Displays all actions that are in a pending state

1. **Submit Timesheets** – Displays all timesheets that need to be submitted

7. HR Portal - New Features



1. **Announcements** – Displays all HR announcements (e.g. Early Timesheet Deadline, RCUH Holidays, HR Announcements from the RCUH Website, etc.)

1. **Events Calendar** – Displays all upcoming HR events. (e.g. Timesheet Deadline, PAF Deadline, etc.)

8. Electronic Personnel Action Form (ePAF)

Goal of the ePAF:

1. Eliminate manual PAFs for processing common HR transactions

1. Functionality of a manual PAF

1. Faster than filling out a manual PAF

1. Easy to use

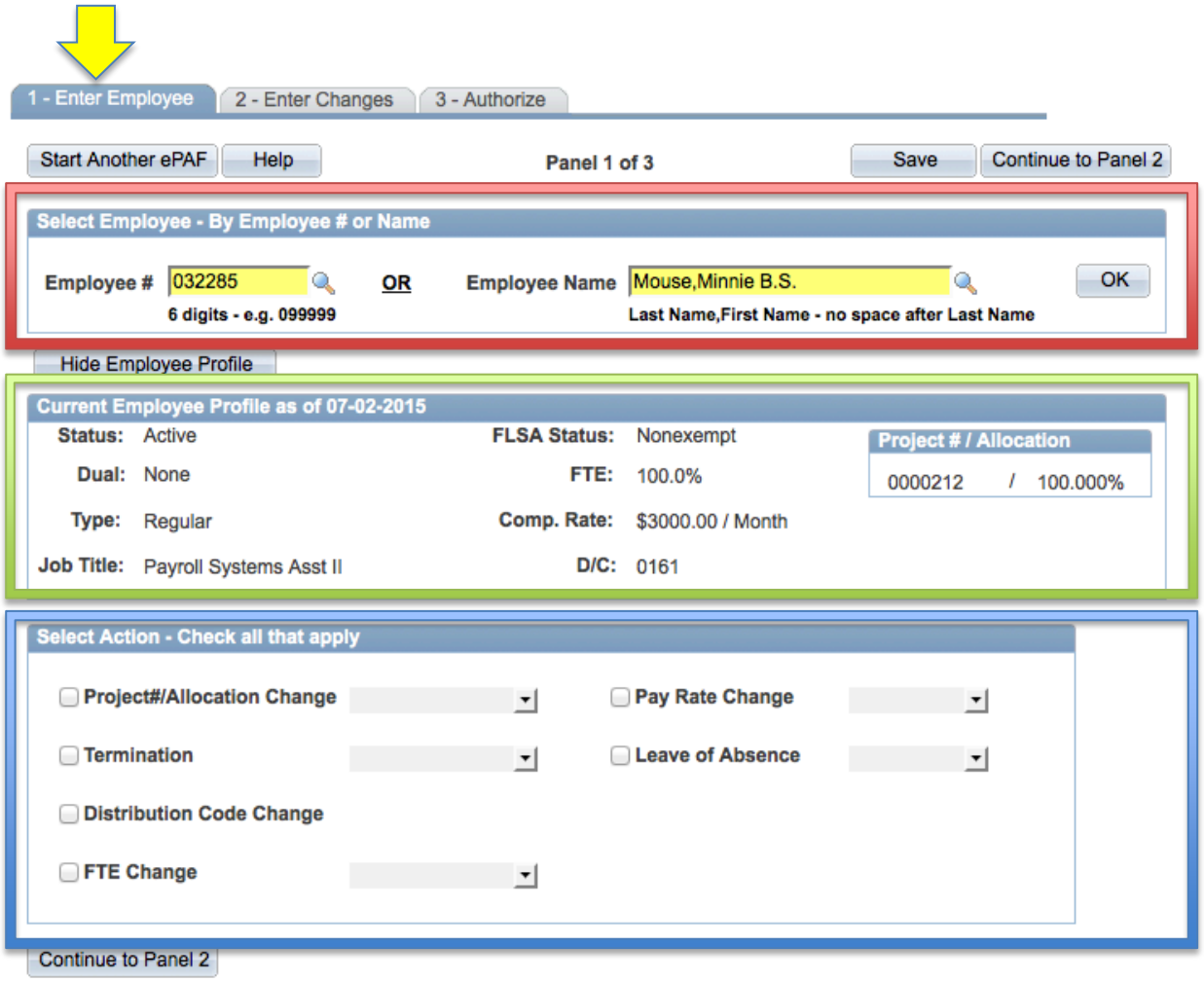
9. ePAF General Rules

- Only one ePAF can be initiated for an employee at a time (can still select multiple actions in one ePAF transaction)
- Submit ePAF actions up to 2 months in advance
- No retroactive actions
- All required fields will be yellow

Additional Changes to Security Names

Current HR Security Name	New HR Security Name
Co-PI	Supervisory Authority
Fiscal Officer	Fiscal Administrator
Supervisory (Input Only)	Admin Authority

10. ePAF – General Panel 1 Overview



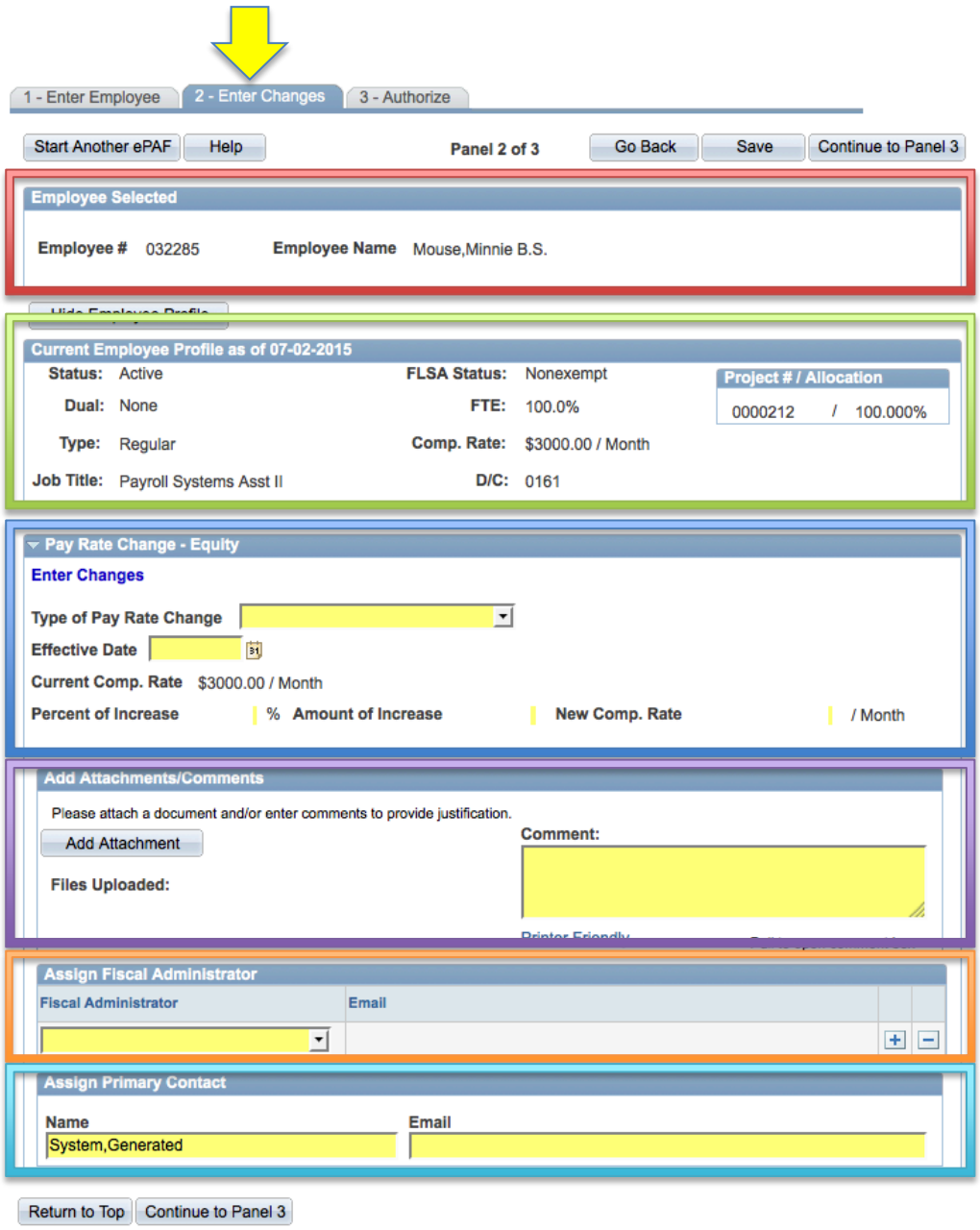
Step 1: Select Employee

Optional: View Current Employee Profile

Step 2: Select Action(s)

NEW Online Actions: DC Changes, Pay Rate Changes, Leave of Absences

11. ePAF – General Panel 2 Overview



Display Employee Name

Optional: View Current Employee Profile

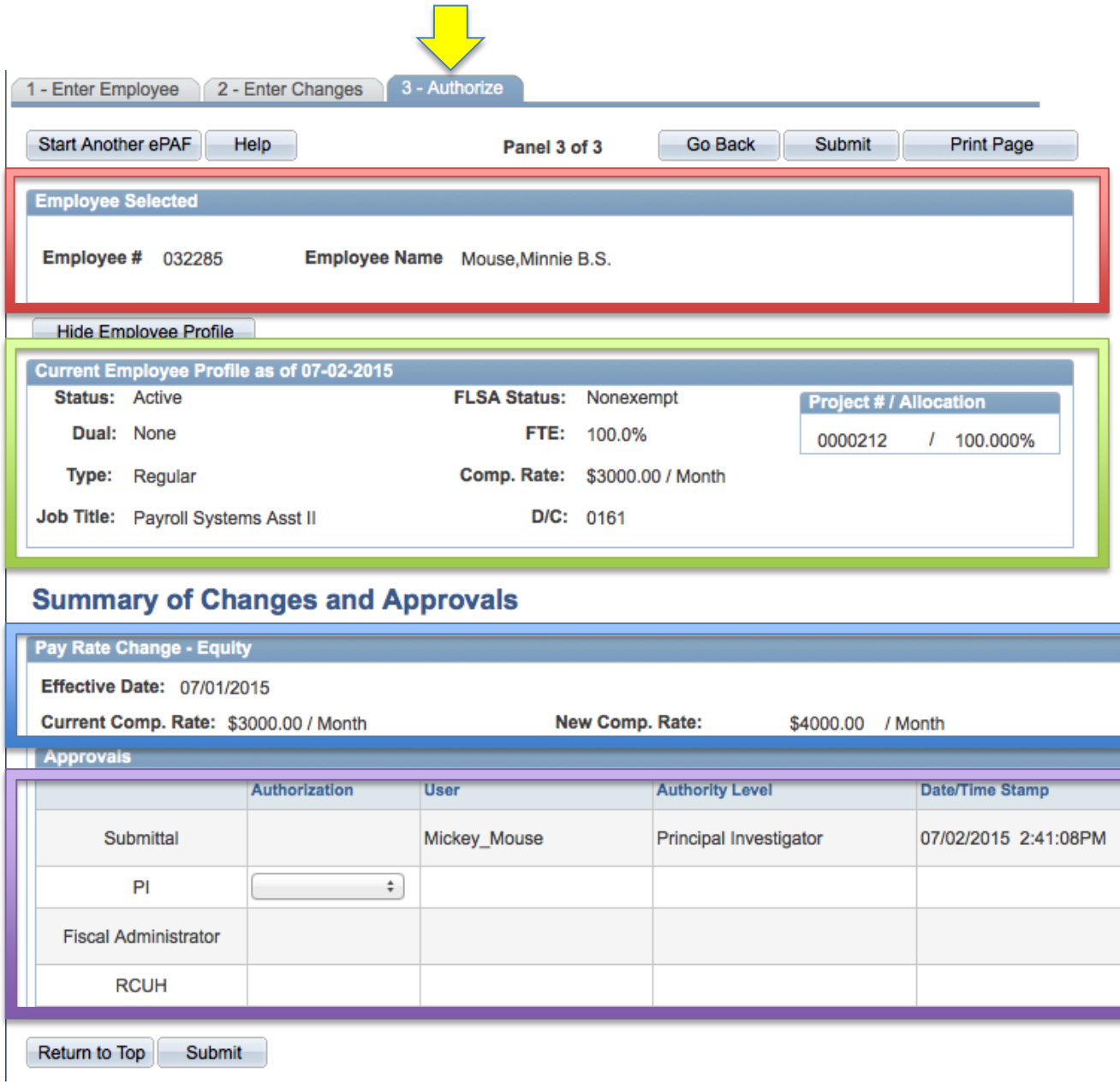
Step 3: Enter Changes

Step 4: Add Attachments or Comments

Step 5: Assign Fiscal Admin if applicable

Step 6: Assign Primary Contact if applicable

12. ePAF – General Panel 3 Overview



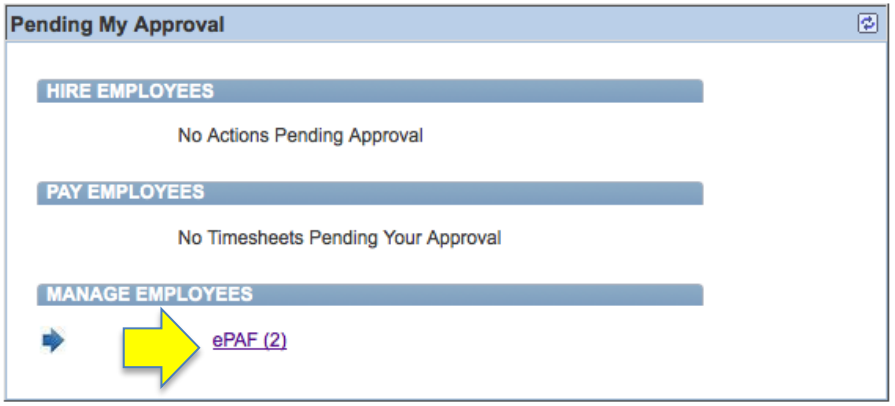
Display Employee Name

Optional: View Current Employee Profile

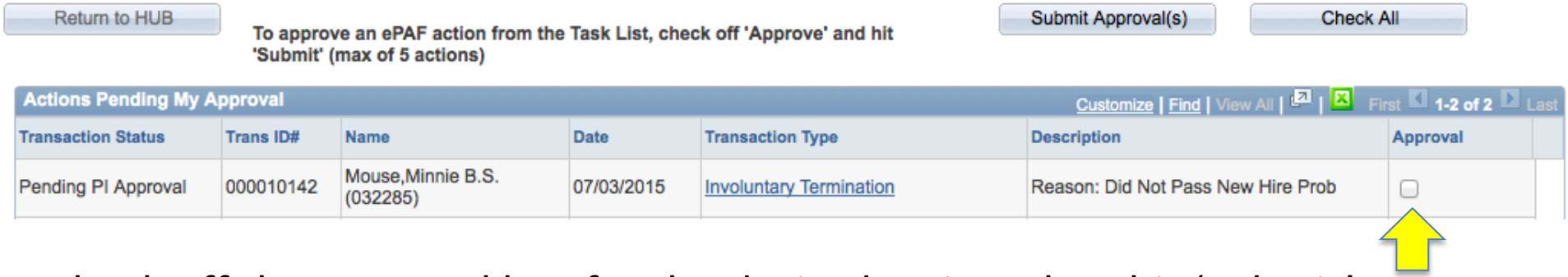
Step 7: Review Summary of Changes

Step 8: Approve

13. ePAF – 1st Way to Approve Transactions



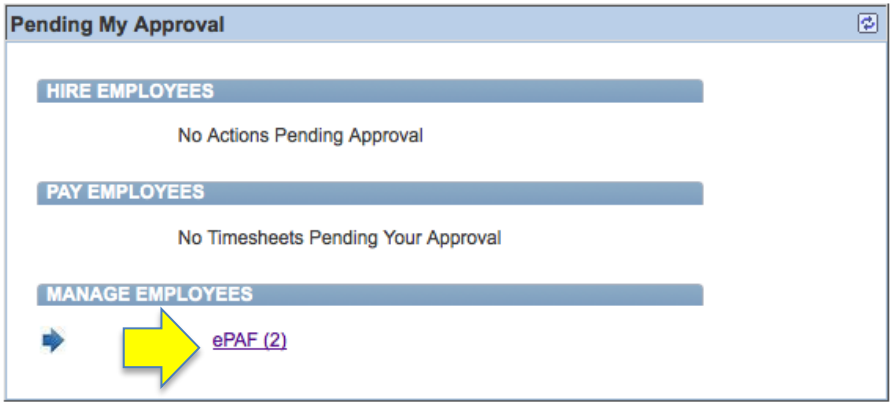
From the HR Portal Home Page, there will be ePAF Actions Pending Your Approval



Check off the Approval box for the desired action, then hit 'Submit'

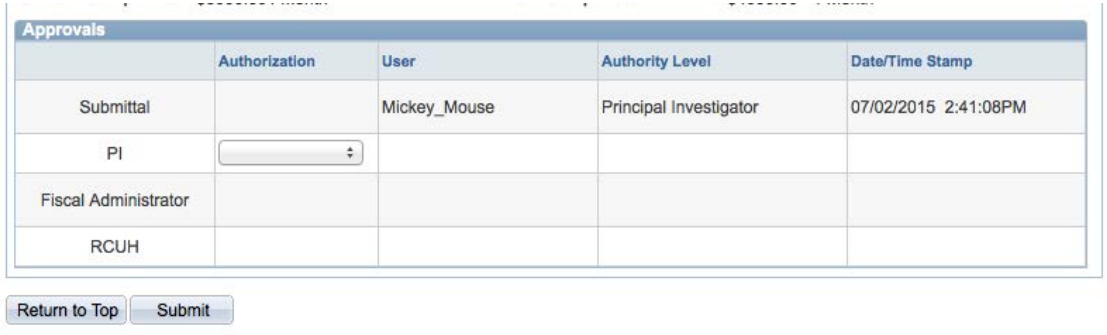
***NOTE: After hitting 'Submit' your action will go to the next level of approvals, so make sure the contents of the ePAF action is correct because you will NOT be able to edit once it's been approved!**

14. ePAF – 2nd Way to Approve Transactions

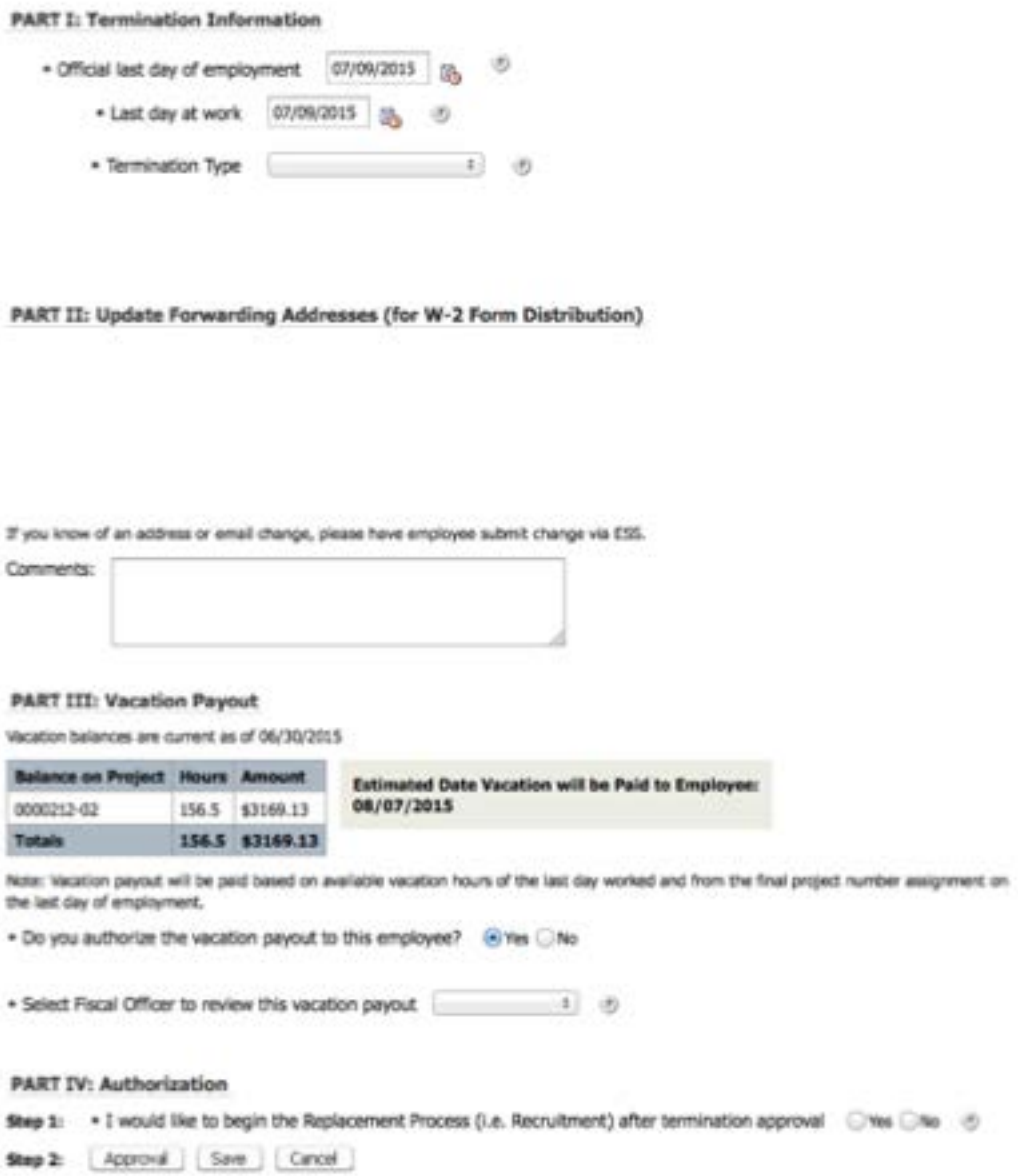


From the HR Portal Home Page, there will be ePAF Actions Pending Your Approval

Click on the link to go to Panel 2 of the ePAF action, then go to Panel 3 to approve from the drop down.



15. ePAF – HR AMP Termination



PART I: Termination Information

- Official last day of employment 07/09/2015
- Last day at work 07/09/2015
- Termination Type

PART II: Update Forwarding Addresses (for W-2 Form Distribution)

If you know of an address or email change, please have employee submit change via ESS.

Comments:

PART III: Vacation Payout

Vacation balances are current as of 06/30/2015

Balance on Project	Hours	Amount
0000212-02	156.5	$3169.13
Totals	**156.5**	**$3169.13**

Estimated Date Vacation will be Paid to Employee: 08/07/2015

Note: Vacation payout will be paid based on available vacation hours of the last day worked and from the final project number assignment on the last day of employment.

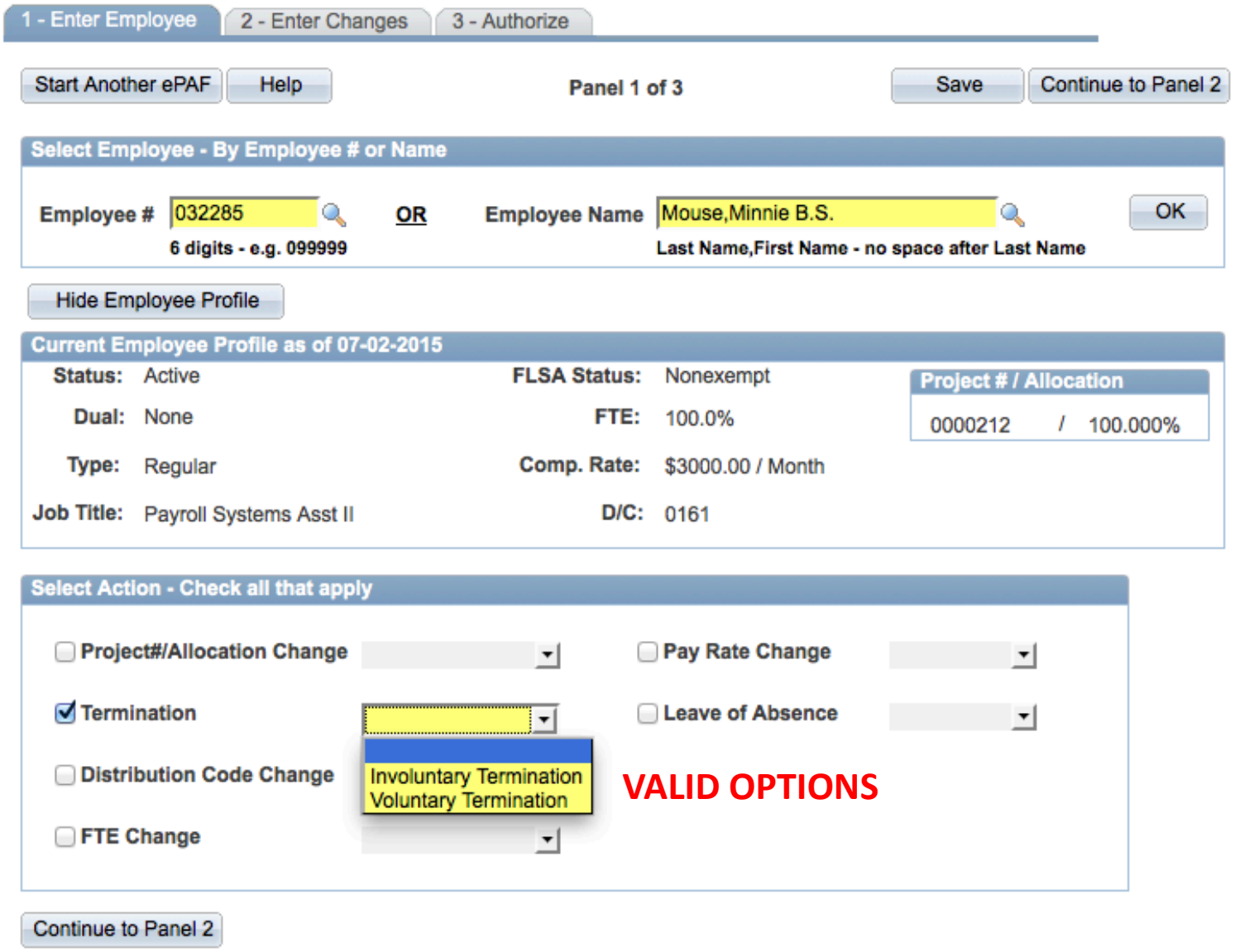
- Do you authorize the vacation payout to this employee? Yes No
- Select Fiscal Officer to review this vacation payout

PART IV: Authorization

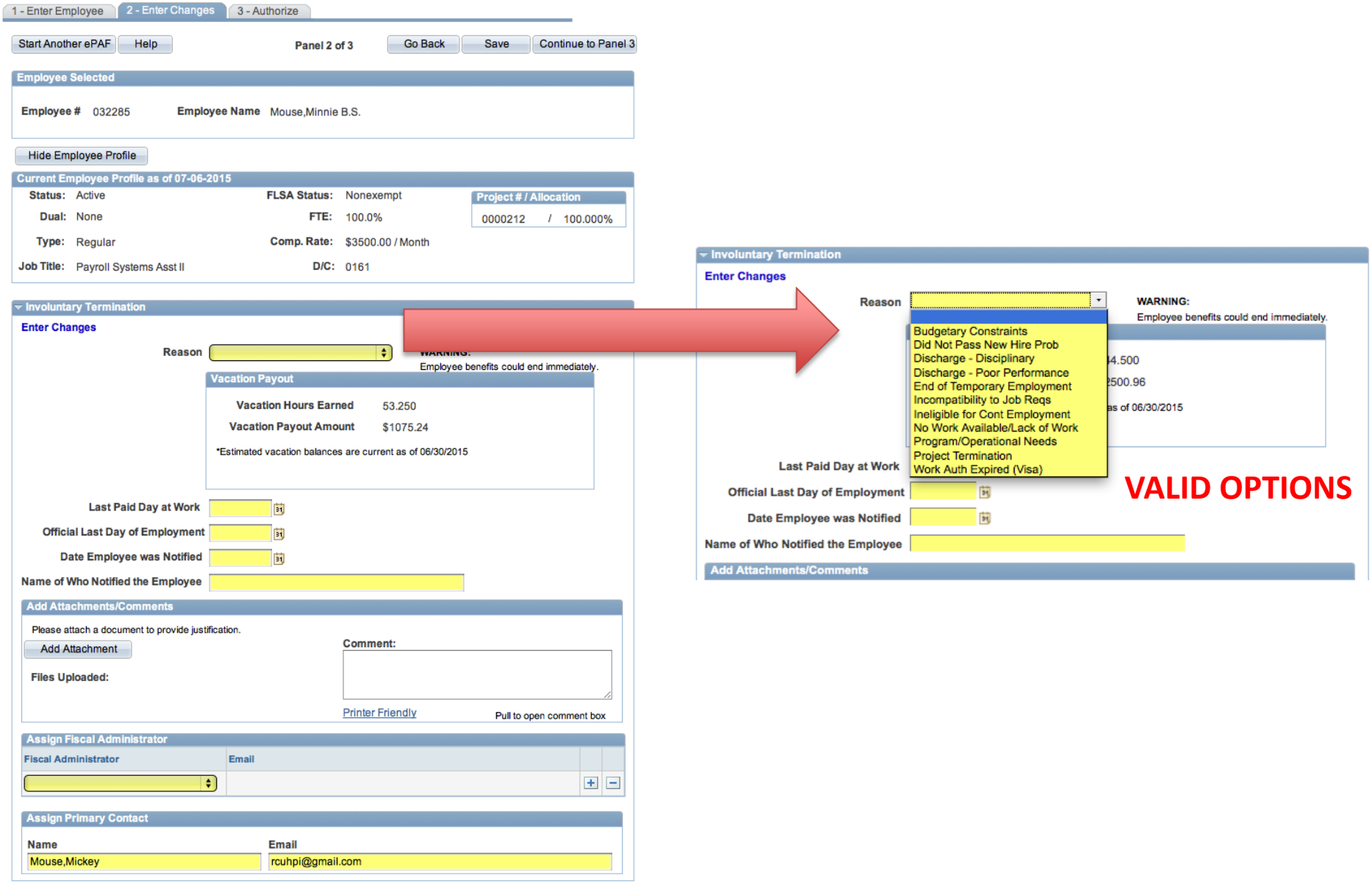
Step 1: • I would like to begin the Replacement Process (i.e. Recruitment) after termination approval Yes No

Step 2: Approval Save Cancel

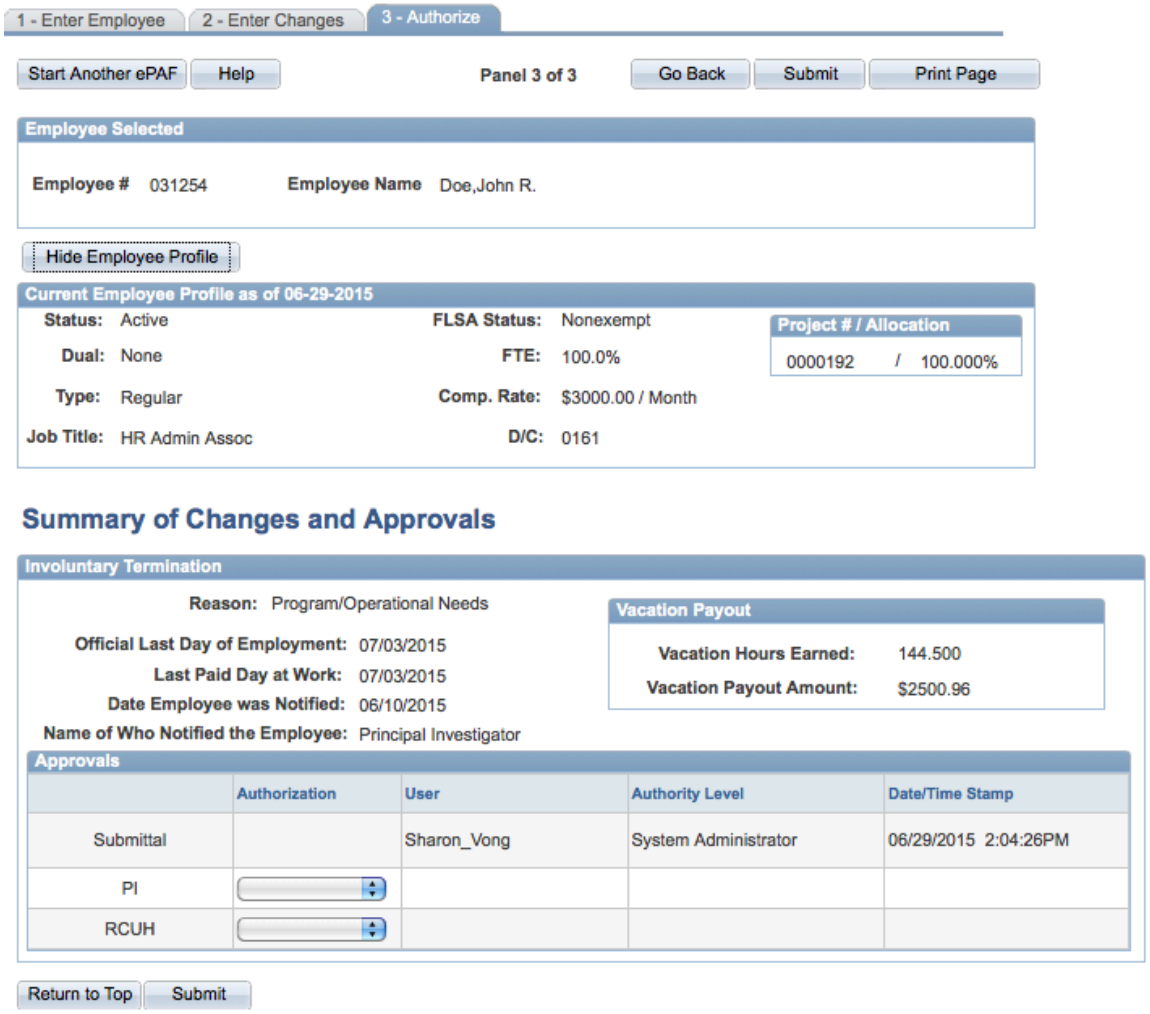
16. ePAF – Involuntary Termination Panel 1



17. ePAF – Involuntary Termination Panel 2



18. ePAF – Involuntary Termination Panel 3


1 - Enter Employee | 2 - Enter Changes | 3 - Authorize

Start Another ePAF | Help | Panel 3 of 3 | Go Back | Submit | Print Page

Employee Selected

Employee # 031254 Employee Name Doe,John R.

Hide Employee Profile

Current Employee Profile as of 06-29-2015

Status:	Active	FLSA Status:	Nonexempt	Project # / Allocation	
Dual:	None	FTE:	100.0%	0000192 /	100.000%
Type:	Regular	Comp. Rate:	$3000.00 / Month		
Job Title:	HR Admin Assoc	D/C:	0161		

Summary of Changes and Approvals

Involuntary Termination

Reason: Program/Operational Needs

Official Last Day of Employment: 07/03/2015
Last Paid Day at Work: 07/03/2015
Date Employee was Notified: 06/10/2015
Name of Who Notified the Employee: Principal Investigator

Vacation Payout

Vacation Hours Earned: 144.500
Vacation Payout Amount: $2500.96

Approvals

	Authorization	User	Authority Level	Date/Time Stamp
Submittal		Sharon_Vong	System Administrator	06/29/2015 2:04:26PM
PI				
RCUH				

Return to Top | Submit

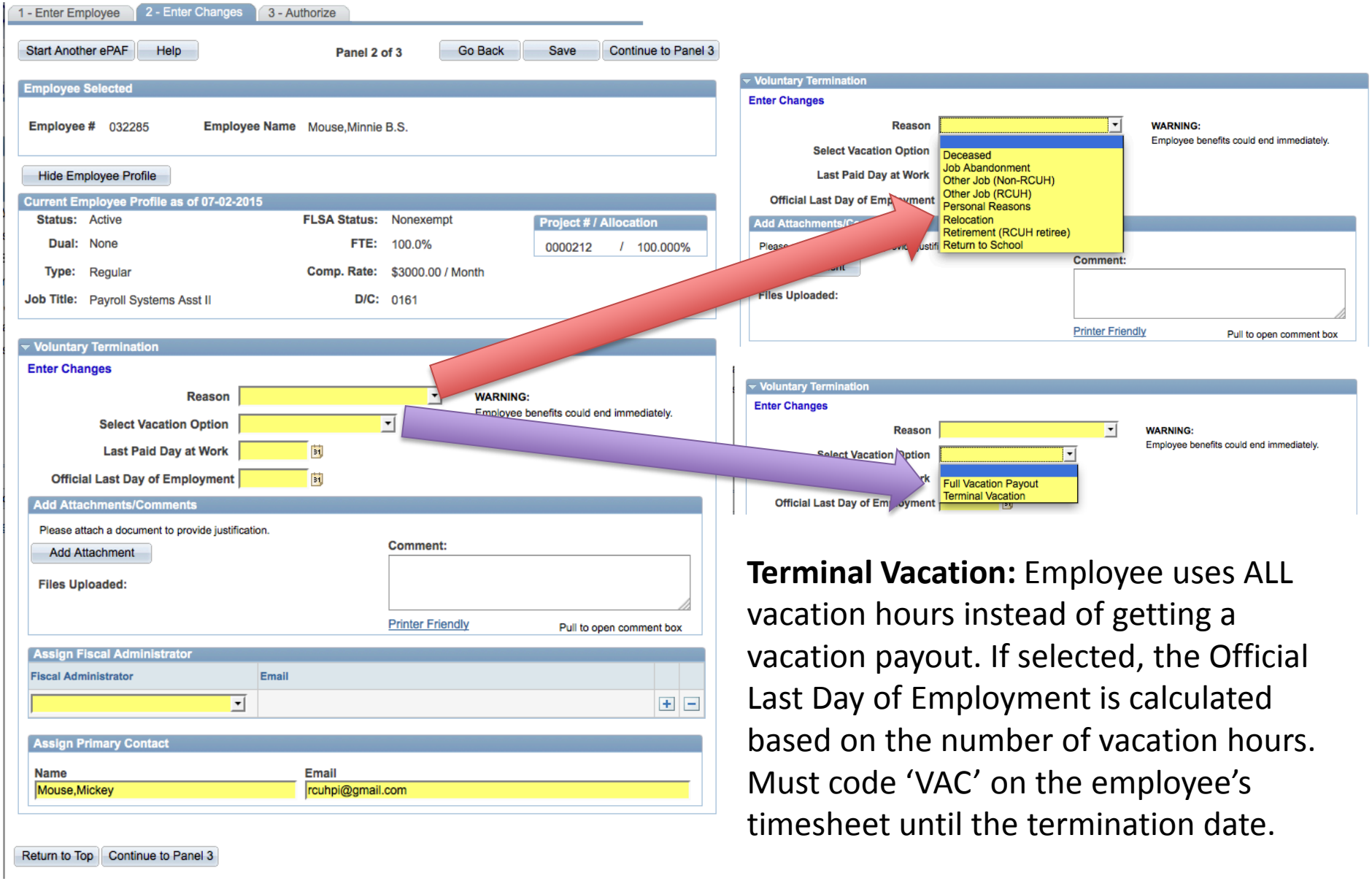
PI Approval Needed:

- Budgetary Constraints
- Did Not Pass New Hire Prob.
- Discharge – Disciplinary
- Discharge – Poor Performance
- Incompatibility to Job Requirements
- Program/Operational Needs

Supervisory Approval (Co-PI) or Above Needed:

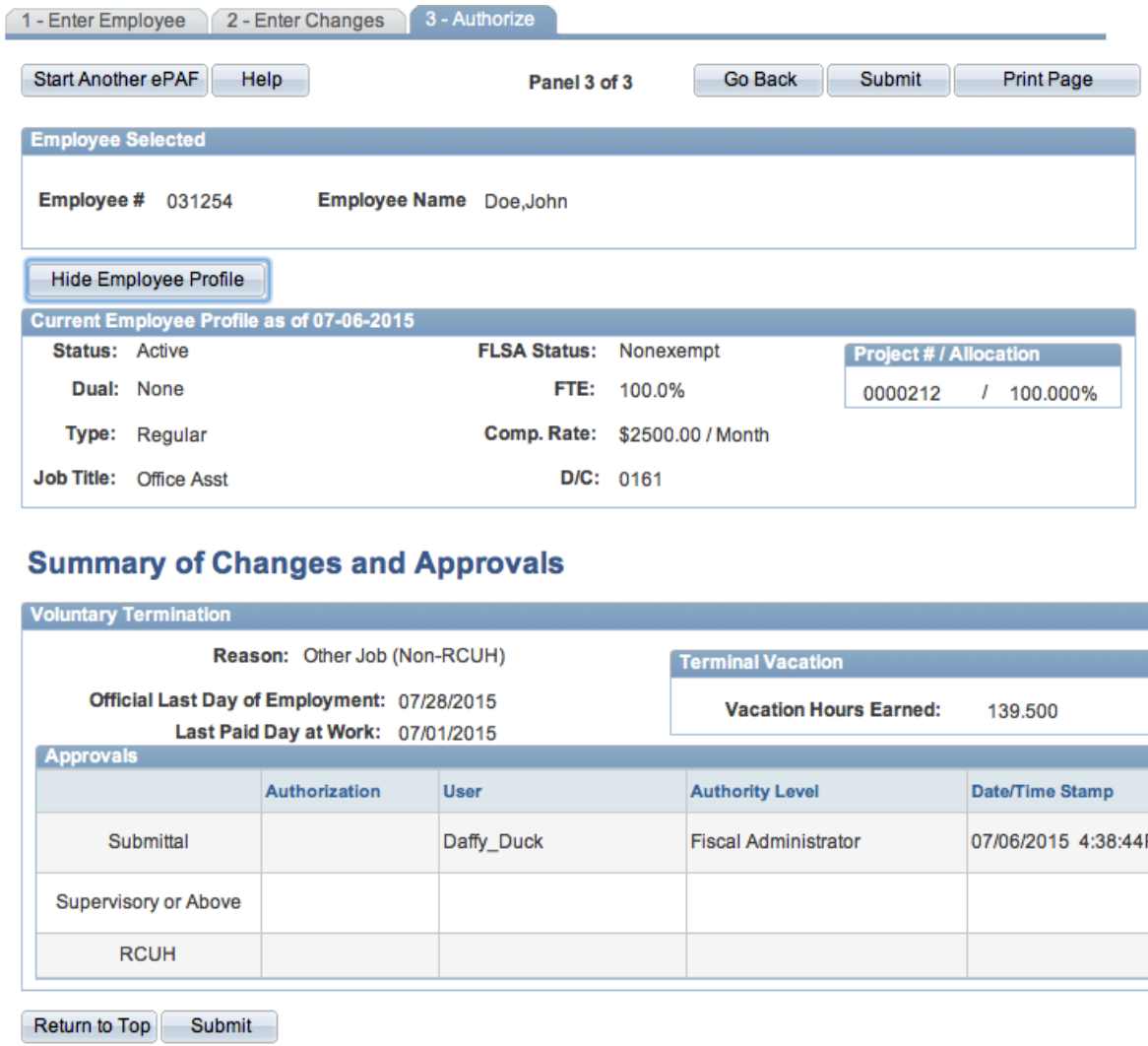
- Project Termination
- End of Temporary Employment
- Ineligible for Continued Employment
- No Work Available/Lack of Work
- Work Authorization Expired (Visa)

19. ePAF – Voluntary Termination Panel 2



Terminal Vacation: Employee uses ALL vacation hours instead of getting a vacation payout. If selected, the Official Last Day of Employment is calculated based on the number of vacation hours. Must code 'VAC' on the employee's timesheet until the termination date.

20. ePAF – Voluntary Termination Panel 3


1 - Enter Employee | 2 - Enter Changes | 3 - Authorize

Start Another ePAF | Help | Panel 3 of 3 | Go Back | Submit | Print Page

Employee Selected

Employee # 031254 **Employee Name** Doe,John

Hide Employee Profile

Current Employee Profile as of 07-06-2015

Status:	Active	**FLSA Status:**	Nonexempt	**Project # / Allocation**	
Dual:	None	**FTE:**	100.0%	0000212 /	100.000%
Type:	Regular	**Comp. Rate:**	$2500.00 / Month		
Job Title:	Office Asst	**D/C:**	0161		

Summary of Changes and Approvals

Voluntary Termination

Reason: Other Job (Non-RCUH)

Official Last Day of Employment: 07/28/2015

Last Paid Day at Work: 07/01/2015

Terminal Vacation

Vacation Hours Earned: 139.500

Approvals

	Authorization	User	Authority Level	Date/Time Stamp
Submittal		Daffy_Duck	Fiscal Administrator	07/06/2015 4:38:44PM
Supervisory or Above				
RCUH				

Return to Top | Submit

Supervisory Approval (Co-PI) or Above Needed for ALL Voluntary Terminations

21. ePAF – Pending Voluntary Termination

Email Notification Sent to All Supervisory and Above Access Types in the DC

ePAF Pending Your Approval: Termination (Mouse,Minnie B.S.) Inbox x

rcuhhr@rcuh.com Jul 2 (4 days ago)

to me

The following ePAF is PENDING YOUR APPROVAL. The deadline to approve this action is end of day on 07/10/2015.

Effective Date: 07/03/2015
Employee Name: Mouse,Minnie B.S. (032285)
ePAF Action: Termination
Submitted By: Mickey_Mouse
Comments:

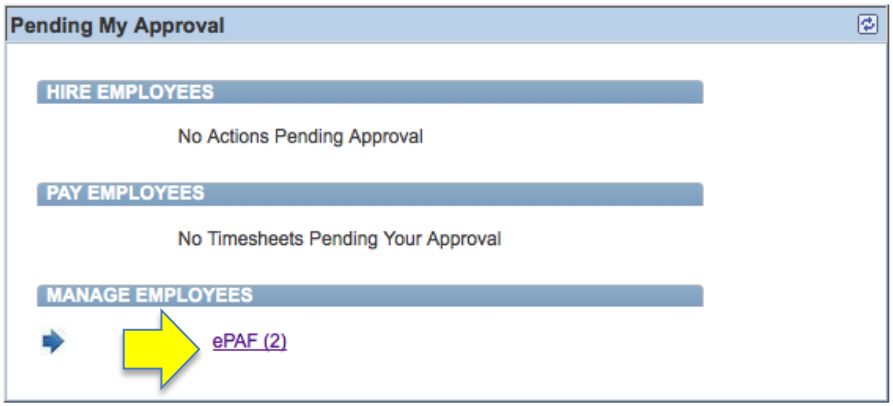
You may view this ePAF by doing the following:

1. Go to www.rcuh.com
2. Login to the RCUH Human Resources Portal
3. Find the employee action on the Pending My Approval list from the Human Resources Portal home page OR go to the Manage Employees tab and click on Search All Transactions to search for the transaction

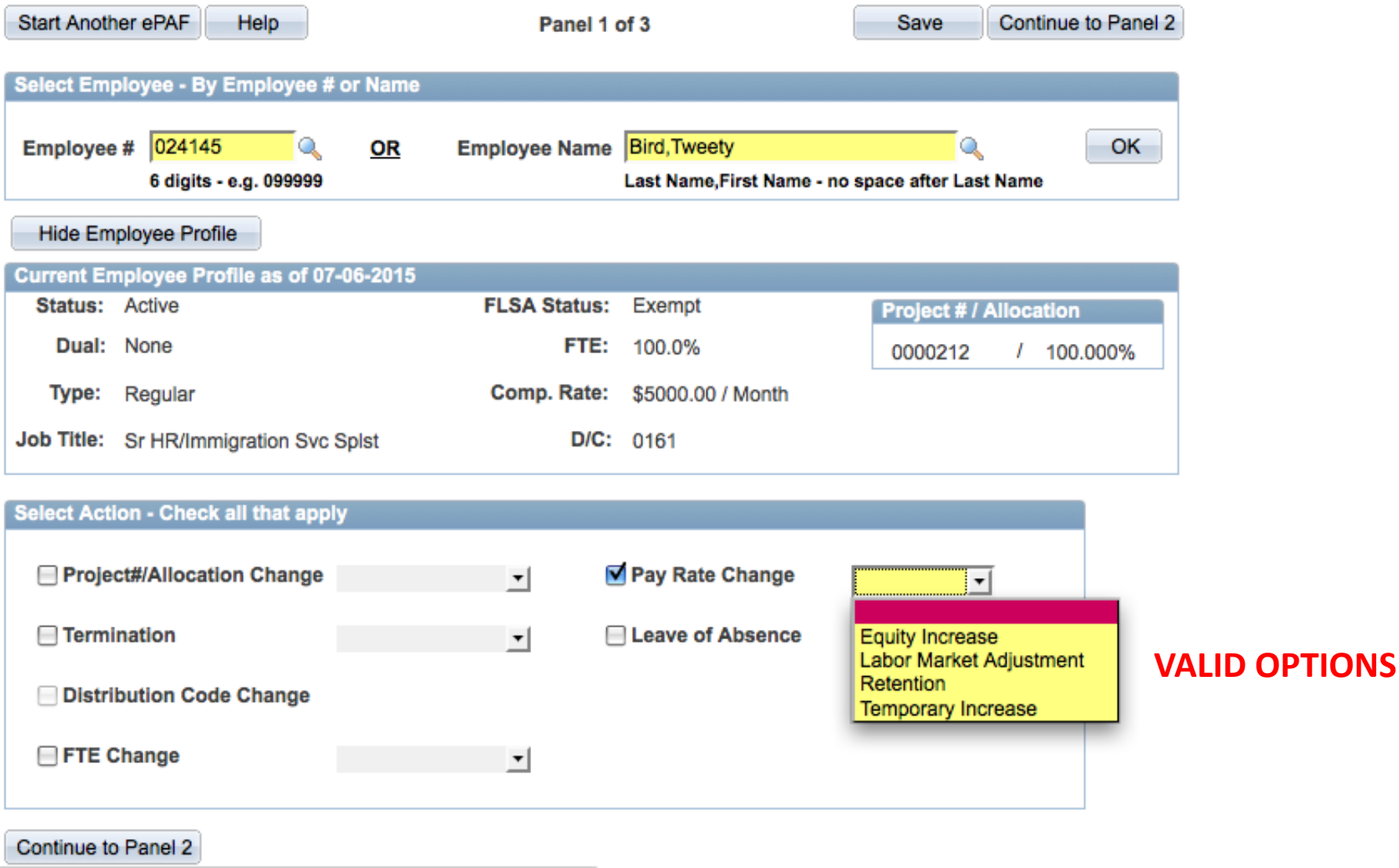
If you have questions regarding this ePAF, please contact RCUH Human Resources or email rcuhhr@rcuh.com and reference #000010142.

Thank you!
RCUH Human Resources

Go to the HR Portal and click on ePAFs Pending Your Approval to approve the ePAF

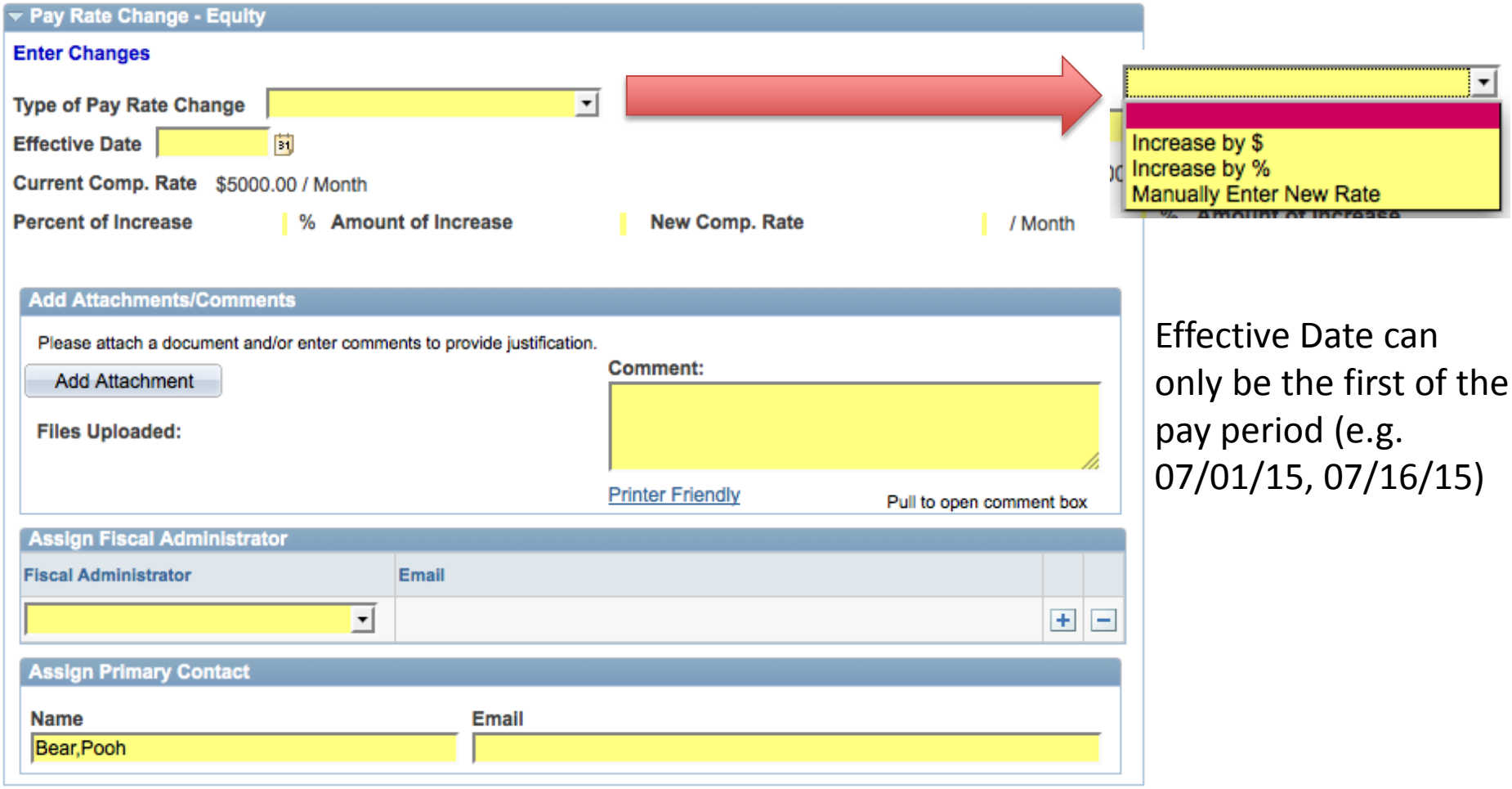


22. ePAF – Pay Rate Change Panel 1



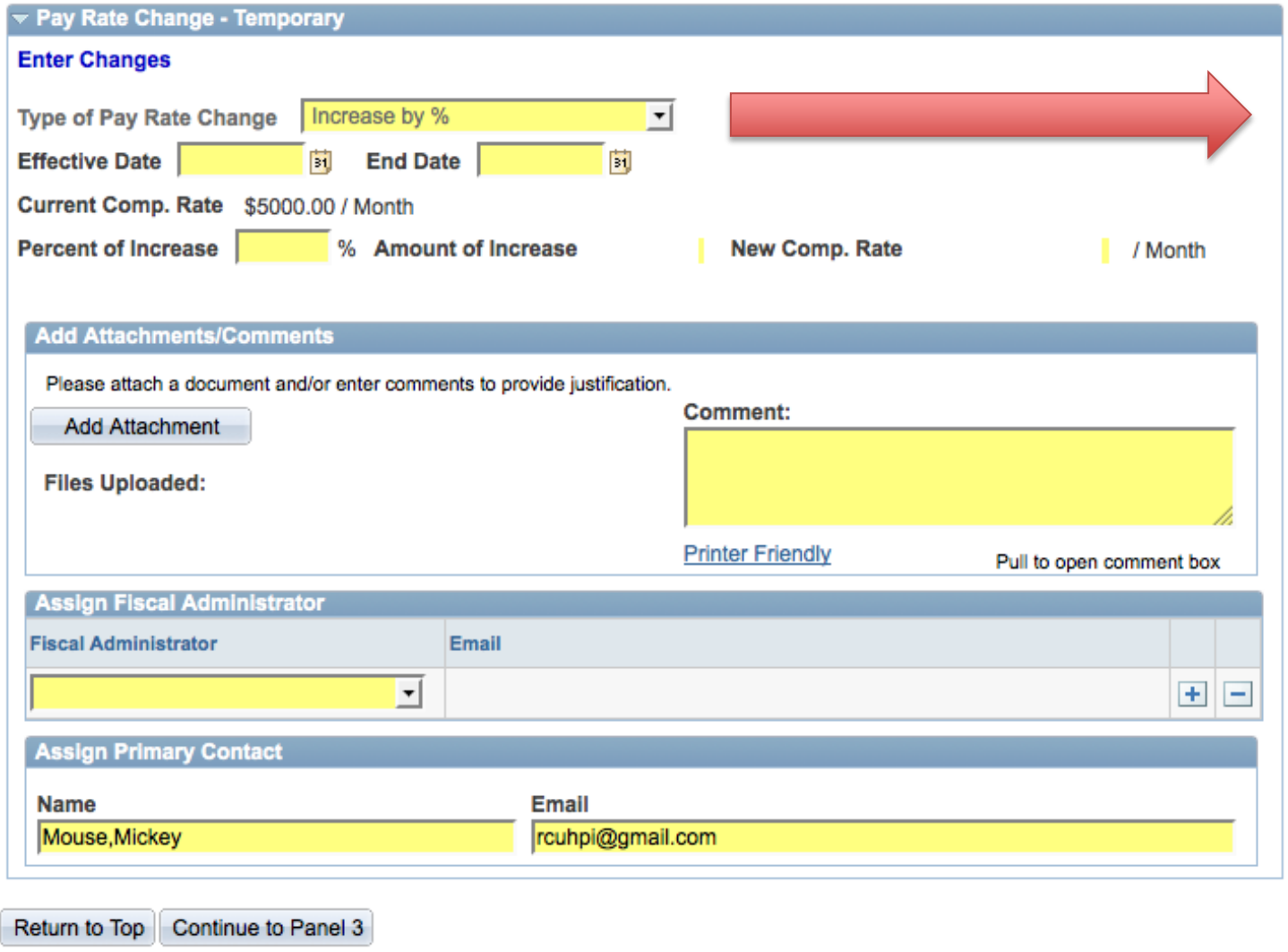
VALID OPTIONS

23. ePAF – Pay Rate Change Panel 2



Effective Date can only be the first of the pay period (e.g. 07/01/15, 07/16/15)

24. ePAF – Temporary Pay Rate Change Panel 2



Increase by % is the only type of temporary increase you can select

Effective Date and End Date can be any date (no retros) but temp increase cannot exceed 6 months

25. ePAF – Pay Rate Change Panel 3

Summary of Changes and Approvals

Pay Rate Change - Equity

Effective Date: 07/01/2015

Current Comp. Rate: $5000.00 / Month **New Comp. Rate:** $6000.00 / Month

Approvals

	Authorization	User	Authority Level	Date/Time Stamp
Submittal		Pooh_Bear	Supervisory Authority	07/06/2015 7:35:28PM
PI				
Fiscal Administrator				
RCUH				

Return to Top | Submit

PI Approval Needed for ALL Pay Rate Changes

Questions?

Before the question, please say:
1. Name
2. Island and Department
3. Slide # referring to

Additional questions regarding the HUB or ePAF, please feel free to call or email me at kyamamoto@rcuh.com or (808)-956-9561

***New HR Portal and ePAF Launch on July 20, 2015**