

## **3.000 Introduction to Human Resources**

### **I. Mission**

The mission of the Human Resources Department is to provide the Research Corporation of the University of Hawai'i (RCUH) with a responsive, comprehensive, and full-service human resources management program. To accomplish this task, the department provides the following program support services:

### **II. Employment Administration and Support Services**

- A. Regular, temporary, intermittent, student, and special employment programs
- B. Employee/independent contractor classification
- C. Recruitment
- D. New hire processing
- E. New employee orientation
- F. Immigration/work authorizations

### **III. Compensation Administration**

- A. Job classification
- B. Wage and salary administration
- C. Classification systems and pay schedules

### **IV. Employee Benefits Administration**

- A. Retirement plan administration
- B. Medical and dental plan negotiations and administration
- C. Vacation and sick accrual administration
- D. Workers compensation (claims administration)
- E. Group life insurance, AD&D, and LTDI policy administration
- F. Supplemental benefits administration
- G. Benefit plan design

### **V. Payroll Administration**

- A. Time sheet and payroll certification
- B. Payroll processing and reporting
- C. Payroll distribution
- D. Payroll deductions and adjustments

- E. Payroll tax

## **VI. Policy and Regulatory Administration and Compliance**

- A. Affirmative action plan and equal employment opportunities
- B. Policy development and administration

## **VII. Training and Development Programs**

- A. Fiscal administrative compliance training
- B. In-house training programs

## **VIII. Objectives of the Human Resources Department**

- A. Provide the RCUH with efficient, responsive, and cost-effective human resources management functions.
- B. Maintain the RCUH operating flexibility pursuant to statutory exemptions specified in Chapter 307, H.R.S.
- C. Provide RCUH Executive Director and Principal Investigators with management staff support on personnel matters.
- D. Ensure compliance with policies and employment laws.

## **IX. Organization**

The RCUH Director of Human Resources manages the Human Resources department. The Director of Human Resources reports directly to the RCUH Executive Director. The Human Resources department has four operating sections:

- A. Human Resources
- B. Employee Benefits
- C. Payroll
- D. Human Resources Management Systems

Each section is staffed with a section head and support staff. Through these sections the RCUH provides a comprehensive personnel management and administrative support service to its clients. The functional breakdown includes seven (7) areas of responsibilities:

1. Employment administration and support services
2. Compensation administration
3. Employee benefits administration
4. Policy and regulatory administration and compliance
5. Staff training and development programs
6. Payroll administration

## 7. Human resources information management

### **X. Disclaimer**

The HR “Policies and Procedures section” is not intended to be a handbook and is not to be considered a contract between an employee, the RCUH, a Principal Investigator, or a project. The RCUH reserves the right to change or delete any policy, practice, procedure, benefit, or guideline at any time, with or without notice.

**Date Revised: 4/25/2017**