	RETROACTIVE PROJECT CHANGE PREREQUISITE CHECKLIST									
THE FOLLOWING ITEMS/INFORMATION ARE REQUIRED PRIOR TO INITIATING RETROACTIVE PROJECT										
CHANGES										
	ITEM	DESCRIPTION	PI ROLE	USER ROLE	\checkmark					
	RETROACTIVE PROJECT CHANGES									
1	Retroactive Effective Date of Change	This is the retroactive date from which the new project number(s) will be charged.	PI must decide effective date of change. Must communicate this to the System user.	User will need to enter effective date in the "Effective Start Date" field of the request.						
2	End Date of Change	This is the last day the retroactive change will be effective.	PI must decide end date of change. Must communicate this to the System user.	User will need to enter effective date in the "End Date" field of the request.						
3	Project Number(s) to Charge	The System allows the user to view all project numbers for the Distribution Code; however, the user must know which project(s) to change.	PI must decide which of his/her project(s) will be charged and at which distribution. Pi must provide this information to the System user.	User will need to enter the new project number(s) and distribution(s) into the "New Distribution Data" field of the Employee Change Request.						
4	Allocation/ Distribution of Changes	The percentage distribution of costs amongst the projects being charged. The project allocation always equals 100% regardless of the employee's FTE.	PI must decide distribution. Must communicate this to the System user.	User will need to enter the distribution in the "Alloc%" field of the request.						
5	Justification	RCUH requires all projects to provide a written justification for any retroactive action.	PI must communicate justification to the System user.	User will need to enter the justification in the Justification Box.						



NAVIGATING TO THE RETROACTIVE PROJECT CHANGES SECTION:

Scroll over "Manage Employees"

Click on "Retroactive Project Number Changes"

Step 1: Enter Employee Name and Effective Date

Step 1a: Enter the Employee Identification Number in the "Emp.ID:" field or click on the magnifying glass to search for the Employee ID# OR Enter the Employee's Name (Last Name, First Name) in the "Name" field or click on the magnifying glass to search for the Employee's Name.

Step 1b: Enter the retroactive effective date in the "Effective Start Date:" field. Next, enter the end date in the "Effective End Date:" field. If the user would like the retroactive change to carry through to the current pay period, check off the checkbox next to the "Update through CURRENT pay period" text.

Step 1c: Click on the "Next" button to continue. Upon clicking the "Next" button, the System will display a table where the project change(s) can be entered.

The number of steps in the retroactive project change process is determined by the original project change.

Is the current pay period going to be updated?

The System is smart enough to guide the user through the process and ensure that all required information is requested.

STEP 1 - Enter Employee Name, Effective Dates (A). Enter Employee ID or Employee Name Emp. ID: OR Name: (B). Enter Effective Dates Effective Effective 31 31 Start Date: End Date: OR Update through Click on checkbox to update **CURRENT** pay numbers through CURRENT pay period, 11/15/2016 Next

FIGURE 11.1. STEP 1



Step 2: At this point, it is important to note that the System will display the total # of Steps in the process. Based on the data the user enters in the subsequent steps, the System may automatically add additional steps if required. This display is for the benefit of the user to track the progression of their transaction.

The System will also display the pay period(s), project information, allocation, and dollar Salary & Fringe costs based on RCUH's current employee record.

STEP 2 of 7 - Retroactive Project Distribution Change Employee Name: Montana, Joe Employee ID: 000000 Effective Start Date 11/01/2008 Effective End Date CURRENT Please click on "Modify" checkbox(es) for the periods (i.e., Pay Periods) that you would like to correct.
 Start Date
 End Date
 Project#
 Project Name
 Alloc%
 JE
 Salary
 Fringe Modify?

 11/01/08
 11/15/08
 658110
 DATA INTENSIVE
 100.000
 \$2912.00
 \$603.05
 □
 \$2912.00 \$603.05 Total 11/16/08 11/30/08 658110 DATA INTENSIVE 100.000 \$2912.00 \$1091.49 \$2912.00 \$1091.49 Total 12/01/08 12/15/08 658110 DATA INTENSIVE 100.000 \$2912.00 \$603.05 \(\bar{1} \)

Total \$2912.00 \$603.05 12/16/08 12/31/08 658110 DATA INTENSIVE 100.000 \$2912.00 \$1091.49 \$2912.00 \$1091.49 Grand Total \$11648.00 \$3389.08 Save Next

FIGURE 11.2. STEP 2



Step 2a: Click on the "Modify" checkbox next to the pay period(s) that need to be corrected. Upon clicking the checkbox, the System will display a "New Distribution" table to the immediate right-hand side of the "Current Distribution" table.

Step 2b:

- 1. Confirm that the start and end date of the new distribution is correct. If the dates are incorrect, the user may override the pre-populated dates.
- 2. Enter the project number(s) in the "Project #" field. If charging multiple project numbers, add rows by using the pluse button. Keep in mind that the project allocation must equal 100% regardless of the employee's FTE. The System will calculate and display costs to be transferred based on the dates entered.
- 3. Click on the "next" button to continue.

The user may click on the "Save" button at any time to prevent loss of data.

Once the user completes Step 2 and moves on to Step 3, the System will automatically save the transaction. The auto-save function enables the user to complete the transaction at a later time without having to re-enter data.

To navigate back to a saved transaction, the user may use the Task List. For the user's convenience, the transaction will also appear on the main page of the Portal under the "Pending Retro Project Change Action" header.

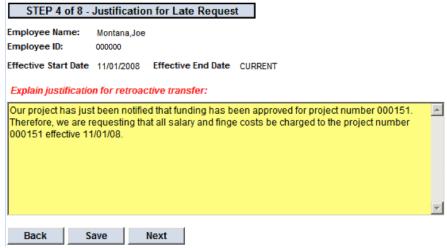
STEP 2 of 8 - Retroactive Project Distribution Change Montana Joe Employee ID: 000000 Effective Start Date 11/01/2008 Effective End Date CURRENT Please click on "Modify" checkbox(es) for the periods (i.e., Pay Periods) that you would like to correct. Start Date End Date Project# Project Name Start Date End Date Project# Project Name Salary Fringe Modify? Salary Fringe 100.000 \$2912.00 \$603.05 🔽 11/01/08 1 11/15/08 1 000151 Q EXECUTIVE OFFIC 100.000 \$2912.00 \$603.05 🕇 🗐 11/01/08 11/15/08 658110 DATA INTENSIVE \$2912.00 \$603.05 \$2912.00 \$603.05 11/16/08 11/30/08 658110 DATA INTENSIVE \$2912.00 \$1091.49 \$2912.00 \$1091.49 12/01/08 12/15/08 658110 DATA INTENSIVE \$2912.00 \$603.05 F 100.000 \$2912.00 \$603.05 12/16/08 12/31/08 658110 DATA INTENSIVE \$2912.00 \$1091.49 Total \$2912.00 \$1091.49 **Grand Total** \$11648.00 \$3389.08 Save Next

FIGURE 11.3. STEP 2a & 2b



Step 4: Enter a detailed justification statement explaining the retroactive action. Once entered, click on the "Next" button to continue.

FIGURE 11.4. STEP 4



Step 5: If the user clicked on the "Update to current pay period" checkbox in Step 1, the System will now display a table allowing the user to change the project/account number(s) for the current pay period.

- 1. Enter the new project number
- 2. Enter the budget category/object code. The user may add additional lines by clicking on the "+" button. Keep in mind that the "Alloc%" must always equal 100% regardless of the employee's FTE.
- 3. Once entered, click on the "Next" button to continue.

FIGURE 11.5. STEP 5 STEP 5 of 8 - Update Current Project Distribution Employee Name: Montana, Joe Employee ID: 000000 Effective Start Date 03/01/2009 New project distribution is defaulted from prior Step. Update fields (highlighted in Yellow) as necessary. Project# Project Name Account Code Alloc% Project# Project Name Account Code Alloc% 000151 Q EXECUTIVE OFFIC 00010002 Q 100.00 + -658110 DATA INTENSIVE 20872097 100.000 Total: 100.000 Total: 100.000 Back Save Next



Step 7: The System will display an electronic Journal Voucher with the appropriate Journal Entries (Debits and Credits) for the respective account/project numbers. Review the Journal Entries for accuracy.

If the Journal Entries are correct, click on the "Next" button to continue. To make corrections, click on the "Back" button and make the appropriate changes.

FIGURE 11.6. STEP 7

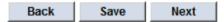
STEP 7 of 8 - Review Journal Entries

Employee Name: Montana, Joe Employee ID: 000000

Effective Start Date 11/01/2008 Effective End Date CURRENT

View total Debits/Credits for all account numbers affected (based on prior steps). If data is incorrect, press the "BACK" button to modify prior pages.

Project/GL	B/C	Debit	Credit	Comments
000151	0001	2912.00		Salary
000151	0002	603.05		Fringe
658110	2087		2912.00	Salary
658110	2097		603.05	Fringe
000151	0094		2956.80	Vacation Cost
000151	0094		261.32	Vacation Cost Fringe
658110	2087	2956.80		Vacation Cost
658110	2097	261.32		Vacation Cost Fringe
		6733.17	6733.17	





Step 8: The System will display a table showing the responsible parties (PI and FA) as well as the new project allocation and vacation hours to be transferred or paid out. Use the pull down menus next to the "Initiator" and "PI" to select "Approve" to approve the Retroactive Project Change. Click on the "Save" button to save and submit the transaction to the Fiscal Officer.

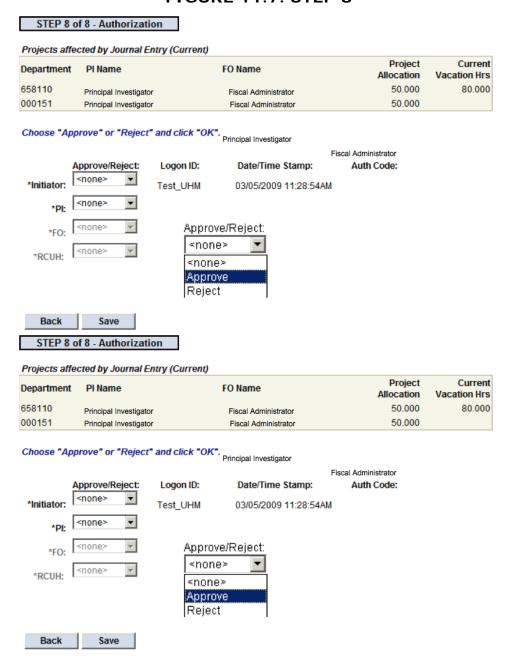


FIGURE 11.7. STEP 8



Upon final approval by the Fiscal Administrator and RCUH HR, the System will generate the actual Journal Entry Voucher. The Voucher is very similar to the "Summary" page. The user will notice that a Journal Entry Voucher Number has been established on the document.

The user may view and print the voucher by navigating to the original transaction via the Task List, and clicking on the "View/Print JE" button in the "Authorization" panel of the transaction. The System will then display the Journal Entry Voucher.

The Research Corporation of the University of Hawaii Human Resources/Payroll Department 0000548P Journal Entry Voucher No: 03/30/2009 Date: Service Date B/C Project/GL Debit Credit 000151 0001 2912.00 0002 603.05 658110 2087 2912.00 658110 2097 603.05 3515.05 3515.05 Reclass PRFR from 11/01/08 - Current Montana, Joe Comments Our project has just been notified that funding has been approved for project number 000151. Therefore, we are requesting that all salary and finge costs be charged to the project number Date/Time Stamp Auth Code Test FO 03/30/2009 6:20:38PM 151505 FO Approval: Test_UHM 03/19/2009 2:11:14PM 151475 PI Approval: 03/30/2009 6:22:45PM 151506 RCUH Approval: RCUH_Approval

FIGURE 11.8. JOURNAL ENTRY VOUCHER

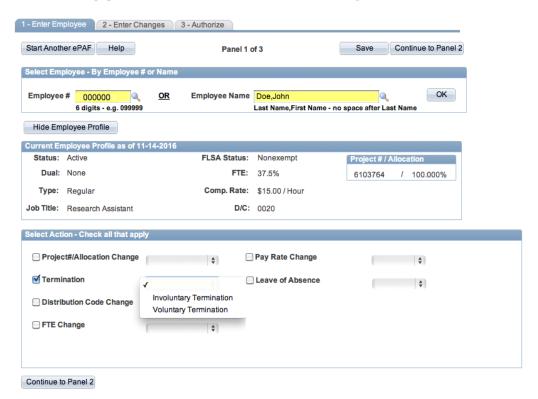


	TERMINATION PREREQUISITE CHECKLIST								
	THE FOLLOWING ITEMS/INFORMATION ARE REQUIRED PRIOR TO INITIATING TERMINATIONS								
	ITEM	DESCRIPTION	PI ROLE	USER ROLE	\checkmark				
1	Approval from RCUH HR (INVOLUNTARY Terminations ONLY)	Per RCUH Termination of Employment Policy (3.285), RCUH HR must approve all involuntary terminations for Regular Hires (except - project termination) prior to the project notifying the employee of their termination.	PI must generate a memo to RCUH HR requesting the termination prior to notifying the employee. If termination is approved, PI must provide the employee with a 10 day notice.	The letter from RCUH HR included information needed to complete the Termination Request. User must also upload/submit copy of the termination letter to RCUH HR.					
	Letter of Resignation (VOLUNTARY Terminations ONLY)	Letter from the employee notifying the project of their resignation.	PI must request a Letter of Resignation from the employee. If no letter was received from the employee, the PI must write a memo to the employee confirming and accepting the resignation.	User will need information in letter to complete the Termination Request. User must also upload/submit copy of resignation letter to RCUH HR.					
2	Effective Date of Termination	This date represents the last day the employee is employed through RCUH.	None	User will need to enter the termination date stated on the Letter of Resignation/Termination.					
3	Termination Reason	The System will require the System user to choose between "involuntary termination" and "voluntary termination". In addition, the System user will need to select a reason from a pre-set list (i.e. return to school).	PI must provide the System user with reason for termination if the reason is not stated in the letter.	User will need to select the most appropriate reason for the termination from a pull-down menu.					
4	Vacation Option (if applicable)	Full Vacation Payout: Any remaining vacation will be paid out of the Vacation Reserve. Termination Vacation Leave: Contingent on Pl approval and availability of funds, Regular status employees will be allowed to take their remaining vacation hours prior to termination of employment. Employees on Termination Vacation will not accrue additional vacation hours.	PI must provide the System user with the Vacation Option.	User will need to select the "Vacation" option.					
5	Last Day of Work	The last day of physical work. This date is generally the same as the termination date.	None	User will need to enter the last day of work in the Termination Request. This information can be found on the employee's last timesheet or on the letter of termination.					



- **Step 1:** Enter Employee's ID#, Enter Employee Name, or click on the magnifying glass to *Search* for the employee.
- **Step 2:** Click the "OK" button or tab out of the field to populate employee information.
- Step 3: Check the box for "Termination."
- Step 4: Select "Voluntary Termination"
- **Step 5:** Click the "Continue to Panel 2" button or the "2 Enter Changes" tab to continue to the next panel.

FIGURE 12.1. "1 - ENTER EMPLOYEE" PANEL





- Step 6: Select the Reason for Termination
- Step 7: Select Vacation Option
- Step 8: Enter the Last Day at Work
- Step 9: Enter the Official Last Day of Employment
- Step 10: Attach Employee's Resignation Letter

Return to Top Continue to Panel 3

Note: Users may click "Save" at any time to save their work in progress.

- **Step 11:** (For UH Service Ordered Projects only) Assign a Fiscal Administrator. You may add/remove FAs with the +/-.
- **Step 12:** User's information will default for Primary Contact. Enter new information if primary contact is someone other than the user.
- **Step 13:** Click the "Continue to Panel 3" button to continue to the next panel. This will submit the action to Supervisory or Above for review and approval.

1 - Enter Employee 2 - Enter Changes 3 - Authorize Panel 2 of 3 Go Back Save Continue to Panel 3 Start Another ePAF Help Employee Selected Employee # 000000 Employee Name Doe1,John Hide Employee Profile Current Employee Profile as of 11-15-2016 FLSA Status: Exempt Project # / Alloca Dual: None FTE: 100.0% Comp. Rate: \$7000.00 / Month Type: Regular 6103744 / 25.000% Job Title: Director D/C: 0020 6103764 / 25.000% ▼ Voluntary Termi Enter Changes Reason Other Job (Non-RCUH) Employee benefits could end immediately Select Vacation Option Full Vacation Payout \$ Job Abandonment Vacation Hours Earned 99.752 Other Job (RCUH) √ Full Vacation Payout Vacation Payout Amount \$4028.45 *Estimated vacation balances are current as of 11/15/2016 Relocation **Estimated date vacation will be paid to employee via direct deposit: 12/22/2016 Retirement (RCUH retiree) Last Paid Day at Work 11/16/2016 Official Last Day of Employment 11/16/2016 Add Attachments/Comme Please attach Employee's Resignation Letter Add Attachment attachment.docx Printer Friendly Pull to open comment box Assign Fiscal Administrator rcuhhr@rcuh.com + rcuhhr@r

FIGURE 12.2. "2 - ENTER CHANGES" PANEL

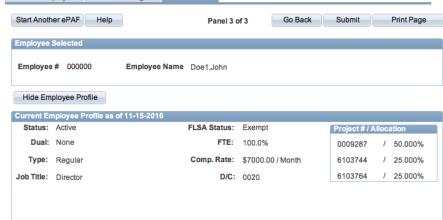


Step 14: Supervisory or Above reviews the transaction. Approve the transaction by selecting "Approve" from the dropdown and clicking "Submit." Reject the transaction by selecting "Reject" from the dropdown and clicking "Submit."

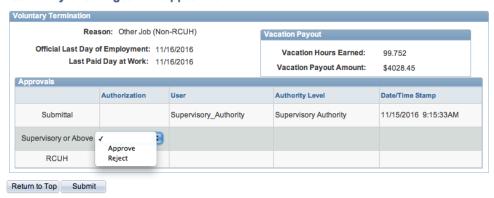
FIGURE 11.3. "3 - AUTHORIZE" PANEL

Step 15: RCUH HR reviews the transaction if approved by all preceeding levels of authorization. RCUH HR approves or rejects the transaction.

1 - Enter Employee 2 - Enter Changes 3 - Authorize Start Another ePAF Help Go Back Submit Print Page Panel 3 of 3



Summary of Changes and Approvals

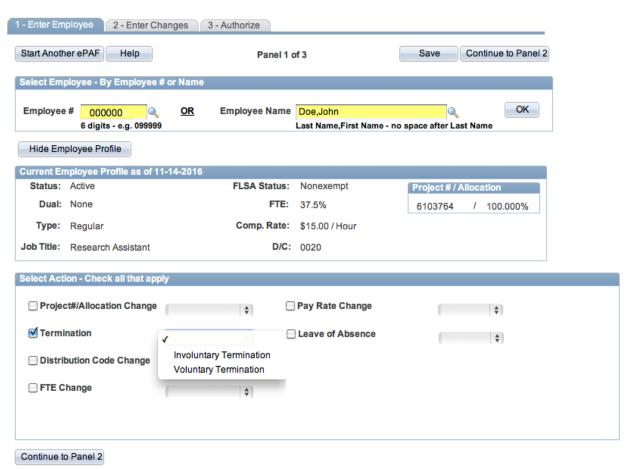




INVOLUNTARY TERMINATION OF EMPLOYMENT

- **Step 1:** Enter Employee's ID#, Enter Employee Name, or click on the magnifying glass to *Search* for the employee.
- **Step 2:** Click the "OK" button or tab out of the field to populate employee information.
- Step 3: Check the box for "Termination."
- **Step 4:** Select "Involuntary Termination"
- **Step 5:** Click the "Continue to Panel 2" button or the "2 Enter Changes" tab to continue to the next panel.

FIGURE 12.4. "1 - ENTER EMPLOYEE" PANEL





- Step 6: Select the Reason for Termination
- Step 7: Enter the Last Day at Work
- Step 8: Enter the Official Last Day of Employment
- Step 9: Enter the Date the Employee was Notified
- **Step 10:** Provide the Name of Who Notified the Employee
- **Step 11:** Provide Justification for Termination

Return to Top Continue to Panel 3

Note: Users may click "Save" at any time to save their work in progress.

- **Step 11:** (For UH Service Ordered Projects only) Assign a Fiscal Administrator. You may add/remove FAs with the +/-.
- **Step 12:** User's information will default for Primary Contact. Enter new information if primary contact is someone other than the user.
- **Step 13:** Click the "Continue to Panel 3" button to continue to the next panel. This will submit the action to Supervisory or Above for review and approval.

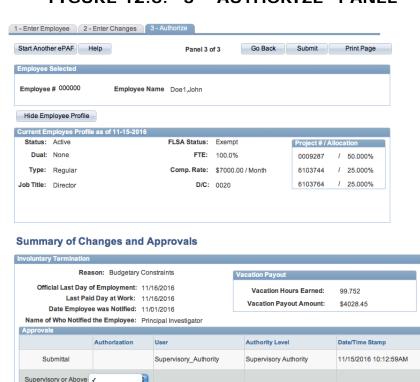
1 - Enter Employee 2 - Enter Changes 3 - Authorize Start Another ePAF Help Go Back Save Continue to Panel 3 Panel 2 of 3 Employee Selected Employee # 000000 Employee Name Doe1.John Hide Employee Profile FLSA Status: Exempt Project # / Allocation Dual: None FTE: 100.0% 0009287 / 50.000% Type: Regular Comp. Rate: \$7000.00 / Month 6103744 / 25.000% Job Title: Director D/C: 0020 6103764 / 25.000% ▼ Involuntary Term Enter Changes Reason Budgetary Constraints **Budgetary Constraints** Vacation Payout Did Not Pass New Hire Prob Discharge - Disciplinary Vacation Payout Amount \$4028.45 Discharge - Poor Performance End of Temporary Employment *Estimated vacation balances are current as of 11/15/2016 **Estimated date vacation will be paid to employee via direct deposit: 12/22/2016 Incompatibility to Job Regs Ineligible for Cont.Employme No Work Available/Lack of Work Last Paid Day at Work 11/16/2016 Program/Operational Needs Official Last Day of Employment 11/16/2016 **Project Termination** Date Employee was Notified 11/01/2016 Name of Who Notified the Employee Principal Investigato Add Attach Please attach a document to provide justification. Add Attachment attachment.docx Printer Friendly Pull to open comment box Assign Fiscal Administrator Administrator,Fiscal rcuhhr@rcuh.com + -Authority, Supervisory

FIGURE 12.5. "2 - ENTER CHANGES" PANEL



Step 14: Supervisory or Above reviews the transaction. Approve the transaction by selecting "Approve" from the dropdown and clicking "Submit." Reject the transaction by selecting "Reject" from the dropdown and clicking "Submit."

Step 15: RCUH HR reviews the transaction if approved by all preceding levels of authorization. RCUH HR approves or rejects the transaction.



RCUH

Return to Top Submit

Reject

FIGURE 12.6. "3 - AUTHORIZE" PANEL

