

SECTION 9. PAYROLL AND ONLINE TIMESHEETS

| PAYROLL PREREQUISITE CHECKLIST | | | | | |
|---|--|--|--|--|-------------------------------------|
| THE FOLLOWING ITEMS/INFORMATION ARE REQUIRED PRIOR TO INPUTTING PAYROLL ON THE SYSTEM | | | | | |
| | ITEM | DESCRIPTION | PI ROLE | USER ROLE | <input checked="" type="checkbox"/> |
| 1 | Signed Paper Timesheets (RCUH Employee Time/Leave Certification Forms) | The RCUH Timesheet templates are available on the RCUH website for each pay period. All timesheets and supporting documents must be completed and signed by the employee then submitted to their PI for review and approval. | PI/Designee must review and sign all timesheets. | User must collect approved (signed by employee and PI or designee) timesheets from employees. Users are responsible for inputting all approved timesheet hours into the RCUH Online Timesheet. | <input type="checkbox"/> |
| 2 | Supporting Documents | <p>The following leaves require supporting document(s) in addition to the signed/approved timesheets:</p> <p>a. Sick Leave (regardless of # of hours) ✓Physician's certification <u>if</u> leave is 5 or more consecutive work days. ✓Physician's certification for own medical appointment.</p> <p>b. Family Leave</p> <p>c. Jury Duty Leave ✓Jury duty certification with bailiff's or court clerk's signature</p> <p>d. Military Leave ✓Military order specifying dates</p> <p>e. Workers Compensation Leave</p> <p>f. Parent Teacher Conference Leave ✓RCUH Form B-1</p> <p>g. Leave without Pay (include dates of leave and anticipated date of return).</p> <p>h. Funeral Leave (include name and relationship of immediate family member).</p> | <p>PI/Designee must ensure that the user submits all required supporting documents (except for physician certifications) to the RCUH Payroll Department by the RCUH Payroll deadline date.</p> <p>Note: Physician certification documents should not be forwarded to RCUH Payroll. The PI/Designee should retain a copy with the employee timesheet for policy compliance.</p> | <p>User must collect all supporting document(s) from employee prior to inputting approved timesheet hours into the RCUH Online Timesheet.</p> <p>If employees do not submit the required supporting document(s), it may result in defaulting the requested leave to vacation or leave without pay, as deemed applicable by the PI and/or RCUH Payroll.</p> <p>The user is responsible for ensuring that the requested and approved leave is entered on the RCUH online timesheet as reflected on the paper timesheet as both should match.</p> <p>For the leaves listed to the left, both the signed timesheet and the supporting document(s) (if applicable) must be submitted to the RCUH Payroll Department no later than 12:00 p.m. on the RCUH Payroll Deadline date.</p> <p>Submittals may be sent via email to: rcuh_payroll@rcuh.com or by fax to (808)956-9423</p> | <input type="checkbox"/> |

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Users are able to view timesheet information as well as input and approve online timesheets for employees. Timesheets must be processed according to the HR Personnel Action and Payroll Schedule located in the Attachment Index of the Human Resources Policies and Procedures.

IMPORTANT: If the RCUH timesheets are not submitted by the RCUH payroll deadline, employees will NOT be paid on time. It will be the program's (i.e., PI's) responsibility to notify all employees affected and coordinate with the RCUH Payroll Department to process the employee's pay in the pay period following receipt of all required documents.

Prerequisites: Review and understanding of ALL RCUH Compensation and Leave policies: RCUH Sick Leave (3.640), RCUH Vacation Leave (3.620), RCUH Jury Duty Leave (3.672), RCUH Overtime Compensation (3.340), RCUH Holidays and Holiday Pay (3.344) and RCUH Payroll & Certification Policy (3.810).

RESPONSIBILITIES OF PRINCIPAL INVESTIGATOR AND DESIGNEE:

Responsibility of PI

- ✓ If PI will not be reviewing, approving and inputting the RCUH online timesheets by him/herself, they must delegate approval authority to another staff member.
- ✓ The PI should have at least one designated authorizer, in addition to the main timekeeper, in the event that the main timekeeper is unable to submit the online timesheets by the RCUH Payroll deadline.
- ✓ The PI must ensure that all designated timekeepers (and back-ups) understand the RCUH policies and deadlines.
- ✓ The PI is responsible for communicating with their employees whenever supporting documents are required.
- ✓ The PI must understand that he/she is ultimately responsible and accountable for the allowability, allocability, and reasonableness of the time reported for all employees.

Responsibility of Timekeeper

- ✓ The Timekeeper must set internal deadlines for employees to submit their timesheets and supporting documents (if applicable). Internal deadlines (e.g., day prior to RCUH Payroll deadline) should be

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conveyed to each employee to ensure that the timekeeper has sufficient time to input and/or submit time reports to RCUH Payroll Department by the RCUH payroll deadline.

- ✓ The timekeeper must collect individual paper timesheets and supporting documents (if applicable) from employees and keep them on file at the project site.
- ✓ The timekeeper must review all timesheet and supporting documents (if applicable) before accessing the RCUH online timesheet.
- ✓ Employee timesheets must be signed by both the employee and PI (or designee).

It is crucial that discrepancies on the timesheets be addressed immediately by the project's timekeeper, supervisor of employee, and/or PI. **Employees found to have falsified timesheets may be terminated.**

RCUH Employees designated as timekeepers or who approve/submit online timesheets, including their own, MUST submit via email or fax, their own paper timesheet or a print screen of the online timesheet with PI signature, to RCUH's payroll department by the 12:00pm RCUH Payroll Deadline (in addition to inputting their timesheet online.)

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From HR Portal Homepage, navigate and click on “Pay Employees”

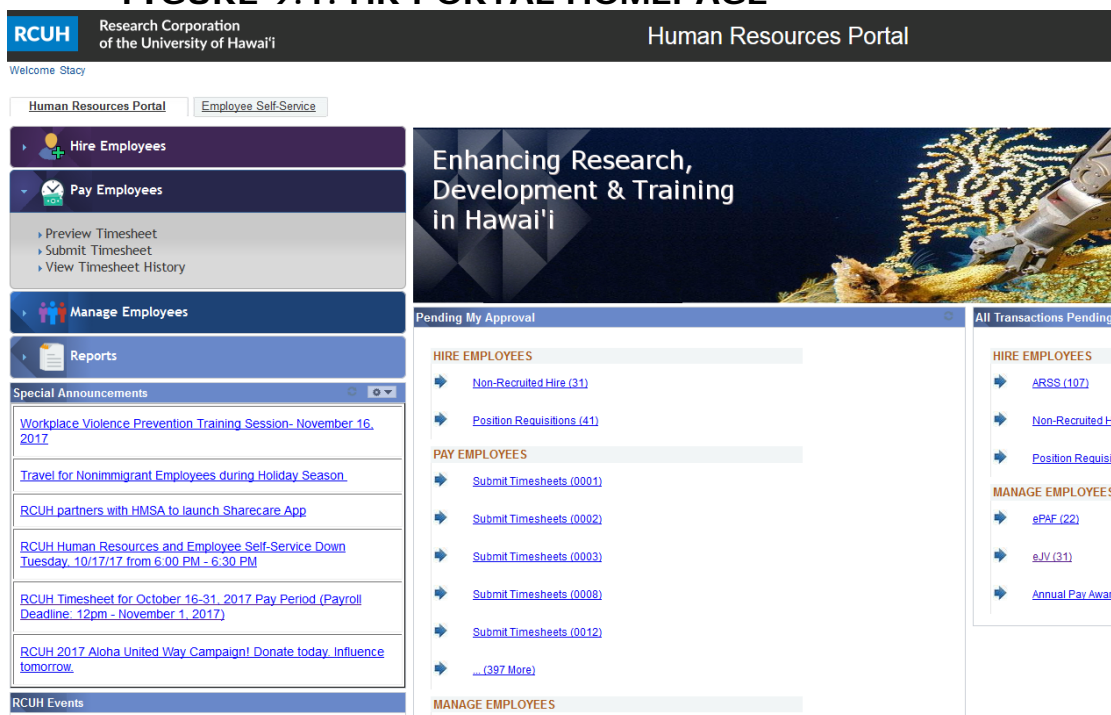
Step 1: Click on one of the options listed below. See detailed explanations of each option below.

A. Preview Timesheet – Allows user to verify that all data for the project’s employees are correct (e.g., begin/end dates, project number(s) and percent allocation, and leave balances). Preview Verification is normally available to view approximately 3-5 work days prior to the “Web Time Input” period each pay period. User should review information every pay period to ensure accuracy.

B. Submit Timesheet – Allows user to enter and submit employee’s timesheet information during the “Web Time Input” period. This period is normally 2-1/2 work days prior to the RCUH Payroll Deadline for the pay period. The user must enter time for employees every pay period in this section. **Please note that the “Submit Timesheet” panel will not be available outside the “Web Time Input” period.**

C. View Timesheet History – Allows the user to view timesheets submitted in prior pay periods.

FIGURE 9.1. HR PORTAL HOMEPAGE



THE PREVIEW VERIFICATION PANEL

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We recommend that the PI or designee review the Preview Verification Panel during the Preview I and II periods to ensure that all active employees are listed.

YOU MUST CLICK THE “VIEW ALL” LINK TO VIEW ALL EMPLOYEES. THE RCUH ONLINE TIMESHEET WILL ONLY DISPLAY THE FIRST 8 EMPLOYEES ON THE PROJECT UNLESS THIS LINK IS CLICKED.

A. Dist Code – Distribution Code for the project

B. Project Name

C. Name – Employee Name (Last, First)

D. Beg-End DT (Beginning Through End Date) – Displays the date range for which the employee is eligible to be paid.

1. For salaried employees, this date range will be the first day of the pay period through the last day of the pay period.

2. For hourly employees the date range will be separated into the standard work weeks (Monday-Sunday) within the pay period.

E. Project Distribution – Displays the project numbers and percentage allocation of costs for each employee.

F. Leave Balances – Displays the sick leave and vacation balances for each regular status employee.

FIGURE 9.2. “PREVIEW VERIFICATION” PANEL

| Preview Verification | | | | | | | | | | | |
|---|-------------|---------|-----|----------------------|-----|---------|-----|---------|-----|----------------|--------|
| Dist Code: 0902 HR Test D/C | | | | | | | | | | | |
| Project Distribution and Leave Balances | | | | | | | | | | | |
| Find View All First 1-8 of 22 Last | | | | | | | | | | | |
| | | | | Project Distribution | | | | | | Leave Balances | |
| Name | Beg-End Dt | Project | Pct | Project | Pct | Project | Pct | Project | Pct | Vac | Sick |
| Beckham,David A. | 08/01-08/15 | 435862 | 100 | | | | | | | 155.00 | 391.75 |
| Hilton,Paris A. | 08/01-08/15 | 007742 | 90 | 655930 | 10 | | | | | 49.50 | 481.00 |
| Holmes,Katie A. | 08/01-08/15 | 000153 | 100 | | | | | | | 380.50 | 851.50 |
| Jackson,Michael A. | 08/01-08/15 | 659554 | 100 | | | | | | | 66.25 | 189.25 |
| Kidman,Nicole A. | 08/01-08/15 | 659251 | 100 | | | | | | | 85.25 | 81.25 |
| Lopez,Jennifer A. | 08/01-08/15 | 008431 | 10 | 654983 | 20 | 657886 | 70 | | | 85.50 | 810.00 |
| Woods,Tiger A. | 08/01-08/15 | 002156 | 5 | 651319 | 70 | 653023 | 25 | | | 131.00 | 919.75 |
| Clinton,Hilary A. | 08/01-08/03 | 007883 | 100 | | | | | | | 44.00 | 78.25 |

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ENTERING TIME

Navigate and click on "Submit Timesheet"

Step 1: (Multiple Distribution Codes Only) Click on the desired Distribution Code. Upon clicking the link, the user will be routed to the "Enter Time" Screen.

Step 2: IMPORTANT For projects with more than eight active employees, you must click "View All" to display all active employees on the Distribution Code. If not, only the first eight employees on the program's Distribution Code will appear.

FIGURE 9.3. HR PORTAL HOMEPAGE

RCUH

Research Corporation
of the University of Hawai'i

Human Resources Portal

Welcome Stacy

human resources portal

Employee Self-Service

Hire Employees

Pay Employees

Preview Timesheet

Submit Timesheet

View Timesheet History

Manage Employees

Reports

Enhancing Research,
Development & Training
in Hawai'i

Pending My Approval

All Transactions Pending

HIRE EMPLOYEES

Non-Recruited Hire (31)

HIRE EMPLOYEES

ARSS (107)

Enter Time

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Limit the number of results to (up to 300): 300

☐ Case Sensitive

Search

Clear

Basic Search

Save Search Criteria

Search Results

View All

First 1-9 of 9 Last

| User ID | Pay Period End Date | Mail Drop ID | Description |
|------------------------|---------------------|--------------|-------------|
| Principal_Investigator | 10/15/2016 | 0015 | UHCC |
| Principal_Investigator | 10/15/2016 | 0020 | UHCC |
| Principal_Investigator | 10/15/2016 | 0021 | UHCC |
| Principal_Investigator | 10/15/2016 | 0023 | UHCC |
| Principal_Investigator | 10/15/2016 | 0275 | CRCH |
| Principal_Investigator | 10/15/2016 | 0368 | UHCC |
| Principal_Investigator | 10/15/2016 | 0734 | UHCC |
| Principal_Investigator | 10/15/2016 | 1072 | UHCC |
| Principal_Investigator | 10/15/2016 | 1146 | UHCC |

Pay Earnings

Other Earnings

Special Earnings

Project Dist/Leave Bal

Dist Code: 0020 UHCC

Pay All:

Scroll Area

| H/S Name | Beg-End Dt | FTE | Total Hrs | PP Hrs | OT Hrs | Vac Hrs | Sick Hrs | Pay? |
|-------------|-------------|------|-----------|--------|--------|---------|----------|------|
| S Doe,Jane | 10/01-10/15 | 0.75 | | 60.00 | | | | |
| S Doe1,Jane | 10/01-10/15 | 1.00 | | 80.00 | | | | |
| S Doe1,John | 10/01-10/15 | 1.00 | | 80.00 | | | | |
| S Doe2,Jane | 10/01-10/15 | 0.50 | | 40.00 | | | | |
| H Doe,John | 10/01-10/02 | 0.38 | | | | | | |
| H Doe,John | 10/03-10/09 | 0.38 | | | | | | |
| H Doe,John | 10/10-10/15 | 0.38 | | | | | | |

Find | View All | First 1-8 of 16 | Last

Comments:

I certify that this payroll charge to the project number(s) is accurate based upon authorized work performed by the above-named persons and that all RCUH Policies and Procedures have been followed.

PI Signature: 0 of 8 Submit?

Save

Return to Search

Pay Earnings

Other Earnings

Special Earnings

Project Dist/Leave Bal

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Step 3: The user will notice that the hours for Salaried Employees are pre-populated into the “PP Hrs” field. Enter the hours worked for all Hourly Employees in the “PP Hrs” field. The user must enter hours worked during each work week (Monday-Sunday). Overtime compensation is calculated based on the work week; therefore, the user **MUST** enter hours for each work week separately.

A. PP Hrs – Pay Period Hours. Indicate the total number of hours to pay the employee in the pay period.

B. OT Hrs – Overtime Hours. (Non-Exempt Employees ONLY)

C. Vac Hrs – Vacation Hours used

D. Sick Hrs – Sick Leave hours used

Step 4: Enter overtime hours for non-exempt employees. Exempt employees **DO NOT** qualify for overtime. The RCUH Online Timesheet will not allow the user to enter overtime for exempt employees.

Step 5: Enter any vacation and/or sick leave hours taken by each eligible employee during the current pay period.

Step 6: Click on the “Pay?” box next to each employee that should be paid.

Step 7: Click on the “Save” button at the bottom of the screen to ensure that no data is lost.

Step 8: Click on the “Other Earnings” tab. Upon clicking the tab, the user will be routed to the “Other Earnings” panel.

FIGURE 9.4. “PAY EARNINGS” PANEL

Pay Earnings
Other Earnings
Special Earnings
Project Dist/Leave Bal

Dist Code: 0020 UHCC

Scroll Area

| H/S Name | Beg-End Dt | FTE | Total Hrs | PP Hrs | OT Hrs | Vac Hrs | Sick Hrs | Pay? |
|-------------|-------------|------|-----------|--------|--------|---------|----------|-------------------------------------|
| S Doe,Jane | 10/01-10/15 | 0.75 | | 60.00 | | | | <input checked="" type="checkbox"/> |
| S Doe1,Jane | 10/01-10/15 | 1.00 | | 80.00 | | | | <input checked="" type="checkbox"/> |
| S Doe1,John | 10/01-10/15 | 1.00 | | 80.00 | | | | <input checked="" type="checkbox"/> |
| S Doe2,Jane | 10/01-10/15 | 0.50 | | 40.00 | | | | <input checked="" type="checkbox"/> |
| H Doe,John | 10/01-10/02 | 0.38 | | | | | | <input checked="" type="checkbox"/> |
| H Doe,John | 10/03-10/09 | 0.38 | | 2.00 | | | | |
| H Doe,John | 10/10-10/15 | 0.38 | | 2.00 | | | | |

Pay All: ☐

Find | View All | First | 1-8 of 16 | Last

Comments:

I certify that this payroll charge to the project number(s) is accurate based upon authorized work performed by the above-named persons and that all RCUH Policies and Procedures have been followed.

PI Signature: _____ 0 of 8 Submit? ☐

Save
Return to Search
Previous in List
Next in List

[Pay Earnings](#) | [Other Earnings](#) | [Special Earnings](#) | [Project Dist/Leave Bal](#)

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Step 9: On the “Other Earnings” panel, enter any other hours such as Leave without Pay, Family Leave, etc. Use the magnifying glass to look up the appropriate code. The user can enter up to three different codes per employee. Click on the “Save” button to ensure no data is lost.

FIGURE 9.5. “OTHER EARNINGS” PANEL

| Name | Beg-End Dt | Code | Hrs |
|------------|-------------|------|-----|
| Doe1, Jane | 10/01-10/15 | | |
| Doe2, Jane | 10/01-10/15 | | |
| Doe3, John | 10/01-10/15 | | |

| Earnings Code | Description |
|---------------|--------------------------------|
| CTO | Compensatory Time (Non-Exempt) |
| FL | Family Leave - Reqs Document |
| HOL | Holiday - Not Wrkd - Hrly Only |
| LBD | Blood Donation |
| LFL | Funeral Leave - Reqs Document |
| LJD | Jury Duty Leave |
| LML | Military Leave - Reqs Order |
| LPT | Parent Teacher Conf |
| LWC | Ly W/O Pay (Work Comp) Dr Cert |
| LWP | Leave W/O Pay - Reqs Document |
| LWS | Suspension Without Pay |
| NWO | LWP due to no work offered |
| ST | Addl Comp at ST |

Step 10: Click on the “Special Earnings” tab. Upon clicking this tab, the user will be routed to the “Special Earnings” panel.

IMPORTANT REMINDERS:

A. Family Leave and Workers Compensation must be approved by RCUH Human Resources PRIOR to the leave being taken.

B. If applicable, submit timesheet and/or supporting documents to RCUH Payroll Department (in addition to inputting time on the online timesheet) for the following leaves:

- a. **Sick Leave** – regardless of number of hours, a physician’s certificate is required if leave is five or more consecutive work days. Physician’s certification for own medical appointments is also required.
- b. **Family Leave**
- c. **Jury Duty Leave** – Jury duty certification with bailiff’s or court clerk’s signature
- d. **Military Leave** – Military orders specifying dates
- e. **Workers Compensation Leave**
- f. **Parent Teacher Conference Leave** – RCUH Form B-1
- g. **Leave Without Pay** – include dates of leave and anticipated date of return
- h. **Funeral Leave** – include name and relationship of immediate family member

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Step 11: Enter any “Special Earnings” hours which may be unique to specific projects. (Example: Deployment Compensation, additional compensation, etc.)

SPECIAL EARNINGS MUST BE PRE-APPROVED (VIA PAF) BY RCUH Human Resources.

For employees who have pre-approved allowable special earnings, use the magnifying glass to look up the appropriate code. Similar to the “Other Earnings” panel, the user is able to use up to three codes per employee.

Step 12: Click on the “Project Dist/Leave Bal” panel. This panel displays the employees begin/end dates for the pay period, their project and percentage allocation, and their leave balances available as of the close of the previous pay period. This panel is for your information only and cannot be modified. If there are any discrepancies in an employees’ leave balances, please call the RCUH Benefits Department immediately.

FIGURE 9.6. “SPECIAL EARNINGS” PANEL

| Name | Beg-End Dt | Code | Hrs | Code | Hrs | Code | Hrs |
|------------|-------------|------|-----|------|-----|------|-----|
| Doe, Jane | 10/01-10/15 | | | | | | |
| Doe1, Jane | 10/01-10/15 | | | | | | |
| Doe1, John | 10/01-10/15 | | | | | | |
| Doe2, Jane | 10/01-10/15 | | | | | | |
| Doe, John | 10/01-10/02 | | | | | | |
| Doe, John | 10/03-10/09 | | | | | | |
| Doe, John | 10/10-10/15 | | | | | | |

Step 13: Click on the “Pay Earnings” tab. Upon clicking this tab, the user will be routed back to the “Pay Earnings” panel.

FIGURE 9.7. “PROJECT DIST/LEAVE BAL” PANEL

| Name | Beg-End Dt | Project | CC | SubProj | BC | SubBC | Pct | Leave Balances |
|------------|-------------|---------|----|---------|------|-------|---------|----------------|
| | | | | | | | | Vac Sick |
| Doe, Jane | 10/01-10/15 | 6103744 | MA | 2087 | 2097 | | 100.000 | |
| Doe1, Jane | 10/01-10/15 | 6103764 | MA | 2087 | 2097 | | 100.000 | 98.00 2280.25 |
| Doe1, John | 10/01-10/15 | 0009287 | | 0001 | 0002 | | 50.000 | 99.75 2557.25 |
| Doe1, John | 10/01-10/15 | 6103744 | MA | 2087 | 2097 | | 25.000 | |
| Doe1, John | 10/01-10/15 | 6103764 | MA | 2087 | 2097 | | 25.000 | |
| Doe2, Jane | 10/01-10/15 | 0002873 | | 0001 | 0002 | | 29.240 | 44.25 752.24 |
| Doe2, Jane | 10/01-10/15 | 6103744 | MA | 2087 | 2097 | | 16.760 | |
| Doe2, Jane | 10/01-10/15 | 6103764 | MA | 2087 | 2097 | | 29.000 | |

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Step 14: Double check to ensure that all pay boxes next to each employee that should be paid are checked. REMINDER: Don't forget to click on the "View All" link to view all employees.

Step 15: Double check all information entered to ensure accuracy and then click on the "Save" button at the bottom of the screen.

Step 16: (FINAL STEP) If the user has Supervisory Authority access, they can complete this step. If not, the Principal Investigator or designee MUST log in to complete this step.

A. Double check to ensure that all time has been entered correctly based on the manual timesheets received.

B. Double check that the pay box is checked off for all employees to be paid.

C. Check off the "Submit" box at the bottom of the screen.

D. Click on the "Save" button. Upon clicking the "Save" button, the following information will appear. These four 'stamps' serve as proof of submission of the online timesheets:

a. Login Name of Approver

b. Date of Submission

c. Time of Submission

d. 6-Digit Confirmation Number

E. Double check that all timesheets have been submitted to RCUH Human Resources. The RCUH Online Timesheet will display the number of timesheets submitted versus the total number of timesheets available. (Example: 16 of 16)