



Research Corporation
of the University of Hawai'i

PRINCIPAL INVESTIGATORS & SUPERVISORS

eTIMESHEETS USER GUIDE

How to Approve a Task Order eTimesheet

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This guide will assist Principal Investigators, Supervisors, and Administrators in approving eTimesheets and can be found in the RCUH Document Library > 3.000 Human Resources > [eTimesheet — Task Order](#). If you're an employee looking to complete an eTimesheet, please refer to the same directory for the employee's user guide.

A faded background image showing a person's hands typing on a laptop keyboard. A coffee cup is visible on the desk to the left of the laptop.

Need assistance? Contact hrhelpdesk@rcuh.com or call (808) 956-8900

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Introduction to eTimesheets

eTimesheets are now available in Employee Self-Service (ESS). eTimesheets will be available the morning of the 1st and 16th of each month and displayed on the ESS dashboard. Each employee is responsible for accurately reporting hours worked and leaves taken, attaching the proper documentation for various leaves/overtime, and submitting his/her own eTimesheet by their project’s internal deadline.

Principal Investigators (PIs) are ultimately responsible and accountable for the allowability, allocability, and reasonableness of the time reported by their staff. PIs are also responsible to ensure that eTimesheets are submitted by the RCUH payroll deadline in order for employees to be paid.

RCUH recommends that PIs designate a Supervisory or Admin Authority to review eTimesheets prior to PI review, so that they can work with employees if information is missing or flag eTimesheets that need additional review. Admin Authority users with current timesheet access will be able to view and input eTimesheets for employees on the DC, but cannot approve.

Setting Internal Deadlines

Your project should establish an internal deadline for employees to submit their eTimesheets to their PI or supervisor. This deadline should be at least a few hours prior to the RCUH payroll deadline so that there is enough time to review and make corrections if needed. To view RCUH's payroll deadlines, please click on the following links (URL: <https://www.rcuh.com/document-library/3-000/calendars/>):

- [Personnel Action & Payroll Calendar](#)
- [Personnel Action & Payroll Schedule](#)

Employees reporting **Special Leave** hours must ensure that their eTimesheet is submitted and approved by their PI at the earlier deadline of 12 p.m. the day PRIOR to the RCUH payroll deadline

IMPORTANT: Be mindful of holidays in the pay period—for example, the Dec. 31st pay period includes Christmas, so you might want to ask employees to submit their eTimesheets earlier. Remember, all eTimesheets must be approved by the RCUH payroll deadline in order for employees to be paid.

eTimesheet Options in the HR Portal



Upon logging into the RCUH HR Portal, you'll notice an "eTimesheets" section in the left sidebar.

- **eTimesheet Counts by DC** – Provides a summary of all Distribution Codes (DCs) you have access to and the counts of eTimesheets in each status for the pay period.
- **eTimesheet Counts by DC - Previous** – Provides a summary of all DC's 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 from 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 from the current summary eTimesheet system.

Map of the RCUH eTimesheet (Task Order)

Please reference the numbers listed below and the corresponding details on the following page.

1 Employee Name: Last Name, First Name (000000)
2 Pay Period: 11/16/2019 - 11/30/2019 **STATUS: PENDING EMPLOYEEE**
 Employment Information:

3 Employment	Important Dates For This Pay Period
As of 11/16/2019: FTE: 100.0% DC: 1234 DC Subgroup: 000 H/S: Hourly PP Hours: 80.00 hours Accruals as of 11/15/2019: Vacation Balance: 7.000 Hours Sick Balance: 39.750 Hours *This may change if you have personnel actions or adjustments within this pay period.	11/28: Thanksgiving Day (if eligible) 12/02: RCUH Timesheet Deadline is 12:00pm Please contact your PI for your project's deadline

Project # / Allocation: 1234567-89 / 100.000%

4

	S	Su	Week	M	T	W	Th	F	S	Su	Week	M	T	W	Th	F	S	Week	Total PP
	11/16	11/17	Total	11/18	11/19	11/20	11/21	11/22	11/23	11/24	Total	11/25	11/26	11/27	11/28	11/29	11/30	Total	Hours
8 Total																			8.00
9 ROW 1 Total																			8.00
1234567 - TASK ORDER	S	Su		M	T	W	Th	F	S	Su		M	T	W	Th	F	S		0.00
2222222 - TASK ORDER 2	S	Su		M	T	W	Th	F	S	Su		M	T	W	Th	F	S		0.00
99-99-99 CWBS - REG																			0.00
Leaves/Other Codes	S	Su		M	T	W	Th	F	S	Su		M	T	W	Th	F	S		0.00
10 ROW 3 Holiday (HOL)																			8.00
Vacation Leave (LVA)																			0.00
Sick Leave (LSK)																			0.00
11																			0.00

12 Add Attachments/Comments

Comment:

Files Uploaded:

5 **6** **7**
 I certify that 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

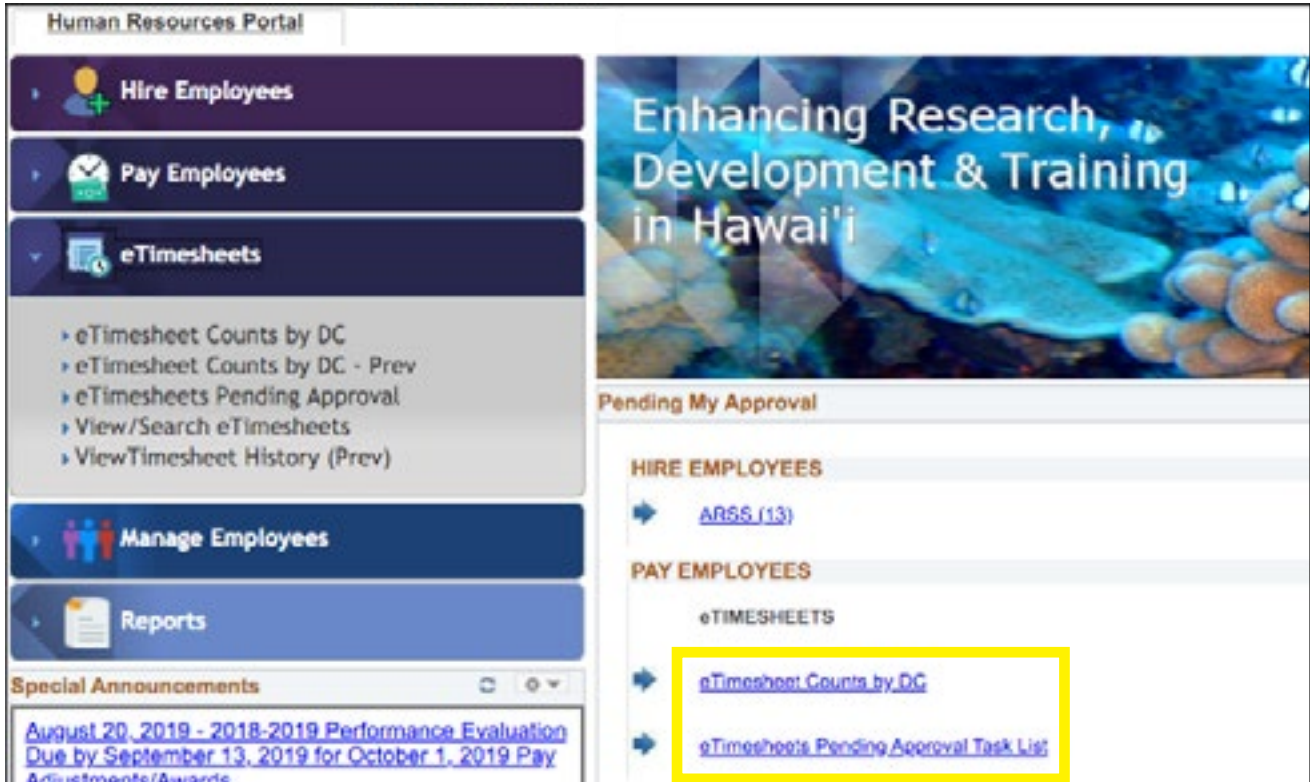
Authorization	User	Authority Level	Date/Time Stamp

Map of the RCUH eTimesheet (Task Order)

- 1 The top of the eTimesheet will display the employee's name, employee ID, and pay period.
- 2 **Status Bar:** This displays the status of the eTimesheet:
 - **PENDING EMPLOYEE:** eTimesheet is pending employee entering hours and submitting to PI.
 - **PENDING PI/DESIGNEE:** eTimesheet has been submitted by the employee to the PI and is pending PI review and approval.
 - **APPROVED:** eTimesheet has been approved and sent to RCUH HR for processing.
 - **PENDING RCUH:** eTimesheet has been approved by the PI but contains Special Leave hours that will be reviewed and approved by RCUH HR. Upon HR approval, the eTimesheet status will update to APPROVED.
 - **REJECTED:** eTimesheet has been rejected. Please contact the RCUH HR Help Desk if you see this status.
- 3 **Employment Information Box:** The employee's current information (i.e., FTE, vacation and sick balances if applicable) and anticipated pay period hours will display here.
- 4 **Important Dates:** Holidays and the RCUH payroll deadline will display here.
- 5 **"Submit" Button:** The employee will click this button to submit the eTimesheet to their PI/supervisor for approval.
- 6 **"Save for Later" Button:** Click this button to save time entries. This will ONLY save, and will NOT submit the eTimesheet.
- 7 **"Clear All" Button:** Click this button to clear ALL time entries on the eTimesheet. 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-Sunday), and pay period. The eTimesheet will also total up the number of hours entered across the pay period for each Task Order and Contract Work Breakdown Structure (CWBS) and leave hours rows added.
- 9 **Task Order Row (Row 2):** The employee's assigned Task Orders will appear in the blue headers. The CWBS charge lines the employee is assigned to will appear on a dropdown under each Task Order header. These fillable rows are where the employee will report hours worked. Weekdays are highlighted yellow, weekends are gray (but fillable) and the current date is highlighted in blue.
- 10 **Leaves/Other Codes (Row 3):** These fillable rows are where the employee will report leave hours. Vacation and sick leave rows will be displayed, but other leave codes can be selected using the dropdown. The system will not allow the employee to exceed their vacation and/or sick leave balance (field will display red).
- 11 **Leaves/Other Codes Dropdown:** Click on this dropdown to select other leave codes the employee may be eligible for, such as Bereavement Leave, Blood Donation Leave, Jury Duty Leave, Leave Without Pay, and Parent Teacher Conference Leave. Click the "-" button on the far right if you need to remove the row added from the dropdown. *If the employee requires Special Leave codes (e.g., Family Leave, Workers' Compensation Leave, Military Leave), please contact the RCUH Employee Benefits section at rcuh_benefits@rcuh.com.*
- 12 **Attachments/Comments Box:** Use this button to add comments and/or attachments when required.
- 13 **Approvals Table:** This table will log all eTimesheet submittals, approvals, and changes.

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 dashboard: "eTimesheet Counts by DC" or "eTimesheets Pending Approval Task List" (see below). These will open in a new tab or window, so please remember to disable your web browser's pop-up blocker.



OPTION #1: eTimesheet Counts by DC

eTimesheet Counts by DC						
eTimesheet Summary						
Pay Period: 11/16/2019 to 11/30/2019						
DC	DC Desc	Approved eTS	Pend P/Designee	Pend EE	Pend RCUH	Rejected
0000	DC Description	1 of 17	6 of 17	10 of 17	0 of 17	0 of 17

This page provides counts of employee eTimesheets for each status for the current pay period. RCUH recommends that PIs check this summary to ensure all project personnel submitted their eTimesheet. For example, the number under the "Pend 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.

Let's briefly review the status information available on the "eTimesheet Counts by DC Summary":

Approved eTS – This will show you the approved eTimesheets for the current pay period. No further action is needed.

Pend PI/Designee – This will display the eTimesheets submitted by employees that are pending PI review and approval. The eTimesheets will appear under this status once an employee submits their eTimesheet.

Pend EE – This will display a list of employees who have not submitted their eTimesheets for PI approval.

Pend RCUH – This will display eTimesheets that are pending RCUH approval. This will only be required for employees reporting hours using Special Leave** (e.g., Family Leave, Workers' Compensation Leave, Military Leave). RCUH Human Resources will work with the PI and the employee if changes are needed.

****Please note all employees reporting Special Leave hours have an earlier eTimesheet deadline. Their eTimesheets must be submitted AND approved by their PI by 12 p.m. the day PRIOR to the RCUH payroll deadline.**

Rejected – This will display eTimesheets that have been rejected. This will only occur if a change is processed that impacts the eTimesheet (e.g., late personnel action change). Contact the RCUH HR Help Desk if this occurs.

Example:

The screenshot shows the 'Open Pay Periods: 11/16/2019 to 11/30/2019' section. It includes search filters for 'eTimesheet Status' (set to 'Approved'), 'Distribution Code' (0000), 'Pay Period End From/Thru Dates' (11/30/2019), 'Employee #' (6 digits), and 'Name'. Below the filters are 'Search' and 'Clear' buttons. A message says 'Click the employee's name to view their timesheet.' Below this is a table titled 'View/Search Timesheets' with columns: DC, DC Sub, Timesheet Status, Employee, EmelID, PP End Date, Emel Class, ELSA, H/S, FTE, Total Hrs, Work Hrs, Vac Hrs, Sick Hrs, Hol Hrs, Oth Hrs, and Approved. The table contains one row with the following data: DC: 0000, DC Sub: 000, Timesheet Status: Approved, Employee: A.Employee.S., EmelID: 0000, PP End Date: 11/30/2019, Emel Class: Regular, ELSA: NE, H/S: H, FTE: 100.000%, Total Hrs: 81.00, Work Hrs: 31.00, Vac Hrs: 39.00, Sick Hrs: 3.00, Hol Hrs: 8.00, Oth Hrs: 0.00, Approved: Test_User 2019-11-01-06:31:54.000000. At the bottom, there are buttons for 'View/Search eTimesheets' and 'eTimesheets Pending Approval'.

Above is an example if you were to click on the "1 of 17" under "Approved eTS." It shows the single approved eTimesheet for the current pay period. By clicking on the employee's name, you can review the individual's eTimesheet with hours entered, along with any attachments and comments. Above the summary is a search feature that will allow you to search and filter open and/or closed eTimesheets by status, DC, pay period, Employee ID number, or employee name.

OPTION #2: eTimesheets Pending Approval Task List

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

Click the employee's name to view their timesheet.

DC	DC Sub	Timesheet Status	Employee	Empl ID	PP End Date	Empl Class	ELBA	H/S	FTE	Total Hrs	Work Hrs	Vac Hrs	Sick Hrs	Hol Hrs	Oth Hrs
0000	000	Pend Pi/D	B.Employee C.	000000	11/30/2019	Regular	E	S	100.000%	80.00	72.00	0.00	0.00	8.00	0.00
0000	000	Pend Pi/D	C.Employee D.	000000	11/30/2019	Regular	E	S	100.000%	80.00	24.00	40.00	8.00	8.00	0.00
0000	000	Pend Pi/D	D.Employee T.	000000	11/30/2019	Regular	NE	H	100.000%	80.00	70.00	0.00	0.00	8.00	2.00
0000	000	Pend Pi/D	E.Employee E	000000	11/30/2019	Regular	NE	H	30.000%	0.00	0.00	0.00	0.00	0.00	0.00
0000	000	Pend Pi/D	Name Employee	000000	11/30/2019	Regular	NE	H	100.000%	80.00	39.00	30.00	3.00	8.00	0.00

Click to Switch Views: [View/Search eTimesheets](#) [eTimesheets Pending Approval](#)

What to Review in eTimesheets

Work Hours

Work Hours will appear under the Work Hours column. If the employee only input 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.

Leave Hours

Employees will not be able to exceed their eligible Vacation and Sick Leave Hours in the eTimesheet system. If an employee's hours exceed the anticipated pay period hours, or if they're using "Oth Hours," you should review the eTimesheet more carefully prior to approving. Other Hours include all other leaves besides Vacation and Sick Leave (e.g., Leave Without Pay, Blood Donation Leave, Military Leave, etc.). Review appropriate attachments.*

*Your project may have additional approval and attachment procedures.

REMINDER: PIs should Designate an Alternate Reviewer/Approver

Principal Investigators should designate a Supervisory or Admin Authority to review eTimesheets prior to PI review, so that they can work with employees if information/attachments are missing. Admin Authorities are able to view and input hours for employees on the DC, but cannot approve.

Total Hours Reported

Compare the employee's "Total PP hours" on the far right of the Totals Row with the "PP hours" in the Employment Information Table. Their "Total PP hours" should meet or exceed the "PP hours" or they have not met their Full-Time Equivalent (FTE). See example below.

Employee Name: Last Name, First Name (000000) **STATUS: PENDING EMPLOYEE**
 Pay Period: 11/16/2019 - 11/30/2019
 Employment Information: **Hours in the pay period**

As of 11/16/2019: FTE: 100.0% DC: 1234 DC Subgroup: 000 H/S: Hourly **PP Hours: 80.00 hours** Project # / Allocation
 Accruals as of 11/15/2019: **Vacation Balance: 7.000 Hours Sick Balance: 39.750 Hours** 1234567-89 / 100.000%
 *This may change if you have personnel actions or adjustments within this pay period.

Important Dates For This Pay Period
 11/28: Thanksgiving Day (if eligible)
 12/02: RCUH Timesheet Deadline is 12:00pm
 Please contact your PI for your project's deadline

Submit Save for Later Clear All

Total	S 11/16	Su 11/17	Week Total	M 11/18	T 11/19	W 11/20	Th 11/21	F 11/22	S 11/23	Su 11/24	Week Total	M 11/25	T 11/26	W 11/27	Th 11/28	F 11/29	S 11/30	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	80.00

1234567 - TASK ORDER	S 11/16	Su 11/17	M 11/18	T 11/19	W 11/20	Th 11/21	F 11/22	S 11/23	Su 11/24	M 11/25	T 11/26	W 11/27	Th 11/28	F 11/29	S 11/30	Week Total	Total PP Hours
99-99-99 CWBS - REG			8.00	8.00	8.00	8.00	8.00			8.00	8.00	8.00		8.00		72.00	72.00
																0.00	0.00

Hours reported in the pay period

Temporary/Intermittent Employees

Review hours reported. If you have Temporary or Intermittent employees who did not work in the current pay period, PIs should still submit their eTimesheets with zero (0) hours so that RCUH Payroll knows they are accounted for. It is a confirmation from the PI that there are no hours to report and pay for.

Attachments/Comments

Add Attachments/Comments

Comment:
 11/30/19 EE: Forgot to enter sick leave hours on Monday 11/18. Left work at 1:30pm. 3 hours of sick.

Printer Friendly Pull to open comment box

Add Attachment

Files Uploaded:

- (OT)_20112019.pdf
- (LVA)_22112019_to_29112019.pdf
- (LSK)_18112019.png

To view an attached document, please click on the attachment name on the individual's eTimesheet. Remember, a doctor's note should be attached for sick leave appointments and sick leave of five (5) or more consecutive days. **IMPORTANT: If your project designated an individual who is responsible for reviewing the eTimesheets before PI approval, it may be beneficial for him/her to use the Comment function to notify the PI that the eTimesheet has been reviewed and is ready to submit.**

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 memo or manual Personnel Action Form (PAF) with the employee's name, employee ID, and the date of the floating holiday to rcuhhr@rcuh.com.

Overtime

Employees will record overtime hours worked under the overtime CWBS as applicable. The CWBS description will end in "OT". The system will validate to ensure 40 compensable hours have been recorded in the week (Monday to Sunday) in order to process the OT hours, and will error if any adjustments are needed.

Returning eTimesheets to Employees

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 decide 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.

How to Approve eTimesheets

Individual Approvals

PIs are able to approve directly from an individual's eTimesheet by clicking "Approve" under the Employee Information Table or under the Attachments/Comments Box.

Confirmation of eTimesheet Submission

After clicking "Approve," the message below will appear for confirmation. Click "OK" if the information is correct, or click "Cancel" if you need to return to the eTimesheet.

Message

I certify the accuracy of this timesheet and the changes to the applicable task orders and/or project numbers.

Click OK to approve this timesheet. Click Cancel to return to the previous page. (20000,6)

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 (see below). The eTimesheet status will change to "Approved" and will now be in display only.

Approvals				
	Authorization	User	Authority Level	Date/Time Stamp
Pending Employee	Submittal	A,Employee S.	Employee	11/30/2019 12:53:00PM
Pending PI/Designee Approval	Recall	A,Employee S.	Employee	11/30/2019 1:08:00PM
Pending Employee	Submittal	A,Employee S.	Employee	11/30/2019 1:18:05PM
Pending PI/Designee Approval	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.

eTimesheet Counts by DC						
eTimesheet Summary						
Pay Period: 11/16/2019 to 11/30/2019						
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

REMINDER: Personnel Actions must be Submitted Prior to Pay Period

All personnel actions (e.g., change in employee's FTE, FLSA status, termination, leave of absence, rehire, transfer hires) should be submitted by the previous pay period's PAF/ePAF deadline to ensure that the eTimesheet is created accurately. Personnel actions that impact time entry validations may result in a rejected eTimesheet.



[RCUH Personnel Action/ Payroll Calendars](#)

Recalling eTimesheets

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.

Employee Name: Last Name, First Name (000000) **STATUS: APPROVED**

Pay Period: 11/16/2019 - 11/30/2019

Employment Information: [Hide](#)

Employment	Important Dates For This Pay Period
As of 11/16/2019: FTE: 100.0% DC: 1234 DC Subgroup: 000 H/S: Hourly PP Hours: 80.00 hours Accruals as of 11/15/2019: Vacation Balance: 7.000 Hours Sick Balance: 39.750 Hours <small>*This may change if you have personnel actions or adjustments within this pay period.</small>	11/28: Thanksgiving Day (if eligible) 12/02: RCUH Timesheet Deadline is 12:00pm Please contact your PI for your project's deadline

Recall

Total	S 11/16	Su 11/17	Week Total	M 11/18	T 11/19	W 11/20	Th 11/21	F 11/22	S 11/23	Su 11/24	Week Total	M 11/25	T 11/26	W 11/27	Th 11/28	F 11/29	S 11/30	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	80.00

1234567 - TASK ORDER	S 11/16	Su 11/17	M 11/18	T 11/19	W 11/20	Th 11/21	F 11/22	S 11/23	Su 11/24	M 11/25	T 11/26	W 11/27	Th 11/28	F 11/29	S 11/30	Week Total	Total PP Hours
99-99-99 CWBS - REG			8.00	8.00	8.00	8.00	8.00			8.00	8.00	8.00		8.00		72.00	72.00
																0.00	0.00

Leaves/Other Codes	S 11/16	Su 11/17	M 11/18	T 11/19	W 11/20	Th 11/21	F 11/22	S 11/23	Su 11/24	M 11/25	T 11/26	W 11/27	Th 11/28	F 11/29	S 11/30	Week Total	Total PP Hours
Holiday (HOL)													8.00			8.00	8.00
Vacation Leave (LVA)																0.00	0.00
Sick Leave (LSK)																0.00	0.00
																0.00	0.00

Add Attachments/Comments

Comment:

[Add Attachment](#)

Files Uploaded:

Printer Friendly Pull to open comment box

Recall

Submitting on Behalf of an Employee

If an employee fails to submit his/her eTimesheet and the RCUH payroll deadline is approaching, the PI/Supervisory Authority may submit it on his/her behalf.

PIs/Supervisory Authorities can also make edits on behalf of an employee, but should do so only if the employee is unavailable. If changes are made on behalf of the employee, please attach documentation of the change (e.g., email with confirmation of the change from the employee). If this documentation cannot be added before the RCUH payroll deadline, please contact the [RCUH HR Help Desk](#).

Principal Investigator eTimesheet 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 that any eTimesheets reporting Special Leave are approved by 12 p.m. the day PRIOR to the RCUH payroll deadline.
- Visit the "eTimesheets Pending Approval Task List" page and review the columns listed below:
 - Total Hours
 - Vacation Hours
 - Holiday Hours
 - Work Hours
 - Sick Hours
 - Other Hours

Be sure to check the Total Hours column for overtime. If there are any eTimesheets with atypical hours or leaves that require attachments, please review those eTimesheets individually.

- Review leaves and ensure employees have provided the required attachments. If an attachment is missing, you may return the eTimesheet to the employee for re-submission with an explanation in the comment box.

AFTER approving eTimesheets:

- Review the "eTimesheet Counts by DC" page and check for individuals in the "Pend PI/Designee" and "Pend EE" columns. These numbers should now be at zero (0).
- If you find that an employee's eTimesheet has NOT been submitted (still in "Pend EE" column) and the RCUH payroll deadline is approaching, you may submit and approve on behalf of the employee.
- Confirm that you approved ALL eTimesheets and ALL employees who worked in the pay period are accounted for—especially new employees, terminated employees, and employees on extended leave of absences. The "Approved eTS" column should reflect 100% (i.e., 17 of 17).

RCUH HR Help Desk

If you have any questions or need further assistance regarding eTimesheets or your ESS log-in, please contact the RCUH HR Help Desk for real-time answers on reporting, submitting, or approving time in the new system. Staff is available Monday through Friday (excluding state holidays) from 8:00 a.m. to 4:00 p.m.

Email: hrhelpdesk@rcuh.com

Phone: (808) 956-8900

RCUH Leave Guide

Projects may establish additional approval or attachment procedures.

Leave/Other Codes	Brief Description <i>(Please refer to the policy for details)</i>	Prior PI Notice Required?	Prior PI Approval Required?	Attachment Required? *
Vacation Leave (LVA) Policy 3.620	Minimum vacation leave is 1 hour; fractional hours beyond 1 hour must be in 0.50 hour increments.	✓	✓	
Sick Leave (LSK) Policy 3.640	A doctor's note is required for all doctor's appointments, or if you're out for 5 or more consecutive working days.			**
Bereavement Leave (LFL) Policy 3.670	Can take up to 3 working days (24 hours) based on FTE. Must be taken within a month from time of death. In comments section, include relationship.	✓	✓	
Blood Donation Leave (LBD) Policy 3.676	Can take up to 2 hours of paid leave regardless of FTE. PI may request a donation receipt from blood bank.	✓	✓	
Jury Duty Leave (LJD) Policy 3.672	Employees will continue to receive their full salary while serving Jury Duty. Attach jury duty certification to eTimesheet.	✓		✓
Leave Without Pay (LWP) Policy 3.650	Vacation must be exhausted prior to taking LWP.	✓	✓	✓
Parent Teacher Conference Leave (LPT) Policy 3.678	Up to 2 hours each and for 2 conferences per child in a calendar year. Hours exceeding 2 hours shall be charged as Vacation Leave or LWP. Attach Form B-1 .	✓	✓	✓
Special Leave Codes - Principal Investigator's Deadline: 12:00 PM Day PRIOR to RCUH Payroll Deadline *If PI misses above deadline, employee may not get paid on time. Refer to your project's internal deadlines for Special Leave Codes.				
Family Leave Policy 3.660	Available once Family Leave request documentation is received, reviewed, and approved by RCUH Employee Benefits	✓		VARIES
Workers' Compensation Leave Policy 3.580	Available once Supervisor's Report of Industrial Injury is received, reviewed, and approved by RCUH Employee Benefits	✓		✓
Military Leave (LML) Military Leave Without Pay (LMW) Military Leave Vacation (LMV) Policy 3.674	Available once RCUH Employee Benefits is contacted to open appropriate leave codes. Not required to attach military orders.	✓		

* 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 submission to RCUH Human Resources. Attachment name should include leave code and date (e.g., LVA_11292019.pdf).

** Per [Policy 3.640](#), the PI or RCUH may require an employee to provide a physician's certification of disability on each day of sick leave if warranted.