

Project Request to Transition to eTimesheets: March 16, 2020

Please complete each section and return signed form by **Thursday, February 27, 2020**

Email to: rcuhr@rcuh.com

Projects who wish to transition to eTimesheets on March 16, 2020 should have:

- Employees working a standard work schedule = 1.00 FTE working Monday through Friday, 8 hours per day OR
- Employees working consistent hours each work day, for example 0.50 FTE at 4 hours per day, 5 days a week
- Non-exempt employees working overtime hours who are paid hourly (vs. salaried)

Approved projects will be sent a confirmation of their transition date. All other projects will be automatically transitioned on June 1, 2020. Please contact RCUH Human Resources at (808) 956-3100 if you have any questions about the RCUH eTimesheet. The information requested below must be consistent with the project/PI information found on the UH or RCUH Financial Systems.

1. Principal Investigator (PI of Record): _____

2. Project Number(s)/Name(s): _____

3. Distribution Code(s) (four-digits): _____

In order to ensure a smooth transition to eTimesheets, please tell us about who will be approving eTimesheets. We highly recommend you assign a secondary eTimesheet approver.

4. Primary eTimesheet Approver

| | | |
|---|----------------|--|
| a | Name | |
| b | E-mail address | |
| c | Phone | |

5. Secondary eTimesheet Approver

| | | |
|---|----------------|--|
| a | Name | |
| b | E-mail address | |
| c | Phone | |

[_____], PI Signature

Date

For RCUH use only:

Received: _____ Sent to Project: _____

eTimesheet transition scheduled:

_____ March 16, 2020

_____ June 1, 2020

_____ RCUH Human Resources

_____ Date

Input: _____ Date: _____

Edit: _____ Date: _____