

RCUH ADVISORY #2 - FOR PROJECT PIs DURING THE COVID-19 PANDEMIC

This second advisory (see first RCUH advisory [here](#)) presents changes to RCUH's operating procedures due to the escalating impact of the novel coronavirus outbreak. Our central focus in making the changes was to protect the health and economic well-being of RCUH employees. RCUH will continue to provide the services needed by your projects, recognizing that the cessation of services will jeopardize your work and, possibly, the job security of your staff, which may cause financial hardship to them and their families. To safeguard the health of the RCUH core staff, we have modified internal operating procedures to include remote work, social distancing, staggered work hours that extend into evenings and weekends, and other practices. These actions may result in longer processing time and, perhaps, some changes in the way you interact with RCUH. We appreciate your understanding and thank you for accommodating the following changes, which will be effective starting Wednesday, March 25, 2020.

GENERAL ADVISORY	
<p>Electronic processing</p>	<p>Projects are encouraged to adopt electronic processing and eliminate paper processing to promote efficiency and reduce personal contacts. See below for more information on how to register for three RCUH digital services.</p> <ul style="list-style-type: none"> • eSign for electronic signatures: Fiscal administrators may request eSign accounts for project staff who will be <i>routing</i> documents for signature, by emailing rcuh@rcuh.com. • eTimesheets for electronic timesheets: PIs who would like to put their project on the eTimesheet system should contact the RCUH HR director. It will take at least two pay periods before they will be able to place their employees on the system. • ePayment for electronic payments: Instructions on how to register are in the RCUH Financial Portal.
<p>RCUH eNewsletter</p>	<p>The monthly RCUH eNewsletter will continue to be disseminated. Look for announcements of new initiatives and updates in the eNewsletter and on RCUH's website (www.rcuh.com). Submit news and photos of how your project is handling the coronavirus outbreak to share with others in our eNewsletter and on our Facebook page (email to rcuh@rcuh.com).</p>
<p>Visitors to RCUH offices</p>	<p>The RCUH offices will be closed to visitors except under the following conditions:</p> <ul style="list-style-type: none"> • Burns Hall: RCUH's HR department must abide by the East-West Center guidelines on building access. Visitor access to the building is restricted. Please contact the HR department if access is required. • Mānoa Innovation Center: Visitors will be severely restricted at RCUH's MIC location. If the visit/access is necessary, please contact the individual involved via email.
<p>Notary services</p>	<p>Notary services, provided at no cost to RCUH employees, will be suspended.</p>

RCUH FINANCIAL TRANSACTIONS

For questions/information, contact Glenn Yee (gyee@rcuh.com; phone 988-8320)

Reimbursements and ePayments	Vendor and employee reimbursement checks, as well as ePayments, will continue to be processed daily. All checks will be mailed to vendors or fiscal offices.
Checks and cash	<ul style="list-style-type: none">• Check pickup will not be available.• Deposits: mail to the RCUH Finance Department, 2800 Woodlawn Drive, Suite 200, Honolulu, HI 96822.• Cash deposits: received by appointment only. Email rcuh_accounting@rcuh.com to request an appointment.
<h2>RCUH PERSONNEL TRANSACTIONS</h2> <p>For questions/information, contact Nelson Sakamoto (nsakamoto@rcuh.com; phone 956-6965)</p>	
Employee pay and benefits	Employees will continue to receive their pay/benefits unless RCUH is notified otherwise by their PI. PIs are responsible for submitting their project's timesheets to RCUH on the scheduled payroll deadline. The next deadline is noon on April 1, 2020. Meeting the payroll deadlines will ensure your employees are paid on time, with no disruption to their medical and other benefits.