


July 30, 2020
DP073001.NS4

Scanned/Emailed

MEMORANDUM

TO: All Principal Investigators employing RCUH Regular Status Employees (on Oahu and Kauai only)

FROM: Nelson Sakamoto 
Director of Human Resources

SUBJECT: Time Reporting Procedures: Hurricane Douglas Paid Administrative Leave for Regular Status Employees on the islands of Oahu and Kauai Only for July 27, 2020

This memo provides additional guidance to Principal Investigators, Project Timekeepers and Regular status employees only on the islands of O`ahu and Kaua`i on how to report the July 27, 2020 Paid Administrative Leave.

Paid Administrative Leave is based on the employee's FTE. Example: 100% FTE = 8.0 hours or 50% FTE = 4.0 hours.

Employees working a 4-10 or other non-standard daily work schedule should report their additional hours as Regular Work Hours to make up the difference. Example: ADM = 8.0 hours REG HRS = 2.0 hours.

1. Paper Timesheet Reporting – Administrative Leave (Attachment No. 1): Use the Special Earnings Code "ADM" (Administrative Leave with Pay) for July 27, 2020 on the employee's paper timesheet, then use the same earnings code to report this Administrative Leave on the RCUH online Summary Timesheet for Pay Period Ending July 31, 2020.
2. Paper Timesheet to RCUH Online Summary Timesheet (Attachment No. 2): For Project Timekeepers, go to the Special Earnings Tab. Select ADM Code and enter in the Code box. Enter the employee's FTE hours in Hrs box.
3. eTimesheet Reporting – Administrative Leave FULL (ADM) (Attachment No. 3 & Attachment No. 4): Employees should be instructed to go to row three "Leave/Other Codes" and use the Code "Administrative Leave FULL (ADM)" for July 27, 2020 on the employee's eTimesheet (Attachment No. 3). Employee should enter the number of ADM hours based on their FTE status (Attachment No. 4).

Questions: Email RCUH HR Help Desk at hrhelpdesk@rcuh.com or Nelson Sakamoto at nsakamoto@rcuh.com.

Attachments

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Equal Opportunities Employer
Minorities/Women/Disability/Veteran

Attachment No. 1

Paper Timesheet
How record July 27, 2020
Administrative Leave with Pay

EMPLOYEE TIME / LEAVE CERTIFICATION FORM

THE RCUH REQUIRES ALL EMPLOYEES SALARIED OR HOURLY TO ACCURATELY REPORT TIME WORKED, AS WELL AS ANY PAID AND UNPAID LEAVE TIME, ON THE EMPLOYEE TIME/LEAVE CERTIFICATION FORM, PER 3.810 RCUH PAYROLL & CERTIFICATION POLICY.

EMPLOYEE'S NAME: _____ DISTRIBUTION CODE: _____
 PAY PERIOD: 7/16/2020 - 7/31/2020 DUE 12:00 NOON TO RCUH ON: 8/3/20

DATE	REG		VAC		SICK		PAID LEAVE		UNPAID LEAVE		SPECIAL CODES		SubTotal Hours
	HRS	OT HRS	HRS	HRS	HRS	HRS	CODE	HRS	CODE	HRS	CODE	HRS	
16													0.00
17													0.00
18													0.00
19													0.00
Subtotal	0.00	0.00	0.00	0.00	0.00	0.00							0.00
20													0.00
21													0.00
22													0.00
23													0.00
24													0.00
25													0.00
26													0.00
27											ADM	8.00	8.00
28													0.00
29													0.00
30													0.00
31													0.00
Subtotal	0.00	0.00	0.00	0.00	0.00	0.00							8.00
TOTAL	0.00	0.00	0.00	0.00	0.00	0.00							8.00

ADM Code report 8.0 hours (or your equivalent FTE hours)

PAID LEAVE CODES		UNPAID LEAVE CODES		DUAL EMPLOYMENT
FL	Family Leave w/ Pay	FL	Family Leave w/o Pay	Indicate project number
HOL	Holiday Pay (Regular Hourly Status Only)	LWC	Leave w/o Pay, Workers' Comp	
LJD	Jury Duty Leave	LWS	Leave w/o Pay, Suspension	
LFL	Bereavement Leave	LWP	Leave w/o Pay, (See Below)	
LML	Military Leave (Max. 2 weeks)			
LPT	Parent Teacher Conference (Max. 2 hrs)			
LBD	Blood Donation Leave			
CTO	Compensatory Time Off			
ST	Straight Time (> 1 hr Req FTE)			

SIGNED PAPER TIMESHEETS MUST BE SUBMITTED TO RCUH BY PAYROLL DEADLINE FOR ALL OF THE FOLLOWING:

- FL Family Leave - Medical or other certification must be submitted immediately for RCUH approval
- LJD Certificate of Jury Duty or other document with Bailiff's or Clerk's signature
- LFL Name and Relationship of Relative
- LML Military Orders with period of military duty specified (including days changed as LML)
- LPT Parent-Teacher Conference Request Form see RCUH Policy 3.678 Form B-1
- LWC Physician's Certification from 1st day of disability

EMPLOYEE CERTIFICATION: I understand that failure to submit a completed time report and/or any required documents/certifications in accordance to the RCUH Policies and Payroll Processing Schedule will delay the issuance of my paycheck. Failure to return after any authorized leave may lead to termination of my employment. I authorize RCUH to deduct any overpayments made to me in the future.

Employee Signature _____ Date 7/30/20

Attachment No. 2

Online Summary Timesheet
(*applicable for Paper Timesheets*)
How to record July 27, 2020
Administrative Leave with Pay

Pay Earnings | Other Earnings | **Special Earnings** | Dist/Leave Bal

Special Earnings

Find | View: B | First | 5-13 of 13 | Last

Dist Code:

Scroll Area

Name	Begin Dt	Code	Hrs	Code	Hrs	Code	Hrs	Code	Hrs
		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Save | Return to Search | Previous in List | Next in List

Pay Earnings | Other Earnings | Special Earnings | Project Dist/Leave

Look Up

Earnings Code: begins with

Look Up | Clear | Cancel | Basic Lookup

Search Results

View 100 | First | 1 of 1 | Last

Earnings Code Description
ADM | Administrative Leave

Special Earnings Tab

Enter ADM in Code Box and FTE Hours in Hrs box

Attachment No. 3

eTimesheet Reporting
How record July 27, 2020
Administrative Leave with Pay

eTimesheet users: Go to the Leaves/Other Codes drop down. Select ADM and a row will appear. Enter 8.0 hours or your FTE hours on 07/27 (see orange arrow below).

The ADM Code is now on your eTimesheet. Select ADM in put 8.0 hours or your FTE hours on July 27

Leaves/Other Codes	Th 07/16	F 07/17	S 07/18	Su 07/19	M 07/20	T 07/21	W 07/22	Th 07/23	F 07/24	S 07/25	Su 07/26	M 07/27	T 07/28	W 07/29	Th 07/30	F 07/31
Vacation Leave (LVA)																
Sick Leave (LSK)					8.00	8.00	8.00									
Administrative Leave Full (ADM)																0.00
Bereavement Leave (LFL)																
Blood Donation Leave (LBD)																24.00
Jury Duty Leave (LJD)																
Leave Without Pay (LWP)																0.00
Parent Teacher Conference Leave (LPT)																

Add Attachment

Files Uploaded:

Attachment No. 4

eTimesheet Reporting

Example of what your ADM hours should appear (based on a 100% FTE status)

After you click/select the Administrative Leave Code a line will appear as shown

Leaves/Other Codes	Th 07/16	F 07/17	S 07/18	Su 07/19	M 07/20	T 07/21	W 07/22	Th 07/23	F 07/24	S 07/25	Su 07/26	M 07/27	T 07/28	W 07/29	Th 07/30	F 07/31		
Vacation Leave (LVA)																		0.00
Sick Leave (LSK)																		0.00
Administrative Leave Full (ADM)												8.00						8.00
																		0.00

Enter ADM hours

Add Attachment
Files Uploaded:

Comment:
NOTE: July 27, 2020 - Administrative Leave with Pay for Hurricane Douglas per RCUH July 27, 2020 Memo.