


December 23, 2020
DP122301.NS3**MEMORANDUM**

TO: Principal Investigators on RCUH Paper Timesheets
(This memo is not applicable to JIMAR and PCSU)

FROM: Nelson Sakamoto 
Director of Human Resources

SUBJECT: (1) **February 1, 2021 Conversion from RCUH Paper Timesheet System to the new RCUH eTimesheet System**
(2) **Final Paper Timesheet Schedule through January 31, 2021**
(3) **eTimesheet Training Calendar**

This memo addressed to any Projects who are still using the paper timesheets (e.g., your project has not converted to the new RCUH eTimesheet System). To date, we have over 1,700 RCUH employees on the new eTimesheet System. Your project will commence using the new RCUH eTimesheet System on February 1, 2021.

- (1) Effective February 1, 2021 - Conversion from Paper Timesheet to new eTimesheet System for Projects on a Standard Monday-Friday/ 8.0 hour per day Work Schedule: The RCUH paper timesheet (e.g., Employee Time/Leave Certification Form) is no longer be available effective February 1, 2021. You should prepare to convert your project's RCUH employees from the paper timesheets to the new RCUH eTimesheet System starting on February 1, 2021. Your employees will access the new eTimesheet System from their RCUH Employee Self-Service (ESS) Portal. Principal Investigators and/or Supervisors will be able to review and approve your employees' eTimesheet from the RCUH HR Portal.
- (2) Final Paper Timesheet Schedule through January 31, 2021 (Attachment 1): We have prepared the final schedule for the last three (3) Pay Periods of the Paper Timesheet System. This schedule covers the December 16-31, 2020, January 1-15, 2021 and January 16-31, 2021 pay periods.
- (3) Schedule of Training for PIs, Supervisors and Employees (Attachment No. 2): We have prepared a training schedule for your project. All training sessions will be on Zoom. You and your supervisors should plan to attend one of these training sessions prior to your February 1, 2021 conversion. We encourage you to include as many employees to attend one of the Employee eTimesheet training sessions. Three training sessions are scheduled for January 26, January 28, and February 2, 2021. Each date includes a session for Employees and a session for PIs and Supervisors. You and your employees only need to attend one of these sessions. You and your employees may register through the RCUH Training Portal (see Attachment No. 2 for sign-up details).

If your project is not on a Standard Work Schedule please contact my office at rcuhr@rcuh.com.

Attachments

Attachment No. 1

Final three Pay Periods for RCUH Paper
Timesheet System (Employee Time/Leave
Certification Form)

Table 1 – Final three Pay Periods for RCUH Paper Timesheet System (Employee Time/Leave Certification Form)

	A	B	C	D	E	F	G	H	I
1	Pay Period	Holiday (No.) (See Table below)	ePAF Deadline	No Data Change Period	Summary Timesheet Preview 1	Summary Timesheet Preview 2	Summary Timesheet Available for time entry	RCUH Payroll Deadline 12:00 Noon	Pay Day
2	12/16-31/2020	12/25/2020 (1)	12/10/2020	12/28/2020 01/05/2021	12/21/2020 12/23/2020	12/24/2020 12/28/2020	12/29/2020 12/31/2020	12/31/2020	01/07/2021
3	01/01-15/2021	01/01/2021 (2)	12/24/2020	01/13/2021 01/20/2021	01/07/2021 01/11/2021	01/12/2021 01/13/2021	01/14/2021 01/19/2021	01/19/2021	01/22/2021
4	01/16-31/2021	01/18/2021 (3)	01/12/2021	01/27/2021 02/03/2021	01/21/2021 01/25/2021	01/26/2021 01/27/2021	01/28/2021 02/01/2021	02/01/2021	02/05/2021

Table 2 - Legend (by Column/Row):

Column	Column Title	Description
A1	Pay Period	Semi-Monthly Time Reporting Period
B1	Holiday	State Holiday observed by the RCUH
C1	ePAF Deadline	Last day to submit changes to employee's personnel records
D1	No Data Change Period	Period no changes may be made to employee's personnel records
E1	Summary Timesheet Preview 1	Deadline to submit Online Summary Timesheet to RCUH Human Resources
F1	Summary Timesheet Preview 2	Pay Day for Pay Period
G1	Summary Timesheet Available for time entry	Date you may begin entering your employee's Time on Summary Timesheet
H1	RCUH Payroll Deadline 12:00 Noon	Deadline to submit Online Summary Timesheet to RCUH Human Resources
I1	Pay Day	Pay Day for Pay Period

Table 3 - Holiday Legend:

Holiday (No.)	Holiday Description
12/25/2020 (1)	Christmas
01/01/2021 (2)	New Year's Day
01/18/2021 (3)	Dr. Martin Luther King, Jr. Day

Attachment No. 2

Training Schedule for RCUH eTimesheet

Standard Work Schedule
(Monday through Friday – 8.0 hours per day)

Zoom Training - RCUH eTimesheet System for Employees and PIs and Supervisors

- (a) Principal Investigators may Sign Up via the RCUH Home Page (www.rcuh.com > Training Portal)
- (b) RCUH Employees may Sign Up via their RCUH ESS Portal (www.rcuh.com > Employee Self-Service > Left Navigation Column > Recruitment and Employment > RCUH Training Enrollment)

Standard Work Schedule (Monday – Friday, 8.0 hours per day)

Date of Training	Time	Description of Training
January 26, 2021	9:00 a.m. – 10:15 a.m.	Employee Session – Standard Work Schedule
	10:30 a.m. – 12:00 Noon	PIs/Supervisors Only session – Standard Work Schedule
January 28, 2021	9:00 a.m. – 10:15 a.m.	Employee Session – Standard Work Schedule
	10:30 a.m. – 12:00 Noon	PIs/Supervisors Only session – Standard Work Schedule
February 2, 2021	1:30 p.m. – 2:45 p.m.	Employee Session – Standard Work Schedule
	3:00 p.m. – 4:30 p.m.	PIs/Supervisors Only session – Standard Work Schedule