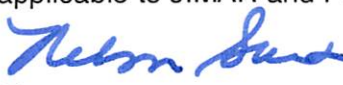


January 4, 2021
DP010409.NS1

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) **UPDATE: February 1, 2021 Conversion from RCUH Paper Timesheet System to the new RCUH eTimesheet System (Standard and Non-Standard Work Schedules)**
(2) **Final Paper Timesheet Schedule through January 31, 2021**
(3) **eTimesheet Schedule from January 1, 2021 – December 31, 2021**
(4) **eTimesheet Training Calendar**
- (1) (Updated) Effective February 1, 2021 - Conversion from Paper Timesheet to new eTimesheet System for Projects on both Standard and Non-Standard Work Schedules: This is an update to our December 23, 2020 memo. All projects both on a Standard or Non-Standard Work Schedule will be converted from the RCUH paper timesheet (e.g., Employee Time/Leave Certification Form) 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) eTimesheet Schedule from January 1, 2021 through December 31, 2021 (Attachment 2): This schedule is applicable to projects already on the eTimesheet System and for those that are converted onto the new eTimesheet System effective February 1, 2021. Key differences from previous schedules: (a) ePAF Deadline for eTimesheet System is prior to the start of applicable Pay Period (see Column C). (b) No Advance Payroll Deadlines (see Column E).
- (4) (Updated) Schedule of Training for PIs, Supervisors and Employees (Attachment No. 3): 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 on a Non-Standard Work Schedule please contact my office at rcuhr@rcuh.com. Please include copy of your project's schedule and the employees working on this schedule.

Attachments

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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

eTimesheet System Calendar for January 1,
2021 – December 31, 2021

RCUH eTimesheet System Calendar for January 1, 2021 – December 31, 2021

	A	B	C	D	E	F
1	Pay Period	Holiday (No.) (See Table 2 below)	ePAF Deadline	No Data Change Period	RCUH Payroll Deadline 12:00 Noon	Pay Day
2	01/01-15/2021	01/01/2021 (1)	12/24/2020	01/13-20/2021	01/19/2021	01/22/2021
3	01/16-31/2021	01/18/2021 (2)	01/12/2021	01/27/2021 02/03/2021	02/01/2021	02/05/2021
4	02/01-15/2021	02/15/2021 (3)	01/26/2021	02/11-18/2021	02/16/2021	02/22/2021
5	02/16-28/2021		02/10/2021	02/25/2021 03/03/2021	03/01/2021	03/05/2021
6	03/01-15/2021		02/24/2021	03/12-18/2021	03/16/2021	03/22/2021
7	03/16-31/2021	03/26/2021 (4)	03/11/2021	03/30/2021 04/05/2021	04/01/2021	04/07/2021
8	04/01-15/2021	04/02/2021 (5)	03/29/2021	04/14-20/2021	04/16/2021	04/22/2021
9	04/16-30/2021		04/13/2021	04/29/2021 05/05/2021	05/03/2021	05/07/2021
10	05/01-15/2021		04/28/2021	05/13-19/2021	05/17/2021	05/21/2021
11	05/16-31/2021	05/31/2021 (6)	05/12/2021	05/27/2021 06/03/2021	06/01/2021	06/07/2021
12	06/01-15/2021	06/11/2021 (7)	05/26/2021	06/14-18/2021	06/16/2021	06/22/2021
13	06/16-30/2021		06/10/2021	06/29/2021 07/02/2021	07/01/2021	07/07/2021
14	07/01-15/2021	07/05/2021 (8)	06/28/2021	07/14-20/2021	07/16/2021	07/22/2021
15	07/16-31/2021		07/13/2021	07/29/2021 08/04/2021	08/02/2021	08/06/2021
16	08/01-15/2021		07/28/2021	08/12-17/2021	08/16/2021	08/19/2021
17	08/16-31/2021	08/20/2021 (9)	08/11/2021	08/28/2021 09/02/2021	09/01/2021	09/07/2021
18	09/01-15/2021	09/06/2021 (10)	08/27/2021	09/14-20/2021	09/16/2021	09/22/2021
19	09/16-30/2021		09/13/2021	09/29/2021 10/05/2021	10/01/2021	10/07/2021
20	10/01-15/2021		09/28/2021	10/14-20/2021	10/18/2021	10/22/2021
21	10/16-31/2021		10/13/2021	10/28/2021 11/03/2021	11/01/2021	11/05/2021
22	11/01-15/2021	11/11/2021 (11)	10/27/2021	11/12-18/2021	11/16/2021	11/22/2021
23	11/16-30/2021	11/25/2021 (12)	11/10/2021	11/29/2021 12/03/2021	12/01/2021	12/07/2021
24	12/01-15/2021		11/26/2021	12/14-20/2021	12/16/2021	12/22/2021
25	12/16-31/2021	12/24/2021 (13) 12/31/2021 (14)	12/13/2021	12/29/2021 01/04/2022	01/03/2022	01/06/2022

Table 1 – Legend for Table Column Headers A, B, C, D, E, F

Column/Row	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 data/records
D1	No Data Change Period	Period no changes may be made to employee's personnel records
E1	RCUH Payroll Deadline 12:00 Noon	Deadline to submit eTimesheet to RCUH Human Resources
F1	Pay Day	Pay Day for Pay Period

Table 2 – Legend for Column B1

Holiday (No.)	Holiday Description
01/01/2021 (1)	New Year's Day
01/18/2021 (2)	Dr. Martin Luther King, Jr. Day
02/15/2021 (3)	President's Day
03/26/2021 (4)	Prince Jonah Kuhio Kalaniana'ole Day
04/02/2021 (5)	Good Friday
05/31/2021 (6)	Memorial Day
06/11/2021 (7)	King Kamehameha Day
07/05/2021 (8)	Independence Day
08/20/2021 (9)	Statehood Day
09/06/2021 (10)	Labor Day
11/11/2021 (11)	Veterans' Day
11/25/2021 (12)	Thanksgiving Day
12/24/2021 (13)	Christmas Holiday
12/31/2021 (14)	New Year's Holiday

Attachment No. 3

Training Schedule for RCUH eTimesheet

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

Zoom Training - RCUH eTimesheet System for Employees and Pls 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 & Non-Standard Work Schedules

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