

January 11, 2021  
DP011101.NS1**MEMORANDUM**

**TO:** All Principal Investigators, Project Administrators and Supervisors

**FROM:** Nelson Sakamoto   
Director of Human Resources

**SUBJECT: RCUH HR Urgent: January 19, 2021 – Payroll Deadline**

This is an urgent reminder regarding to all Principal Investigators and Project Administrators and Supervisors regarding the payroll deadline for the January 1-15, 2021 pay period.

**The RCUH Payroll Deadline is 12:00 Noon, Tuesday, January 19, 2021.**

In 2021, the RCUH will no longer have “Advance Payroll Deadlines”. The removal of these advance payroll deadlines makes our payroll process more efficient.

Please ensure you submit your employees timesheets submitted to our office not later than 12:00 Noon, January 19, 2021.