

## RCUH EMPLOYEES

# eTIMESHEETS USER GUIDE

## How to Complete an eTimesheet

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This guide will assist you in completing an eTimesheet and can be found in Employee Self-Service under the “eTimesheet Resource Link” or RCUH Document Library > 3.000 Human Resources > [eTimesheet](#). If you're a supervisor looking to approve an eTimesheet, please refer to the same directory for the [Principal Investigator's user guide](#).

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# Introduction to eTimesheets

eTimesheets are available in Employee Self-Service (ESS), which will store a record of all eTimesheets. Each employee is responsible for:

- Accurately reporting hours worked and leaves taken
- Attaching the proper documentation for various leaves/overtime
- Submitting his/her own eTimesheet by their project's internal deadline

RCUH employees must have access to ESS and know their username and password. eTimesheets will be available the morning of the 1<sup>st</sup> and 16<sup>th</sup> of each month and displayed on the ESS dashboard. Please keep your personal information up to date in ESS as all communications regarding your eTimesheet will be sent to your preferred email address on record.

**BEST PRACTICE: Input Work Hours Every Day**

It's recommended that employees input time on a daily basis in the event they miss their project's internal deadline due to unforeseen circumstances (e.g., family emergency, illness). This will help PIs/supervisors submit accurate hours on behalf of the employee.

## Where to Find eTimesheets

Visit [www.rcuh.com](http://www.rcuh.com) and log in to [Employee Self-Service](#) (ESS). Enter your User ID and password.

The link for the current timesheet and past timesheets will be displayed on your ESS homepage, as well as a link to eTimesheet resources. Click on "eTimesheet - (Pay Period)" to view the current timesheet.

**NOTE: This will open a new window so be sure to have your pop-up blocker turned off in your internet browser.**

The screenshot displays the Employee Self-Service (ESS) dashboard. At the top left is the RCUH logo and the text "Research Corporation of the University of Hawai'i". At the top right is the text "Employee Self-Service". On the left side, there is a navigation menu with four items: "Personal Information", "Payroll and Compensation", "Benefits", and "Recruitment and Employment". The main content area features a banner with the text "Enhancing Research, Development & Training in Hawai'i" over a background image of blue flowers. Below the banner, there are three sections: "eTimesheet" (with a red box around the link "eTimesheet - 12/1/2019 - 12/15/2019"), "eTimesheet - Past Timesheets", and "eTimesheet Resource Link". Below these is an "Actions & Forms" section with links for "November 16-30, 2019 Timesheet" and "December 1-15, 2019 Timesheet". On the right side, there is a "Special Announcements" section with several links for various dates in December 2019.

### Additional payroll links on the ESS dashboard

- Two pay periods may appear if there is an overlap between the RCUH payroll deadline and the start of the following pay period. You will only be able to submit an eTimesheet for the oldest open pay period.
- Click on "eTimesheet - Past Timesheets" to retrieve past eTimesheets.
- Click on "eTimesheet Resource Link" to access a digital version of this User Guide.
- Individuals who need to access the paper timesheets can click on the desired pay period under "Actions & Forms." This should only be used as a last resource if you are unable to access your eTimesheet.

# Map of the RCUH eTimesheet (Standard)

Once you log into Employee Self-Service and click on the appropriate eTimesheet, you'll see an image similar to the one below. Let's view the various sections and functions of a standard eTimesheet. Please reference the numbers listed below and the corresponding details of each section on the following page.

**1** Employee Name: Last Name, First Name (000000)

**1** Pay Period: 12/16/2019 - 12/31/2019

Employment Information: [Hide](#)

**2** STATUS: PENDING EMPLOYEE

**3** As of 12/16/2019: **FTE:** 100.0% **DC:** 1234 **DC Subgroup:** 000 **H/S:** Hourly **PP Hours:** 96.00 hours

Accruals as of 12/15/2019: **Vacation Balance:** 7.000 Hours **Sick Balance:** 39.750 Hours

\*This may change if you have personnel actions or adjustments within this pay period.

**4** Important Dates For This Pay Period

12/25: Christmas Day (if eligible)  
12/31: RCUH Timesheet Deadline is 12:00pm

Please contact your PI for your project's deadline

**5**

**6**

**7**

Total		M	T	W	Th	F	S	Su	Week Total							M	T	W	Th	F	S	Su	Week Total			Total PP Hours
		12/16	12/17	12/18	12/19	12/20	12/21	12/22	12/23	12/24	12/25	12/26	12/27	12/28	12/29	12/30	12/31									
<b>8</b> ROW 1	Total	8.00	8.00	8.00	8.00	8.00			40.00	8.00	8.00	8.00	8.00	8.00			40.00	8.00	8.00	16.00	96.00					
Work Hours		M	T	W	Th	F	S	Su	Week Total							M	T	Week Total								
		12/16	12/17	12/18	12/19	12/20	12/21	12/22	12/23	12/24	12/25	12/26	12/27	12/28	12/29	12/30	12/31									
<b>9</b> ROW 2	Work Hours	8.00	8.00	8.00	8.00	8.00			8.00	8.00		8.00	8.00			8.00	8.00	8.00	8.00							
Leaves/Other Codes		M	T	W	Th	F	S	Su	Week Total							M	T	Week Total								
		12/16	12/17	12/18	12/19	12/20	12/21	12/22	12/23	12/24	12/25	12/26	12/27	12/28	12/29	12/30	12/31									
<b>10</b> ROW 3	Holiday (HOL)											8.00								8.00						
	Vacation Leave (LVA)																			0.00						
	Sick Leave (LSK)																			0.00						
	<input type="text"/>																			0.00						

**11**

**12** Add Attachments/Comments

Comment:

Files Uploaded:

**5**  **6**  **7**

I certify the accuracy of this timesheet and attached documents (if applicable) and understand that falsification of records may lead to termination of employment. I authorize RCUH to deduct any overpayments made in error.

**13** Approvals

	Authorization	User	Authority Level	Date/Time Stamp

## Map of the RCUH eTimesheet (Standard)

- 1 The top of the eTimesheet will display your name, Employee ID, and pay period.
- 2 **Status Bar:** This displays the status of the eTimesheet. Please see the list of statuses below:
  - **PENDING EMPLOYEE:** This eTimesheet is pending employee entering hours and submitting to PI.
  - **PENDING PI/DESIGNEE:** This eTimesheet has been submitted by the employee to the PI and is pending PI review and approval.
  - **APPROVED:** This eTimesheet has been approved and sent to RCUH HR for processing.
  - **PENDING RCUH:** This eTimesheet has been approved by the PI but contains Special Leave hours that will be reviewed and approved by RCUH HR. Once RCUH HR reviews and approves, the eTimesheet status will update to APPROVED.
  - **REJECTED:** This eTimesheet has been rejected. Please contact the RCUH HR Help Desk if you see this status.
- 3 **Employment Information Box:** Your current job information (i.e., FTE, vacation and sick balance if applicable) and anticipated pay period hours will display here.
- 4 **Important Dates:** Holidays and the RCUH payroll deadline will display here.
- 5 **"Submit" Button:** Click this button to submit your eTimesheet to your PI/supervisor for approval.
- 6 **"Save for Later" Button:** Click this button to save time entries. This will ONLY save, and will NOT submit your eTimesheet.
- 7 **"Clear All" Button:** Click this button to clear ALL time entries on the eTimesheet. This cannot be undone.
- 8 **Totals Row (Row 1):** This row will display all time entry totals. This row is not editable, but adds up the hours reported by day, work week (Monday-Sunday), and pay period.
- 9 **Work Hours Row (Row 2):** This fillable row is where you report your hours worked. Weekdays are highlighted yellow, weekends are gray (but fillable) and the current date is highlighted in blue. Regular-status employees will have this row pre-filled based on their FTE. This row will not be pre-filled for temporary, student, and intermittent employees.
- 10 **Leaves/Other Codes (Row 3):** These fillable rows are where you report your leave hours. Vacation and sick leave rows will be displayed, but you may select other leave codes as needed using the dropdown. The system will validate and notify you if you exceed the amount of your vacation and/or sick leave balance (field will display red).
- 11 **Leaves/Other Codes Dropdown:** Click on this dropdown to select other leave codes you may be eligible for, such as Bereavement Leave, Blood Donation Leave, Jury Duty Leave, Leave Without Pay, and Parent Teacher Conference Leave. Click the "-" button on the far right if you need to remove the row added from the dropdown. *If you require Special Leave codes (e.g., Family Leave, Workers' Compensation Leave, Military Leave), please contact the RCUH Employee Benefits section at [rcuh\\_benefits@rcuh.com](mailto:rcuh_benefits@rcuh.com).*
- 12 **Attachments/Comments Box:** Use this button to add comments and/or attachments when required.
- 13 **Approvals Table:** This table will log all eTimesheet submittals, approvals, and changes.

## Reporting Work Hours

### 1 Enter in your Work Hours (Row 2).

All hours worked should be reported to the closest 0.1 or 0.25 increments in this row. Weekdays are highlighted yellow and weekends are gray (but fillable). Regular-status employees will have this row pre-filled based on their FTE.

### 2 Enter in your Leave Hours (Row 3).

All leave hours taken should be reported using the correct leave code. Holiday hours will be pre-filled for eligible employees based on their FTE.

**Vacation** and **Sick Leave** codes will be automatically displayed (if eligible), but other leave codes are available using the dropdown. If you require **Special Leave** codes (e.g., Family Leave, Workers' Compensation Leave, Military Leave), please contact the Employee Benefits section at [rcuh\\_benefits@rcuh.com](mailto:rcuh_benefits@rcuh.com). Please contact your project if the leave code you are looking for is not available. Projects may request an additional leave code for their employees by contacting RCUH Human Resources at [rcuhhr@rcuh.com](mailto:rcuhhr@rcuh.com).

### 3 Add Attachment (if needed). Please refer to RCUH Leave Guide on page 8.

Some leaves may require a comment or attachment, such as a doctor's note or jury certificate, and an error message will display if it is not provided. When uploading attachments, please keep the attachment name to 39 characters or less, and do not use special characters besides underscores. Clearly label your attachment with the leave code abbreviation and date (e.g., LPT\_03.16.20 for Parent Teacher Conference Leave). You may upload scanned documents, or if a scanner is unavailable, a photo of your document. Press "Add Attachment" button. You will be prompted to choose a file and upload your document.

### 4 Double-check Work Hours with Pay Period Hours.

Review the Totals Row (Row 1) for the daily, weekly and pay period hours you are reporting time for. Pay attention to days and weeks where you are reporting more or less than the hours based on your FTE. For example, if your FTE is 1.00 and you work a standard schedule of 8 hours a day, 5 days a week, you would ensure your hours reported add up to 8 hours daily and 40 hours weekly, and if not, there is a reasonable explanation, such as you worked overtime or did not have enough vacation hours and therefore went on leave without pay. Compare the total hours reported in Row 1 "Total PP Hours" with the Pay Period Hours (i.e., "PP Hours") in the Employment Information box at the top of your eTimesheet. See the figure at the top of Page 6 for an example. Your hours reported should meet or exceed the total hours in the pay period.

Employee Name: Last Name, First Name (000000) **STATUS: PENDING EMPLOYEE**  
 Pay Period: 12/16/2019 - 12/31/2019  
 Employment Information: [Hide](#) **Hours in the pay period**

As of 12/16/2019: FTE: 100.0% DC: 1234 DC Subgroup: 000 H/S: Hourly **PP Hours: 96.00 hours** Project # / Allocation  
 Accruals as of 12/15/2019: Vacation Balance: 7.000 Hours Sick Balance: 39.750 Hours 123456789 / 100.000%

\*This may change if you have personnel actions or adjustments within this pay period.

Submit Save for Later Clear All

**Important Dates For This Pay Period**  
 12/25: Christmas Day (if eligible)  
 12/31: RCUH Timesheet Deadline is 12:00pm  
 Please contact your PI for your project's deadline

**Hours reported in the pay period**

Total	M 12/16	T 12/17	W 12/18	Th 12/19	F 12/20	S 12/21	Su 12/22	Week Total	M 12/23	T 12/24	W 12/25	Th 12/26	F 12/27	S 12/28	Su 12/29	Week Total	M 12/30	T 12/31	Week Total	Total PP Hours
Total	8.00	8.00	8.00	8.00	8.00			40.00	8.00	8.00	8.00	8.00	8.00			40.00	8.00	8.00	16.00	96.00

Work Hours	M 12/16	T 12/17	W 12/18	Th 12/19	F 12/20	S 12/21	Su 12/22	M 12/23	T 12/24	W 12/25	Th 12/26	F 12/27	S 12/28	Su 12/29	M 12/30	T 12/31	Total
Work Hours			8.00	8.00	8.00			8.00	8.00		8.00	8.00			8.00	8.00	72.00

## Submitting your eTimesheet

A message will display to certify your eTimesheet. Click "OK" to move forward with submitting your eTimesheet or click "Cancel" to return and make changes. Please make sure that after you click "Submit," your eTimesheet becomes display-only and the Status Bar changes from "Pending Employee" to "Pending PI/Designee Approval." You should also see your submittal, user ID and date/timestamp on the Approvals Table. Upon PI approval of your eTimesheet, you will also receive an email to notify you that your eTimesheet has been approved and sent to RCUH for processing.

## Employee eTimesheet Checklist

### PRIOR to submitting your eTimesheet:

- Ensure you meet your project's internal deadline for eTimesheet submission. If you have reported Special Leave Hours, be mindful of the earlier RCUH payroll deadline.
- Review Work Hours (Row 2) and Leave Hours (Row 3). Make sure that your total hours reported in Row 1 "Total PP Hours" meets or exceeds the "PP Hours" in the Employment Information box.
- Ensure you have provided the required attachments for any reported leave hours (if applicable).

### AFTER submitting your eTimesheet:

- Double-check the Approvals Table and Status Bar to ensure your eTimesheet was processed. The eTimesheet should be display-only.

## Corrections to eTimesheets

If you submit your eTimesheet and discover an error, you may use the recall feature if it has not been approved by your PI/supervisor AND the RCUH payroll deadline has not passed. Click on the "Recall" button under the Attachments/Comments box to make changes. The status will change back to "Pending Employee" and the fields will re-open for changes. The recall will also be recorded on the Approvals Table. After making changes, you should add a comment with the date and your initials to indicate the changes made. You will then need to click "Submit" to re-submit your eTimesheet for approval. Your PI/supervisor may also return the timesheet to you if they need clarification or changes. This will also require you to re-submit your eTimesheet after making the applicable changes.

Corrections to processed eTimesheets (payroll corrections) must be requested by the PI using the [request form](#) located under "eTimesheets" in the Document Library.

## Special Circumstances

### Special Leaves

Employees requesting Special Leave codes (e.g., Family Leave, Workers' Compensation Leave, Military Leave) must notify their PI/supervisor and the RCUH Employee Benefits Section to open the appropriate leave codes so they are available on the Leaves/Other Codes dropdown. Upon review RCUH will send a confirmation letter with further instructions.

Employees reporting Special Leave hours must ensure that their eTimesheet is submitted and approved by their PI at the earlier deadline of 12 p.m. the day PRIOR to the RCUH payroll deadline. This requires employees to submit their eTimesheet earlier than normal. Please note both Family Leave ([Policy 3.660](#)) and Workers' Compensation Leave ([Policy 3.580](#)) are subject to final approval by the RCUH HR Department.

### Holidays

Holidays will be pre-filled in the eTimesheet for eligible employees based on their FTE.

### Overtime

For non-exempt employees who work overtime, all compensable hours should be recorded as work hours. The system will convert hours worked in excess of 40 hours during the work week (defined as Monday through Sunday) to overtime hours upon payroll processing. It is possible that an employee may not see the overtime pay until the next pay period, depending on when the work week ends.

### No Internet?

If you do not have internet access and the deadline is approaching, please contact your PI/supervisor to process your eTimesheet on your behalf. If you AND your PI/supervisor do not have access to the internet, please contact the [RCUH HR Help Desk](#) immediately at (808) 956-8900.



# RCUH Leave Guide

*Projects may establish additional approval or attachment procedures.*

Leave/Other Codes	Brief Description <i>(Please refer to the policy for details)</i>	Prior PI Notice Required?	Prior PI Approval Required?	Attachment Required? *
<b>Vacation Leave (LVA)</b> <a href="#">Policy 3.620</a>	Minimum vacation leave is 1 hour; fractional hours beyond 1 hour must be in 0.50 hour increments.	✓	✓	
<b>Sick Leave (LSK)</b> <a href="#">Policy 3.640</a>	A doctor's note is required for all doctor's appointments, or if you're out for 5 or more consecutive working days.			**
<b>Bereavement Leave (LFL)</b> <a href="#">Policy 3.670</a>	Can take up to 3 working days (24 hours) based on FTE. Must be taken within a month from time of death. In comments section, include relationship.	✓	✓	
<b>Blood Donation Leave (LBD)</b> <a href="#">Policy 3.676</a>	Can take up to 2 hours of paid leave regardless of FTE. PI may request a donation receipt from blood bank.	✓	✓	
<b>Jury Duty Leave (LJD)</b> <a href="#">Policy 3.672</a>	Employees will continue to receive their full salary while serving Jury Duty. Attach jury duty certification to eTimesheet.	✓		✓
<b>Leave Without Pay (LWP)</b> <a href="#">Policy 3.650</a>	Vacation must be exhausted prior to taking LWP.	✓	✓	✓
<b>Parent Teacher Conference Leave (LPT)</b> <a href="#">Policy 3.678</a>	Up to 2 hours each and for 2 conferences per child in a calendar year. Hours exceeding 2 hours shall be charged as Vacation Leave or LWP. Attach <a href="#">Form B-1</a> .	✓	✓	✓
<b>Special Leave Codes - Principal Investigator's Deadline: 12:00 PM Day PRIOR to RCUH Payroll Deadline</b> *If PI misses above deadline, employee may not get paid on time. Refer to your project's internal deadlines for Special Leave Codes.				
<b>Family Leave</b> <a href="#">Policy 3.660</a>	Available once Family Leave request documentation is received, reviewed, and approved by RCUH Employee Benefits	✓		VARIES
<b>Workers' Compensation Leave</b> <a href="#">Policy 3.580</a>	Available once Supervisor's Report of Industrial Injury is received, reviewed, and approved by RCUH Employee Benefits	✓		✓
<b>Military Leave (LML)</b> <b>Military Leave Without Pay (LMW)</b> <b>Military Leave Vacation (LMV)</b> <a href="#">Policy 3.674</a>	Available once RCUH Employee Benefits is contacted to open appropriate leave codes. Not required to attach military orders.	✓		

\* Scan and attach approved leave request forms and any supporting documentation to your eTimesheet. Attachments can be of any file type. It is the PROJECT's responsibility to review required documents prior to submission to RCUH Human Resources. Attachment name should include leave code and date (e.g., LVA\_11292019.pdf).

\*\* Per [Policy 3.640](#), the PI or RCUH may require an employee to provide a physician's certification of disability on each day of sick leave if warranted.

## eTimesheet Deadlines

RCUH payroll deadlines must still be followed. Employees reporting Special Leave (e.g., Family Leave, Workers' Compensation Leave, Military Leave) have an earlier deadline. To view RCUH's payroll deadlines, please click on the following links (**URL:** <https://www.rcuh.com/document-library/3-000/calendars/>):

- [Personnel Action & Payroll Calendar](#)
- [Personnel Action & Payroll Schedule](#)

**IMPORTANT: Employees should confirm their project's INTERNAL eTimesheet deadlines with their supervisor or Principal Investigator. These deadlines will be earlier than the RCUH payroll deadlines.**

## RCUH HR Help Desk

If you have any questions or need further assistance regarding eTimesheets or your ESS log-in, please contact the RCUH HR Help Desk for real-time answers on reporting, submitting, or approving time in the new system. Staff will be available Monday through Friday (excluding state holidays) from 8:00 a.m. to 4:00 p.m.

**Email:** [hrhelpdesk@rcuh.com](mailto:hrhelpdesk@rcuh.com)

**Phone:** (808) 956-8900

### IMPORTANT POINT!



Because Employee Self-Service contains personal and sensitive data, it is critical to practice healthy cybersecurity habits. Here are some general safety tips:

- Change your password once every 3 to 6 months
- Set strong passwords consisting of at least 8 characters with a combination of upper/lower case letters, numbers, and symbols
- Never share your password with anyone
- Log out of ESS whenever you leave your workstation
- Report any unusual activity or changes in ESS to the RCUH HR Help Desk