

November 3, 2022

**MEMORANDUM**

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

**FROM:** Kira Higa   
Director of Human Resources

**SUBJECT: Effective November 1, 2022: New RCUH eTimesheet Telework Code**

RCUH continues to support telework when deemed reasonable, necessary, and/or appropriate for business needs. As previously communicated in the [RCUH Director of Human Resource's Memo](#) dated January 31, 2022, RCUH employees interested in telework should follow the process outlined in the University of Hawai'i's (UH) Telework Policy & Guidelines or the State of Hawai'i's Telework Program Guidelines, as applicable, to avoid duplication or conflict. For Direct Non-UH or State Project Employees, Principal Investigators should submit a memo to the RCUH Director of Human Resources for review and approval. Please refer to the previous memo for additional information and guidance.

To ensure accurate reporting of telework that has been approved and in compliance with the applicable UH or State of Hawai'i process, RCUH has created a new telework code, "Telework (TEL)" available in the "Work Hours" reporting section of the eTimesheet. This code will be used to identify employees who are teleworking, which is defined as employees working out of their personal residence. The telework code is available for all RCUH employees, regardless of status or Full-Time Equivalency (FTE). All RCUH employees who are teleworking will be required to report their hours accurately. This code will be treated as regular work hours with regard to pay and work hours for benefit eligibility. Employees should check with their supervisors/Principal Investigators if they have any questions.

Work Hours	T 11/01	W 11/02	Th 11/03	F 11/04	S 11/05
Work Hours	8.00	8.00	8.00		
Telework (TEL)				8.00	

Principal Investigators and eTimesheet Approvers are responsible for confirming employees are approved for telework and are entering the telework code accurately in eTimesheets. Supervisors are responsible for directing teleworking employees to comply with this requirement to ensure accurate time recording.

**Questions:** Please direct any questions to the RCUH Director of Human Resources at [rcuhhrdirector@rcuh.com](mailto:rcuhhrdirector@rcuh.com).