



Research Corporation
of the University of Hawai'i

'Ahahuina Noi'i O Ke Kulanui O Hawai'i

New Hire Journey



Welcome to RCUH

Aloha mai, and congratulations on your appointment with the Research Corporation of the University of Hawai'i (RCUH). We are excited to have the team and welcome you to our 'ohana.

As an RCUH employee, you are joining an exciting and dynamic organization that supports research, training and development for the State of Hawai'i and beyond.

Our goal is to provide a clear onboarding path for you with specific milestones set along the way.

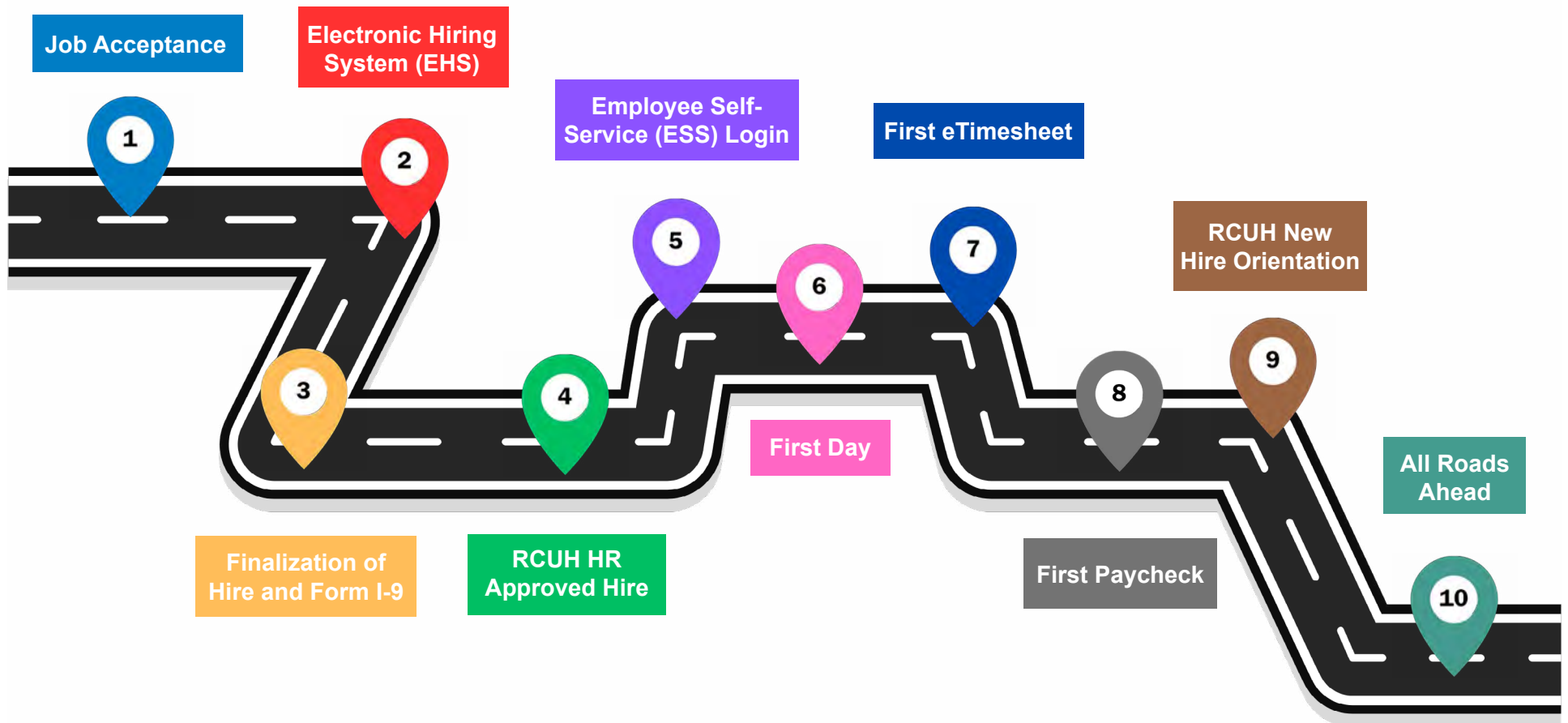
Let's begin!

You may also access the New Hire Journey on our website: RCUH.com



New Hire Journey Milestones

In the map below are different milestones of the New Hire Journey. As you complete each milestone, you may refer to this map to indicate which milestone you are currently on and what is upcoming. Please click on the numbered pins below to navigate through the New Hire Journey Milestones.



Job Acceptance

Welcome to the first milestone of your New Hire Journey! Once you have accepted the job offer, you will be required to select your benefits. Benefits Review and Selection is applicable to Regular-status Benefits Eligible New Hires ONLY. If you are unsure if this applies to your new hire journey, please contact RCUH Employment at rcuh_employment@rcuh.com or (808) 956-7307 to clarify your employee status.

Mandatory:



- ✓ Review benefit package
 - ✓ Assess your personal benefit needs
 - ✓ It is possible that there might be a short turnaround time to elect certain voluntary benefits, especially if your hire date is the 21st of the month or later. If you need to request more time to decide about your benefits or have questions, please contact the RCUH Benefits Section at rcuh_benefits@rcuh.com.
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- ✓ [Benefits at a Glance](#)
- ✓ [Benefits by Status and FTE](#)
- ✓ [RCUH Guide to Health and Welfare Benefits](#)
- ✓ [RCUH Monthly Health \(Medical/Vision/Drug and Dental\) Premium Rates](#)
- ✓ [RCUH Medical Plan Comparison](#)
 - ✓ [Benefits Spotlight: Healthcare Options \(PPO or HMO: Which is right for you?\)](#)
- ✓ [Pre-Tax Flexible Spending Account \(FSA\)* \(Voluntary Benefit\)](#)

***Enrollments limited to New Hire, Qualifying Life Event, Open Enrollment**

 - ✓ [Benefits Spotlight: FSA Healthcare and Dependent Care](#)
 - ✓ [Benefits Spotlight: Pre-Tax Transportation Benefit Plan: Parking and Transit](#)
- ✓ [Supplemental Long Term Care* \(Voluntary Benefit\)](#)

***Enrollments limited to New Hire, Open Enrollment**

An email containing your Electronic Hiring System (EHS) login ID and Access Code has been sent to the email address you provided. Please contact Employment at rcuh_employment@rcuh.com or (808) 956-7307 if you did not receive the email.



Electronic Hiring System (EHS)

By now, you have received your EHS login information from rcuhr@rcuh.com. Please complete your online hiring documents as soon as possible. Any delay in submission of the onboarding paperwork may affect your tentative start date.

Go to the EHS Quick Guide to Benefits:

To successfully submit, you may need to provide the following:





- If you plan to enroll qualified dependent(s) in your health insurance plan, you will need to provide proof of relationship documents
 - Spouse - Proof of Marriage
 - Children under the age of 26 - Proof of Birth Certificate
- Life Insurance beneficiary(ies) contact information (if applicable): Phone number, email/marketing
- Direct Deposit Set Up: Voided check, deposit slip, bank statement, and/or memo/letter
- Tax Withholding: Consider tax withholdings for your Federal and State taxes by reviewing W-4 and HW-4 Form Instructions, IRS.gov website, IRS Withholding Estimator and/or consult with a tax professional for assistance.

*Tips: Before you submit EHS, save a copy of the summary for your records. Once you submit, you will no longer have access to EHS.

Use of special characters when enrolling yourself or your dependents will cause a discrepancy in your subscriber ID card and file, which may cause a delay in services. Please note that for certain vendors, your subscriber ID card may have a shortened version of your name due to character count limit; this will not cause any disruptions or delay in services.

Do not use all lowercase or uppercase letters. Proper capitalization must be used.



-  [EHS Login](#)
-  [IRS Withholding Tax Estimator](#)
-  [IRS W-4 Form Instructions](#)
-  [State of Hawaii HW-4](#)

Once you click Submit on the Final Step of EHS, please allow RCUH HR time to review and reach out on the next steps.

[HOME](#)



Finalization of Hire and Form I-9

You will receive an email from rcuh_employment@rcuh.com for further instructions to finalize your hire including the Form I-9 and any additional documents required. You are not authorized to work until you have received an official "Hire Approval" email. Please see Milestone 4.



- ✓ Schedule Appointment:
 - Phone: (808) 956-7307
 - Email: rcuh_employment@rcuh.com
- ✓ Form I-9 Employment Eligibility Verification (required for employees working in the U.S.)
 - Oahu Work Locations: RCUH HR will complete the I-9 with you. Schedule an appointment via phone or email.
 - Other Work Locations: You will complete the I-9 with either a Project Representative or Authorized Representative.

Bring ORIGINAL and VALID government-issued IDs to your appointment. Refer to acceptable document list.

IMPORTANT: You are not yet approved to start work until RCUH HR reviews and approves your hire.



[I-9 Acceptable Forms](#)

You will receive a Hire Approval email from rcuhhr@rcuh.com confirming your official start date. Please contact your Principal Investigator/Supervisor to coordinate your first day.



RCUH HR Approved Hire

At this step your hire has been approved! Congratulations you may now begin to plan your first day of work.

Please contact your Supervisor to confirm the following details:



- ✓ What is the First Day date
- ✓ What time to report to work
- ✓ Where is the work location on the first day
- ✓ Where to park
- ✓ Who to meet
- ✓ What to wear



You will receive Employee Self-Service (ESS) login and temporary password from rcuhr@rcuh.com.

TIP: If you need assistance, please contact the RCUH HR Help Desk at hrhelpdesk@rcuh.com or (808) 956-8900.



Employee Self-Service (ESS)

ESS is your go-to location for accessing your personal and employment information. Please see below:

Review the ESS Guide: Go to [RCUH.com Employee Resources](#)

Personal Information:

- [Change password](#) and create security questions for self-service password resets
- It is imperative that you keep your email and mailing addresses current at all times
- [Set up 2FA](#) - Secure access to your ESS.



Benefits:

- It is imperative that you keep your email and mailing addresses current at all times

Payroll and Compensation:

- View your pay statements
- Change/view your tax forms
- W2 Consent to receive form electronically

eTimesheet: Begin to enter your time in your current eTimesheet

RCUH.com - Employee Resources > Employee Self Service

- [How to Update your Personal Information](#)
- [How to Change your Password, Security Questions](#)
- [How to Change your Direct Deposit](#)
- [How to Submit Benefits Change Forms in eUpload](#)



RCUH.com - Employee Resources > Login Help

- [Forgot Password Process](#)
- [How to Reset an Expired Password](#)
- [Setting up Duo on a Smart Device](#)
- [Setting up Duo Without a Smart Device](#)

RCUH.com - Employee Resources > eUpload

- [eUpoad Video](#)
- [eUpoad User Guide](#)
- [How to Upload Benefit Change Forms](#)



First Day

Welcome!

Please discuss the following topics with your Principal Investigator/Supervisor on your first day:



- ✓ Attendance Policy and Call-out procedures (late arrival, sick, vacation requests, etc.)
 - ✓ Meet your Principal Investigator (PI) and Supervisor
 - ✓ Job Description and Performance Expectations
 - ✓ eTimesheet deadline
 - ✓ Emergency contact information and procedures
 - ✓ Applicable safety trainings and mandatory work-related injury/illness reporting
 - ✓ [Apply for RCUH ID Card](#)
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We suggest that you should complete the following on your first day:



- ✓ Schedule to attend a RCUH New Hire Orientation Presentation via the Training Portal. The New Hire Orientation is mandatory for all new hires.
 - ✓ [Create a UH email account/UH ID number](#)
 - ✓ Log into the [RCUH Training Portal](#) - Please confirm all your training requirements with your supervisor.
 - ✓ Note: All RCUH new hires are required to complete mandatory trainings, which include EEO/Sexual Harassment Prevention, Ethics and Workplace Violence Prevention. Please consult your PI or supervisor for your specific training requirements.
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RCUH.com - [Employee Training Portal](#)

RCUH.com - [Employee Self-Service](#)

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First eTimesheet

Your journey now takes you to your first eTimesheet. We suggest that for your eTimesheet you work together with your supervisor. You may review the eTimesheet User Guide or the “How to Submit an eTimesheet” in Employee Resources.

RCUH has two (2) pay periods a month; 1st - 15th and 16th - end of the month,

RCUH Workweek is Monday 12:00 AM - Sunday 11:59 PM

Standard work schedule: 8 hours per day Monday - Friday

FTE (Full Time Equivalency): Employee’s scheduled hours compared to a full-time workweek. Please ensure that you are reporting work/leave hours up to your FTE.

- 100% FTE (1.0) = 40 hours a week
- 50% FTE (0.5) = 20 hours a week

If you miss the deadline, you will not be paid until the next pay period or until you submit the eTimesheet to RCUH Payroll.



Work with your PI or Supervisor on your first eTimesheet

- Follow up to make sure your PI has approved your eTimesheet
- Confirm the internal deadline with your supervisor
- Submit eTimesheet on time



[Payroll Calendar](#)

RCUH.com - [Employee Self-Service \(ESS\)](#)

RCUH.com - [Employee Help Resources](#)

[eTimesheet User Guide](#)

[How to fill out an eTimesheet](#)

You receive up to three (3) emails each pay period regarding your eTimesheet:

1. The eTimesheet is available.
2. The eTimesheet has been approved.
3. An email reminder is sent out if you did not submit your eTimesheet for approval by 8:00 am on the deadline day.



First Paycheck

Employee Self-Service (ESS): Pay statements will be accessible on the 7th and 22nd of each month. If these dates fall on a weekend or holiday, pay statements will be available on the preceding weekday. If you have any questions regarding your pay or deductions, please contact RCUH HR at (808) 956-8900.

Items to review on your first pay statement:





- Gross Pay: The total earned before deductions
- Income Tax Withholding: Make sure you have federal and state tax deductions. If these appear incorrect you may review your W-4 and HW-4 forms in your ESS
- Benefit Deductions: Check to make sure your benefits were deducted correctly to ensure your proper enrollment
- Direct deposit bank account information



Log into your ESS and review your first pay statement.

Check your direct deposit account to ensure payment was made.



-  [Payroll Schedule](#)
-  [Benefits Spotlight - Understanding Your Pay Statement](#)
-  [New Hire Benefits Information: Important Dates You Need to Know](#)
-  [Paycheckcity.com Salary Calculator](#)

You will receive an email on “Pay Statements are now available” each pay date.

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All Roads Ahead

"The road is there. It will always be there. You just have to decide when to take it". All the best to you in your journey with RCUH!

Contact:

RCUH Benefits

rcuh_benefits@rcuh.com

RCUH Human Resources

rcuhhr@rcuh.com

RCUH Employment

rcuh_employment@rcuh.com

