

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 in Policies, Forms, and Documents.

- ✓ 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 \(ESS\)](#)

[eTimesheet User Guide](#)

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 a.m. on the deadline day.