



Research Corporation
of the University of Hawai'i

PRINCIPAL INVESTIGATORS & SUPERVISORS

eTIMESHEETS USER GUIDE

How to Approve an eTimesheet

Revised Date: October 16, 2023

This guide will assist Principal Investigators, Supervisors, and Administrators in approving eTimesheets and can be found in the RCUH Document Library > 3.000 Human Resources > [eTimesheet](#). If you're an employee looking to complete an eTimesheet, please refer to the same directory for the [employee's user guide](#).

A faded background image showing a person's hands typing on a laptop keyboard. A coffee cup is visible on the desk to the left of the laptop. The laptop screen displays a web interface with various buttons and text.

Need assistance? Contact rcuh_payroll@rcuh.com or call (808) 956-8900

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Introduction to eTimesheets

eTimesheets are available in Employee Self-Service (ESS). eTimesheets will be available the morning of the 1st and 16th of each month and displayed on the ESS dashboard. Each employee is responsible for accurately reporting hours worked and leaves taken, attaching the proper documentation for various leaves/overtime, and submitting his/her own eTimesheet by their project's internal deadline.

Principal Investigators (PIs) are ultimately responsible and accountable for the allowability, allocability, and reasonableness of the time reported by their staff. PIs are also responsible to ensure that eTimesheets are submitted by the RCUH payroll deadline in order for employees to be paid.

Setting Internal Deadlines

Your project should establish an internal deadline for employees to submit their eTimesheets to their PI or supervisor. This deadline should be at least a few hours prior to the RCUH payroll deadline so that there is enough time to review and make corrections if needed. 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](#)

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

IMPORTANT: Be mindful of holidays in the pay period—for example, the Dec. 31st pay period includes Christmas, so you might want to ask employees to submit their eTimesheets earlier. Remember, all eTimesheets must be approved by the RCUH payroll deadline in order for employees to be paid.

eTimesheet Options in the HR Portal

The screenshot shows the HR Portal dashboard with the following sections:

- ANNOUNCEMENTS:**
 - Oct 10, 2023: October – November 2023: TIAA Individual GRA/SRA Advisory Sessions: Schedule an individual meeting today!
 - Oct 5, 2023: Creditable Coverage Disclosure Available: See the attached notice about the prescription drug coverage provided to you under the RCUH group health insurance coverage.
 - Oct 3, 2023: Form 10 Update: Please use the new version of 10 moving forward.
 - Sept 20, 2023: RCUH Aloha United Way Campaign - September 26 - October 20, 2023: Making a donation to Aloha United Way changes lives. Impact your community today.
 - Sept 20, 2023: NEW Benefits Spotlight Feature - Vacation Leave (Use it or Lose it!) All vacation hours exceeding the maximum carry-over of an employee's applicable vacation plan will be forfeited on December 31, 2023.
- REMINDERS:**
 - ePAF Deadline (10/31/2023 Pay Period): October 27, 2023
 - Payroll Deadline (10/31/2023 Pay Period): November 1, 2023 - 12:00 PM (Noon)
 - For employees who are eligible for vacation leave: Start planning your vacation now. Vacation forfeitures are coming up at the end of the calendar year!
- PENDING APPROVAL:**
 - Non-Recruited Hire (36)
 - ePAF (36)
 - eJV (2)
- ALL TRANSACTIONS:**
 - Manage Employees:** ePAF (46), eJV (42)
 - Hire Employees:** ARSB (268), Non-Recruited Hire (42), Position Requisitions (60), Attachment B (31)
 - Now Hiring:** Hire Employees
 - Job Description Library:** Initiate Regular Hire, Initiate Non-Recruited Hire, EHS Pending Hire Documents
- eTimesheets:** Counts by DC, Counts by DC (Prev), Pending Approval, View/Search eTimesheets, View/Search Schedules, Update Employee Profile Option.
- eUpload:** Upload icon with cloud and arrow.
- Manage Employees:** Employee Changes (ePAF), Annual Pay Awards (PA/PAF), Retroactive Project Changes, Employee Job Descriptions, Search All Transactions.

Upon logging into the RCUH HR Portal, you'll notice an "eTimesheets" section in the left sidebar.

- **eTimesheet Counts by DC** – Provides a summary of all Distribution Codes (DCs) you have access to and the counts of eTimesheets in each status for the pay period.
- **eTimesheet Counts by DC - Previous** – Provides a summary of all DC's you have access to and the eTimesheets for PREVIOUS pay periods.
- **eTimesheets Pending Approval** – Allows you to mass approve eTimesheets for staff.
- **View/Search eTimesheets** – Allows you to search eTimesheets from current and previous pay periods. You can also search by status, DC, pay period end dates, employee name, or a combination of these filters.
- **View Timesheet History (Previous)** – Allows you to view previous pay periods from the current summary eTimesheet system.

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)
2 STATUS: PENDING EMPLOYEE
 Pay Period: 12/16/2019 - 12/31/2019
 Employment Information: [Hide](#)

3 Employment Information: 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 Submit **6** Save for Later **7** Clear All

Total	M	T	W	Th	F	S	Su	Week Total	M	T	W	Th	F	S	Su	Week Total	M	T	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		
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	M	T	W	Th	F	S	Su	M	T	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	
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	88.00

Leaves/Other Codes	M	T	W	Th	F	S	Su	M	T	W	Th	F	S	Su	M	T	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	
ROW 3 Holiday (HOL)										8.00							8.00
Vacation Leave (LVA)																	0.00
Sick Leave (LSK)																	0.00
																	0.00

11

12 Add Attachments/Comments
 Comment:
 Add Attachment
 Files Uploaded:
 Printer Friendly Pull to open comment box
 Submit Save for Later Clear All

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.*
- 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.

Designating Alternate Timekeepers/Approvers

Review by Timekeeper

RCUH recommends that PIs designate a Supervisory or Admin Authority (i.e., Timekeeper) to review eTimesheets prior to PI review, so that they can work with employees if information is missing or flag eTimesheets that need additional review.

Primary and Secondary Approvers

It's important for Principal Investigators to designate alternate approvers in the event of an emergency.

Primary Approver: Individual responsible for the work performed by employees he/she supervises. Typically, this is the PI or a project supervisor that has "direct knowledge of the work performed by project employees and can assert that payroll charges are accurate, allowable, reasonable, and properly allocated" (2CFR 200.430).

Secondary Approver: Individual who serves as the backup to the Primary Approver and who has sufficient knowledge of the work performed by project employees and can assert that payroll charges are accurate, allowable, reasonable, and properly allocated. They must have Supervisory Authority access in the RCUH Human Resources Portal in order to approve eTimesheets.

Please keep in mind that whether you're a primary approver or secondary approver, an individual cannot approve their own eTimesheet. If you are an RCUH employee who serves as a supervisor or as a PI, you will need to work with RCUH Human Resources to be placed into a subgroup, which will allow another individual to review and approve your eTimesheet.

HR Portal Access

Only official PIs may authorize access and delegate approval authority for personnel and/or payroll actions. PIs can grant three types of portal access: 1. Access to ALL HR Portal applications, 2. Access to all HR Portal applications EXCEPT time reporting, and 3. Access to ONLY time reporting application. Individuals must complete the [Human Resources Portal Access Form](#), which requires both PI and FA approval, and submit it to RCUH Human Resources for review/approval. Please review [Policy 3.710](#) for more information.

REMINDER: Personnel Actions must be Submitted Prior to Pay Period

All personnel actions (e.g., change in employee's FTE, FLSA status, termination, leave of absence, rehire, transfer hires) should be submitted by the previous pay period's PAF/ePAF deadline to ensure that the eTimesheet is created accurately. Personnel actions that impact time entry validations will result in a rejected eTimesheet.

How to Review eTimesheets

There are several ways to review and approve eTimesheets in the RCUH HR Portal. The easiest way is to click one of two options on your HR Portal dashboard: "eTimesheet Counts by DC" or "eTimesheets Pending Approval Task List" (see below). These will open in a new tab or window, so please remember to disable your web browser's pop-up blocker.

PENDING APPROVAL

- Non-Recruited Hire (36)
- ePAF (22)
- eTimesheets (1)
 - Payroll Deadline: 11/01/2023 12:00 Noon (HST)
 - eTimesheet Counts by DC
 - eTimesheets Pending Approval Task List

OPTION #1: eTimesheet Counts by DC

eTimesheet Summary
Pay Period: 11/16/2019 to 11/30/2019

DC	DC Desc	Approved eTS	Pend PI/Designee	Pend EE	Pend RCUH	Rejected
0000	DC Description	1 of 17	6 of 17	10 of 17	0 of 17	0 of 17

This page provides counts of employee eTimesheets for each status for the current pay period. RCUH recommends that PIs check this summary to ensure all project personnel submitted their eTimesheet. For example, the number under the "Pend EE" field should be at "0" by your project's internal eTimesheet deadline. If you click on the numbers below each status, you can review those employees sorted by DC and status type.

Let's briefly review the status information available on the "eTimesheet Counts by DC Summary":

Approved eTS – This will show you the approved eTimesheets for the current pay period. No further action is needed.

Pend PI/Designee – This will display the eTimesheets submitted by employees that are pending PI review and approval. The eTimesheets will appear under this status once an employee submits their eTimesheet. You will be allowed to review and mass approve eTimesheets here.

Pend EE – This will display a list of employees who have not submitted their eTimesheets for PI approval.

Pend RCUH – This will display eTimesheets that are pending RCUH approval. This will only be required for employees reporting hours using Special Leave** (e.g., Family Leave, Workers' Compensation Leave, Military Leave). RCUH Human Resources will work with the PI and the employee if changes are needed.

****Please note all employees reporting Special Leave hours have an earlier eTimesheet deadline. Their eTimesheets must be submitted AND approved by their PI by 12 p.m. the day PRIOR to the RCUH payroll deadline.**

Rejected – This will display eTimesheets that have been rejected. This will only occur if a change is processed that impacts the eTimesheet (e.g., late personnel action change). Contact the RCUH HR Help Desk if this occurs.

Example:

The screenshot shows the "View/Search Timesheets" interface. At the top, it indicates "Open Pay Periods: 11/16/2019 to 11/30/2019". Below this are search filters: "Open eTimesheets" (checked) and "Closed eTimesheets" (unchecked). The "eTimesheet Status" dropdown is highlighted in yellow and set to "Approved". Other filters include "Distribution Code" (0000), "DC Subgroup" (empty), "Pay Period End From/Thru Dates" (11/30/2019 TO 11/30/2019), and "Employee #:" (empty) with an "OR" option for "Name". Search and Clear buttons are at the bottom of the filter section.

Below the filters, a table displays the search results. The table has columns for DC, DC Sub, Timesheet Status, Employee, Empl ID, PP End Date, Empl Class, FLSA, H/S, FTE, Total Hrs, Work Hrs, Vac Hrs, Sick Hrs, Hol Hrs, Oth Hrs, and Approved. The first row shows an approved timesheet for employee "A. Employee S." with an Empl ID of 0000 and a pay period end date of 11/30/2019.

DC	DC Sub	Timesheet Status	Employee	Empl ID	PP End Date	Empl Class	FLSA	H/S	FTE	Total Hrs	Work Hrs	Vac Hrs	Sick Hrs	Hol Hrs	Oth Hrs	Approved
0000	000	Approved	A. Employee S.	0000	11/30/2019	Regular	NE	H	100.000%	81.00	31.00	39.00	3.00	8.00	0.00	Test_User 2019-11-01-06.31.54.000000

At the bottom of the table, there are buttons for "View/Search eTimesheets" and "eTimesheets Pending Approval".

Above is an example if you were to click on the "1 of 17" under "Approved eTS." It shows the single approved eTimesheet for the current pay period. By clicking on the employee's name, you can review the individual's eTimesheet with hours entered, along with any attachments and comments. Above the summary is a search feature that will allow you to search and filter open and/or closed eTimesheets by status, DC, pay period, Employee ID number, or employee name.

OPTION #2: eTimesheets Pending Approval Task List

This section will display the eTimesheets that are pending PI review and approval. Above the summary is a search feature that will allow you to search by eTimesheet status, DC, or DC Subgroup.

eTimesheet Status: Pending PI/Designee Approv ▾

Distribution Code: 4 digits - e.g. 0999 DC Description DC Subgroup: 3 digits - e.g. 099

Click the employee's name to view their timesheet.

Please review carefully. Select the Pay checkbox and click Approve eTimesheets to approve.

Select All

Timesheets Pending Approval											<small>Personalize Find View All 21 First 1-7 of 7 Last</small>					
Pay	DC	DC Sub	Timesheet Status	Employee	Empl ID	PP End Date	Empl Class	FLSA	H/S	FTE	Total Hrs	Work Hrs	Vac Hrs	Sick Hrs	Hol Hrs	Oth Hrs
<input type="checkbox"/>	0000	000	Pend PI/D	A.Employee S.	000000	11/30/2019	Regular	NE	H	100.000%	81.00	31.00	39.00	3.00	8.00	0.00
<input type="checkbox"/>	0000	000	Pend PI/D	D.Employee E.	000000	11/30/2019	Regular	E	S	100.000%	80.00	72.00	0.00	0.00	8.00	0.00
<input type="checkbox"/>	0000	000	Pend PI/D	G.Employee I.	000000	11/30/2019	Regular	NE	H	100.000%	89.00	81.00	0.00	0.00	8.00	0.00
<input type="checkbox"/>	0000	000	Pend PI/D	I.Employee M.	000000	11/30/2019	Regular	E	S	100.000%	80.00	24.00	40.00	8.00	8.00	0.00
<input type="checkbox"/>	0000	000	Pend PI/D	K.Employee T.	000000	11/30/2019	Temporary	NE	H	40.000%	0.00	0.00	0.00	0.00	0.00	0.00
<input type="checkbox"/>	0000	000	Pend PI/D	L.Employee K.	000000	11/30/2019	Regular	NE	H	100.000%	80.00	70.00	0.00	0.00	8.00	2.00
<input type="checkbox"/>	0000	000	Pend PI/D	M.Employee M.	000000	11/30/2019	Regular	NE	H	100.000%	80.00	70.00	0.00	0.00	8.00	2.00

Click to Switch Views

What to Review in eTimesheets

Work Hours

Work Hours will appear under the Work Hours column. If the employee only input work hours (and holiday hours, if applicable) and the hours are consistent with their FTE and schedule for the pay period, then their eTimesheet should not need additional review. For example, Employee D is 100% FTE and recorded a total of 80 hours, which is 72 work hours and 8 holiday hours. If this is accurate, the eTimesheet can be approved without additional review.

Leave Hours

Employees will not be able to exceed their eligible Vacation and Sick Leave Hours in the eTimesheet system, but PIs can choose to review individual eTimesheets for specific days of leave taken. If an employee's hours exceed the anticipated pay period hours, or if they're using "Oth Hours," you should click on the employee's name to review his/her eTimesheet. Other Hours include all other leaves besides Vacation and Sick Leave (e.g., Leave Without Pay, Blood Donation Leave, Military Leave, etc.). Review appropriate attachments.*

**Your project may have additional approval and attachment procedures.*

Total Hours Reported

Compare the employee's "Total PP hours" on the far right of the Totals Row with the "PP hours" in the Employment Information Table. Their "Total PP hours" should meet or exceed the "PP hours" or they have not met their Full-Time Equivalent (FTE). See example below.

Employee Name: Last Name, First Name (000000) **STATUS: PENDING PI/DESIGNEE**
 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 1234567.89 / 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	Work Hours
Work Hours			8.00	8.00	8.00			8.00	8.00		8.00	8.00			8.00	8.00	72.00

Temporary/Intermittent Employees

Review hours reported. Unlike Regular-status employees, these hours are not pre-filled. If you have Temporary or Intermittent employees who did not work in the current pay period, employees should still submit their eTimesheets with zero (0) hours and PI's should approve so all RCUH employee eTimesheets are accounted for. This serves as an acknowledgement from the employee and PI that there are no hours to report and pay for in the pay period.

Attachments/Comments

Add Attachments/Comments

Comment:
 11/30/19 EE: Forgot to enter sick leave hours on Monday 11/18. Left work at 1:30pm, 3 hours of sick.

Printer Friendly Pull to open comment box

Add Attachment

Files Uploaded:

- [-] [_\(OT\)_ 20112019.pdf](#)
- [-] [_\(LVA\)_ 22112019 to 29112019.pdf](#)
- [-] [_\(LSK\)_ 18112019.png](#)

To view an attached document, please click on the attachment name on the individual's eTimesheet. Remember, a doctor's note should be attached for sick leave appointments and sick leave of five (5) or more consecutive days. **IMPORTANT: If your project designated an individual who is responsible for reviewing the eTimesheets before PI approval, it may be beneficial for him/her to use the Comment function to notify the PI that the eTimesheet has been reviewed and is ready to submit.**

How to Approve eTimesheets

Individual Approvals

PIs are able to approve directly from an individual's eTimesheet by clicking "Approve" under the Employee Information Table or under the Attachments/Comments Box.

Mass Approvals

You can mass approve eTimesheets without opening each eTimesheet individually. This can be done from the "Pend PI/Designee" page under "eTimesheet Counts by DC," or the "eTimesheets Pending Approval Task List" page. Click the "Select All" checkbox (located above the list of employees) and click "Approve eTimesheets" to mass approve. You may also choose to mass approve some, but not all employees, by clicking on multiple checkboxes and clicking "Approve eTimesheets."

Submitting on Behalf of an Employee

If an employee fails to submit his/her eTimesheet and the RCUH payroll deadline is approaching, the PI/Supervisory Authority may submit it on his/her behalf. If they are a Regular-status employee who worked the entire pay period, but did not record additional hours AND did not take any leaves (aside from a Holiday), you can click the "Pay" checkbox next to their name. Checking this box will automatically fill in the Work Hours and Holiday Hours at the employee's FTE.

PIs/Supervisory Authorities can also make edits on behalf of an employee, but should do so only if the employee is unavailable. If changes are made on behalf of the employee, please attach documentation of the change (e.g., email with confirmation of the change from the employee). If this documentation cannot be added before the RCUH payroll deadline, please contact the [RCUH Payroll](#).

IMPORTANT POINT!



Because the Human Resources Portal 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 the HR Portal whenever you leave your workstation
- Report any unusual activity to the RCUH HR Help Desk

Confirmation of eTimesheet Submission

After clicking "Approve," the message below will appear for confirmation. Click "OK" if the information is correct, or click "Cancel" if you need to return to the eTimesheet.

Message

I certify the accuracy of this timesheet and the charges to the applicable project numbers. I understand that hours may be moved to OT/ST.

Click OK to approve this timesheet. Click Cancel to return to the previous page. (20000,6)

Upon approval, you can also check to see that an individual eTimesheet was submitted to RCUH Payroll by reviewing the Approval Table in the employee's eTimesheet (see below). The eTimesheet status will change to "Approved" and will now be in display only.

Approvals				
	Authorization	User	Authority Level	Date/Time Stamp
Pending Employee	Submittal	A,Employee S.	Employee	11/30/2019 12:53:00PM
Pending PI/Designee Approval	Recall	A,Employee S.	Employee	11/30/2019 1:08:00PM
Pending Employee	Submittal	A,Employee S.	Employee	11/30/2019 1:18:05PM
Pending PI/Designee Approval	Approval	Test_User	Supervisory Authority	11/30/2019 2:45:10PM

You may also review the "eTimesheet Counts by DC" summary page to ensure all eTimesheets have been approved and are accounted for in the "Approved eTS" column.

eTimesheet Counts by DC

eTimesheet Summary

Pay Period: 11/16/2019 to 11/30/2019

DC	DC Desc	Approved eTS	Pend PI/Designee	Pend EE	Pend RCUH	Rejected
0000	DC Description	1 of 17	6 of 17	10 of 17	0 of 17	0 of 17

Making Corrections to eTimesheets

Returning eTimesheets to Employees (before PI approval)

If you find an error in an employee's eTimesheet or discover that a required attachment is missing, you may click the "Return to EE" button on the individual's eTimesheet. If you decide to return the eTimesheet back to the employee, you should include an explanation in the comment box with the date and your initials. You should also notify the employee via email/phone that you returned the eTimesheet to them.

Recalling eTimesheets (after PI approval)

If you discover an error after approving an eTimesheet, you may click the "Recall" button if the RCUH payroll deadline has not passed. You may edit the eTimesheet or send it back to the employee to resubmit (only if time permits). Please ensure that you re-approve the eTimesheet.

Employee Name: Last Name, First Name (000000) STATUS: APPROVED

Pay Period: 11/16/2019 - 11/30/2019

Employment Information: [Hide](#)

Employment

As of 11/16/2019: FTE: 100.0% DC: 0000 DC Subgroup: 000 H/S: Hourly PP Hours: 80.00 hours Project # / Allocation

Accruals as of 11/15/2019: Vacation Balance: 39.000 Hours Sick Balance: 2930.000 Hours 6104647-02 / 100.000%

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

Important Dates For This Pay Period

11/28: Thanksgiving Day (if eligible)
12/02: RCUH Timesheet Deadline is 12:00pm

Please contact your PI for your project's deadline

Recall

ROW 1		S	Su	Week	M	T	W	Th	F	S	Su	Week	M	T	W	Th	F	S	Week	Total
		11/16	11/17	Total	11/18	11/19	11/20	11/21	11/22	11/23	11/24	Total	11/25	11/26	11/27	11/28	11/29	11/30	Total	Total PP Hours
Total					8.00	8.00	10.00	8.00	8.00			42.00	8.00	8.00	8.00	8.00	7.00		39.00	81.00

ROW 2		S	Su	M	T	W	Th	F	S	Su	M	T	W	Th	F	S	
		11/16	11/17	11/18	11/19	11/20	11/21	11/22	11/23	11/24	11/25	11/26	11/27	11/28	11/29	11/30	
Work Hours				5.00	8.00	10.00	8.00										31.00

ROW 3		S	Su	M	T	W	Th	F	S	Su	M	T	W	Th	F	S	
		11/16	11/17	11/18	11/19	11/20	11/21	11/22	11/23	11/24	11/25	11/26	11/27	11/28	11/29	11/30	
Holiday (HOL)														8.00			8.00
Vacation Leave (LVA)								8.00			8.00	8.00	8.00		7.00		39.00
Sick Leave (LSK)				3.00													3.00

Add Attachments/Comments

Comment:

[Printer Friendly](#) Pull to open comment box

Add Attachment

Files Uploaded:

[_\(OT\)_20112019.pdf](#)

[_\(LVA\)_22112019_to_29112019.pdf](#)

[_\(LSK\)_18112019.png](#)

Recall

eTimesheet Corrections (after payroll processing)

Once the RCUH payroll deadline has passed, no edits can be made to eTimesheets. Any corrections to processed eTimesheets (payroll corrections) must be requested in writing via a memo from the PI to the Director of Human Resources. Please refer to the request form for instructions.

Principal Investigator eTimesheet Checklist

PRIOR to approving eTimesheets:

- Inform/Remind employees of the project's internal eTimesheet deadline, which should allow time for PIs to review and make corrections if needed. Adjust internal deadlines for special leave, holidays, and travel as necessary.
- Ensure that any eTimesheets reporting Special Leave are approved by 12 p.m. the day PRIOR to the RCUH payroll deadline.
- Visit the "eTimesheets Pending Approval Task List" page and review the columns listed below:
 - Total Hours
 - Vacation Hours
 - Holiday Hours
 - Work Hours
 - Sick Hours
 - Other Hours

Be sure to check the Total Hours column for overtime. If there are any eTimesheets with atypical hours or leaves that require attachments, please review those eTimesheets individually.

- Review leaves and ensure employees have provided the required attachments. If an attachment is missing, you may return the eTimesheet to the employee for re-submission with an explanation in the comment box.

AFTER approving eTimesheets:

- Review the "eTimesheet Counts by DC" page and check for individuals in the "Pend PI/Designee" and "Pend EE" columns. These numbers should now be at zero (0).
- If you find that an employee's eTimesheet has NOT been submitted (still in "Pend EE" column) and the RCUH payroll deadline is approaching, you may submit and approve on behalf of the employee.
- Confirm that you approved ALL eTimesheets and ALL employees who worked in the pay period are accounted for—especially new employees, terminated employees, and employees on extended leave of absences. The "Approved eTS" column should reflect 100% (i.e., 17 of 17).

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.

Floating Holidays

Currently, employees can only record hours on the holiday. If a floating holiday or holiday observed on another day due to scheduling is needed, submit a memo or manual Personnel Action Form (PAF) with the employee's name, employee ID, and the date of the floating holiday to rcuh_hris@rcuh.com.

Overtime

Overtime will be allocated by the system for non-exempt employees after 40 compensable hours in a week (defined as Monday through Sunday). It is possible that an employee may not see the overtime pay until the next pay period, depending on when the work week ends. If the employee's FLSA column is "NE" or Non-Exempt and their Work Hours are greater than their standard or anticipated pay period hours, you may want to review their individual eTimesheet to ensure accuracy.

No Internet Access

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 Payroll](#) immediately at (808) 956-8900.

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 is available Monday through Friday (excluding state holidays) from 8:00 a.m. to 4:00 p.m.

Email: hrhelpdesk@rcuh.com

Phone: (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? *
Vacation Leave (LVA) Policy 3.620	Minimum vacation leave is 1 hour; fractional hours beyond 1 hour must be in 0.50 hour increments.	✓	✓	
Sick Leave (LSK) Policy 3.640	A doctor's note is required for all doctor's appointments, or if you're out for 5 or more consecutive working days.			**
Bereavement Leave (LFL) Policy 3.670	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.	✓	✓	
Blood Donation Leave (LBD) Policy 3.676	Can take up to 2 hours of paid leave regardless of FTE. PI may request a donation receipt from blood bank.	✓	✓	
Jury Duty Leave (LJD) Policy 3.672	Employees will continue to receive their full salary while serving Jury Duty. Attach jury duty certification to eTimesheet.	✓		✓
Leave Without Pay (LWP) Policy 3.650	Vacation must be exhausted prior to taking LWP.	✓	✓	✓
Parent Teacher Conference Leave (LPT) Policy 3.678	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 Form B-1 .	✓	✓	✓
Special Leave Codes - Principal Investigator's Deadline: 12:00 PM Day PRIOR to RCUH Payroll Deadline *If PI misses above deadline, employee may not get paid on time. Refer to your project's internal deadlines for Special Leave Codes.				
Family Leave Policy 3.660	Available once Family Leave request documentation is received, reviewed, and approved by RCUH Employee Benefits	✓		VARIES
Workers' Compensation Leave Policy 3.580	Available once Supervisor's Report of Industrial Injury is received, reviewed, and approved by RCUH Employee Benefits	✓		✓
Military Leave (LML) Military Leave Without Pay (LMW) Military Leave Vacation (LMV) Policy 3.674	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.