

How to Submit a Late/Corrected eTimesheet

After the Payroll Deadline Has Passed

STEP 1:

- Employee: Log in to ESS
- Find the eTimesheets section and click "eTimesheet - Past Timesheets"
- Search the end date of the pay period that needs to be submitted (X/XX/XXXX)



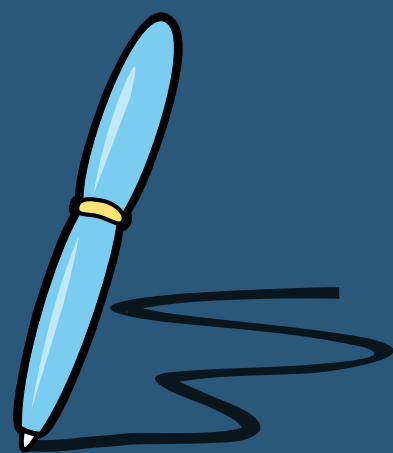
STEP 2



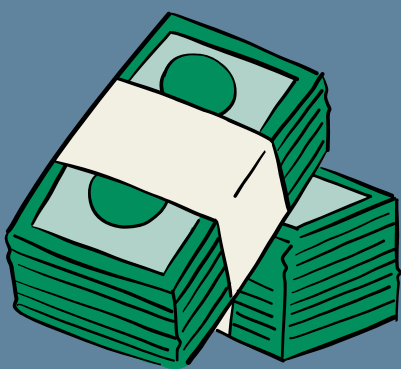
- Print the eTimesheet (physical print or "Print to PDF")
- Write or type in the **correct hours** worked for the given pay period

STEP 3

- **Employee:** sign the timesheet and send to your PI for their signature
- **PI:** review and sign the timesheet (wet and electronic signatures are acceptable)



STEP 4



- **PI:** Submit the signed eTimesheet via eUpload in the RCUH HR Portal
- **NOTE:** due to being past the Payroll Deadline, the employee will not get paid on the next upcoming pay day. They will get paid the following pay day including the hours listed on this submission.

NEED HELP?

Email us at RCUH_Payroll@rcuh.com or call us at 808-956-8900.