

Supervisor’s Guide: Submitting ePAF Terminations in the RCUH HR Portal

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Termination of Employment with RCUH: Overview

For all RCUH employees, regardless of employment category (Regular, Intermittent, Student Assistant, Temporary, Non-regular, Relief) continuation of employment is dependent upon program/operational needs, satisfactory work performance, availability of funds, and compliance with applicable state laws. Employees are at-will and may be involuntarily terminated from employment at any time.

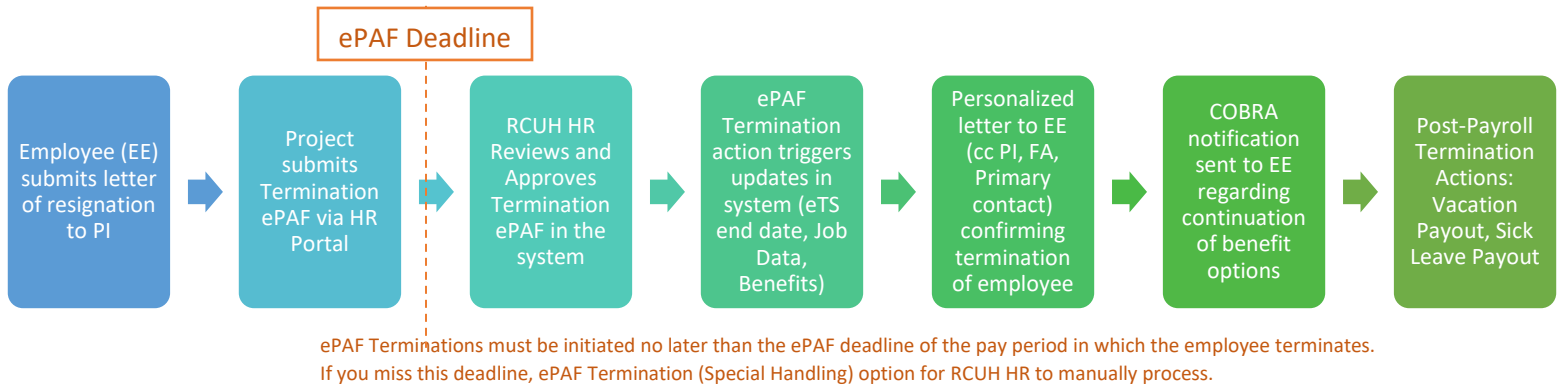
The manner in which an employee’s termination is processed is important because it is a part of their official employment record with the Research Corporation of the University of Hawaii (RCUH). This information can affect: Unemployment insurance claims, medical insurance, dental insurance, other benefits eligibility, and RCUH rehire status which can affect future appointments with both RCUH and employment outside of the RCUH. Prompt processing of terminations are important because it can affect an employee’s employment status with the RCUH for verification of employment purposes, time reporting on their eTimesheet, payroll and compensation, benefits enrollment and eligibility.

It is important that the record accurately reflect the circumstances of an employee’s termination of employment with the RCUH, especially if the termination is requested by the employer (involuntary). The RCUH processed a total volume of 1,334 terminations in the fiscal year July 1, 2023 through June 30, 2024. Of these, over 55% of these terminations were involuntary (project initiated) which tend to have a higher potential exposure to future legal claims such as wrongful termination, discrimination, retaliation, or other claims under federal and state employment laws.

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The role of the RCUH HR review is to ensure that the termination is compliant with federal and state employment law and consistent with [Policy 3.285](#).

Termination ePAF Work Flow (typical voluntary)



Before you submit an ePAF Termination

Whenever possible, submit an ePAF Termination (electronic personnel action) no later than the ePAF deadline of the pay period in which the employee will terminate ([RCUH Personnel and Payroll Calendar](#)). It is important to inform RCUH of terminating employees as soon as possible because their employment status may affect:

- eTimesheets (updated nightly). Once a termination is processed in the system, the employee cannot report time after their termination date with RCUH.
- HR Portal Access (if applicable). If the employee was granted RCUH HR Portal access, this access will be canceled upon termination.
- Employee benefit eligibility for employees and their qualified dependents (medical insurance, dental, flexible spending, life insurance, paid leaves, etc.).
- Unemployment claims
- Future employment with RCUH or outside of RCUH

If you miss the ePAF Deadline to submit a late or retroactive termination, please consult with RCUH Human Resources. For manual actions, RCUH HR may request that you use the **ePAF Special Handling** option.

Make sure you are prepared to provide the following information:

1. Employee name
2. Type of Termination: Voluntary or Involuntary
3. Termination Reason: This will be reflected in the employment record with the RCUH and consistent with the documentation provided. See options below:
 - a. Voluntary:
 - i. Deceased
 - ii. Job abandonment* (employee may be ineligible for rehire)
 - iii. Other Job (RCUH)
 - iv. Personal reasons
 - b. Involuntary:
 - i. Budgetary Constraints
 - ii. Did not pass new hire probation

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- iii. Discharge – Disciplinary* (employee may be ineligible for rehire)
 - iv. End of Temporary Employment
 - v. Incompatibility to job requirements
 - vi. Ineligible for continued employment
 - vii. No work available/lack of work
 - viii. Other
 - ix. Program/Operational needs
 - x. Project Termination
 - xi. Unsatisfactory Work Performance
 - xii. Work Authorization Expired/Visa
4. Last day worked/Last day of employment: These are typically the same date, except for employees on Termination Vacation or other exceptional reasons.
 5. Vacation Payout Type (if applicable): Vacation payout (default) or Termination Vacation (project funded)
 6. Documentation: Dependent on Type of Termination, Reason and Employee Class (refer to following tables)

Documentation – Voluntary Terminations: All Types

Reason	ePAF Documentation	*May affect rehire eligibility
i. Deceased	Communication that confirms the individual has passed away.	
ii. Job Abandonment*	Notification from PI documenting no call no show status. (No less than 3 consecutive scheduled work days without notification)	X
iii. Other Job (RCUH)	Letter of resignation from employee indicating last day of employment or PI confirmation of communication of resignation. Depending on circumstances, may be handled as a transfer no break in service.	
iv. Personal Reasons	Letter of resignation from employee indicating last day of employment or PI confirmation of communication of resignation.	

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Documentation - Involuntary: Regular Status (probationary), Non-Recruited, Relief

Reason	RCUH HR pre-approval	ePAF Documentation	FA Concurrence (approve ePAF)	*May affect rehire eligibility
i. Budgetary Constraints	recommended	Justification consistent with employee action. Fiscal concurrence of budgetary constraints	X	
ii. Did not pass new hire probation	recommended	Documentation of communication with employee on steps to reach satisfactory level work		
iii. Discharge: Disciplinary*	X	Documentation of communication with employee (Discuss with RCUH HR prior to termination for all employee types)		X
iv. End of Temporary Employment		Temporary position, limited term job description (regular status employee only)		
v. Incompatibility to Job Requirements	recommended	Documentation of communication with employee regarding job requirements listed in job description		
vi. Ineligible for Continued Employment		Documentation of reason for ineligibility. (For example, not able to meet qualifications for job, no longer student, position no longer able to be employed through RCUH, etc.)		
vii. No work available/lack of work		Documentation of communication with employee		
viii. Program/Operational Needs	recommended	Justification of program/operational needs		
ix. Project Termination	recommended	Confirmation of termination of all employees on project account. Fiscal concurrence of project termination.	X	
x. Unsatisfactory Work Performance	recommended	Documentation of communication with employee (Discuss with RCUH HR prior to termination)		
xi. Work Auth Expired/Visa		Contact RCUH Immigration		
xii. Other		Do not use unless instructed by RCUH HR		

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Documentation - Involuntary: Regular Status (non-probationary)

Reason	RCUH HR pre-approval	ePAF documentation	FA Concurrency (approve ePAF)	*May affect rehire eligibility
i. Budgetary Constraints	X	<ul style="list-style-type: none"> RCUH Approval 10 day notice to employee Justification for position termination. 	X	
ii. Discharge: Disciplinary*	X	<ul style="list-style-type: none"> RCUH Approval 10 day notice to employee Documentation of communication with employee 		X
iii. Incompatibility to Job Requirements	X	<ul style="list-style-type: none"> RCUH Approval 10 day notice to employee Documentation of communication with employee 		
iv. Ineligible for Continued Employment	X	<ul style="list-style-type: none"> RCUH Approval 10 day notice to employee Documentation of reason for ineligibility. (For example, not able to meet qualifications for job, no longer student, position no longer able to be employed through RCUH, etc.) 		
v. No work available/lack of work	X	<ul style="list-style-type: none"> RCUH Approval 10 day notice to employee Documentation of communication with employee 		
vi. Other	X	<ul style="list-style-type: none"> RCUH Approval 10 day notice to employee 		
vii. Program/Operational Needs	X	<ul style="list-style-type: none"> RCUH Approval 10 day notice to employee Justification of program/operational needs 		
viii. Unsatisfactory Work Performance	X	<ul style="list-style-type: none"> RCUH Approval 10 day notice to employee Documentation of communication with employee 		
ix. Project Termination		<ul style="list-style-type: none"> FA concurrence of project termination provided all employees on project account terminated. No recruitment. 	X	
x. Work Auth Expired/Visa		<ul style="list-style-type: none"> 10 day notice to employee Contact RCUH Immigration 		
xi. Other		Do not use unless instructed by RCUH HR		

Completing the ePAF: Termination

1. RCUH HR Portal > Manage Employees
2. Enter Employee ID, Name, or use the magnifying glass to Search for the Employee.
3. Check the box for "Termination" and select "Involuntary Termination" or "Involuntary Termination".

1 - Enter Employee | 2 - Enter Changes | 3 - Authorize

Start Another ePAF | Help | Panel 1 of 3 | Save | Continue to Panel 2

Select Employee - By Employee # or Name

Employee # 000000 OR Employee Name Doe, John OK

6 digits - e.g. 099999 | Last Name, First Name - no space after Last Name

Hide Employee Profile

Current Employee Profile as of 11-14-2016

Status: Active	FLSA Status: Nonexempt	Project # / Allocation
Dual: None	FTE: 37.5%	6103764 / 100.000%
Type: Regular	Comp. Rate: \$15.00 / Hour	
Job Title: Research Assistant	D/C: 0020	

Select Action - Check all that apply

Project#/Allocation Change | Pay Rate Change

Termination | Leave of Absence

Distribution Code Change | FTE Change

Involuntary Termination
Voluntary Termination

Continue to Panel 2

4. Select the Reason for Termination: This will be reflected in the employment record and is typically provided in verification of employment requests. If you are unsure of what is the most appropriate reason, please do not hesitate to contact RCUH Human Resources.
 - a. Voluntary:
 - i. Deceased
 - ii. Job abandonment* (employee may be ineligible for rehire)
 - iii. Other Job (RCUH)
 - iv. Personal reasons
 - b. Involuntary:
 - i. Budgetary Constraints
 - ii. Did not pass new hire probation
 - iii. Discharge – Disciplinary* (employee may be ineligible for rehire)
 - iv. End of Temporary Employment
 - v. Incompatibility to job requirements
 - vi. Ineligible for continued employment
 - vii. No work available/lack of work
 - viii. Program/Operational needs
 - ix. Project Termination
 - x. Unsatisfactory Work Performance
 - xi. Work Authorization Expired/Visa

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5. Last Day at Work and Official Last Day of Employment are typically the same date, except for employees on a Termination Vacation where the system will calculate the employee's approximate last day based on their vacation leave balance at the time of initiation.
6. Attach supporting documentation. Supporting documentation should be consistent with the Reason provided for termination.
7. NOTE: Users may click "Save" at any time to save their work in progress.
8. Enter ePAF contact information: In addition to the employee and the PI of record, these individuals will receive a confirmation email once the ePAF Termination action is approved by RCUH Human Resources.
 - a. Fiscal Administrator
9. Primary Contact: user's information will default. Update information if the primary contact is someone other than the user.

1 - Enter Employee | 2 - Enter Changes | 3 - Authorize

Start Another ePAF | Help | Panel 2 of 3 | Go Back | Save | Continue to Panel 3

Employee Selected

Employee # 000000 Employee Name Doe1,John

Hide Employee Profile

Current Employee Profile as of 11-15-2016

Status: Active	FLSA Status: Exempt	Project # / Allocation
Dual: None	FTE: 100.0%	0009287 / 50.000%
Type: Regular	Comp. Rate: \$7000.00 / Month	6103744 / 25.000%
Job Title: Director	D/C: 0020	6103764 / 25.000%

Voluntary Termination

Enter Changes

Reason: Other Job (Non-RCUH) | WARNING: Employee benefits could end immediately

Select Vacation Option: Full Vacation Payout

Full Vacation Payout
 Termination Vacation

Vacation Payout

Vacation Hours Earned	99.752
Vacation Payout Amount	\$4028.45

*Estimated vacation balances are current as of 11/15/2016
**Estimated date vacation will be paid to employee via direct deposit: 12/22/2016

Last Paid Day at Work: 11/16/2016 | Official Last Day of Employment: 11/16/2016

Add Attachments/Comments

Please attach Employee's Resignation Letter.

Add Attachment | Comment:

Files Uploaded: attachment.docx

Printer Friendly | Pull to open comment box

Assign Fiscal Administrator

Fiscal Administrator	Email
Administrator,Fiscal	rcuhr@rcuh.com

Assign Primary Contact

Name	Email
Authority,Supervisory	rcuhr@rcuh.com

Return to Top | Continue to Panel 3

10. Click the "Continue to Panel 3" button to continue to the next panel. This will submit the action to "Supervisory or Above" for review and approval before sending to RCUH HR for review.

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11. Next, an individual with Supervisory or PI Access reviews the action. Approve the transaction by selecting "Approve" from the dropdown and clicking "Submit".

The screenshot shows the '3 - Authorize' step of the ePAF process. At the top, there are tabs for '1 - Enter Employee', '2 - Enter Changes', and '3 - Authorize'. Below the tabs are buttons for 'Start Another ePAF', 'Help', 'Panel 3 of 3', 'Go Back', 'Submit', and 'Print Page'. The 'Employee Selected' section displays 'Employee # 000000' and 'Employee Name Doe1,John'. A 'Hide Employee Profile' button is located below. The 'Current Employee Profile as of 11-15-2016' section includes: Status: Active, FLSA Status: Exempt, Project # / Allocation: 0009287 / 50.000%, Dual: None, FTE: 100.0%, Type: Regular, Comp. Rate: \$7000.00 / Month, Job Title: Director, and D/C: 0020. The 'Summary of Changes and Approvals' section shows 'Voluntary Termination' with 'Reason: Other Job (Non-RCUH)', 'Official Last Day of Employment: 11/16/2016', and 'Last Paid Day at Work: 11/16/2016'. A 'Vacation Payout' box shows 'Vacation Hours Earned: 99.752' and 'Vacation Payout Amount: \$4028.45'. An 'Approvals' table has columns for Authorization, User, Authority Level, and Date/Time Stamp. The 'Supervisory or Above' row has a dropdown menu open with 'Approve' selected. The 'RCUH' row is also visible. At the bottom are 'Return to Top' and 'Submit' buttons.

Authorization	User	Authority Level	Date/Time Stamp
Submittal	Supervisory_Authority	Supervisory Authority	11/15/2016 9:15:33AM
Supervisory or Above			
RCUH			

12. RCUH Human Resources will review the transaction for consistency with Policy 3.285.
 - a. If RCUH HR APPROVES the transaction, the system will update the individual's termination date and end date all benefits and deductions, if applicable. The individual's eTimesheet will be updated during the overnight process and should be accurate by the next morning. An auto email will be sent to the employee and ePAF contacts confirming the last day of employment and other offboarding details. COBRA health benefit continuation notification and information will be sent to employees losing coverage within 14 days of approval.
 - i. [Termination General Information \(Regular, Non-regular, Relief status employees\)](#)
 - ii. [Termination General Information \(Non-Recruited employees\)](#)
 - iii. [COBRA Rate Sheet](#) (medical and dental insurance continuation)
 - b. If RCUH HR Rejects the transaction, an auto email will be sent to the ePAF contacts designated in the prior screen with an explanation.

Death of Employee

After a project has received credible information regarding a death of an employee, please contact RCUH Human Resources to coordinate the processing of the termination. As their employer, communication with the employee's family regarding offboarding of employment may include: time reporting, last pay, continuation of coverage options for medical and dental insurance for qualified dependents, vacation payout, sick leave payout and any other applicable benefits such as life insurance, retirement accounts, etc. [Transition resources](#) (grief counseling and funeral planning assistance) may be available to family members under the [Life Insurance Benefit](#).

If an employee death takes place during work hours, please contact RCUH Human Resources Employee Benefits section immediately as a fatality resulting from an employment-related accident or illness must be reported immediately to Hawaii Occupational Safety and Health Administration.

The loss of a fellow employee can also affect co-workers who may experience sadness and grief while still being expected to continue to meet the deliverables and business needs of the workplace. The RCUH's Employee Assistance Program (EAP) counseling services are available to eligible employees under the [Long Term Disability](#) benefit.

Funding Issues/Furlough

In exceptional circumstances where there may be a lapse of funding for a temporary and finite time period and continued funding is confirmed for a future date, a temporary (no more than 30 days) no-work furlough may be requested through RCUH in advance of any notification to the employees. During a no-work furlough, all employees on the affected project account must be treated equally. Prior to a no-work furlough status, employees should exhaust vacation balances as vacation balances and sick leave balances will be suspended. Employees will be prohibited from reporting paid time off and no leave accruals will take place during this time.

If additional funding is not confirmed within 30 days, the employees may need to be involuntarily terminated due to project termination following the procedures for involuntary termination regarding RCUH HR approval and employee notification.

Additional Considerations for Involuntary Terminations:

Please ensure the Reason is appropriate. This represents an employee's official record. The most common Involuntary Termination reasons are:

1. End of temporary employment
2. Project Termination

Majority of involuntary terminations with RCUH are due to the short-term nature of the position, limited term funding of their position, and unless otherwise stated, not necessarily for cause or with prejudice.

Contact RCUH HR PRIOR to issuing any termination notification to the employee:

- Discharge/Disciplinary (all employee types)
- Unsatisfactory Work Performance

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- Regular, Non-probationary employees for the following reasons:
 - Budgetary Constraints
 - Incompatibility to Job Requirements
 - Ineligible for Continued Employment
 - No work available/lack of work
 - Program/Operational Needs
 - Other

10-day notice to employee: serves as the official notification of termination of employment from the in writing (or via confirmation email) from the Principal Investigator to the employee clearly define the last day of employment with RCUH

- Reason for termination at least 10 calendar days in the future.
- If appropriate, address the expectation of work status for the remainder of the employment period.
- Provide contact/logistic information for the employee to return any project owned equipment or keys
- Confirm the deadline for their last eTimesheet
- Inform the employee of their right to appeal the involuntary termination (in writing to the RCUH HR Director within 10 days of notification)

For involuntary terminations, employees will have 10 days to appeal their termination in writing to the RCUH Director of Human Resources. If an employee files an appeal, the Principal Investigator may need to provide additional documentation and justification. If a rescission or modification of the termination is warranted, a written notice will be issued to the employee by the Director of Human Resources.

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Offboarding Checklist

Ensure you have clear communication regarding the status and expectations regarding remaining projects or tasks, the deadline for the employee's last eTimesheet and any property owned by the project. The RCUH cannot withhold processing of pay, Vacation Payout or Sick Leave Payout if an employee fails to return project property. Ensure all compensation for hours worked and any reimbursements owed to the employee are processed prior to termination of employment. Some considerations can be found below.

Determine when to cancel access to systems and resources, including but not limited to:

- Phone numbers/Voicemail boxes
- Email – HELPFUL HINT: Encourage employees to update their contact information in RCUH Employee-Self Service as all future communications will be sent to their preferred email address on record.
- Group account password resets
- RCUH Financial Portal or other systems
- Parking

Collect project-owned property such as:

- RCUH ID card
- Laptop
- Cell Phone
- PCard
- Keys and other access cards
- Records (files, documents)

Transition Planning:

- Review timeline and expectations with employee for the remainder of their employment
- Status and transition plan for current projects/assignments/contacts/knowledge
- Reassign work duties
- Communicate departure with internal and external stakeholders
- Initiate recruitment request

Employee Benefits

An employee's benefits will typically end the last day of the month of their last day of employment with RCUH. A separate COBRA Notification and Election Form will be provided to the terminating employee and qualified dependents about losing health (medical and dental) benefits within one pay period of the processing of their termination by RCUH Human Resources.

Upon termination of employment, any Vacation Payout or Sick Leave Payout (if applicable) will be processed 1-2 pay periods after their last pay period of employment with RCUH. Vacation and Sick Leave payouts are processed from RCUH Reserve funds and not the project accounts.

Additional information regarding continuation of benefits upon termination is provided as an attachment to the auto-email generated upon RCUH approval of the ePAF termination action. The employee, PI, FA, and Primary Contact named on the ePAF action will be provided a confirmation of termination via email confirming the date and reason

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for the termination. Upon termination with the RCUH, employees maintain access to pay stubs and may consent (or withdraw consent) for electronic delivery of their W-2 form for the tax year.

Additional Employee Resources

- [Termination General Information \(Regular, Non-Regular, Relief status employees\)](#)
- [Termination General Information \(Non-Recruited employees\)](#)
- [RCUH COBRA Monthly Medical/Dental Insurance Premiums](#)

Related Policies/Documents

[3.285 Termination of Employment](#)

[3.420 RCUH Adverse/Corrective and Disciplinary Action Policy](#)

[3.650 Leave of Absence Without Pay](#)

Contact Information

RCUH Human Resources: rcuhr@rcuh.com or (808) 956-7055

Addendum: RCUH Termination Statistics (July 1, 2023 – June 30, 2024)

Type	Reason	Terminations
Involuntary	End of Temporary Employment	627
Involuntary	Project Termination	24
Involuntary	Budgetary Constraints	21
Involuntary	No Work Available/Lack of Work	15
Involuntary	Program/Operational Needs	15
Involuntary	Work Auth Expired (Visa)	11
Involuntary	Ineligible for Cont.Employment	9
Involuntary	Poor Performance	6
Involuntary	Incompatibility to Job Reqs	5
Involuntary	Did Not Pass New Hire Prob	3
Involuntary	Discharge - Disciplinary	2

Total Involuntary 738 55.32%

Type	Reason	Terminations
Voluntary	Personal Reasons/Other Job	568
Voluntary	Other Job (RCUH)	22
Voluntary	Deceased	4
Voluntary	Job Abandonment	2

Total Voluntary 596 44.68%

Grand Total 1,334

Month	Terminations Processed
July 2023	175
August 2023	186
September 2023	166
October 2023	90
November 2023	65
December 2023	97
January 2024	100
February 2024	67
March 2024	72
April 2024	73
May 2024	140
June 2024	103

1,334