Memorandum

To: Chancellor's Advisory Council
   Principal Investigators
   Extramural Project Support Staff

CC: Brian Furuto, Vice Chancellor for Administrative Services
    Kelli Brandvold, Human Resources Manager

From: Brandon Marc Higa, Director for Resource Development
      Title III Shared Services Center

Subject: New Recruitment Procedures for RCUH Regular Hire Positions

September 10, 2018

As of Monday, September 10th, 2018, the Research Corporation of the University of Hawai‘i (RCUH) will be implementing an update to the “Attachment B” Recruitment Request Form for RCUH regular hire employees. The purpose of this memo is to highlight the new requirements for future recruitments of RCUH Regular-status hires for extramural projects.

Effective date:
Monday, September 10, 2018; upon the live update of RCUH’s Attachment B and Recruitment Request Process.

New requirements for RCUH Regular-Status Hires:
RCUH regular hire recruitments must meet the following new requirements:

1) Chancellor-level review to verify alignment for extramurally-funded requests via RCUH with other campus positions recruited through the Human Resources Office (contact person: Brandon Marc Higa, Director for Resource Development, higabran@hawaii.edu, ext. 9776);

2) The Attachment B request to recruit a new regular-status position will be completed in the Human Resources Portal (it was previously located in the Financial Portal);

3) New required supporting documents
   a. Project Summary detailing the project goals and objectives must be uploaded in Microsoft Word or pdf format as a required supporting document (please contact the Title III Shared Services Center if you need this attachment).
   b. Job Description in Microsoft Word format must be uploaded as a supporting document;

4) Fiscal administrator review by the Title III Shared Services Center (contact person: Linda Duong, Fiscal Administrator for Extramural Programs, lchduong@hawaii.edu, ext. 9781).
(New) Chancellor-level review:
RCUH established a new requirement for all requests for RCUH Regular-Status Hires to be reviewed by the Chancellor that will ensure that all RCUH positions requested align with campus recruitment practices. The Chancellor delegated this responsibility to the director for resource development to provide recommendations on future recruitments via RCUH to promote efficient processing of these requests.

Fiscal administrator review by the Title III Shared Services Center:
Upon the establishment of the Title III Shared Services Center and fiscal authority code 126 for extramural accounts, the fiscal administrator review was delegated from the campus Business Office to the Title III Shared Services Center. Accordingly, principal investigators and delegates must list the following fiscal administrators to provide FA review for all future transactions on RCUH accounts. Please confirm that the Title III Shared Services Center’s fiscal administrators have FA access to the distribution codes corresponding with your extramural accounts.

Linda Duong (Fiscal Specialist), lchduong@hawaii.edu, ext. 9781
As the lead fiscal administrator for extramural accounts, Linda is responsible for implementing new strategies to improve fiscal stability through better efficiency of extramural transactions. Linda provides oversight of extramural account assignments, regular monitoring of efficiency of extramural transactions, and PCard administration for extramural programs. Linda will be the contact individual for accounts relating to Title III, Native Hawaiian serving, and research type accounts.

Gail Asada (Contracts and Grants Specialist), gaile@hawaii.edu, ext. 9527
As an assistant fiscal administrator, Gail’s primary function will be reviewing and approving extramural transactions. Gail provides institutional knowledge of extramural accounts and grants administration processes prior to the establishment of the Title III Shared Services Center. Gail serves as the contact for accounts relating to Title I and financial aid type accounts.

James Taylor (Administrative and Fiscal Support), jamestay@hawaii.edu, ext. 9779
As an assistant fiscal administrator, James’s primary function will be reviewing and approving extramural transactions for accounts relating to job training and apprenticeship programs. James’s prior experience in program and research support are leveraged to ensure that pre- and post-award functions are seamlessly integrated to improve efficiency with project start up and implementation.

Related policies:
RCUH Human Resources Policy 3.210 Hiring Options Through RCUH
RCUH Human Resources Policy 3.234 Recruitment of Regular Hires
Positions affected:
The fiscal administrators at the Title III Shared Services Center are included in this memo to provide points of contact for faculty, administrators, and support staff collaborating with principal investigators at Kapi'olani Community College for consortium projects and cooperative agreements.

1. Position No. 0080082, Director for Resource Development, Brandon Marc Higa
2. Position No. 008691T, Fiscal Specialist, Linda Duong
3. Position No. 0080682T, Administrative and Fiscal Support, James Taylor
4. Position No. 0078374, Contract and Grants, Gail Asada

Campus Units Impacted:

1. Extramurally-funded units
2. Title III Shared Services Center
3. Business Office