




UNIVERSITY
of HAWAII®
SYSTEM

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‘Ōnaehana Kulanui o Hawai‘i

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TO: UH Officers

FROM: Jan Gouveia 
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SUBJECT: Mandatory Personnel Review Process

University of Hawai‘i campuses have experienced growing uncertainty around the loss of federal funding and its impacts. Some of our programs have already been notified that their federal funds are at risk. As a result, schools and colleges with federally funded programs may be considering personnel actions that impact UH and RCUH employees to address the loss, or risk of loss, of federal funds, which may include looking at ways to preserve existing staff and faculty positions.

To ensure personnel actions are consistent across the system and in accordance with strategic priorities, a mandatory review by the Office of Human Resources (OHR) and RCUH Human Resources (RCUH HR) (if applicable) is being instituted prior to any of the following actions:

- Changing funding source(s) for permanent / temporary funded positions due to loss of federal funds—including temporary bridging funds.
- Reducing FTE due to loss of federal funds.
- Creating a new position or recruiting for a position intended to replace a position previously funded with federal funds.
- Terminating employment due to loss of federal funds.

Effective immediately, campuses shall not take final personnel action for any of the above instances without first receiving an acknowledgement from OHR or RCUH HR using the workflow noted below. For applicable actions taken prior to the date of this memo, please complete the workflows noted below retroactively to ensure the University’s repository is complete to allow for appropriate analysis and monitoring.

Separate workflows for 1) [UH employees](#) and 2) [RCUH employees](#) have been established in Kualii Build for this review process. Additionally, frequently asked questions (FAQs) have also been developed and will be updated as necessary by OHR. Links to the Kualii Build workflows and FAQs may be accessed at the following [link](#) located on the OHR website.

Please contact Jeff Long at jefferyl@hawaii.edu or (808) 956-3965 with questions.

cc: VCAs