

Employee eUpload via ESS

What is eUpload?

01

eUpload is an electronic submission platform to send forms to the RCUH Human Resources department.

02

What can I submit?

Automatic Deposit Agreements
Benefits Enrollment/Waive Requests
Name Change Requests
& more!

How do I submit?

03

1. Log on to the RCUH ESS page
2. Click "**eUpload**" > "Click here to submit a new eUpload Request"
3. Select your eUpload Type
4. Fill out the form and submit

04

How can I track it?

1. Log on to the RCUH ESS page
2. Click "**eUpload**"
3. Find and track your submission
4. Take action if submission is in "Returned to Employee" status

NEED HELP?

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