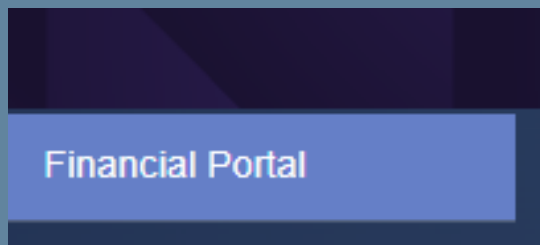


# How to Change the Principal Investigator (PI) of a Distribution Code

## 1. SIGNED MEMO

Prepare a signed memo from the campus confirming the new PI that will be taking over the Distribution Code (DC) who will be responsible for all duties and employees under this DC.

The new PI must sign the memo to acknowledge this.



## 2. KFS AND FINANCIAL PORTAL

Make all necessary changes in KFS and the RCUH Financial Portal

## 3. eUPLOAD

Log in to the RCUH HR Portal and open eUpload.

Select "Click here to submit a new eUpload Request" > eUpload Type: "HR Portal Access Form - Existing DC"



## 4. HR PORTAL ACCESS FORM

- Prepare this form for any Distribution Code (DC) needing a change in PI.
- All necessary HR Portal users for the DC will need to be listed and recertified on this form.
- Attach a [RCUH User Acknowledgement](#) for any new HR Portal users under the DC
- Attach the [signed memo](#) prepared in Step 1
- [Submit](#) for RCUH HR review!

### NEED HELP?

Email us at [RCUH\\_HRIS@rcuh.com](mailto:RCUH_HRIS@rcuh.com)  
or call us at 808-956-8900.