RCUH Research Corporation
of the University of Hawai'i

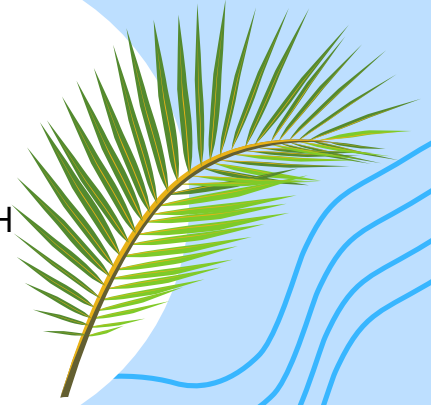*'Ahahuina Noi'i O Ke Kulanui O Hawai'i*

HR Portal: Understanding Access Types & Functions

Principal Investigator

- Responsible for:
  - Operation and financial management of program/project
  - Certifying the accuracy of all transactions submitted to RCUH
- Functions:
  - Initiate, review, edit, and approve all actions
 - Hire and terminate employees

Fiscal Administrator

- Responsible for:
  - Budget and financial integrity of the program/project
  - Ensuring the proper use and availability of funds
- Functions:
  - Initiate and review actions
 - Approve actions with fiscal implications

Supervisory Authority

- Responsible for:
  - Approval of HR Portal transactions, including payroll actions such as eTimesheets, on behalf of of the PI of the DC
- Functions:
  - Initiate, review, edit, and approve most actions
  - Approve eTimesheets as needed
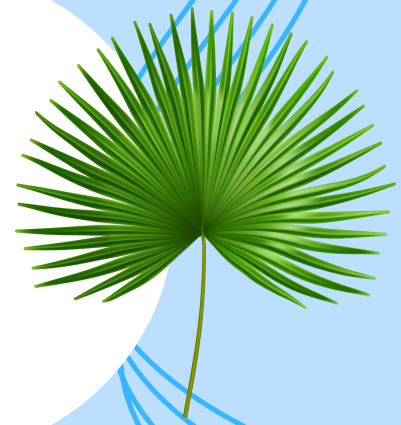
Administrative Authority

- Responsible for:
  - Project support through the initiation of HR Portal transactions as needed
- Functions:
  - Initiate and review actions
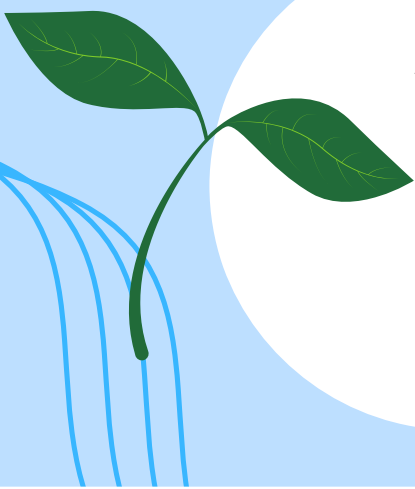
Dean/Director

- Responsible for:
  - Review and approval of the Attachment B hire request with a project's initiation of a recruitment request through RCUH
- Functions:
  - Review and approve the Attachment B

Important Notes

- One user cannot have multiple access levels within a DC without an exception memo
- Users with "Time Only" designation will only have access to eTimesheet functions
- Dean/Directors are determined at school level
- Contact rcuh_hris@rcuh.com for any questions or concerns