How to Fill Out an HR Portal Access Form

Follow the steps below & submit using eUpload in the RCUH HR Portal

1 — Section I: Distribution Code Information

- Requested DC (for new DCs, leave blank)
- Project Name
- Requested Effective Date
- eTS Approvers: Primary & Secondary
- Request: Check the action being requested

2 — Section II: List All Current Users

- Current user information can be found in the **HR Portal > Reports > Distribution Code Listing.**
- Any "Adds" or "Updates" should be listed here or in Section III. New HR Portal users **must fill out and sign** an [RCUH User Acknowledgement form](#).
- Action, Access Type, Name/Email/Phone, HR Portal Application access (All or Time Only), and Employer **must be specified.**

3 Section III: Additional Users

This section can be used for any additional current users or additional changes (Adds or Updates) if more space is needed.
If further space is needed, please fill out & attach the HR Portal Additional Users page.

Section IV: Cancel User Access 4

Any current users on the Distribution Code Listing that need to get removed can be listed here.
Please refer to the
HR Portal > Reports > Distribution Code Listing
for the list of all current users under the DC.

5 Section V: PI Acknowledgement & Approval

The **DC PI must sign** here to acknowledge approval to the users listed for the requested DC. If the DC PI has granted signature delegation, a signature delegation memo must be attached.

Submit Using eUpload in the RCUH HR Portal 6

Submit this form and any necessary attachments using the **eUpload** page via the RCUH HR Portal.
For help on how to do this, please view our Project eUpload User Guide.

NEED HELP?

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