

# How to Fill Out an HR Portal Access Form

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

**RCUH** Research Corporation of the University of Hawai'i

**Human Resources Portal Access Form**  
Email to: RCUH\_HRIS@rcuh.com

**I. DISTRIBUTION CODE INFORMATION**

Requested DC: \_\_\_\_\_ Project Name: \_\_\_\_\_ Requested Effective Date: \_\_\_\_\_ Request:  Update User Access  PI Change  
 Create New DC  Cancel DC

eTimesheet Approvers – Primary: \_\_\_\_\_ Secondary: \_\_\_\_\_ (must be listed in Section II as PI<sub>1</sub> or SA<sub>1</sub>/SA<sub>2</sub>)

**II. LIST ALL CURRENT USERS**  
The users listed below represent the current users that the PI of record is granting access to their project numbers and employee information under the requested DC. If an individual is not listed below, they will not have access to the requested DC.

Action Add or Update	Access Type * Required	Name / Email / Phone	HR Portal Applications		Employer RCUH, UH, or Other	Attach if Adding RCUH Employee
			All	Time Only		
	*Principal Investigator PI1		<input checked="" type="checkbox"/>			PNF / JD
	*Fiscal Administrator FA1		<input checked="" type="checkbox"/>			FMO-1 / JD
	Fiscal Administrator FA2		<input checked="" type="checkbox"/>			FMO-1 / JD
	*Supervisory SA1		<input type="checkbox"/>	<input type="checkbox"/>		Job Description
	Supervisory SA2		<input type="checkbox"/>	<input type="checkbox"/>		Job Description
	Administrative AA1		<input type="checkbox"/>	<input type="checkbox"/>		
	Administrative AA2		<input type="checkbox"/>	<input type="checkbox"/>		
Temporary Access – 20 Weeks Max. Access Type: <input type="checkbox"/> PI <input type="checkbox"/> FA <input type="checkbox"/> SA <input type="checkbox"/> AA From: _____ To: _____			<input type="checkbox"/>	<input type="checkbox"/>		PNF / FMO-1 / JD
Name: _____ Email: _____ Phone: _____						

**III. ADDITIONAL USERS – A memo from the PI must always be attached to the request to justify the additional users.**

Action Add or Update	Access Type	Name / Email / Phone	HR Portal Applications		Employer RCUH, UH, or Other	Attach if Adding RCUH Employee
			All	Time Only		
			<input type="checkbox"/>	<input type="checkbox"/>		
			<input type="checkbox"/>	<input type="checkbox"/>		
			<input type="checkbox"/>	<input type="checkbox"/>		

**IV. CANCEL USER ACCESS:** \_\_\_\_\_

**V. PRINCIPAL INVESTIGATOR – ACKNOWLEDGEMENT & APPROVAL**  
I hereby acknowledge and approve access to the users listed above for the requested DC. I'm ultimately responsible for certifying the accuracy and authenticity of all transactions and time reporting processed for employees, regardless of additional system access granted to the users listed above. I will convey the importance and definition of the access type, duties, and responsibilities to the listed users that I have granted access.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**RCUH FINAL REVIEW (RCUH ONLY)**

Signature of Final Reviewer \_\_\_\_\_ Date \_\_\_\_\_

Complete Package Rcvd: \_\_\_\_\_ Input: \_\_\_\_\_ Date:  Log  Email

Effective Date: \_\_\_\_\_ Date:  Scan

Attach. B:  Required  Exempt Edit: \_\_\_\_\_

Human Resources Portal Access Form 6/9/20, 7/13/20

## 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

### Section II: List All Current Users

## 2

- 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](mailto:RCUH_HRIS@rcuh.com)  
or call us at  
808-956-8900.