

# Project eUpload via the HR Portal

## What is eUpload?

01

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

02

## What can I submit?

Manual PAF (non ePAF)  
HR Portal Access Forms  
Dean/Director Forms  
& more!

## How do I submit?

03

Log on to the RCUH HR Portal  
Click "**eUpload**" > "Click here to submit a new eUpload Request"  
Select your eUpload Type  
Fill out the form and submit

04

## How can I track it?

Log on to the RCUH HR Portal  
Click "**eUpload**"  
Find and track your submission  
Take action if submission is in "Returned to Project" status

## NEED HELP?

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