## Human Resources Portal Access Form: New Distribution Code

I.	Distribution Code Information:	Project Name:		Requested Effective Date:		

II. Principal Investigator Active in RCUH Financial Portal? Yes - Proceed with Form No - Pause & Read Statement Below

i. The Principal Investigator (PI) must have active accounts in the RCUH Financial Portal **before** a DC can be created. If this is not complete, please reach out to <u>rcuh\_accounting@rcuh.com</u> for more information on how to achieve this before proceeding with the New DC Request.

III. Distribution Code User Listing: Click here to learn more about Access Types within a Distribution Code.

i) eTimesheet Approvers (PI or Supervisory Roles Only	Primary:	Secondary:
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ii) Requested Users: List the users to be granted access to the DC below (Note: 3 required users; additional users are optional).

AccessType	Name	Email	Phone	Applications	Employer	New HR Portal User?

**IV. PI Signature/Certification:** I hereby approve the users listed on this form to have access to **PI Signature:** this DC in order to perform the responsibilities of their respective roles. I will convey the importance of these access types, duties, and responsibilities to the users listed that I have granted access. I am ultimately responsible for certifying the accuracy and authenticity of all transactions and time reporting, and am responsible for all employees under this DC.

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V. Additional Users (Optional): List additional users to be added to the DC if needed. NOTE: PI signature is required in step VI if users are listed on this page.

AccessType	Name	Email	Phone	Applications	Employer	New HR Portal User?

VI. PI Signature/Certification: I hereby approve the users listed on this form to have access to this DC in order to perform the responsibilities of their respective roles. I will convey the importance of these access types, duties, and responsibilities to the users listed that I have granted access. I am ultimately responsible for certifying the accuracy and authenticity of all transactions and time reporting, and am responsible for all employees under this DC. **RCUH HR Final Review:**