

# Project Distribution Changes: ePAF vs. PAF

Learn more about how to submit current project distribution changes in the RCUH HR Portal.

## When to use ePAF vs. PAF for project changes:

- All current project change requests can be submitted via ePAF unless the change involves accounts under different schools/organizations, or if the user submitting the request doesn't have access to all accounts involved in the request, in which a manual PAF will be needed.

## What to check before submitting a project change:

- Ensure that the accounts being requested are open in KFS and the RCUH Financial Portal.
- Ensure that the employee's current project distribution listing is accurate.
- For PAF project changes, ensure that there is a **signed signature delegation memo** from the Account PI delegating approval for the DC PI and those under the DC to initiate and approve personnel actions (payments, eTimesheets, etc.) using the awards tied to the account.

## How to submit a project change request in the RCUH HR Portal:

### ePAF:

- Log in to the RCUH HR Portal
- Go to Employee Changes > e-Personnel Actions (ePAF) > Project #/Allocation Change
- Follow the prompts and enter all information
- Submit to RCUH Human Resources

### PAF:

- Fill out a Project Change Personnel Action Form (PAF) in eUpload via the HR Portal
- Specify employee information in boxes 1 & 2, project change details in box 9, and further details in box 15
  - Notate the effective date and end date of the project change
- Attach the completed PAF and the signature delegation memo
- Submit to RCUH Human Resources

## NEED HELP?

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