3.710 RCUH HR Portal System Access and Security

Effective Date: 06/23/2026
Prior Dates Amended: 05/08/2014, 10/16/2015, 04/12/2017, 08/08/2017, 12/10/2018, 07/17/2020

I. PURPOSE

The purpose of this policy is to protect our employees' personal identifiable information and other confidential personnel records. Requests for access to any Human Resources, Benefits, and Payroll related information via the Human Resources Portal require approval from the Principal Investigator, and RCUH Director of Human Resources or designee. This is to ensure the security of the information and to maintain the confidentiality of the personnel data and information. All actions and records are confidential at all times and are subject to Chapter 92F (Uniform Information Practices Act) of the Hawai'i State Revised Statutes, the Federal Privacy Act of 1974, Research Corporation of the University of Hawai'i policy, and other applicable state and federal laws.

II. DEFINITIONS

A. **Principal Investigator (PI):** Those individuals identified on the University of Hawai'i's Financial System as the "named PI of the Project Account" otherwise known as the PI of record. This individual is ultimately responsible for certifying the accuracy, allowability, and proper allocation of ALL transactions and time reporting processed for employees, regardless of additional system access granted to staff members (e.g., Supervisory Access, Administrative Access, and Fiscal Administrator).
B. **Fiscal Administrators (FA):** Fiscal Administrator is a University of Hawai'i designation. This individual is responsible for reviewing the allowability of all transactions to ensure they are aligned with grant funding. For Direct Projects, RCUH Project Administration will act as Fiscal Administrator, but additional individuals may be added upon request.
C. **Supervisory Access (SA):** Support staff to the Principal Investigator designated to input, review, and approve HR Portal transactions, including eTimesheets on behalf of or in the absence of the PI with the PI's concurrence. Supervisory Access to the RCUH HR Portal system should not be misinterpreted as delegation of authority.
D. **Administrative Access (AA):** Support staff to the Principal Investigator designated to input, review, and edit HR Portal transactions prior to approval, including eTimesheets. These individuals do not have access to approve any actions.
E. **Dean/Director** (DD):** (**UH Projects only) Individuals provided with this access are determined at the school level. This level of approval is limited to review and approval of the Attachment B hire request prior to initiating a recruitment through the RCUH.

F. **Personally Identifiable Information (PII):** Data that can be used to distinguish or trace an individual's identity. Each user is responsible for respecting and protecting the confidentiality of this information.
G. **Distribution Code:** An RCUH Distribution Code (DC) is a 4-digit identifier used in the RCUH HR Portal to organize employees by projects assigned to a single Principal Investigator. Distribution Codes are typically used to group employees by physical work establishments, for time reporting review and approval, payroll management, submittal of personnel actions, and project accounts.

III. RESPONSIBILITIES

A. Principal Investigator:

1. Ensure only authorized users have access to the specified DC and that the user access level is appropriate and there are no conflicts within the terms and conditions of the grant, contract, and/or university policy and the roles and responsibilities defined in the Master Agreement between the University of Hawai'i and The Research Corporation of the University of Hawai'i, appropriate amendments, and/or applicable Direct Project Master Agreement.
2. Maintain a current list of authorized users and will review and authorize this at least once a year. User listing by Distribution Code (DC) can be found in the Human Resources Portal > Reports > Distribution Code Listing.
3. Notify RCUH Human Resources or process HR Portal Access Online to remove all terminated UH staff (i.e., staff no longer working for your program). If user is an RCUH employee, access will automatically be terminated on their last day of employment.

B. Users Requiring HR Portal Access

1. As a condition of being granted access to personnel records, all users agree to handle these actions and records as confidential at all times and are subject to Chapter 92F (Uniform Information Practices Act) of the Hawai'i State Revised Statutes, the Federal Privacy Act of 1974, Research Corporation of the University of Hawai'i policy, and other applicable state and federal laws. Users granted access to the RCUH HR Portal are responsible for the accuracy, timeliness, and appropriateness of their actions in the RCUH HR Portal and non-compliance may lead to corrective action including, but not limited to, disciplinary actions and immediate removal of access.
2. Sign and review the conditions on the RCUH User Acknowledgement Form.

IV. POLICY

A. **Authorization of Access and Delegation of Authority to Trusted and Responsible Staff** –The Principal Investigator may delegate approval authority for personnel and/or payroll actions on the RCUH HR Portal and manual forms, including submission of the

RCUH eTimesheet, to staff members provided there are no restrictions with the grant, contract, and/or RCUH or university policy that would prohibit this action. Unless otherwise stated, only the PI named on the account (in the RCUH Financial Portal) may authorize and approve access to the RCUH HR Portal.

1. Delegations of authority are appropriate where the delegation will enhance the effectiveness and efficiency of the operation without compromising the integrity of the internal control necessary for accountability. Persons who improperly delegate or misuse delegated authority may be subject to investigation and action, which may include removal of authority or disciplinary action leading to and including termination of employment.
2. RCUH employees that are delegated access must be Regular Status employees. Non-Recruited employees (Intermittent, Student, Temporary) will not be allowed access to the HR Portal.

B. **Four (4) Types of HR Portal-Access Levels** – The four (4) access levels for the RCUH HR Portal are as follows:

1. Principal Investigator (PI)
2. Fiscal Administrator (FA)
3. Supervisory Authority
4. Administrative Authority

C. **Users May Be Given Authorization, But They Cannot Act On Their Own Behalf** – Users cannot process or approve their own personnel and/or payroll actions. Such transactions must be approved by the Principal Investigator or another official of equal or higher authority. Internal controls and proper segregation of duties must be followed. Non-compliance may lead to corrective action including, but not limited to, rescinding delegation and in extreme cases, disciplinary actions.

D. **Users With Supervisory Authority Access May Be Allowed to Approve Actions in the Principal Investigator's Absence** – In the occasional absence of the PI, a user with supervisory access may be allowed to input and approve actions on the PI's behalf. Since users are authorized to approve transactions, they share in the responsibility for certifying the accuracy and authenticity of all transactions and time reporting. Users are not allowed to approve their own personnel and/or payroll transactions.

E. **Official Principal Investigator Is Ultimately Responsible for Actions Processed via HR Portal** – It is the responsibility of the PI to certify the accuracy and authenticity of all online HR transactions and time reporting processed regardless of the delegation granted to his/her staff members.

F. **Fiscal Administrators (for UH Service-Ordered Projects) Must Approve All Requests for Access to the HR Portal** – The official FA (as designated on the established account in the RCUH Financial Portal), or designee, must review and authorize all requests made by the PI for HR Portal access regardless of access type.

G. **Authorized HR Portal Applications** – The official PI can choose the HR Portal applications that the user is authorized to access. Below are the available combinations:

1. Access to ALL HR Portal applications (time reporting, ePAF, non-recruited hire actions, position requisitions, applicant selections)
2. Access to ONLY time reporting application

V. CONTACT INFORMATION

Email: rcuh_hris@rcuh.com

VI. REFERENCES

A. Existing DC: How to Submit HR Portal Access Request Online
B. PI Changes: How to Fill out an HR Portal Access Form (Existing DC)
C. New DC: How to Fill Out an HR Portal Access Form
D. HR Portal User Acknowledgment Form