

# How to Fill Out an HR Portal Access Form: New Distribution Code

Submit to: [rcuh\\_hris@rcuh.com](mailto:rcuh_hris@rcuh.com)  
[Form Instructions Here](#)

**Human Resources Portal Access Form: New Distribution Code**

**1** I. Distribution Code Information: Project Name:  Requested Effective Date:   
 Primary Physical Work Address of this DC:

**2** 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 [rcuh\\_accounting@rcuh.com](mailto:rcuh_accounting@rcuh.com) for more information on how to achieve this before proceeding with the New DC Request.

**3** 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:

ii) Requested Users: List the users to be granted access to the DC below (Note: 3 required users; additional users are optional).

Access Type	Name	Email	Phone	Applications	Employer	New HR Portal User?
Principal Investigator						
Fiscal Administrator						
Supervisory Authority						

**4** IV. 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.

PI Signature:

RCUH HR Final Review:

## 1 I. Distribution Code Information

- Project Name (E.g. RCUH/Core Staff)
- Requested Effective Date: future date or ASAP
- Primary Physical Work Address of DC: address of home base where employees will be working

## 2 II. PI Active in the RCUH Financial Portal?

- Ensure that the PI has active accounts in the RCUH Financial Portal before requesting the DC
  - If **Yes**, check the box and proceed with the form.
  - If **No**, stop and reach out to [rcuh\\_accounting@rcuh.com](mailto:rcuh_accounting@rcuh.com).

## 3 III. Distribution Code User Listing

- Review [Access Types](#) within a DC
- List the Primary and Secondary eTimesheet Approvers (note: only the PI and Supervisory Authorities can approve eTimesheets)
- The PI, and at least one Fiscal Administrator and one Supervisory Authority are required. Fill out all of the user information fields (note: additional users are optional; use page 2 as needed).
- If indicating "Yes" under the "New HR Portal User?" dropdown, the new user must sign the linked RCUH User Acknowledgement.

## 4 IV. PI Signature/Certification

- The **PI must sign** here to approve the users listed for their DC, and to acknowledge responsibility of the DC and its employees (note: no PI Change memo needed).

## 5 Submit Form to RCUH HRIS for Review

- Email the completed form to [RCUH\\_HRIS@rcuh.com](mailto:RCUH_HRIS@rcuh.com)
- Attach additional required forms as needed

**NEED HELP?** Email HR at [RCUH\\_HRIS@rcuh.com](mailto:RCUH_HRIS@rcuh.com)