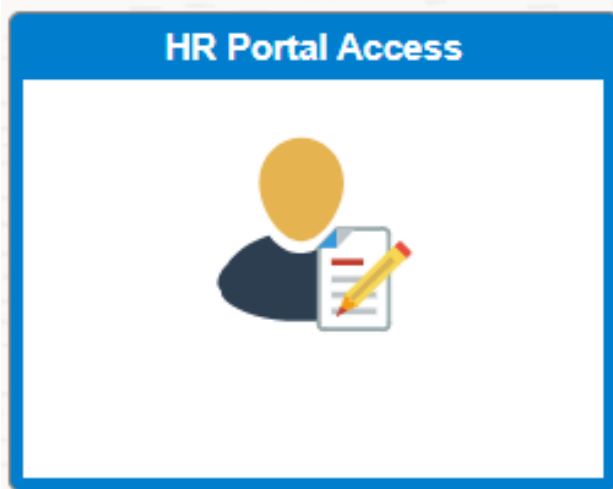


# How to Submit a HR Portal Access Request in the HR Portal

1

Select the "HR Portal Access" tile in the HR Portal



2

Select "Click here to submit a HR Portal Access Update"

- If previous HR Portal Access requests have been submitted, they will appear below this search menu
- The Search Filter can be used to find previous requests by Distribution Code (DC), status, etc.

3

Search for the Distribution Code that needs to be updated

- Enter the **DC number** in the search bar and hit the "Enter" key on your keyboard, or use the magnifying glass to select the DC
- The current user listing of that DC will appear here once the DC is selected

# How to Submit a HR Portal Access Request in the HR Portal

4

## Make updates to the current user listing of the Distribution Code

### HR Portal Access Distribution Code

Distribution Code: 0000

Test DC

#### HR Access

\*Requested Effective Date:

07/15/2025

Initiated

#### Current Access

Remove Access	PI Code		Access Level		Apps	Primary eTS Pre-Approver	Primary eTS Approver	Secondary eTS Approver	Update	Changed
<input type="checkbox"/>	U900	LastName,FirstName	2	Principal Investigator	All	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Update	✓
<input type="checkbox"/>	U901	LastName,FirstName	1	Fiscal Administrator	All	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Update	✓
<input type="checkbox"/>	U903	LastName,FirstName	3	Supervisory Authority	All	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Update	✓
<input type="checkbox"/>	U904	LastName,FirstName	4	Admin Authority	Time Only	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Update	✓

- Review the current user listing of the DC and make updates as needed
- Enter in the Requested Effective Date for the update
  - RCUH HR aims to finalize the update by the requested effective date, but reserves the right to change this if necessary

### Possible Actions:

1. Add New User
  - a. Utilize the "Add New User" button
2. Update Access Level
  - a. See the guide [Understanding Access Types & Functions](#) for more information about the different roles on a DC
3. Update Application Access
  - a. "All" grants access to all functions in the HR Portal, while "Time Only" grants access to only eTimesheets
4. Update Primary/Secondary eTimesheet Approver
  - a. Only the Principal Investigator or Supervisory Authorities on a DC can hold this delegation
5. Remove User
  - a. Utilize the checkboxes in the "Remove Access" column

5

## Review & Submit

### Approval

#### Principal Investigator - Acknowledgement & Approval

I hereby acknowledge and approve access to the users listed above for the requested DC. I'm ultimately responsible for certifying the accuracy and authenticity of all transactions and time reporting processed for employees, regardless of additional system access granted to the users listed above. I will convey the importance and definition of the access type, duties, and responsibilities to the listed users that I have granted access.

#### Approval History

Authorization Code	User	Authority Level	Date/Time Stamp

Submit for PI Approval

Cancel Request

- Review all requested changes and select the **"Submit for PI Approval"**
- Review the audit trail confirming the date & time of the submission at each level
- The status of the request can be viewed in the HR Portal Access menu
- RCUH HR will review/approve the request, and an email will be sent to the users on the DC once finalized