

Human Resources Portal Access Form: Existing Distribution Code

I. **Distribution Code Information:** DC Number: _____ Project Name: _____ Effective Date: _____

Primary Physical Work Address of this DC: _____

II. **Current User Listing:** Screenshot the Listing & Upload Below (HR Portal > Reports > Distribution Code Listing > Search DC Number or Hit "Enter")

III. **Distribution Code Action:** eTimesheet Approvers (PI or Supervisory) Primary: _____ Secondary: _____

Action	Name	Email	Phone	Access Type	Applications	Employer	New HR Portal User?

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: _____