

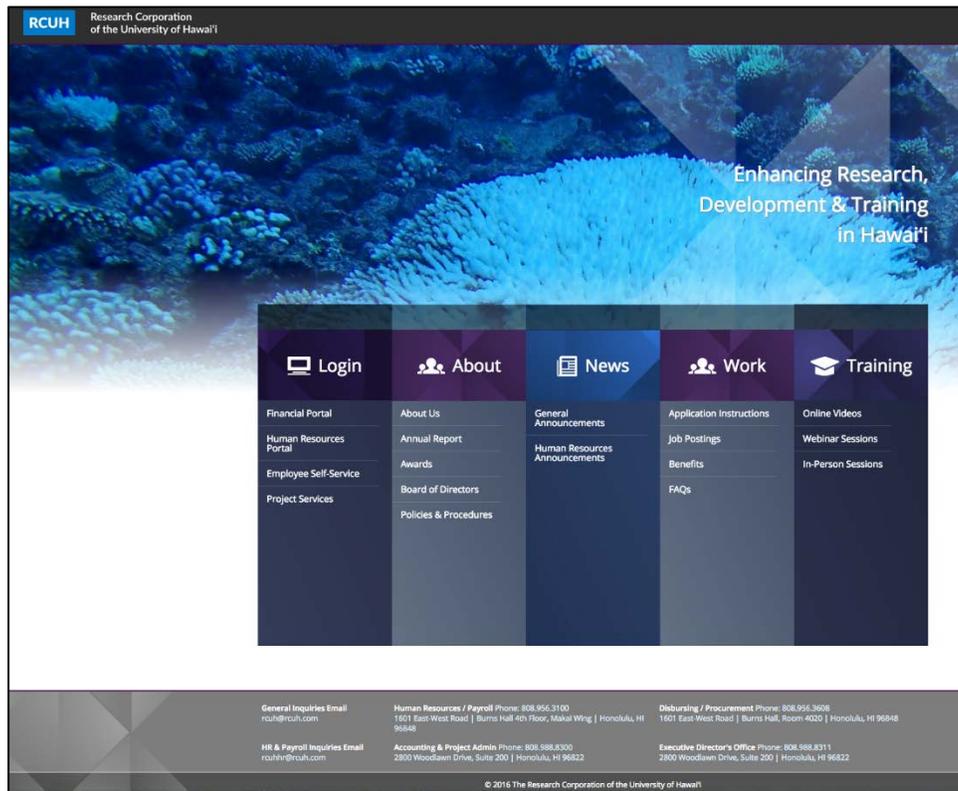
SECTION 13. ADDENDUM – GENERATING ATTACHMENT B

The Attachment B (University of Hawaii Office of Human Resources (OHR) Service Order Personnel Form) is required for all UH Service Ordered projects/accounts **PRIOR** to requesting Regular positions through RCUH. Direct Projects (those that start with 004xxx, 005xxx, 006xxx) **DO NOT** need to complete an Attachment B.

Step 1: Go to www.rcuh.com

Step 2: Click on the “Financial Portal” Link

FIGURE 13.1. RCUH HOME PAGE



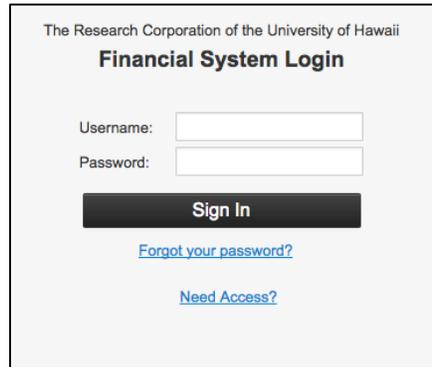
SECTION 13. ADDENDUM – GENERATING ATTACHMENT B

Step 3: Enter User name and Password (Case Sensitive)

Step 4: Click on “Sign In” Button

(Please call (808) 988-8345 if you need assistance with logging in.)

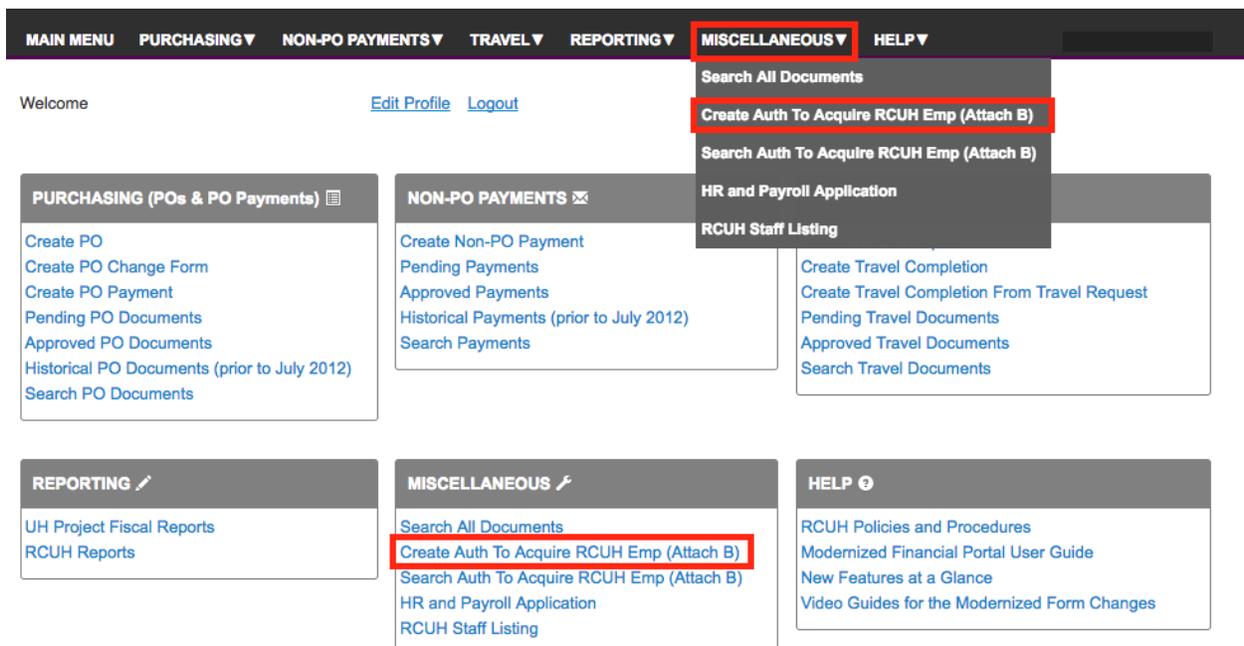
FIGURE 13.2. FINANCIAL SYSTEM LOGIN



Step 5: From the home screen, click on “Create Auth to Acquire RCUH Emp (Attach B)” under the “MISCELLANEOUS” tab.

Upon clicking the “Create Auth to Acquire RCUH Emp (Attach B)” link the user will be taken to the Attachment B form-fillable document. The user will need to complete each section of the document. Information regarding each fillable section is listed below.

FIGURE 13.3. FINANCIAL PORTAL HOMEPAGE



SECTION 13. ADDENDUM – GENERATING ATTACHMENT B

ATTACHMENT B FORM

Document Number: This number will pre-populate at time user initiates the Attachment B. This number will be needed in the Position Requisition on the System.

Project Title: Name of project

Project #: Project number this position will be charged to

PI Name: Name of Principal Investigator

Project Period: Will pre-populate

Project Type: User will need to select one of the following types of accounts/projects. The user can tell which option to select by looking at the beginning digit(s) of the account/project number: 1.] Extramural Account (4xxxxx, 5xxxxx, 6xxxxx, 7xxxxx, 8xxxxx), 2.] Intramural Account (0007xxx, 0008xxx, 0009xxx), or 3.] RCUH Revolving Fund (001xxx, 002xxx). The user must select “New Position”

Action Requested:

Questions:

- 1. Is this position to be located outside the State of Hawaii?**
(Yes or No. This information can be found in the first paragraph of the job description)
- 2. Is this position involved in substantial amount of ship operations?**
(Yes or No. The user should enter “NO”, unless ship operations are specifically mentioned in the “Major Duties and Responsibilities” section of the job description.)
- 3. Anticipated Start Date (mm/dd/yy) of employee**
(The PI must provide an anticipated start date to the user)
- 4. Anticipated Termination Date (mm/dd/yy) of employee**
(The PI must provide an estimated termination date for the employee to the user e.g. project end date)
- 5. Position FTE (Full-time 1.00) of project**
(This information can be found in the first paragraph of the job description. If unclear, PI must provide information to user) Example: Full-time = 1.00 or Half-time = .50
- 6. What is the anticipated termination date of the project?**
(This is the project’s estimated end date. The PI should be able to provide user with an estimated date)

Requested Position Title: The position title can be found at the top of the job description

If more than one identical position is being requested, indicate the number: The PI must provide the user with the number individuals he/she will need for this position if more than 1 individual will be hired

Explanation: Provide justification as to why this position cannot be effectively provided by the State or University human resource systems.

Enter the following text: “This position is in direct support of the research project”

Duties: What are the essential functions of this position? Summarize the major duties assigned to the position. The major duties are those activities that indicate the nature of work, occupy a significant amount of work time or effort, and are critical to identifying the type of qualifications required for the position.

(“Copy and Paste” the second paragraph of Section I “Summary of Duties” from the job description into this field)

Requested By: User must enter their name, phone number and date.

Reviewed By: Once the user submits the Attachment B to the Fiscal Officer (FO), the FO must login and approve.

Approved By: Once the FO approves, OHR will make a decision within 1-3 business day.