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## Human Resources Portal User Acknowledgement Form

I understand that as a condition of being granted access to personnel records and accounts, I agree to handle these actions and records as confidential at all times.

I understand that confidentiality of PII is protected by Chapter 92F (Uniform Information Practices Act) of the Hawai'i State Revised Statutes, the Federal Privacy Act of 1974, and other applicable state and federal laws and Research Corporation of the University of Hawai'i policies. (RCUH employees working for University of Hawaii projects are subject to confidentiality and PII policies and procedures applicable the University, College, Institute, or other applicable UH entity. RCUH employees working for non-UH projects are subject to confidentiality and PII policies and procedures of that business entity.)

It is my responsibility to keep my Username/password combination(s) for all electronic applications confidential and sharing or transferring it to any other person is prohibited.

Access to the RCUH HR Portal does not equal delegation of authority. Excluding Co-Principal Investigators, all actions approved by an individual with Supervisory access should be with the PI's approval or concurrence. All actions approved by an individual with Fiscal Administrator access should be with the responsible Fiscal Administrator's approval or concurrence.

I understand that I am responsible for the accuracy, timeliness, and appropriateness of these actions and I will comply with all internal controls and proper segregation of duties. Non-compliance may lead to corrective action including, but not limited to, disciplinary actions and immediate removal of access.

I have read and understand my responsibilities under Policy 3.710 RCUH HR Portal System Access and Security or as applicable UH Executive Policy: E2.210 "Use and Management of Information Technology Resources" and E2.214 "Security and Protection of Sensitive Information" or similar applicable business entity's policies and procedures.

I understand that I cannot approve my own personnel and/or payroll transactions, and such transactions shall be approved by the Principal Investigator or another official of equal or higher authority.

### **Additional Acknowledgements for Principal Investigator:**

The Principal Investigator (PI) is ultimately responsible for certifying the accuracy and authenticity 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)

I have read and understand the responsibilities under SOH-RCUH Master Agreement, SOH-RCUH Master Agreement Amendment, and/or applicable Direct Project Master Agreement.

I understand I must keep my distribution code users access current and valid by signing this twice a year.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name (print): \_\_\_\_\_