

## Employee Self Service: eUpload Instructions

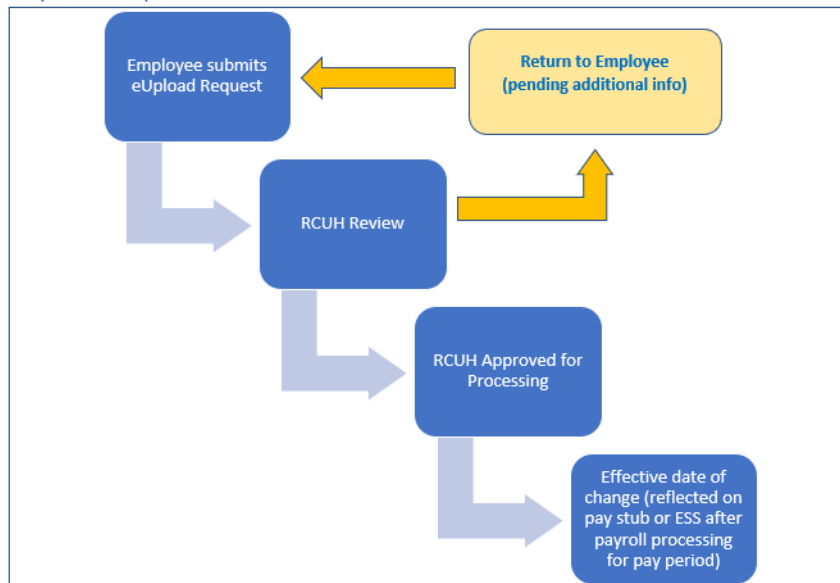
### What is eUpload:

eUpload allows employees to submit requests upload forms and supporting documentation to RCUH Human Resources in a secure and efficient manner. Employees can track real-time status of their requests and confirm the effective date of their requested change – all through the Employee Self Service portal.

### Before you upload:

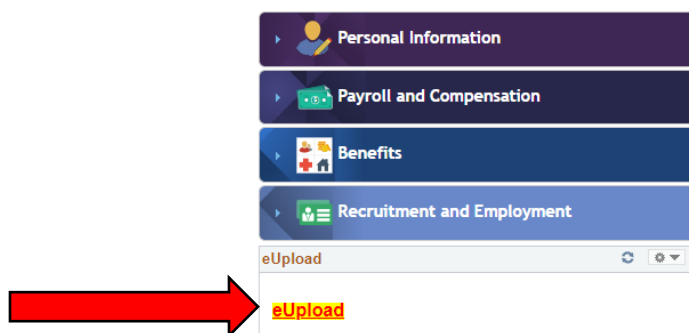
1. Prepare your documents for upload:
  - a. If applicable, download appropriate request form from RCUH Document Library or policy.
  - b. Complete required sections of the form and be sure to sign the acknowledgement section.
  - c. Ensure you save your completed form and/or supporting documentation.
  - d. If you are submitting a document in a photo format please ensure that you save as a reduced file size (large files may not upload correctly).
2. Each form and associated documents may be sent together as one eUpload request.
3. Multiple eUpload requests can be submitted during the same session.
4. Employees may cancel or make updates to their eUpload requests if the request has not been approved for processing by RCUH. If you need to cancel your request after it has been approved for processing, please contact the appropriate section to speak to RCUH HR staff.

eUpload Request: Overview of Process



### Submit your eUpload Request:

Log in to the RCUH [Employee Self Service Portal](#) and click on the eUpload link.



## Employee Self Service: eUpload Instructions

**eUpload**

Employee ID#
Employee Name

**Instructions:**

1. Review contact information for accuracy. Please update your information in Employee Self Service if necessary.
2. Initiate a new eUpload request attaching forms and/or supporting documents as required. Please note that RCUH reserves the right to determine the effective date of change.
3. RCUH will review eUpload requests and update the eUpload status in real time (Pending RCUH Review, Return to Employee, Approved for Processing, Canceled).

For assistance uploading documents, contact the RCUH HR Help Desk at (808) 956-8900 or [hrhelpdesk@rcuh.com](mailto:hrhelpdesk@rcuh.com). For eUpload request follow-up, please use the contact information listed on your form.

Email Address ee@rcuh.com

Mobile Phone # 808/xxx-xxxx

← The information displayed here is from your Employee Self Service(ESS) Contact Information.

\*eUpload Type:

1. Select eUpload Document Type.

If a different email address or phone number from above should be used for this transaction, please enter it here.

Email Address

Phone #

Click here to upload forms and/or supporting documents associated with this eUpload Request

2. If you need to make changes to the contact information listed above, you may do so here. PLEASE NOTE: That this is TEMPORARY (only applicable to for this transaction) and does not update your ESS Contact information.

3. Click to upload Forms/Supporting documents.

4. You may **Save for Later** or **Submit** your forms for RCUH Review. Please note that deadlines vary by request so please ensure that you allow sufficient time for RCUH to review/process. RCUH reserves the right to determine the effective date.

Save for Later
Submit

Return to Main Page

eUpload Status Updates: Employees may review the status of their eUpload Requests at any time

- **Pending RCUH Review:** RCUH reviews eUpload Requests for completion. If clarification or additional documentation is needed, RCUH will contact employee and update status to: "Returned to Employee".
- Employee may cancel or attach additional documents to any request that has not been approved for processing (Status: Pending RCUH review). Any requests to cancel once RCUH has approved for processing should be communicated via email.
- **Approved for Processing:** Upon RCUH approval for processing, the RCUH will update status of the request and confirm the effective date of the action.

For assistance with eUpload Requests, contact the **RCUH HR Help Desk:**

Email: [hrhelpdesk@rcuh.com](mailto:hrhelpdesk@rcuh.com)  
Phone: (808) 956-8900