

Instructions for submitting Annual Performance Evaluation Forms via eUpload:

1) Log in to the RCUH [Human Resources Portal](#) and click on the eUpload link (left sidebar in the Project eUpload section) and follow the steps below.

eUpload

Instructions:

1. Initiate a new eUpload request for an employee or for all employees on a distribution code, attaching forms and/or supporting documents as required. Please note that RCUH reserves the right to determine the effective date of change.
2. RCUH will review eUpload requests and update the eUpload status in real time (Pending RCUH Review, Under RCUH Review, Returned to Project, Approved for Processing, Canceled).

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

Request Date: 07/29/2022

*eUpload Type: 1. Select eUpload Document Type.

[RCUH Annual Performance Evaluation Form](#)

Distribution Code: 2. This option will vary based on eUpload Document Type. Select the applicable Distribution Code OR Project Description.

4 digits - e.g. 0999

Upload For: 3. If Distribution Code is required, then select if the eUpload is for a single employee, multiple employees, or the overall Distribution Code.

Comments

Primary Contact Information 4. Contact information for the user submitting the request will prefill. If you need to make changes to the contact information, you may do so here. PLEASE NOTE: This is TEMPORARY (only applicable for this transaction) and does not update contact information in the Human Resources Portal.

*Name:

*E-Mail:

*Phone:

[Click here to upload forms and/or supporting documents associated with this eUpload Request](#)

Submit and Upload Another Document Type

5. Click to upload Forms/Supporting documents.

Save for Later

Submit

6. 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.