


# How to Fill Out an HR Portal Access Form: Existing Distribution Code

RCUH Research Corporation of the University of Hawai'i 'Ahauna Noi'i O Ke Kulanui O Hawai'i Submit via eUpload in the HR Portal [Form Instructions Here](#)

**Human Resources Portal Access Form: Existing Distribution Code**

**1** I. Distribution Code Information: DC Number:  Project Name:  Effective Date:   
 Primary Physical Work Address of this DC:

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



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

Action	Name	Email	Phone	Access Type	Applications	Employer	New HR Portal User?
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**4** 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:

## 1 I. Distribution Code Information

- DC Number (####)
- Project Name (E.g. RCUH/Core Staff)
- Effective Date: Can request a future date, or ASAP
- Primary Physical Work Address of DC: Address of home base where employees will be working

## 2 II. Current User Listing

- Take a screenshot of the DC's current user listing in the **HR Portal > Reports > Distribution Code Listing > Search DC (####)**
  - Ensure that the full user list is included in the screenshot (click "View All" if applicable)
- Click on the photo feature in Section II and attach the screenshot here (if needed, the current user listing can be attached on a separate page as a PDF)

## 3 III. Distribution Code Action

- Select the action needed from the "Action" dropdown list
- Fill in user information (all fields in this section are required)
- List the Primary and Secondary eTimesheet Approvers
- If indicating "Yes" under the "New HR Portal User?" dropdown, the new user must sign the linked RCUH User Acknowledgement.

## 4 IV. PI Signature/Certification

- The **PI must sign** here to approve the users listed for their DC, and to acknowledge responsibility of the DC and its employees (note: no PI Change memo needed).

## 5 Submit Form via eUpload in the HR Portal

- Attach additional required forms as needed
- Track submission (Under RCUH Review, Approved, etc.)