

# NORCO COLLEGE

Documents Approval Workflow

Budget Forms

9/22/2020

## BUDGET FORMS APPROVAL FLOW

	Form Title	Budget Transfer
0	Admin Assistants/Grants Specialist	initiates
1	Dean/Director/Manager (Budget Director)	<i>Signature</i>
2	Admin Assistant IV	initials
3	Area VP	<i>Signature</i>
4	Accounting Svcs Clerk (fund 12)	initials
5	Director Business Services (fund 11)	Initials
6	VP of Business Services	Type A/Type B
7	District Budget office/ VC of BS	Initials

Please note: If a budget transfer involves more than three general ledger budget lines, please submit an excel spreadsheet with a column indicating the changes and a column calculating the result of the budget transfer. **At the top on the sheet, include the reason for transfer, the type of budget transfer (A or B), and whether it is a permanent or one time transfer.**

	Form Title	Itemized Expense Reimbursement (Non-Travel Related Expenses)
1	Admin Assistant/Claimant	initiate
2	Employee claimant Signature	signature
3	Dean/Director/Manager (Budget Director)	signature
4	Area VP	signature
5	Accounting Svcs Clerk (fund 12)	initials
6	Financial Technical Analyst (Fund 11)	initials
7	Director Business Services	signature
8	District Budget Analyst	signature
9	Accounts Payable	initials
10	Admin Assistant IV	Copy

Please note: before submitting IER make sure enough funding is available and expense is allowable. Also, please attached receipts.

	Form Title	Invoices
1	Admin Assistant	initial
2	VP/Dean/Director/Manager (Budget Director)	signature
3	Accounts Payable	signature
4	Accounting Svcs Clerk (fund 12)	Copy

When submitting invoices for payment, please take the time to verify and confirm the PO number listed on the invoice. This will ensure payment takes place in a timely manner. Please ask the vendor the vendor to update their records with the new PO Number.

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HR Faculty Forms

9/22/2020

## FACULTY FORMS APPROVAL FLOW

Process revised by Dr. Parks team

	FORM TITLE	SPECIAL PROJECT REQUEST
	Position	ACTION
0	IDS/Admin Assist	Initial
1	Faculty Member	Signature
2	Department Chair	Signature
3	Dean/Director/Manager (Project Supervisor)	Signature
4	Instructional Support Coordinator	Initial
5	Area VP	Signature
6	Director Business Services	initial
7	VP of Business Services	Signature
8	President	Signature
9	District Budget office	initial
10	HR Liaison/Sylvester Julienne	Initial
11	Payroll Tech by Employee last name	Initial

	FORM TITLE	SPECIAL PROJECT TIME REPORT
	Position	ACTION
0	IDS/Admin Assist	Initial
1	Faculty Member	Signature
2	Dean/Director/Manager (Project Supervisor)	Signature
3	Payroll Tech by Employee last name	Initial
4	Admin Assistant IV/Admin Assistant III	Copy

	FORM TITLE	LOAD BANK ELECTION FORM
	Position	ACTION
1	Faculty Member	signature
2	Dean/Director/Manager (Project Supervisor)	Initial
3	Area VP	signature
4	Payroll Tech by Employee last name	Initial
5	Admin Assistant IV/Admin Assistant III	Copy

	FORM TITLE	LOAD BANK EXCEPTION FORM
	Position	ACTION
1	Faculty Member	signature
2	Dean/Director/Manager (Project Supervisor)	Initial
3	Area VP	signature
4	Payroll Tech by Employee last name	Initial
5	Admin Assistant IV/Admin Assistant III	Copy

	FORM TITLE	INTENT TO HIRE- ASSOC. FAC (PT Faculty and Substitutes)
	Position	ACTION
0	IDS	initiator
1	Department Chair	Signature
2	Dean/Director/Manager (Project Supervisor)	Signature
3	HR Liaison-Yami Chavez	initials
4	Payroll Tech by Employee last name	Initial

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HR CLASSIFIED Forms

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HR FORMS APPROVAL FLOW	
Form Title	CHANGE IN SALARY BUDGET CODE
Position	Action
1 Dean/Director/Manager	Signature
2 Financial Technical Analyst	initial
3 Area VP	Signature
4 Director Business Services	initial
5 President	Signature
6 District Budget office	initial
7 Payroll Tech by Employee last name	initial
8 HR/Shannon Minter	initial

form goes to payroll first

Form Title	DIFF. PAY REQUEST
Position	Action
1 Classified employee	initial
2 Dean/Director/Manager	Signature
3 Financial Technical Analyst	initial
4 Area VP	Signature
5 Director Business Services	initial
6 VP of Business Services	Signature
7 President	Signature
8 District Budget office	initial
9 HR/ Shannon Minter	initial
10 Payroll Tech by Employee last name	initial

Form Title	Intent to Hire - Staff
Position	Action
1 Classified employee	signature
2 Dean/Director/Manager	signature
3 Financial Technical Analyst	initial
4 Area VP	signature
5 VP of Business Services	initial
6 President	signature
7 District Budget office	initial
8 HR/ Yami Chavez	initial
9 Payroll Tech by Employee last name	initial

Form Title	Intent to Hire - Staff- Extension
Position	Action
1 Classified employee	signature
2 Dean/Director/Manager	signature
3 Financial Technical Analyst	initials
4 Area VP	signature
5 VP of Business Services	signature
6 President	signature
7 District Budget office	initials
8 HR/ Shannon Minter	initials
9 Payroll Tech by Employee last name	initials

Form Title	Special Project Request - Classified, Temporary Hourly & Non-Academic Employees
Position	Action
1 Employee	signature

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HR CLASSIFIED Forms

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2	Dean/Director/Manager (project supervisor)	signature
3	Financial Technical Analyst/Accounting Services Clerk	initial
4	Area VP	signature
5	VP of Business Services	signature
6	President	signature
7	District Budget office	signature
8	<b>HR/Sylvester Juliene</b>	initial
9	Payroll Tech by Employee last name	initial

Form Title		REQUEST FOR INCREASE/DECREASE IN EMPLOYEE WORKLOAD
Position		Action
1	Classified employee	signature
2	Dean/Director/Manager	signature
3	Financial Technical Analyst or Accounting Serv Clerk	initials
4	Area VP	signature
5	VP of Business Services	signature
6	President	signature
7	District Budget office/Cristina Ambriz	initials
8	<b>HR/ Shannon Minter</b>	initials
9	Payroll Tech by Employee last name	initials

# NORCO COLLEGE

Documents Approval Workflow

District Contacts

9/22/2020

Payroll Tech by Employee Last Name Starting with:	
Aa-Co and St-T	Celeste.Baldonado@rccd.edu
Cp-Ha and U-Wg	Melissa.Loera@rccd.edu
Hb-Me and Wh-Z	Hilda.Haley@rccd.edu
Mf-Ss	Sue.Pagano@rccd.edu

**For Budget Analyst, send to the following staff:**

**Location**

District Office and Moreno Valley College

Norco College

Riverside City College

**Budget Analyst**

[Michele.Arnold@rccd.edu](mailto:Michele.Arnold@rccd.edu)

[Cristina.Ambriz@rccd.edu](mailto:Cristina.Ambriz@rccd.edu)

[Cynthia.Gundersen@rccd.edu](mailto:Cynthia.Gundersen@rccd.edu)

**For Purchasing Specialist, send to the following staff:**

**Vendor Range**

A - D

E - O

P - Z & Office Depot

**Purchasing Specialist**

[Melissa.Griffith@rccd.edu](mailto:Melissa.Griffith@rccd.edu)

[Melinda.Chavez@rccd.edu](mailto:Melinda.Chavez@rccd.edu)

[Aprilyn.Tulod@rccd.edu](mailto:Aprilyn.Tulod@rccd.edu)