



Documents Approval Workflow  
Budget Forms  
9/22/2020

**BUDGET FORMS APPROVAL FLOW**

Please note: If a budget 70 710.4mP 8e9 0 rg 92.919 651.73 349 el41.5 (r810.2 (e1.7

		Budget Transfer
	<b>Form Title</b>	
		<i>Signature</i>
2	Admin Assistant IV	initials
3	Area VP	<i>Signature</i>
4	Accounting Svcs Clerk (m0 (m0 (v)-6.2 -0.005 Tc>6.22>6.2ountuntunt(l)-4.6 (e)-1-19.3 (g)-50.7 (na)-48.7 (t)-14.3 (ur)-12.9 (e)]TJ ET	

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: If a budget 70 710.4mP 8e9 0 rg 92.919 651.73 349 el41.5 (r810.2 (e1.7

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



Documents Approval Workflow  
 HR Faculty Forms  
 9/22/2020

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	



Documents Approval Workflow  
 HR CLASSIFIED Forms  
 9/22/2020

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 <b>HR/Shannon Minter</b>	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 <b>HR/ Shannon Minter</b>	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 <b>HR/ Yami Chavez</b>	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 <b>HR/ Shannon Minter</b>	initials
9 Payroll Tech by Employee last name	initials

Form Title



Documents Approval Workflow  
HR CLASSIFIED Forms  
9/22/2020

- 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 **HR/Sylvester Juliene** initial
- 9 P]TJ 88i/P <<t(f)-r3.5 (o)-l.8 (a)0.7 (l)0.8 ( T)-1.1 (e)-4 (c)-3.6 (h) b.6 (h)0.8 (y)- E6 (P]Tm) (y)-p.6 (h)0.7 (l)3.5 (o)- <<t(f)

[Redacted signature area]



Documents Approval Workflow  
District Contacts  
9/22/2020

Payroll Tech by Employee Last Name Starting with:

Aa-Co andSt-T Celeste.Baldonado@rccd.edu  
Cp-Ha andU-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

Budget Analyst

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