

September 6, 2019

To: Administrative Assistants/Deans/Managers/Supervisors/Administrators

Re: New Signatures Approval Process

Attached you will find the signature processes for most of our daily forms. These processes will allow us to make sure that all the right people are reviewing and approving the forms needed to get our faculty/staff hired, assigned and compensated in a timely manner. These processes will also allow us to have a clear and consistent way of processing documentation from creation to submission, assigning each level of approval and what will be looked at by who for before it gets submitted to the District office.

Please review the processes attached and the approval line it which it will need to go through. Please share this information with anyone in your area who may work with any of these forms or processes. If you have any questions, concerns or comments please feel free to come and see me.

Sincerely,

Danielle Ramirez-King

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Management Analyst

408.855.5183

Danielle.ramirez-king@missioncollege.edu

Short Term Notice of Employment (NOE)

****New-Hire's ONLY – Send NOE through to below signature process, however, also have short term person contact Management Analyst for processing of hire packet. Please remember that an NOE contract needs to be completed for each fiscal year. ****

Step 1 – Supervisor or designee completes NOE form and begins docu-sign process.

Step 2 - Supervisor Line – Requires supervisor information as well as a signature of the direct supervisor ****Supervisor has to be a person in a supervisor position or above****

Step 3 - Account Number – Requires initials from one of the Financial Analyst

Step 4 - Budget Administrator – Requires signature from supervisor of that budget administrator
****If more than one account, you will collect a signature from each budget administrator****

Step 5 – Vice Pres. / Pres – Requires signature from area VP ****Student Services go to VPSS, Instruction goes to VPI, Admin goes to VP of Admin****

Step 6 – Management Analyst initials top right corner of form and will submit to HR

Budget Information <small>(must provide both Datatel & Banner Conversion acct. #'s)</small>		Verification of Funds by Admin. Services	
Account Number: _____	<small>Datatel #</small> / <small>Banner #</small>	_____ %	Initials: <u>#3</u> Date: _____
Account Number: _____	_____ / _____	_____ %	
<small>(Funds must be verified prior to obtaining authorization signatures below.)</small>			
Authorization:			
Name of Supervisor: _____	Ext. _____	Signature: <u>#2</u>	Date: _____
Supv. Banner POSN# _____			
Budget Administrator : _____		Signature: <u>#4</u>	Date: _____
Vice Pres. / Pres. / Vice Chan. / Designee: _____		Signature: <u>#5</u>	Date: _____
Human Resources Processing:			
TB Date: _____	I-9 Date: _____	Fingerprint Date: _____	
Human Resources Approval: _____	Date: _____	QSS# _____	

HR:rae/02 14 17

****Reminder: NOE contracts needs to be renewed every fiscal year for your short term workers. ****

Financial Analyst are reviewing for the following:

- Correct account number
- Available funds in account

Management Analyst are reviewing for the following:

- Current TB Test
- Verification on rate of pay
- Verification of information (Address/Name/G#)

****DO NOT BEGIN THE EMPLOYEE UNTIL YOU RECEIVE CONFIRMATION FROM HR****

Student Notice of Employment (NOE)

****New-Hire's ONLY – Send NOE through to below signature process, however, also have student contact Management Analyst for processing of hire packet. Please remember that an NOE contract needs to be completed for each fiscal year.**

Step 1 – Supervisor or designee completes NOE form and begins docu-sign process.

Step 2 - Supervisor Line – Requires supervisor information as well as a signature of the direct supervisor ****Supervisor has to be a person in a supervisor position or above****

Step 3 - Account Number – Requires initials from one of the Financial Analyst

Step 4 - Budget Administrator – Requires signature from supervisor of that budget administrator ****If more than one account, you will collect a signature from each budget administrator****

Step 5 – Management Analyst initials top right corner of form and will submit to HR

Location: _____

Is this person currently employed by another department? Yes No If yes, where? _____

Supervisor _____ (Please Print) Signature **#2** Supv. Banner POSN# _____

Department: _____ Phone Ext. _____ Date: _____

#3 Datatel Account Number (1) Datatel Account Number (2) **#4** Budget Administrator (Print)

Banner Conversion (1) Banner Conversion (2) Budget Administrator Signature

Note: Must include both Datatel account number and Banner conversion of the account.

_____ Date _____

Processed for employment by Associate Vice Chancellor / Designee _____

DISTRIBUTION: White - Human Resources Canary - Payroll Pink - Supervisor HR/ras/07.17.17

****A student contract needs to be complete each semester. No crossing semesters****

Financial Analyst are reviewing for the following:

- Correct account number
- Available funds in account

Management Analyst are reviewing for the following:

- Current TB Test
- Verification on rate of pay
- Verification of information (Address/Name/G#)

****DO NOT BEGIN THE EMPLOYEE UNTIL YOU RECEIVE CONFIRMATION FROM HR****

Temp Contracts – 67% or Less (Subs, Overloads, etc.)

****These forms are required to be submitted through Informed Filler (IF)****

Step 1 – Form is completed by Admin Specialist/Supervisor and emailed to Dean through informed filler

Step 2 - Dean Box – Requires signature of Dean. Dean emails through informed filler to financial analyst

Step 3 - Authorized Box – Requires Signature from Financial Analyst, FA email to Mng. Analyst through IF

Step 4 - Administrator Box – Requires signature from Management Analyst. MA will email to Faculty Specialist

Step 6 – HR approves, they mail final contract to faculty

Step 7 – Faculty will sign and return forms to HR

Step 8 – HR uploads the completed contract folder on shared drive

This contract load:						Instructor's Salary Schedule Placement					
Total load:						Banner Account Number					
Rate	Lec Ld	Lec Tot Pay	Jun Lc Pay	Jul Lc Pay	Aug Lc Pay	Lab Ld	Lab Tot Pay	Jun Lb Pay	Jul Lb Pay	Aug Lb Pay	
Non-Summer Salary			Number of Months			Monthly Salary					
OTHER PROVISIONS AND CONDITIONS OF THIS CONTRACT ARE CONTAINED BELOW.											
By signing this agreement, you acknowledge that you fully understand its contents and agree to comply with its requirements.											
#3			#2			#4					
Authorized Signature			Dean or Designee			Administrator or Designee					
Employee Signature			Date			Chancellor or Designee					
To avoid a delay in processing, this contract must be returned to Human Resources prior to your first class session.											
Printed											

Financial Analyst are reviewing for the following:

- Correct account number
- Available funds in account

Management Analyst are reviewing for the following:

- Current TB Test
- Verification of load amounts
- Verification of information (Address/Name/G#)

Fee-Based Assignment

Step 1 – Form is completed by Admin Specialist/Supervisor and emailed through Docu-Sign

Step 2 - Administrator’s Signature – Requires signature from Director/Dean and Budget Administrator (If different)

Step 3 - Account Number – Requires initials from Financial Analyst

Step 4 – Facilitator Signature – Requires signature from Faculty

Step 5 - Top Right Corner – Requires initials from Management Analyst

Step 6 – Mng. Analyst will email the completed form to HR

#5

II. ADDITIONAL SERVICES		Account Number 1 #3	Account Number 2	Account Number 3
Description of Task			Hourly Rate	Hrs
Total Pay:			Additional Payment	
Payment Schedule: Monthly			Notes:	
Completion of Service				
<input type="checkbox"/> Last payment will be held until all materials designed for course are received. (if applicable)				
Instruction/Training:		Acct No:		
Additional Services:		Acct No:		
Total Contract Not to Exceed: _____				
Sign and return original to:				
<input type="checkbox"/> Community Ed. Mission College, 3000 Mission College Blvd, Santa Clara, CA 95054		408-748-2723, Fax: 408		
<input type="checkbox"/> Community Ed. West Valley College, 14000 Fruitvale Ave, Saratoga, CA 95070		408-741-2096, Fax: 408		
<input type="checkbox"/> Corporate Training, Mission Coll., 3000 Mission College Blvd, MS-1, Santa Clara, CA 95054		408-855-5200, Fax: 408		
<input type="checkbox"/> Bay Area Environmental Training Center, 3000 Mission College Blvd, Santa Clara, CA 95054		408-855-5579 Fax: 408		
By signing this agreement, the facilitator agrees not to enter into competitive agreements with the company named herein (if applicable) from this date until two years after the completion of this agreement.				
I have read all of the provisions of the contract, including the additional terms and conditions of employment reverse side, and accept employment subject to those provisions.				
#4 Facilitator's Signature		Date		
#2 Administrator's Signature		Date		
		Stipend Contract #:		

Financial Analyst are reviewing for the following:

- Correct account number
- Available funds in account

Management Analyst are reviewing for the following:

- Current TB Test
- Verification of Rate of Pay
- Verification of information (Address/Name/G#)

Stipends

****Faculty receiving stipends are required to have an ACTIVE assignment & current TB test on file****

Step 1 – Requestor completes form, sign and emails to Management Analyst in PDF format (not docu-sign)

**** Requestor should be the person in charge of the project itself****

Step 2 – Management Analyst will complete form, upload and begin signature process through Docu-Sign

Step 3 - Account Number – Requires initials from Financial Analyst

Step 4 - Administrator – Requires signature from Director/Dean and Budget Administrator (If Different)

Step 5 – Pres/VP/Vice Chanc. – Requires signature from VP (based on service area)

Step 6 – Employee Box – Requires signature from Employee/Faculty

Step 7 – Management Analyst email to HR for processing, once approved by HR, Mng. Analyst will email employee/administrator with the approval, start date of work, copy of the approved stipend and invoice needed for the faculty to receive payment

Start Date: <input type="text"/>	End Date: <input type="text"/>	Account #s: <input type="text"/>	<input type="text"/>
Amount Not To Exceed: <input type="text"/>	Schedule C Non-Instructional Hourly Rate: <input type="text"/>	<input type="text"/>	
Mandatory Payroll Deduction = +19.96%: \$ 0.00	(To be completed by the department) OR		
Total: \$ 0.00	If employee is to be paid a different hourly rate, indicate rate: <input type="text"/>		
Pay by hourly invoice monthly: <input type="text"/>	Indicate below justification for paying a different rate:	<input type="text"/>	
Pay by hourly invoice at completion of service: <input type="text"/>	# of Hours authorized for this stipend: <input type="text"/>		
Return copy of processed stipend to: <input type="text"/>			
Employee Print Name: <input type="text"/>	Signature: <input type="text"/>	Date: <input type="text"/>	
Requestor Print Name: <input type="text"/>	Signature: <input type="text"/>	Date: <input type="text"/>	
Administrator Print Name: <input type="text"/>	Signature: <input type="text"/>	Date: <input type="text"/>	
Pres/VP/Vice Chanc. Print Name: <input type="text"/>	Signature: <input type="text"/>	Date: <input type="text"/>	
Personnel Specialist Print Name: E. Maciel/N.Parker-Cornejo	Signature: <input type="text"/>	Date: <input type="text"/>	
*Only administrators or managers may authorize the expenditure of funds and approve hours worked when invoices are submitted.			

Financial Analyst are reviewing for the following:

- Correct account number
- Available funds in account

Management Analyst are reviewing for the following:

- Current TB Test
- Current Assignment
- Verification on Rate of Pay
- Verification on information (Address/Name/G#)
- Verification on calculations

****DO NOT BEGIN WORK UNTIL YOU RECEIVE CONFIRMATION FROM MANAGEMENT ANALYST****

Stipend Invoices

Step 1 – Faculty will complete time log, add total hours, attach approved stipend and sign invoice

Step 2 – Faculty will email invoice and approved stipend to Management Analyst for signature thru DocuSign

Step 3 – Approval of Requestor – Requires signature from the requestor ****Same as stipend****

Step 4 – Budget Admin – Requires signature from Manager/Dean and Budget Admin (If Different) ****Same as stipend****

Step 5 – Pres/VP – Requires signature from VP (Based on service area) ****Same as stipend****

Step 6 – Management Analyst will send to payroll for payment and log hours on Stipend Log

_____	_____	_____	_____
_____	# 1	_____	_____
_____	_____	_____	_____
Total Hours worked for this invoice:		0	_____
Faculty Performing Service Print	# 1	Signature	Date _____
Approval of Requestor Print	# 3	Signature	Date _____
Budget Administrator / Dean Print	# 4	Signature	Date _____
Pres. / Vice Pres. / Vice Chanc.* Print	# 5	Signature	Date _____
*Only administrators / managers may authorize the expenditure of funds and approve hours worked when timesheets are submitted.			

Management Analyst are reviewing for the following:

- Verification on Rate of Pay
- Verification on information (Address/Name/G#)
- Verification on calculations/total hours compared to stipend
- Verification of account number

Position Action Request (PAR)

Step 1 – Management Analyst will complete the form in informed filler and begin the docu-sign process

Step 2 – Financial Analyst – Requires initials for financial analyst

Step 3 - Originator – Requires signature of direct supervisor of the position

Step 4 - Administrator – Requires signature from Budget Administrator (If multiple accounts will need all signatures)

Step 5 – Requires Initials from VP of Administration

Step 6 - Exec. Administrator – Requires Signature from President

Step 7 – Management Analyst will send this form to HR/Finance for processing. Once HR approves position HR will email Mng Analyst a Position ID# and the supervisor the information on how to begin the e-recruit process. (If a new position)

<input type="checkbox"/> Assigned Time <input type="checkbox"/> Budget Assignment <input type="checkbox"/> Rejuv & Retr Leave <input type="checkbox"/> Sabbatical Leave <input type="checkbox"/> Unpaid Leave <input type="checkbox"/> Prof. Dev. Leave <input type="checkbox"/> Parenting Leave <input type="checkbox"/> Administrative Leave	FUS ID (Admin Use Only)			
	From Banner Account Nbr	From FTE	To Banner Account Nbr	To FTE
	110000-252000-210010-620000	1.000		
		#2		
Comments: Aligning with the other college, not hiring for a position and it will be hired as a supervisor				
#3		#4		#5
Originator	Date	Administrator	Date	Exec Administrator

Financial Analyst are reviewing for the following:

- Correct account number
- Available funds in account

Management Analyst are reviewing for the following:

- Position Control Reporting
- E-recruit announcements

Reclassification Request (Initiated by Supervisor)

Step 1 – Supervisor will complete the Position Inventory Questionnaire (PIQ) and submit to Management Analyst for review. (Do not have employee sign this form until it has been approved)

Step 2 – Management Analyst will work with Financial Analyst for funding approval, connect with HR for approval to move forward and manager on next steps.

Step 3 – Management Analyst will return PIQ as approved or declined. If APPROVED, supervisor will work with, employee, President Peck and appropriate committee's to get college approval. Employee, Supervisor and VP will sign PIQ. **If DENIED, management analyst will work with the Supervisor on the next steps.**

Step 4 – Submit signed PIQ to HR, cc'ing Management Analyst

Step 5 – HR will process request through bargaining units, committee, etc. Once approved they will email Supervisor and Management Analyst that re-classification has been approved and requesting for a PAR to be submitted.

Step 6 – Supervisor will inform employee that request has been approved and will work with Management Analyst to complete Position Action Request (PAR)

Step 7 – PAR process will begin (See PAR process)

Reclassification Request (Initiated by Employee)

Step 1 – Employee will complete the reclassification packet and submit to Vice Chancellor of HR, per contract.

Step 2 – HR will inform Management Analyst that a request has been started

Step 3 – Management Analyst will work with supervisor and Financial Analyst to confirm funding and position changes

Step 4 – HR/Management Analyst will work with Supervisor and College for approval of PIQ

Step 5 – HR will process request through bargaining units, committee, etc. Once approved they will email Supervisor and Management Analyst that re-classification has been approved and requesting for a PAR to be submitted.

Step 6 – HR will inform employee that request has been approved. Supervisor will work with Management Analyst to complete PAR

Step 7 – PAR process will begin (See PAR process)