Instructions for Faculty

RCCD RIVERSIDE COMMUNITY COLLEGE DISTRICT

MORENO VALLEY COLLEGE | NORCO COLLEGE | RIVERSIDE CITY COLLEGE

Associate Faculty Professional Development Hours

Payroll

Employee Information

Step 1:
Confirm your employee information is correct.

First Name	Last Name	Employee ID
Rene	Balingit	1444977
College/Location	**Department**	**Galaxy ID**
DIST	Information Services	200035

Professional Development Hours

(Maximum of 3 hours per fiscal year) Hours submitted will be paid at the lab rate for Group 1, Step 1 of the Faculty Hourly Salary Schedule

Step 2:
Enter the ***Date*** of the Activity, Information regarding the ***Activity***, and then the amount of ***Time*** spent on the activity, in hours. (ex. 1.5 = one hour and 30 minutes)

Date	Activity	Time (Hours)
		0
		Total Hours

Step 3:
Provide your Description of ***Summary of the Activity.***

PROFESSIONAL DEVELOPMENT ACTIVITY DESCRIPTION/SUMMARY:

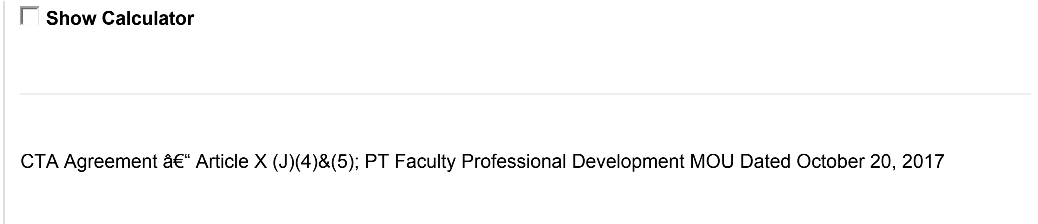
Required Checkbox for Form Submittal

Step 4:
Please a check in the box for confirmation.

☐ **I understand that checking this box constitutes a legal signature confirming the information provided on this form is accurate to the best of my knowledge. ***

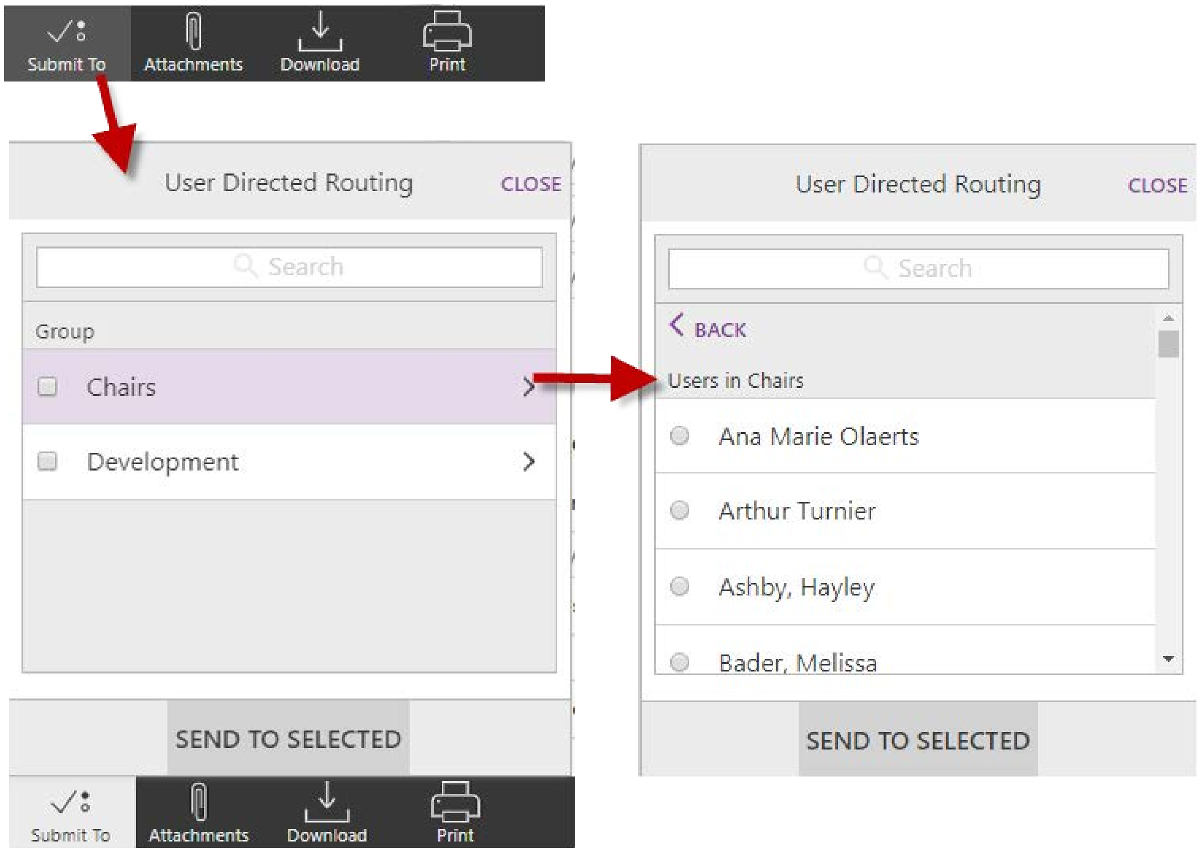
This section is for use by the Payroll Department.

Payroll Use Only - Funding Line Calculations



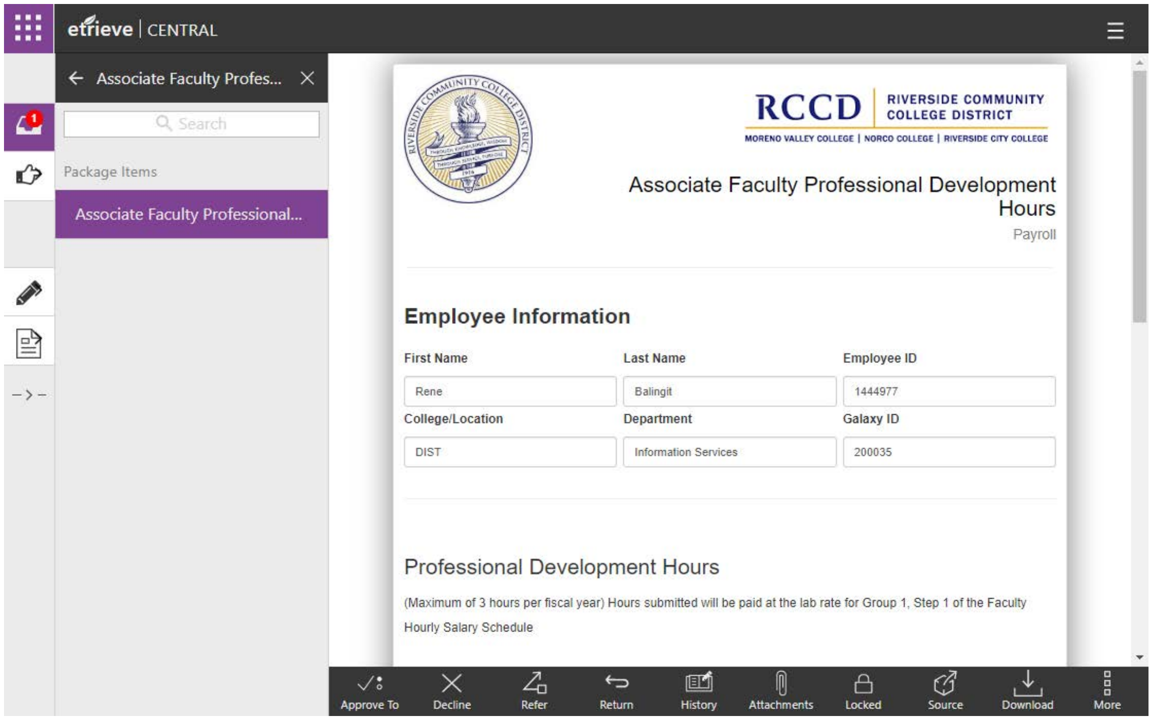
Step 5:
Click the "Submit To" button, select "Chairs " group list, and then select or search for the "Chair" to approve your request.

Step 6:
Click "Send to Selected" to submit your request for approval.



Instructions for Chairs, Deans, and Coordinators

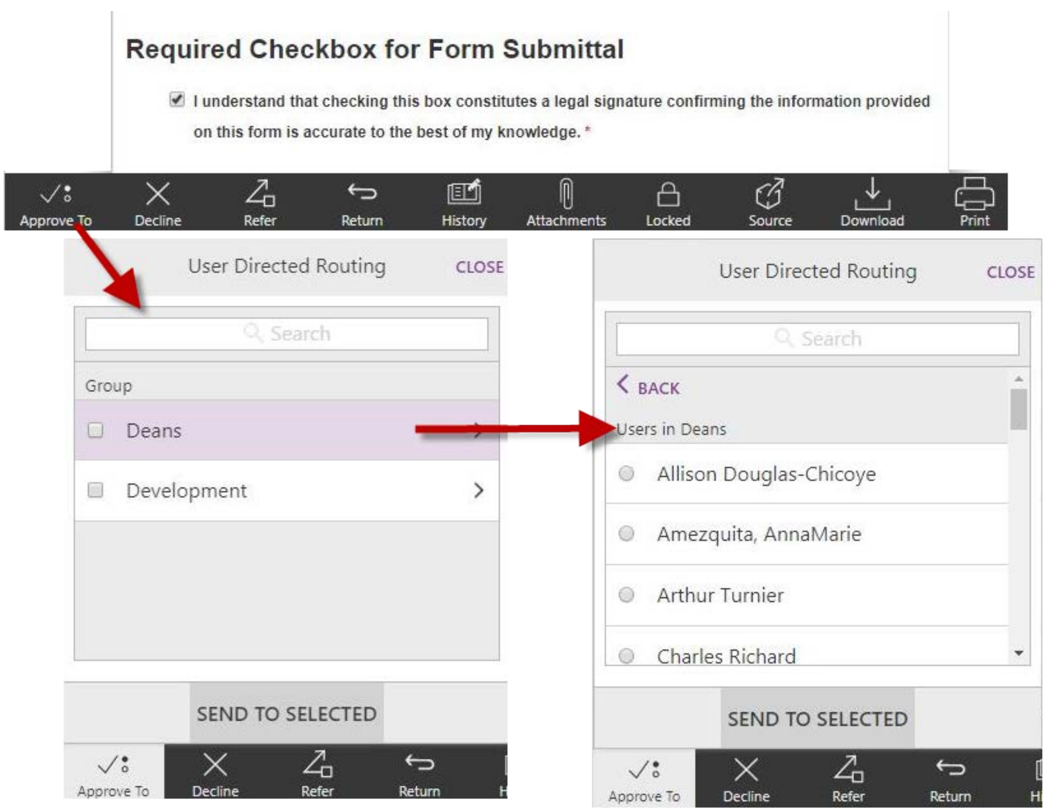
Within Etrieve Central, Click on your inbox and then select the eform in the Package Items list (Tip: two separate clicks of your mouse will display the submitted for into the Right-hand frame for viewing).



CHAIRS:

Step 1:

The menu at the bottom of the screen will provide options to
1) ***Approve to*** will send the request to the Dean of your choosing for Approval
2) ***Decline*** the request
3) ***Refer*** will send the request to someone of your choosing.
4) ***Return*** will send the request back to the Faculty member who submitted the request.



Step 2:

When clicking on "Approve to", the Group "Deans" will be displayed. Clicking on Deans will then display a list of Deans for you to select or search for. Select the appropriate Deans for Approval of this request. [Do not select Development.]

Step 3:

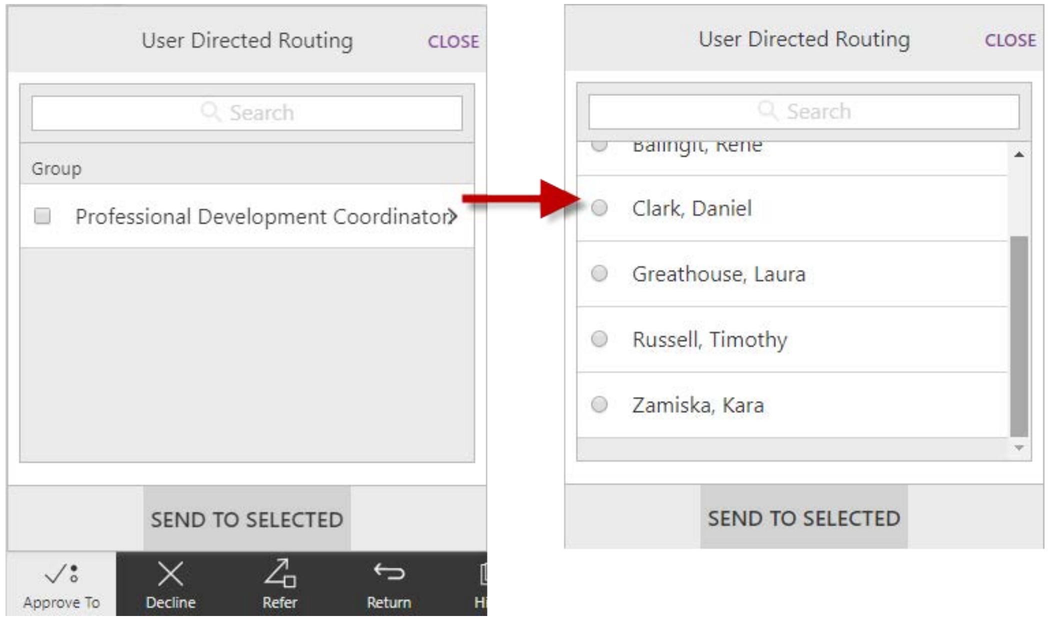
Select the appropriate Dean and then click Send to Selected. The request will now be routed to the selected Dean for approval

Instructions for Chairs, Deans, and Coordinators

DEANS:

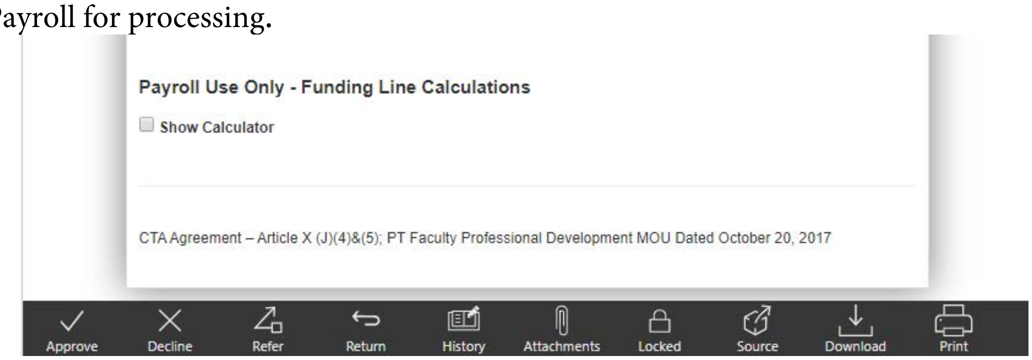
After accessing the submitted eform request from the Inbox, the Deans will have access to a menu at the bottom of
the screen with options to:

1)***Approve to*** will send the request to the Professional Development Coordinators of your choice.
2)***Decline*** the request and notify the Faculty Member via email.
3)***Refer*** will send the request to someone of your choosing.
4)***Return*** will send the request back to the Faculty member who submitted the request. The Faculty member will receive an email notification when it enters their inbox.



Professional Development Coordinators:

Professional Development Coordinators (PDCs) will have the same options available to them as the Deans. PDCs will receive an email notification when a request that has been approved by a Dean has been received in their Group inbox. All requests approved by Deans from each college will collect in the PDC inbox. PDCs will need to review the PDC for their college and act upon it. When the PDC clicks "Approve" the request and submit it to Payroll for processing.



Request Status and History

Status of submitted requests can be viewed in the Activity List. Status would show "In Progress" or "Ended".

History will display who acted upon it and whose inbox currently has the request.