

Instructions for Faculty



Associate Faculty Professional Development Hours

Payroll

Employee Information

| | | |
|-----------------------------------|---|--------------------------------------|
| First Name | Last Name | Employee ID |
| <input type="text" value="Rene"/> | <input type="text" value="Balingit"/> | <input type="text" value="1444977"/> |
| College/Location | Department | Galaxy ID |
| <input type="text" value="DIST"/> | <input type="text" value="Information Services"/> | <input type="text" value="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

| Date | Activity | Time (Hours) |
|----------------------|----------------------|--------------------------------|
| <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" value="0"/> |
| | | Total Hours |

PROFESSIONAL DEVELOPMENT ACTIVITY DESCRIPTION/SUMMARY:

Required Checkbox for Form Submittal

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. *

Payroll Use Only - Funding Line Calculations

Step 1:
Confirm your employee information is correct.

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)

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

Step 4:
Please check in the box for confirmation.

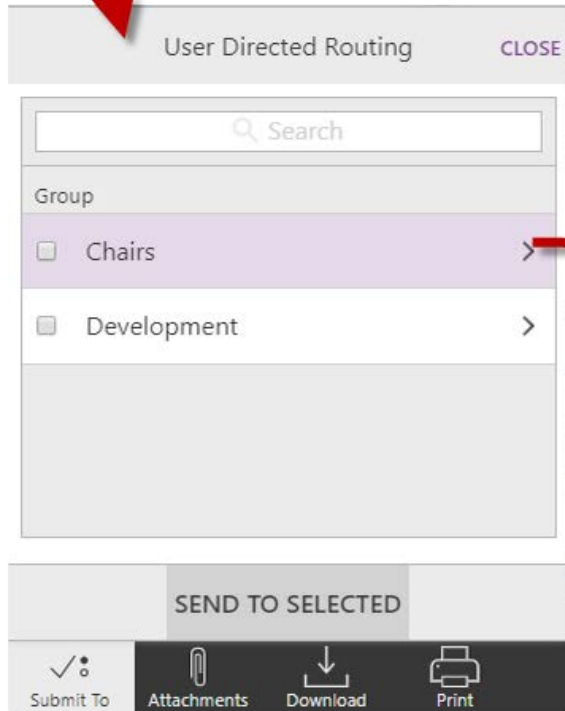
This section is for use by the Payroll Department.

Show Calculator

CTA Agreement â€” Article X (J)(4)&(5); PT Faculty Professional Development MOU Dated October 20, 2017

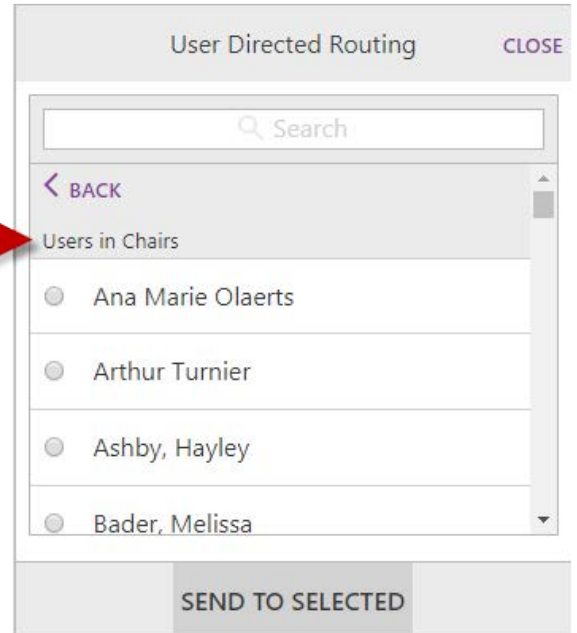
Step 5:

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).

The screenshot shows the Etrieve Central interface. On the left is a sidebar with a search bar and a list of package items, with 'Associate Faculty Professional...' selected. The main content area displays the form for 'Associate Faculty Professional Development Hours' from RCCD (Riverside Community College District). The form includes sections for 'Employee Information' and 'Professional Development Hours'. The 'Employee Information' section has fields for First Name (Rene), Last Name (Balingit), Employee ID (1444977), College/Location (DIST), Department (Information Services), and Galaxy ID (200035). The 'Professional Development Hours' section has a note: '(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'. At the bottom of the form is a navigation bar with icons for 'Approve To', 'Decline', 'Refer', 'Return', 'History', 'Attachments', 'Locked', 'Source', 'Download', and 'More'.

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.]

The screenshot shows the 'Required Checkbox for Form Submittal' section with a checked box and the text: '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. *'. Below this is the 'User Directed Routing' menu. The 'Approve To' button from the bottom navigation bar is highlighted with a red arrow. The routing menu shows the 'Deans' group selected, and a list of Deans is displayed, including Allison Douglas-Chicoye, Amezquita, AnnaMarie, Arthur Turnier, and Charles Richard. A red arrow points from the 'Deans' group to the list of Deans. The bottom navigation bar is visible at the bottom of the routing menu.

Step 3:

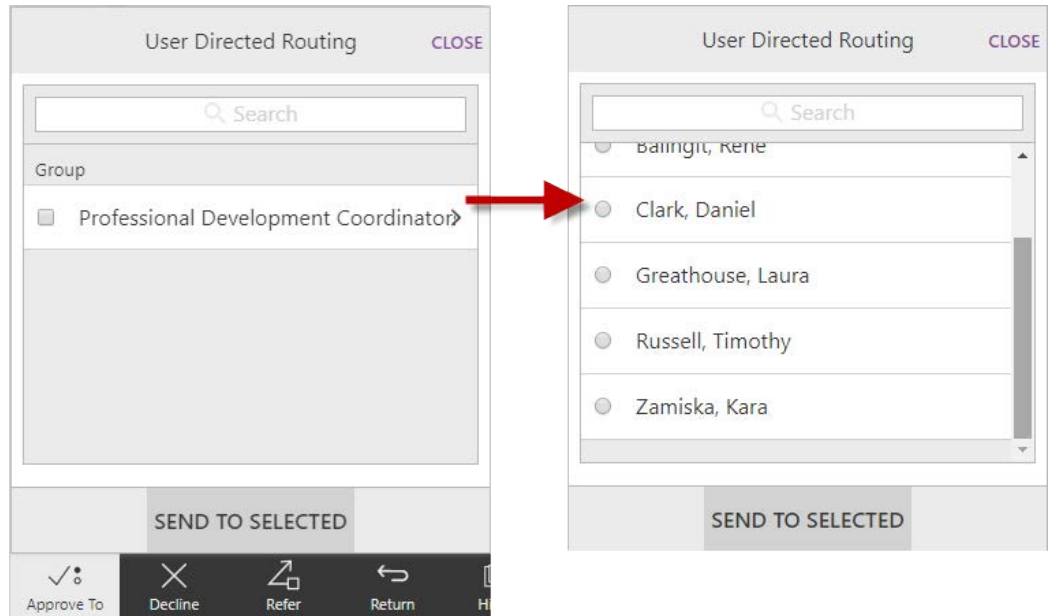
Select the appropriate Dean and then click Send to Selected. The request will now be routed to the selected Dean for approval

Instructions for Chairs, Deans, and Coordinators

DEANS:

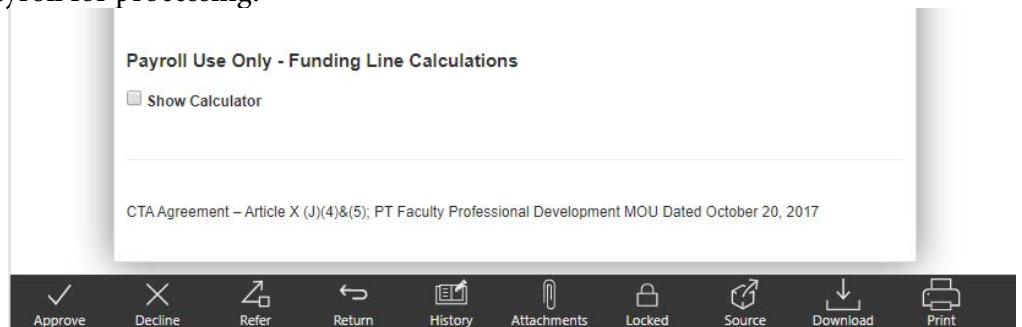
After accessing the submitted eform request from the Inbox, the Deans will have access to a menu at the bottom of the screen with options to:

- 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.

