

El Camino College Processes
Classified Professional Development Week
May 14, 2013

Coordinated by Debbie Turano

Presented by:

Angie Gardea - Payroll

Linda Mobley - Purchasing

June Curtis – Civic Center Rentals

Angie Gardea - Payroll

Fiscal Services

x3144

Payroll for Full Time Classified Employees

EID# ↓
 ODD A21234507

S-Low
 V-I-W

EL CAMINO COMMUNITY COLLEGE DISTRICT
EMPLOYEES MONTHLY TIME REPORT

NAME **John, Doe**

DIV. CODE FOR MONTH **Apr. 01, 2013** TO **Apr. 30, 2013**

CERT. NON-CERT.

DAY	HOURS		% OF TOTAL	CODE	DESCRIPTION	DATE	TOTAL HOURS	A.M.		P.M.		DN OVE	HOURS		% OF TOTAL	CODE	DESCRIPTION	DATE	TOTAL HOURS	A.M.		P.M.	
	ABS.	TOTAL						IN	OUT	IN	OUT		ABS.	TOTAL						IN	OUT	IN	OUT
1																							
2																							
3																							
4																							
5																							
6																							
7																							
8	8	8	1.000	SL																			
9																							
10																							
11																							
12																							
13																							
14																							
15																							
16																							
17																							
18																							
19	8	8	1.000																				
20																							
TOTAL P. B.													TOTAL OVERTIME OR SUBSTITUTE HOURS					ACCOUNT CLASS					
OVERLOAD %													HOURS					MONTHLY					
EXPLANATION OF CODES													I CERTIFY THAT THIS IS A TRUE STATEMENT OF TIME WORKED										
PB - PERSONAL BUSINESS IA - INDUSTRIAL ACCIDENT SL - SICK LEAVE B - BEREAVEMENT SD - DIFFERENCE PAY 50% V - VACATION N - NON PAID SICK LEAVE H - HOLIDAY EL - PERSONAL NECESSITY JD - JURY DUTY																							
BUSINESS OFFICE													APPROVED										

20124 1/85

Vacation/Sick Leave Report

Run Date: 5/7/2013

000 DOE, JOHN

	Monthly Vacation Accrual	Monthly Vacation Bonus Accrual	Monthly Vacation Used	Vacation Balance	Adv SL	(Max 7 Days) Emergency Leave	Taken SL	(Prior) SL	Subdiff Used	Subdiff
			06/30/11 Balance:	20.471	06/30/12 Balance:	12.000	06/30/11 Balance:	5.000	06/30/12 Balance:	0.000
7/31/2012	1.667	0.000	1.000	21.138	12.000	0.000	0.000	5.000	0.000	83.000
8/31/2012	1.667	0.000	7.000	15.805	10.125	0.000	1.875	5.000	0.000	83.000
9/30/2012	1.667	0.000	1.000	16.472	10.125	0.000	0.000	5.000	0.000	83.000
10/31/2012	1.667	0.000	3.000	15.139	10.125	0.000	0.000	5.000	0.000	83.000
11/30/2012	1.667	0.000	1.000	15.806	10.125	0.000	0.000	5.000	0.000	83.000
12/31/2012	1.667	0.000	1.000	16.473	10.125	0.000	0.000	5.000	0.000	83.000
1/31/2013	1.667	0.000	1.000	17.140	9.125	0.000	1.000	5.000	0.000	83.000
2/28/2013	1.667	0.000	1.000	17.807	9.125	0.000	0.000	5.000	0.000	83.000
3/31/2013	1.667	0.000	0.000	19.474	6.125	0.000	3.000	5.000	0.000	83.000
4/30/2013	1.667	0.000	1.000	20.141	5.125	0.000	1.000	5.000	0.000	83.000

1st check – 25th

SCHOOL DISTRICT OF LOS ANGELES COUNTY						PAY LOCATION	PAY CYCLE	ISSUE DATE	ADVICE NUMBER
64493 EL CAMINO COMMUNITY COLLEGE						000	E4Q	03-25-2013	3719546
EMPLOYEE NAME				EMPLOYEE ID		FEDERAL STATUS / ALLOWANCES	STATE STATUS / ALLOWANCES	ADDITIONAL STATE ALLOWANCES	
JOHN, DDE				AD 1234567		M / 08	M / 09	00	
EARNINGS - COMPENSATION						DEDUCTIONS/TAXES/MISC			
BASIS	DESCRIPTION	END DATE	RATE	UNITS	AMOUNT	EMPLOYEE DEDUCTIONS		CURRENT AMOUNT	YTD TOTALS
N L	ESA	03-31-2013	4,711.00			PRE-TAX REDUCTIONS			
						EMPLOYEE DEDUCTIONS			
						OASDI DED		131.38	850.67
						MEDCAR DED		30.73	198.95
						FWT		94.70	285.60
						EMPLOYER CONTRIBUTIONS			
						OASDI CON		131.38	850.67
						MEDCAR CON		30.73	198.95
						SUI		23.31	150.92
***** LEAVE BALANCES *****				CURRENT TAXABLE BALANCES		YTD TAXABLE BALANCES		CURRENT PAY SUMMARY	
VACATION		FEDERAL		FEDERAL		GROSS PAY			
SICK LEAVE		STATE		STATE		REDUCTIONS			
AS OF DATE		MEDI GROSS		MEDI GROSS		TAXES			
		OASDI GROSS		OASDI GROSS		DEDUCTIONS			
		CA SDI GROSS		CA SDI GROSS		NET PAY			
		GROSS EARN'S		GROSS EARN'S					
		12,731.19		12,731.19					
		13,720.50		13,720.50					
		13,720.50		14,148.00					
		14,148.00							
DISTRICT NAME			DISTRICT ADDRESS						
EL CAMINO COMMUNITY COLLEGE			16007 CRENSHAW BLVD			TORRANCE, CA 90506			

EL CAMINO COMMUNITY COLLEGE

NO. 3719546

Date Issued 03-25-2013

*ONE THOUSAND EIGHT HUNDRED SIXTY-TWO
AND 19/100 DOLLARS

NOT NEGOTIABLE

LOCATION 011
ACCRUAL DATE
03-31-2013

SCHOOL DISTRICT OF LOS ANGELES COUNTY						PAY LOCATION	PAY CYCLE	ISSUE DATE	ADVICE NUMBER
64493 EL CAMINO COMMUNITY COLLEGE						000	E4R	04-10-2013	3810860
EMPLOYEE NAME <i>JOHN DOE</i>			EMPLOYEE ID <i>AB1234567</i>			FEDERAL STATUS / ALLOWANCES M / 08	STATE STATUS / ALLOWANCES M / 09	ADDITIONAL STATE ALLOWANCES 00	
EARNINGS - COMPENSATION						DEDUCTIONS/TAXES/MISC			
BASIS	DESCRIPTION	END DATE	RATE	UNITS	AMOUNT	EMPLOYEE DEDUCTIONS		CURRENT AMOUNT	YTD TOTALS
N M	REGULAR	03-31-2013	4,711.00	21.00	[REDACTED]	PRE-TAX REDUCTIONS			
						PERS RED	329.77		1,319.08
						ESA	2,119.00		8,461.00
						UME 9903	52.50		210.00
						CBS 12 R	51.95		207.80
						DELTA 12 R	32.97		131.88
						VSP 12 RED	5.08		20.32
						EMPLOYEE DEDUCTIONS			
						OASDI DED	151.87		1,002.54
						MEDCAR DED	35.52		234.47
						ADD SWT	20.00		
						AMF DISBSD	44.22		176.88
						ECCE	39.86		159.44
						ECCE COPE	5.00		20.00
						EMPLOYER CONTRIBUTIONS			
						PERS CON	537.85		2,151.40
						OASDI CON	151.87		1,002.54
						MEDCAR CON	35.52		234.47
						SUI	26.94		177.88
						WORK COMP	62.51		250.04
						FTS	8.36		33.44
						CBS	1,328.00		5,312.00
						ALL OTHER	174.07		
***** LEAVE BALANCES *****						CURRENT TAXABLE BALANCES		YTD TAXABLE BALANCES	
VACATION		FEDERAL		[REDACTED]		FEDERAL	14,850.92	GROSS PAY	
SICK LEAVE		STATE		[REDACTED]		STATE	14,850.92	REDUCTIONS	
AS OF DATE		MEDI GROSS		[REDACTED]		MEDI GROSS	16,170.00	TAXES	
		OASDI GROSS		[REDACTED]		OASDI GROSS	16,170.00	DEDUCTIONS	
		CA SDI GROSS		[REDACTED]		CA SDI GROSS			
		GROSS EARN'S		[REDACTED]		GROSS EARN'S	16,740.00	NET PAY	
DISTRICT NAME			DISTRICT ADDRESS						
EL CAMINO COMMUNITY COLLEGE			16007 CRENSHAW BLVD			TORRANCE, CA 90506			

*El Camino
Rays*

2nd check – 10th

EL CAMINO COMMUNITY COLLEGE

NO. 3810860

Date Issued 04-10-2013

*ONE THOUSAND EIGHT HUNDRED TWENTY-THREE
AND 26/100 DOLLARS

Amount
\$1,823.26

NOT NEGOTIABLE

LOCATION 011
ACCRUAL DATE
03-31-2013

JOHN DOE

NET PAY IN THE AMOUNT OF \$1,823.26
HAS BEEN DEPOSITED TO YOUR ACCOUNT

Linda Mobley – Purchasing
Fiscal Services
x3376

Requisitions/Purchase Orders

Requisition

- Purpose of the requisition is to request the purchase of equipment, materials, services etc. It is District Policy that all purchases are coordinated through the Purchasing Department so that they are done within District policies, budget allocations, and prevailing laws, rules and regulations.
- Requisitions are done electronically on the Datatel System. Access to the Datatel system is provided thru Information Systems via e-mail request from Division Manager/Director
- Step by Step instructions are available by contacting Linda Mobley at ext. 3376 or lmobley@elcamino.edu

Requisition Statuses

- U = In Progress – Initiator has not completed requisition.
- N = Not Approved – Director/Manager has not electronically approved.
- O = Outstanding – Ready to be assigned a PO/BPO number and a Buyer to complete buying process.
- PO Created = Requisition now in Purchase Order/Blanket Purchase Order module

Purchase Order Statuses

- U = In Progress – Buyer working on purchase
- O = Outstanding – Buying process complete and copy of purchase order printed
- A = Accepted – Items Received by Warehouse
- B = Backordered – Partial shipment received
- I = Invoiced – Accounts Payable has matched the purchase order and invoice for vouchering
- P = Paid – up to 10 business days from check date for check to arrive from the county
- V = Voided - Cancelled

Blanket Purchase Order Statuses

- U = In Progress - Buyer need to complete
- O = Outstanding – Stays in this status until expiration.
- C = Closed – No longer valid expired.
- V = Voided – Cancelled

How to look-up Requisitions/Purchase Orders

- RINQ = Requisition
- PINQ = Purchase Order
- BINQ = Blanket Purchase Order
- VENI = Vendor
- All Requisitions/Purchase orders created by a specific person = Type in lookup window as follows:
 - ; in First and Last Name then press Enter
(example - ; in Linda Mobley)

June Curtis - Program Specialist

Civic Center

x3485

Room Reservations

Room Reservations

Civic Center

- 1) Responsible for coordinating the rentals of District facilities to community groups and various organizations.
- 2) Responsible for booking the East Dining Room (2nd floor of Bookstore).

Reserving Rooms (See Handouts)

- Classrooms – Academic Divisions.
- Conference Rooms – Cafeteria, Divisions.
- Student Activities Center.
- Library Conference Rooms.
- Physical Education Facilities.
- Fine Arts Performing Facilities.

Reserving East Dining Room

- User Guideline – See Handout
- Room Arrangement Legend (Page 2)
- Conclusion

Debbie Turano – Facilities
x5692

Routine Facilities Work Requests
and Procedure 519

Routine Facilities Work Request

1. Log on to the ECC Portal.
2. Click on “Work Orders” tab.
3. Click on “ECC Facilities Work Order Submission”.
4. 1st time users enter your contact information, click on “OK”.
5. Complete required information on the next page and submit.
6. Requesters must be approved by their Division Dean/Director.

Routine Facilities Work Requests are created for any work that needs to be done to MAINTAIN CURRENT FACILITIES. This includes event set up, pick up or delivery of any portable items (tables, chairs, boxes, etc.) and restocking of soap & paper goods.

Any requests outside the scope of routine maintenance must be submitted via Procedure 519, Form #20517, ADD/MOVE/CHANGE SERVICE REQUEST.

Procedure 519 includes ADDING NEW electrical outlets, lights, walls, doors, windows, etc., (FPS) and phones or computers (ITS) and CHANGING or REMOVING same.

Procedure 519, Section 1, MUST be signed by the Division Dean/Director and approved by the Vice President.

The three part NCR Form #20517 is available from the Warehouse. Instructions to complete the form and an electronic copy can be found on MyECC.

Go to MyECC

Tab for Additional Divisions and Documents

Additional Divisions and Committees

Management and Administrative Procedures

Series: Purchasing – 500

procedure_519

Questions and Answers