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**Welcome Marlena O.P Montague**

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**E-mail**



**Calendar**



**Groups**



**Admin**



**Logout**



**Help**

November 19, 2013

## GCC Procedures & Policies



### • **Administrative Directives**

Administrative Directive,  
2006\_01 Updated, Email  
Account Policy

Administrative Directive,  
94\_03 Updated, Additional  
Teaching Load

Administrative Directive,  
2013\_03, Professional  
Development

Administrative Directive,  
2013\_02, 15 Minutes Late

Administrative Directive,  
2012\_01, Payback Provisions  
for Tuition Benefit Program  
For Employees' Spouse and  
Dependents

Administrative Directive,  
2007\_01 Update, Business  
Cards

Administrative Directive,  
2013\_01, Wearing of  
GCC ID at All Times on  
Campus

Administrative Directive,  
2011\_01, Cancellation of  
Promotions for Administrators  
or Staff with Licenses or  
Credentials

Administrative Directive,  
2010\_01, Payback Provisions  
for  
Administrators/Faculty/Staff

Administrative Directive,  
2009\_02, Tuberculosis (TB)

## Employee Highlights



[January 2013 Birthdays](#)

[February 2013 Birthdays](#)

[March 2013 Birthdays](#)

[April 2013 Birthdays](#)

[May 2013 Birthdays](#)

[June 2013 Birthdays](#)

[July 2013 Birthdays](#)

[August 2013 Birthdays](#)

[September 2013 Birthdays](#)

[October 2013 Birthdays](#)

[HR Annual Newsletter](#)

[2010 Employee Recognition  
Award Winners](#)

**FY2011 Faculty  
Promotions**

## GCC Internal Forms



### **After Hours Access**

For access to enter or exit  
GCC campus after normal  
hours of operations, please  
contact Joanne Ige at 688-  
1758, or if you are on campus  
and need to exit campus,  
please contact Pacific Island  
Security Agency (PISA)  
Dispatch Office at 637-8084,  
or [pisa@ite.net](mailto:pisa@ite.net). The dispatch

## Deadlines & Key Dates



### **Tutor Qualification**

### **Adjunct Faculty Pay**

### **Adjunct Pay Dates**

(See Adjunct Faculty Pay in the  
Employment Details Channel of  
the Employee Services Tab for  
conditions.)

Fall 2013  
9/27/2013 and 12/20/2013

Spring 2014  
3/14/2014 and 5/23/2014

Summer 2014  
8/1/2014

## Finance & Administration



### **Administrative & Custodial Bids**

### **GCC-FB-13-001 Vendor List**

[RevisedGCC-FB-13-001A  
Administrative and Instructional  
Supply List](#)

[GCC-FB-13-001B Custodial  
Supply List](#)

### **Banner Finance Self Service**

### **Budget**

[2014 NAF Budget Special  
Projects Template](#)

[FY2014 Budget Preparation  
Guidelines](#)

[Budget Preparation FY2014](#)

[Testing Requirements for Students and Employees](#)

[Administrative Directive, 2006\\_04, Flextime - Alternative Work Schedule - Compensatory Time](#)

[Administrative Directive, 2008\\_01, Outside Solicitation](#)

[Administrative Directive, 2007\\_01, Adjunct Work](#)

**[Budget Planning Process \(updated Oct. 2011\)](#)**

**[Fall 2012 Book Rental List](#)**

**[GCC Marketing Plan \(Dec. 2011 Update\)](#)**

**[GCC Travel Policy & Procedures](#)**

**[Office of Communications & Promotions SOP](#)**

**[Records Management Policy Handbook](#)**

**[Materials Management SOP](#)**

[Required Signatures for Requisitions](#)

[Custodial Services\\_Scope of Work](#)

**[Textbook Rental Policy](#)**

**[Vehicle Guidelines & Procedures](#)**

## **Employee Directory**

[Employee ALPHA Directory as of 19 AUG 2013](#)

[Employee DEPT Directory as of 19 AUG 2013](#)

**[Employee Directory Procedures](#)**

## **Safety & Compliance**

**[GCC Emergency Plan & Procedures](#)**

will contact the security guard on duty. Access will be limited to an as needed basis.

[Room Utilization Request](#)

[GCC Internal Forms](#)

- [2013 Curriculum Course Approval Form Template](#)
- [2013 Curriculum Program Approval Form Template](#)
- [2013 Curriculum Manual](#)
- [2013 Curriculum Archival Memo Template](#)
- [2013 Reinstitution of Archived Curricula Memo Template](#)
- [Associate Degree course SLO Matrix](#)
- [Adjunct Assignment Sheet](#)
- [Adjunct Faculty Clearance Form](#)
- [Adult Ed Faculty Clearance Form](#)
- [CE-specific Course Approval Form Template](#)
- [Dual Credit Articulated Programs of Study Template](#)
- [Faculty Load Schedule \(Instructional\)](#)
- [Faculty Load Schedule \(Non-Instructional\)](#)
- [General Liability Release](#)
- [Program Concept Form Template](#)
- [SLO - Map Program and Course Levels](#)
- [SLO Booklet](#)
- [SLO Implementation Plan](#)
- [Textbook Selection Procedures/Adoption Checklist](#)

[Reinstitution of Archived Curricula Form](#)

## **Facilities Support**

[Powerpoint](#)

[GCC Budget Request Template](#)

[FY2015 Budget Timelines](#)

## **Business OFFICE Forms**

- [Appropriation/Expenditure Transfer](#)
- [Copying Services Request](#)
- [Mileage Reimbursement Memo](#)
- [Petty Cash Voucher](#)

## **Inventory Management Form:**

- [Certificate of Loss](#)
- [Certificate of Loss - SAMPLE](#)
- [Inventory Overview Presentation](#)
- [Receipt of Property FORM](#)
- [REPORT OF SURVEY](#)
- [REPORT SURVEY \(SAMPLE](#)
- [Transfer of Property "GOVGU"](#)
- [Transfer of Property "GOVGU" SAMPLE](#)
- [Transfer of Property "Internal"](#)
- [Transfer of Property "Internal-GCC" SAMPLE](#)

## **Procurement Forms**

- [Account Codes](#)
- [Change Order](#)
- [Mileage Reimbursement](#)
- [New Vendor Request](#)
- [Procurement Guide for Computer Equipment](#)
- [Procurement Overview Presentation](#)
- [Requisition Form](#)
- [Sole Source](#)

## **Time and Effort**

**Supply Listings****Time and Effort**

- [Timesheet Template Monthly](#)
- [Time & Effort Presentation](#)
- [Completed Sample Timesheet](#)
- [T&E Procedures](#)

**Travel Related Forms**

- [Institutional Priorities for Professional Development Activities 2013-2014](#)
- [PDRC Application 2013-14](#)
- [NON-PDRC Funding 2013-14](#)
- [PDRC Clearance Form 2013-14](#)
- [PDRC IOPs 2013-14](#)
- [Advance Per Diem Agreement](#)
- [Mileage Reimbursement Form](#)
- [Payback Provisions for Administrators, Faculty, Staff](#)
- [Travel Related Services Vendor Listing](#)
- [Travel Request Authorization](#)
- [Travel Request/Authorization Checklist](#)
- [Trip Reimbursement Form](#)
- [Trip Reimbursement SUPPLEMENTAL Form](#)
- [Trip Report Form](#)

**Technology Help**