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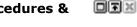






November 19, 2013

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 DEM



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. The dispatch

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

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

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

Reinstitution of Archived Curricula Form

Facilities Support



Powerpoint

GCC Budget Request Template

FY2015 Budget Timelines

Business OFFICE Forms

- o Appropriation/Expenditure Transfer
- o Copying Services Request
- o Mileage Reimbursement Memo
- o Petty Cash Voucher

Inventory Management Form:

- o Certificate of Loss
- o Certificate of Loss -**SAMPLE**
- o Inventory Overview Presentation
- o Receipt of Property FORM
- o REPORT OF SURVEY
- o REPORT SURVEY (SAMPLE
- o Transfer of Property "GOVGU"
- o Transfer of Property "GOVGU" SAMPLE
- o Transfer of Property "Internal"
- o Transfer of Property "Internal-GCC" SAMPLE

Procurement Forms

- o Account Codes
- o Change Order
- o Mileage Reimbursement
- o New Vendor Request
- o Procurement Guide for Computer Equipment
- o Procurement Overview Presentation
- o Requisition Form
- o Sole Source

Time and Effort

Supply Listings

Time and Effort

- o Timesheet Template Monthly
- o Time & Effort Presentation
- o Completed Sample Timesheet
- o T&E Procedures

Travel Related Forms

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

Technology Help



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