

**LOS RIOS COMMUNITY COLLEGE DISTRICT
AUTHORIZED SIGNER LIST**

See Regulation R-8315 for additional information

DOCUMENT	Workforce & Econ Dev €	ARC	CRC	SCC	FLC	FM	DISTRICT OFFICE
1. Requisitions, Limited Purchase Orders & Change Order Requests	J. Nye T. Powell T. Milan (< \$5,000)	C. Sears I. San Juan K. Vang S. Pringle Fox J. Stephenson	T. Tena K. DeLeon B. Perrault	C. Bray S. Smith T. Wattier	A. Chavez J. Harman M. Pactol	<\$5,000 P. Manzo D. McKechnie V. Montoya N. Martin J. Panag	A. Less than \$5,000: 1. Information Technology – M. Day, J. Carrasco, T. Armstrong 2. Finance & Admin.– A. Singh, M. Rodriguez, J. Ruggles 3. Ed. Tech., Econ. Dev. & Research – J. Nye 4. Resource Dev. – P. Allison, K. Emmett 5. Human Resources – B. Balsamo, V. Rosario, J. Knapp, P. Khang 6. Communications – G. Ross 7. Police Services – L. Savidge 8. General Counsel – J. Sherry 9. Student Services – M. Dixon B. \$5,000 & Over: 1. Information Technology – J. Nye, T. Armstrong 2. Finance & Admin. – M. Rodriguez, J. Ruggles, A. Singh 3. Ed. Tech., Econ. Dev. & Research – J. Nye 4. Resource Dev. – P. Allison 5. Human Resources – B. King, M. Rodriguez 6. Communications – G. Ross 7. Police Services – M. Rodriguez 8. General Counsel – J. Sherry 9. Student Services – J. Nye
	J. Nye (> \$5,000)					> \$5,000 M. Rodriguez P. Manzo	
<i>Mario Rodriguez, Jamie Ruggles & Anita Singh are authorized to sign all requisitions (District-wide)</i>							
2. Purchase Orders (and associated agreements/contracts)	Purchase of Goods: Paula Gordon, Anita Singh and Jamie Ruggles Purchase of Services, Independent Contractor Services: Up to Bid Limit – Paula Gordon, Jamie Ruggles and Anita Singh. Above Bid Limit: Mario Rodriguez and Jamie Ruggles Enterprise Funds Purchases and Contracts: <ul style="list-style-type: none"> • Bookstore Managers may sign for all textbook orders and for all non-textbook orders less than \$25,000. Non textbook orders \$25,000 and over must be signed by the VPA or College Business Services Office Supervisor • Harris Center purchases must be signed by the Vice President, Administration or Vice President, Instruction 						

Notes:

Per Board Regulation 8315: 1) a College President is authorized to sign any document which specifies a college position as an authorized signer; 2) where an employee is authorized to sign a document, any supervisor or manager up that employee's chain of command, is also authorized to sign; and 3) documents that are not District-approved forms, must be approved by the General Counsel.

€ Includes Training Source, CITD, Center for Excellence, Learning Resource Center

Paper documents signed by authorized signers must meet the following criteria:

- All documents must be typed or handwritten in pen and signed by the authorized signer in ink.
- Changes to documents should be marked through and initialed by the person making the change.
- No white out or correction tape should be used.

LOS RIOS COMMUNITY COLLEGE DISTRICT
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DOCUMENT	Workforce & Econ Dev ☐	ARC	CRC	SCC	FLC	FM	DISTRICT OFFICE
3. Journal Entry Requests	J. Nye T. Powell T. Milan	C. Sears I. San Juan K. Vang S. Pringle Fox J. Stephenson	T. Tena K. DeLeon B. Perrault	C. Bray S. Smith T. Wattier	A. Chavez J. Harman	P. Manzo D. McKechnie V. Montoya N. Martin J. Panag	<ol style="list-style-type: none"> 1. Information Technology – M. Day, J. Carrasco, T. Armstrong 2. Finance & Admin. – Supervisors, Business Services Analysts, Business Services Managers, Accounting Specialists 3. Ed. Tech., Econ. Dev. & Research – J. Nye 4. Resource Dev. – P. Allison, K. Emmett 5. Human Resources – B. Balsamo, V. Rosario, J. Knapp, P. Khang 6. Communications – G. Ross 7. Police Services – L. Savidge 8. Insurance Entries – A. Singh
4. Payroll Worksheets Time Sheets Classified	J. Nye T. Powell T. Milan	C. Sears B. Gustafson ⁽¹⁾ K. Hubbard ⁽¹⁾ I. San Juan K. Vang S. Pringle Fox J. Stephenson Police Captain ⁽²⁾	T. Tena K. DeLeon C. Oliveros B. Perrault T. Emiru Police Captain ⁽²⁾	C. Bray S. Smith C. Garcia T. Wattier Police Captain ⁽²⁾	A. Chavez M. Pactol J. Harman Police Captain ⁽²⁾ S. Ortiz-Mercado	P. Manzo D. McKechnie V. Montoya N. Martin J. Panag	<ol style="list-style-type: none"> 1. Information Technology – M. Day, J. Carrasco, T. Armstrong 2. Finance & Admin. – Managers 3. Ed. Tech., Econ. Dev. & Research – J. Nye 4. Resource Dev. – P. Allison, K. Emmett 5. Human Resources – B. Balsamo, V. Rosario, J. Knapp, P. Khang 6. Communications – G. Ross 7. Police Services – L. Savidge 8. General Counsel – J. Sherry 9. Student Services – M. Dixon
Certificated	J. Nye T. Powell T. Milan	D. Booth F. Kobayashi C. Braden J. Stephenson B. Gustafson ⁽¹⁾ K. Hubbard ⁽¹⁾ K. Jaques C. Funk	R. Montanez C. Oliveros M. Lawlor T. Emiru K. Harrell	D. Brown A. Garcia G. McReynolds G. Meehan	A. Chavez M. Pactol S. Ortiz-Mercado		
College Work Study		C. Sears I. San Juan K. Vang Police Captain ⁽²⁾ J. Stephenson C. Funk S. Pringle Fox	T. Tena K. DeLeon B. Perrault Police Captain ⁽²⁾	S. Smith D. Brown Police Captain ⁽²⁾ T. Wattier	A. Chavez M. Pactol J. Harman S. Ortiz-Mercado Police Captain ⁽²⁾		
Student Help		B. Gustafson ⁽¹⁾ K. Hubbard ⁽¹⁾ C. Sears I. San Juan K. Vang S. Pringle Fox J. Stephenson Police Captain ⁽²⁾	T. Tena K. DeLeon B. Perrault Police Captain ⁽²⁾	C. Bray S. Smith T. Wattier Police Captain ⁽²⁾	A. Chavez M. Pactol J. Harman S. Ortiz-Mercado Police Captain ⁽²⁾		

⁽¹⁾ SRPSTC Only⁽²⁾ Police Captain assigned to specific college is authorized to sign for Police Services Only

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DOCUMENT	Workforce & Econ Dev €	ARC	CRC	SCC	FLC	FM	DISTRICT OFFICE
5. Check Request Forms	J. Nye T. Powell T. Milan	C. Sears I. San Juan K. Vang S. Pringle Fox J. Stephenson	T. Tena K. DeLeon B. Perrault	C. Bray S. Smith T. Wattier	A. Chavez M. Pactol J. Harman S. Ortiz-Mercado		A. Less than \$5,000 1. A. Singh 2. K. Emmett ⁽³⁾ B. \$5,000 and Over: 1. Chancellor 2. Vice Chancellor of Finance & Administration 3. Director of Accounting Services 4. Associate Vice Chancellor, Finance 5. Associate Vice Chancellor, Resource Dev. ⁽³⁾
6. Tentative Class Schedules Instructional/ Student Services	J. Nye T. Powell	D. Booth C. Braden J. Stephenson K. Jaques C. Funk	R. Montanez C. Oliveros M. Lawlor T. Emiru K. Harrell	A. Garcia D. Brown	A. Chavez M. Pactol S. Ortiz-Mercado	N/A	J. Nye
Instructional/ Only	J. Nye T. Powell	D. Booth B. Gustafson ⁽¹⁾ K. Hubbard ⁽¹⁾		G. McReynolds G. Meehan			
Student Services Only		C. Funk J. Stephenson		D. Brown			
7. Employment Service Agreements Instructional	J. Nye T. Powell T. Milan	K. Vang J. Stephenson K. Jaques D. Booth C. Braden B. Gustafson ⁽¹⁾ K. Hubbard ⁽¹⁾	T. Tena R. Montanez C. Oliveros M. Lawlor T. Emiru K. Harrell	C. Bray A. Garcia G. McReynolds G. Meehan	A. Chavez	P. Manzo D. McKechnie V. Montoya	A. 1-9 under "Requisitions"
Student Services	N/A	K. Vang F. Kobayashi C. Funk J. Stephenson	T. Tena R. Montanez C. Oliveros T. Emiru	C. Bray D. Brown	A. Chavez M. Pactol S. Ortiz-Mercado		
Business Services	N/A	C. Sears I. San Juan K. Vang S. Pringle Fox J. Stephenson	T. Tena K. DeLeon	C. Bray S. Smith T. Wattier	A. Chavez J. Harman S. Ortiz-Mercado		

⁽¹⁾SRPSTC Only

⁽³⁾ Foundation accounts only

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DOCUMENT	Workforce & Econ Dev €	ARC	CRC	SCC	FLC	FM	DISTRICT OFFICE
Staff Devel. Projects	N/A	C. Braden C. Sears I. San Juan K. Vang S. Pringle Fox J. Stephenson	T. Tena R. Montanez K. DeLeon	C. Bray A. Garcia T. Wattier	A. Chavez M. Pactol J. Harman		A. 1-9 under "Requisitions"
Community Service		R. Davidson	T. Tena R. Montanez K. DeLeon		A. Chavez J. Harman		
8. New Account Requests	J. Nye T. Powell T. Milan	C. Sears I. San Juan K. Vang S. Pringle Fox J. Stephenson	T. Tena K. DeLeon B. Perrault	C. Bray S. Smith T. Wattier	A. Chavez J. Harman	P. Manzo D. McKechnie V. Montoya J. Panag	<ol style="list-style-type: none"> 1. Information Technology – M. Day, J. Carrasco, T. Armstrong 2. Finance & Admin. – Supervisors, Business Services Analysts 3. Ed. Tech., Econ. Dev. & Research – J. Nye 4. Resource Dev. – P. Allison, K. Emmett 5. Human Resources – B. Balsamo, V. Rosario, J. Knapp, P. Khang 6. Communications – G. Ross 7. Police Services – L. Savidge
9. Classified Temp/Student Employment Intents	J. Nye T. Powell T. Milan	C. Sears I. San Juan K. Vang S. Pringle Fox J. Stephenson	T. Tena K. DeLeon B. Perrault	C. Bray S. Smith T. Wattier	A. Chavez M. Pactol J. Harman S. Ortiz-Mercado	P. Manzo D. McKechnie V. Montoya	<ol style="list-style-type: none"> 1. Information Technology – T. Armstrong 2. Finance & Admin. – M. Rodriguez, A. Singh, J. Ruggles 3. Ed. Tech., Econ. Dev. & Research – J. Nye 4. Resource Dev. – P. Allison 5. Human Resources – B. Balsamo, V. Rosario, J. Knapp, P. Khang 6. Communications – G. Ross 7. Police Services – L. Savidge, M. Rodriguez 8. General Counsel – J. Sherry 9. Student Services – M. Dixon
10. Classified Regular Employment Intents	T. Powell T. Milan	K. Vang F. Kobayashi C. Funk C. Sears J. Stephenson	T. Tena	C. Bray	A. Chavez	P. Manzo	<ol style="list-style-type: none"> 1. Information Technology – T. Armstrong 2. Finance & Admin. – M. Rodriguez, J. Ruggles 3. Ed. Tech., Econ. Dev. & Research – J. Nye 4. Resource Dev. – P. Allison 5. Human Resources – J. Knapp 6. Communications – G. Ross 7. Police Services – M. Rodriguez, L. Savidge 8. General Counsel – J. Sherry 9. Student Services – M. Dixon

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DOCUMENT	Workforce & Econ Dev €	ARC	CRC	SCC	FLC	FM	DISTRICT OFFICE
11. Fee Refund Application Batch Approvals	J. Nye T. Powell T. Milan	D. Booth ⁽⁴⁾ R. Revel ⁽⁴⁾ C. Sears N. Powell I. San Juan K. Vang S. Pringle Fox J. Stephenson	T. Tena K. DeLeon B. Perrault T. Lopez	C. Bray S. Smith T. Wattier D. Lockwood	A. Chavez M. Pactol J. Harman S. Ortiz-Mercado	N/A	N/A
12. Travel Claim	J. Nye T. Powell T. Milan	C. Sears I. San Juan K. Vang S. Pringle Fox J. Stephenson	T. Tena K. DeLeon B. Perrault	C. Bray S. Smith T. Wattier	A. Chavez M. Pactol J. Harman S. Ortiz-Mercado	P. Manzo D. McKechnie V. Montoya N. Martin	<ol style="list-style-type: none"> 1. Information Technology – M. Day, J. Carrasco, T. Armstrong 2. Finance & Admin. – Managers 3. Ed. Tech., Econ. Dev. & Research – J. Nye 4. Resource Dev. – P. Allison 5. Human Resources – B. Balsamo, V. Rosario, J. Knapp, P. Khang 6. Communications – G. Ross 7. Police Services – L. Savidge 8. General Counsel – J. Sherry 9. Student Services – M. Dixon
13. Absence Reports: Classified, Temporary Classified & Student Employees	J. Nye T. Powell T. Milan Police Captain ⁽²⁾	C. Sears I. San Juan K. Vang S. Pringle Fox J. Stephenson Police Captain ⁽²⁾	T. Tena R. Montanez C. Oliveros M. Lawlor Police Captain ⁽²⁾ T. Emiru K. Harrell	C. Bray S. Smith T. Wattier Police Captain ⁽²⁾	A. Chavez M. Pactol J. Harman S. Ortiz-Mercado Police Captain ⁽²⁾	P. Manzo D. McKechnie V. Montoya N. Martin J. Panag	<ol style="list-style-type: none"> 1. Information Technology – M. Day, J. Carrasco, T. Armstrong 2. Finance & Admin. – Managers 3. Ed. Tech., Econ. Dev. & Research – J. Nye 4. Resource Dev. – P. Allison, K. Emmett 5. Human Resources – B. Balsamo, V. Rosario, J. Knapp, P. Khang 6. Communications – G. Ross 7. Police Services – L. Savidge 8. General Counsel – J. Sherry 9. Student Services – M. Dixon
Certificated/ Counselors/ Substitutes		C. Braden J. Stephenson D. Booth K. Jaques C. Funk	T. Tena R. Montanez C. Oliveros M. Lawlor T. Emiru K. Harrell	A. Garcia G. McReynolds G. Meehan D. Brown	A. Chavez M. Pactol S. Ortiz-Mercado		

[Corrections to absence report totals (left side of form) should be made with white out and initialed. Corrections to reporting detail (right side of form) should be marked through and initialed.]

⁽⁴⁾ Community Service Classes Only

⁽²⁾ Police Captain assigned to specific college is authorized to sign for Police Services Only

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14. Budget Modifications (Entries)	J. Nye T. Milan T. Powell	C. Sears I. San Juan K. Vang S. Pringle Fox J. Stephenson	T. Tena K. DeLeon B. Perrault	C. Bray S. Smith T. Wattier	A. Chavez J. Harman	P. Manzo D. McKechnie V. Montoya J. Panag	<ol style="list-style-type: none"> 1. Information Technology – M. Day, J. Carrasco, T. Armstrong 2. Finance & Admin. – Business Services Managers, Supervisors & Analysts, Accounting Specialists 3. Ed. Tech., Econ. Dev. & Research – J. Nye 4. Resource Dev. – P. Allison, K. Emmett 5. Human Resources – B. Balsamo, V. Rosario, J. Knapp, P. Khang 6. Communications – G. Ross 7. Police Services – L. Savidge 8. General Counsel – J. Sherry 9. Student Services – M. Dixon
15. Facility Use Permits	J. Nye T. Powell T. Milan	K. Vang K. Jaques C. Braden D. Booth C. Sears J. Stephenson	T. Tena C. Oliveros K. DeLeon T. Emiru	C. Bray M. Lednicky	A. Chavez M.Wright(EDC) D. Pier ⁽⁵⁾ M. Williams C.Lopez(RCC)		A. Singh M. Rodriguez J. Ruggles
16. Checks Foundation*		T. Greene I. San Juan K. Vang S. Pringle Fox J. Stephenson	T. Tena K. DeLeon E. Bush	C. Bray S. Smith T. Wattier	A. Chavez W. Yamamura M. Pactol J. Harman		B. King K. Emmett P. Allison M. Rodriguez J. Ruggles
Revolving		K. Vang I. San Juan S. Pringle Fox L. Shull J. Stephenson	T. Tena K. DeLeon	C. Bray S. Smith T. Wattier	A. Chavez W. Yamamura M. Pactol J. Harman	Pablo Manzo D. McKechnie V. Montoya J. Panag	M. Rodriguez A. Singh J. Ruggles

* 2 Signatures required

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DOCUMENT	Workforce & Econ Dev ☐	ARC	CRC	SCC	FLC	FM	DISTRICT OFFICE
17. EDD TAA Student Agreements		K. Vang J. Stephenson	T. Tena	C. Bray	A. Chavez		
18. Grants Contracts⁽⁶⁾ Memorandum of Understanding ***	B. King J. Nye P. Allison M. Rodriguez	B. King J. Nye P. Allison M. Rodriguez	B. King J. Nye P. Allison M. Rodriguez	B. King J. Nye P. Allison M. Rodriguez	B. King J. Nye P. Allison D. Pier ⁽⁵⁾ A. Chavez ⁽⁵⁾ M. Rodriguez	B. King J. Nye P. Allison M. Rodriguez	B. King J. Nye P. Allison M. Rodriguez

***All Grants, Contracts and Memorandums of Understanding must be reviewed by appropriate college VPA prior to being sent to D.O.

Please use form GS113 (color blue) labeled: "Agreement/Contract Approval & Routing Sheet (Except for Grants & Categorical Contracts)".

⁽⁵⁾ Harris Center Related Documents

⁽⁶⁾ Foundation: Contracts can be signed by the Vice President of Administrative Services.

Bookstore: Contracts for Non textbook orders \$25,000 and over must be signed by the VPA or College Business Services Office Supervisor.

PEOPLESOFT SECURITY AUTHORIZED SIGNER LIST

Document	ARC	CRC	SCC	FLC	DO
PeopleSoft Student Administration					
1. Admission and Records/ Student Services	<u>Level 1</u> J. Ralph * P. Geary * <u>Level 2</u> J. Stephenson * K. Vang A. Karp C. Funk *	<u>Level 1</u> R. Andrews * Y. Garcia * <u>Level 2</u> Y. Garcia * C. Oliveros * T. Tena T. Emiru *	<u>Level 1</u> K. Goff * L. Wong (backup) * <u>Level 2</u> D. Brown C. Bray *	<u>Level 1</u> C. Wurzer * K. Butler * <u>Level 2</u> A. Chavez * M. Pactol S. Ortiz-Mercado *	<u>Level 1</u> M. Dixon * <u>Level 2</u> J. Nye * M. Rodriguez * J. Ruggles *
2. Student Financials, Including Cashiering	<u>Level 1</u> I. San Juan * K. Vang * S. Pringle Fox * <u>Level 2</u> A. Karp * J. Stephenson *	<u>Level 1</u> K. DeLeon * <u>Level 2</u> T. Tena * C. Oliveros * R. Montanez * T. Emiru	<u>Level 1</u> S. Smith * <u>Level 2</u> C. Bray * D. Brown *	<u>Level 1</u> J. Harman * <u>Level 2</u> A. Chavez * M. Pactol *	<u>Level 1</u> J. Ruggles * <u>Level 2</u> J. Nye * M. Rodriguez * J. Ruggles *
3. Instruction	<u>Level 1</u> K. Montano * <u>Level 2</u> C. Braden * K. Jaques * K. Vang * A. Karp J. Stephenson	<u>Level 1</u> G. Corpuz * <u>Level 2</u> M. Lawlor * R. Montanez C. Oliveros T. Tena T. Emiru	<u>Level 1</u> H. Velez * C. Decamp * <u>Level 2</u> G. McReynolds * A. Garcia * C. Bray	<u>Level 1</u> J. Anderson * A. Habib <u>Level 2</u> A. Chavez * M. Pactol *	<u>Level 1</u> / T. Powell * <u>Level 2</u> J. Nye * M. Rodriguez * J. Ruggles
4. Financial Aid	<u>Level 1</u> M. LaVu * R. Gallowglas * <u>Level 2</u> C. Funk * J. Stephenson A. Karp (ISO) *	<u>Level 1</u> J. Alvarado * A. Brady * <u>Level 2</u> Y. Garcia * C. Oliveros S. McGloughlin (ISO) * T. Emiru	<u>Level 1</u> P. Tuzza * M. Duques-Acacio * <u>Level 2</u> M. Molina * D. Brown K. Sosa (ISO) *	<u>Level 1</u> A. Padash * I. Randak * <u>Level 2</u> K. Butler * A. Chavez (ISO) * S. Ortiz-Mercado	<u>Level 1</u> R. Andres * J. Ruggles * <u>Level 2</u> M. Dixon * J. Nye M. Rodriguez * TBD (ISO) J. Ruggles *
PeopleSoft Financials					
1. Accounting Services	<u>Level 1</u> I. San Juan * K. Vang * S. Pringle Fox * J. Stephenson * A. Karp L. Beckhorn * <u>Level 2</u> M. Rodriguez * J. Ruggles *	<u>Level 1</u> K. DeLeon * T. Tena * C. Oliveros L. Beckhorn * T. Emiru <u>Level 2</u> M. Rodriguez * J. Ruggles *	<u>Level 1</u> S. Smith * C. Bray * L. Beckhorn * <u>Level 2</u> M. Rodriguez * J. Ruggles *	<u>Level 1</u> J. Harman * A. Chavez * L. Beckhorn * <u>Level 2</u> M. Rodriguez * J. Ruggles *	<u>Level 1</u> R. Andres * T. Zabegalin * L. Chou * M. Lee * <u>Level 2</u> M. Rodriguez * J. Nye J. Ruggles *

* These employees will receive an email notice when a PS access request needs approval.

All approvers can visit web.losrios.edu/psaccess and select "View my Approvals" to obtain a list of pending requests that need to be approved.

A request for View Only access or role inactivation requires Approval Level 1 only.

LOS RIOS COMMUNITY COLLEGE DISTRICT
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Document	ARC	CRC	SCC	FLC	DO
2. General Services	<u>Level 1</u> I. San Juan * K. Vang * S. Pringle Fox * J. Stephenson * A. Karp <u>Level 2</u> Paula Gordon * A. Singh * M. Rodriguez * J. Ruggles *	<u>Level 1</u> K. DeLeon * T. Tena * C. Oliveros <u>Level 2</u> Paula Gordon * A. Singh * M. Rodriguez * J. Ruggles *	<u>Level 1</u> S. Smith * C. Bray * <u>Level 2</u> Paula Gordon * A. Singh * M. Rodriguez * J. Ruggles *	<u>Level 1</u> J. Harman * A. Chavez * <u>Level 2</u> Paula Gordon * A. Singh* M. Rodriguez * J. Ruggles *	<u>Level 1</u> Paula Gordon * <u>Level 2</u> A. Singh * J. Nye M. Rodriguez * J. Ruggles *
PeopleSoft Query Access					
Query Access	<u>Level 1</u> F. Kobayashi * J. Stephenson * K. Vang * A. Karp <u>Level 2</u> M. Rodriguez * J. Nye J. Ruggles *	<u>Level 1</u> R. Montanez * C. Oliveros * T. Tena * <u>Level 2</u> M. Rodriguez * J. Nye J. Ruggles *	<u>Level 1</u> A. Garcia * D. Brown C. Bray * <u>Level 2</u> M. Rodriguez * J. Nye J. Ruggles *	<u>Level 1</u> M. Pactol * S. Ortiz-Mercado * A. Chavez * <u>Level 2</u> M. Rodriguez * J. Nye J. Ruggles *	<u>Level 1</u> A. Singh (General Services) * B. Balsamo (Human Resources) * <u>Level 2</u> M. Rodriguez * J. Knapp * J. Nye J. Ruggles *
PeopleSoft Human Resources (HR)					
1. Benefits, Payroll, and Position Management (PM)	<u>Level 1</u> L. Chou (PM) * N. Keller (Benefits) * D. Kassis (Payroll) * <u>Level 2</u> M. Rodriguez * A. Singh *	<u>Level 1</u> L. Chou (PM) * N. Keller (Benefits) * D. Kassis (Payroll) * <u>Level 2</u> M. Rodriguez * A. Singh *	<u>Level 1</u> L. Chou (PM) * N. Keller (Benefits) * D. Kassis (Payroll) * <u>Level 2</u> M. Rodriguez * A. Singh *	<u>Level 1</u> L. Chou (PM) * N. Keller (Benefits) * D. Kassis (Payroll) * <u>Level 2</u> M. Rodriguez * A. Singh *	<u>Level 1</u> L. Chou (PM) * N. Keller (Benefits) * D. Kassis (Payroll) * <u>Level 2</u> M. Rodriguez * J. Nye A. Singh *
2. Human Resources Employment	<u>Level 1</u> T. Cuny * D. Cueva * <u>Level 2</u> B. Balsamo * V. Rosario * J. Knapp * P. Khang *	<u>Level 1</u> T. Cuny * D. Cueva * <u>Level 2</u> B. Balsamo * V. Rosario * J. Knapp * P. Khang *	<u>Level 1</u> T. Cuny * D. Cueva * <u>Level 2</u> B. Balsamo * V. Rosario * J. Knapp * P. Khang *	<u>Level 1</u> T. Cuny * D. Cueva * <u>Level 2</u> B. Balsamo * V. Rosario * J. Knapp * P. Khang *	<u>Level 1</u> T. Cuny * D. Cueva * <u>Level 2</u> B. Balsamo * V. Rosario * J. Nye J. Knapp * P. Khang *
PeopleSoft Information Technology (DO)					
Information Technology	<u>Level 1</u> M. Day * J. Carrasco * <u>Level 2</u> T. Armstrong * J. Nye	<u>Level 1</u> M. Day * J. Carrasco * <u>Level 2</u> T. Armstrong * J. Nye	<u>Level 1</u> M. Day * J. Carrasco * <u>Level 2</u> T. Armstrong * J. Nye	<u>Level 1</u> M. Day * J. Carrasco * <u>Level 2</u> T. Armstrong * J. Nye	<u>Level 1</u> M. Day * J. Carrasco * <u>Level 2</u> T. Armstrong * J. Nye

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Document	ARC	CRC	SCC	FLC	DO
PeopleSoft Crystal					
Crystal Reports – Records and Admissions	Same as PeopleSoft, Student Administration – 1) Admission and Records/Student Services				
Crystal Reports – Student Financials	Same as PeopleSoft, Student Administration – 2) Student Financials, Including Cashiering				
Crystal Reports – Instruction	Same as PeopleSoft, Student Administration – 3) Instruction				
Crystal Reports - Financials	<u>Level 1</u> R. Andres* L. Chou*	<u>Level 1</u> R. Andres* L. Chou*	<u>Level 1</u> R. Andres* L. Chou*	<u>Level 1</u> R. Andres* L. Chou*	<u>Level 1</u> R. Andres* L. Chou*
	<u>Level 2</u> M. Rodriguez* J. Ruggles *	<u>Level 2</u> M. Rodriguez* J. Ruggles *	<u>Level 2</u> M. Rodriguez* J. Ruggles *	<u>Level 2</u> M. Rodriguez* J. Ruggles *	<u>Level 2</u> M. Rodriguez* J. Ruggles *
Crystal Reports – Human Resources	Same as PeopleSoft, Human Resources – 2) Human Resources, Employment				
Crystal Reports – Information Technology	Same as PeopleSoft, Information Technology (DO) – Information Technology				

NON-EMPLOYEE ACCESS (NEA) AUTHORIZED SIGNER LIST

Document	ARC	CRC	SCC	FLC	DO
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