

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	<u>(< \$5,000)</u> J. Nye F. Kobayashi T. Milan S. Gill	K. Vang A. Andrews A. Milano	T. Tena J. Hartman B. Perrault	S. Smith M. Campbell I. Bachinsky	D. McKechnie T. Zabegalin M. Pactol	<u><\$5,000</u> P. Manzo J. Meyer V. Montoya N. Martin J. Panag <u>> \$5,000</u> M. Rodriguez P. Manzo	A. Less than \$5,000: 1. Information Technology – K. Wong, M. Bola, D. Rowe, 2. Finance & Admin.– A. Singh, M. Rodriguez, J. Castillo, J. Ruggles 3. Ed. Tech., Econ. Dev. – J. Nye 4. Resource Dev. – P. Allison, K. Emmett 5. Human Resources – B. Balsamo, C. Bray, A. Casareno, D. Shipp 6. Communications – G. Ross 7. Police Services – H. Woo 8. General Counsel – P. Khang 9. Student Services – S. Ortiz-Mercado J. Nye, G. Ross, M. Peshon 10. Health Services – V. Flores 11. Financial Aid – Y. Garcia, M. Peshon 12. Planning Research & Institutional Effectiveness – A. Lowe B. \$5,000 & Over: 1. Information Tech – J. Nye, M. Bola 2. Finance & Admin. – M. Rodriguez, J. Ruggles, J. Castillo, A. Singh 3. Ed. Tech., Econ. Dev. & Research – J. Nye 4. Resource Dev. – P. Allison 5. Human Resources – B. King, M. Rodriguez, C, Bray 6. Communications – G. Ross 7. Police Services – M. Rodriguez 8. General Counsel – P. Khang 9. Student Services – J. Nye, S.Ortiz-Mercado
	<u>(> \$5,000)</u> J. Nye						
M. Rodriguez, J. Castillo, J. Ruggles & A. Singh are authorized to sign all requisitions (District-wide)							
2. Purchase Orders (and associated agreements/ contracts)	Purchase of Goods: A. Singh, J. Castillo, and J. Ruggles, S. Robinson Purchase of Services, Independent Contractor Services: <ul style="list-style-type: none"> • <u>Up to Bid Limit</u> – J. Castillo, J. Ruggles, A. Singh, S. Robinson • <u>Above Bid Limit:</u> M. Rodriguez, J. Ruggles, J. Castillo Enterprise Funds Purchases and Contracts: <ul style="list-style-type: none"> • 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 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
AUTHORIZED SIGNER LIST**

DOCUMENT	WORKFORCE & ECON DEV	ARC	CRC	SCC	FLC	FM	DISTRICT OFFICE
3. Journal Entry Requests	J. Nye F. Kobayashi T. Milan S. Gill	K. Vang A. Andrews F. Vang A. Milano	T. Tena J. Hartman B. Perrault	S. Smith M. Campbell I. Bachinsky	D.McKechnie T.Zabegalin	P. Manzo J. Meyer V. Montoya N. Martin J. Panag	1. Information Technology – K. Wong, M. Bola, D. Rowe, 2. Finance & Admin. – Supervisors, BS Analysts, BS Managers, Accounting Specialists, Senior Confidential Financial Analyst 3. Ed. Tech., Econ. Dev. & Research – J. Nye 4. Resource Dev. – P. Allison, K. Emmett 5. Human Resources – B. Balsamo, C. Bray, A. Casareno, D. Shipp 6. Communications – G. Ross 7. Police Services – H. Woo 8. Insurance Entries – A. Singh 9. Admissions – J. Ralphs, K. Goff, S. Ortiz-Mercado, M. Peshon 10. Health Services – V. Flores, S. Ortiz-Mercado 11. Financial Aid – S. Ortiz-Mercado, M. Peshon
4. Payroll Worksheets Time Sheets Classified	J. Nye F. Kobayashi T. Milan S. Gill	J. McCormack ⁽¹⁾ K. Hubbard ⁽¹⁾ A. Milano K. Vang A. Andrews N. Porter Police Captain ⁽²⁾	T. Tena J. Hartman B. Perrault T. Emiru Police Captain ⁽²⁾	S. Smith M. Campbell L. Zigler Police Captain ⁽²⁾ I. Bachinsky	D.McKechnie M. Pactol T. Zabegalin Police Captain ⁽²⁾ Y. Garcia	P. Manzo J. Meyer V. Montoya N. Martin J. Panag	1. Information Technology – K. Wong, M. Bola, D. Rowe, 2. Finance & Admin. – Managers 3. Ed. Tech., Econ. Dev. – J. Nye 4. Resource Dev. – P. Allison, K. Emmett 5. Human Resources – B. Balsamo, C. Bray, A. Casareno, D. Shipp 6. Communications – G. Ross 7. Police Services – H. Woo 8. General Counsel – P. Khang 9. Student Services-S. Ortiz-Mercado, J. Nye, G. Ross, M. Peshon 10. Health Services - V. Flores 11. Planning Research & Institutional Effectiveness – A. Lowe
Certificated	J. Nye F. Kobayashi T. Milan S. Gill	D. Booth A. Windham N. Porter J. McCormack ⁽¹⁾ K. Hubbard ⁽¹⁾ D. Herndon BJ Snowden V. Flores (3) A. Milano K. Jaques	R. Montanez M. Lawlor T. Emiru D.Wassmer V. Flores (3) B. Amini	J. Dixon D. Brown C. Sommer D. Stewart V. Flores (3) D. Saks	D.McKechnie M. Pactol Y. Garcia V. Flores ⁽³⁾		
College Work Study		K. Vang Police Captain ⁽²⁾ N. Porter BJ Snowden A. Andrews A. Milano	T. Tena J. Hartman B. Perrault Police Captain ⁽²⁾	J. Dixon S. Smith D. Brown M. Campbell Police Captain ⁽²⁾ I.Bachinsky	D.McKechnie M. Pactol T. Zabegalin Y. Garcia Police Captain ⁽²⁾		
Student Help		J. McCormack ⁽¹⁾ K. Hubbard ⁽¹⁾ K. Vang A. Andrews N. Porter A. Milano Police Captain ⁽²⁾	T. Tena J. Hartman B. Perrault Police Captain ⁽²⁾	L. Zigler M. Campbell S. Smith Police Captain ⁽²⁾ I. Bachinsky	D.McKechnie M. Pactol T. Zabegalin Y. Garcia Police Captain ⁽²⁾		

⁽¹⁾ SRPSTC Only ⁽²⁾ Police Captain assigned to specific college is authorized to sign for Police Services Only ⁽³⁾ V. Flores authorized to sign Health Services timesheets from campuses only in this category.

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

DOCUMENT	WORKFORCE & ECON DEV	ARC	CRC	SCC	FLC	FM	DISTRICT OFFICE
5. Check Request Forms	J. Nye F. Kobayashi T. Milan	K. Vang A. Andrews A. Milano	T. Tena J. Hartman B. Perrault	M. Campbell S. Smith I. Bachinsky	D. McKechnie M. Pactol T. Zabegalin Y. Garcia		<u>A. Less than \$5,000</u> 1. A. Singh 2. K. Emmett ⁽³⁾ <u>B. \$5,000 and Over:</u> 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 F. Kobayashi	D. Booth A. Windham N. Porter D. Herndon BJ Snowden A. Milano K. Jaques	R. Montanez M. Lawlor T. Emiru D. Wassmer B. Amini	D. Brown D. Stewart	D. McKechnie M. Pactol Y. Garcia		1. J. Nye
Instructional Only	J. Nye F. Kobayashi	D. Booth J. McCormack ⁽¹⁾ K. Hubbard ⁽¹⁾		C. Sommer D. Saks			
Student Services Only		BJ Snowden N. Porter		J. Dixon			
7. Employment Service Agreements Instructional	J. Nye F. Kobayashi T. Milan S. Gill	K. Vang N. Porter D. Herndon D. Booth A. Windham J. McCormack ⁽¹⁾ K. Hubbard ⁽¹⁾ A. Milano K. Jaques	T. Tena R. Montanez M. Lawlor T. Emiru D. Wassmer B. Amini	M. Campbell C. Sommer D. Stewart D. Saks	D. McKechnie	P. Manzo J. Meyer V. Montoya	<u>A. 1-10 under "Requisitions"</u>
Student Services		K. Vang N. Porter A. Milano	T. Tena R. Montanez M. Lawlor T. Emiru	M. Campbell D. Brown J. Dixon	D. McKechnie M. Pactol Y. Garcia		
Business Services		K. Vang A. Andrews A. Milano	T. Tena J. Hartman	S. Smith M. Campbell	D. McKechnie T. Zabegalin Y. Garcia		

⁽¹⁾ SRPSTC Only

⁽³⁾ Foundation accounts only

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

DOCUMENT	WORKFORCE & ECON DEV	ARC	CRC	SCC	FLC	FM	DISTRICT OFFICE
Staff Development Project		A. Windham K. Vang A. Andrews BJ Snowden D. Booth A. Milano	T. Tena R. Montanez M. Lawlor J. Hartman B. Amini	S. Smith M. Campbell D. Stewart D. Saks	D. McKechnie M. Pactol T. Zabegalin		A. 1-9 under "Requisitions"
Community Service		A. Milano M. Fish	T. Tena R. Montanez M. Lawlor J. Hartman B. Amini		D. McKechnie T. Zabegalin		
8. New Account Requests	J. Nye F. Kobayashi T. Milan S. Gill	K. Vang A. Andrews A. Milano	T. Tena J. Hartman B. Perrault	M. Campbell S. Smith I. Bachinsky	D. McKechnie T. Zabegalin	P. Manzo J. Meyer V. Montoya J. Panag	<ol style="list-style-type: none"> 1. Information Technology – K. Wong, M. Bola, D. Rowe 2. Finance & Admin. – Supervisors, BS Analysts 3. Ed. Tech., Econ. Dev. & Research – J. Nye 4. Resource Dev. – P. Allison, K. Emmett 5. Human Resources – B. Balsamo, C. Bray, A. Casareno, D. Shipp 6. Communications – G. Ross 7. Police Services – H. Woo
9. Classified Temp/Student Employment Intents	J. Nye F. Kobayashi T. Milan S. Gill	K. Vang A. Andrews A. Milano	T. Tena J. Hartman B. Perrault	M. Campbell S. Smith I. Bachinsky	D. McKechnie M. Pactol T. Zabegalin Y. Garcia	P. Manzo J. Meyer V. Montoya	<ol style="list-style-type: none"> 1. Information Technology – M. Bola 2. Finance & Admin. – M. Rodriguez, A. Singh, J. Castillo, J. Ruggles 3. Ed. Tech., Econ. Dev. & Research – J. Nye 4. Resource Dev. – P. Allison 5. Human Resources – B. Balsamo, C. Bray, A. Casareno, D. Shipp 6. Communications – G. Ross 7. Police Services – H. Woo, M. Rodriguez 8. General Counsel – P. Khang 9. Student Services - S. Ortiz-Mercado, J. Nye, G. Ross, M. Peshon
10. Classified Regular Employment Intents	F. Kobayashi T. Milan	K. Vang N. Porter BJ Snowden A. Milano	T. Tena	M. Campbell D. Turner	D. McKechnie	P. Manzo	<ol style="list-style-type: none"> 1. Information Technology – M. Bola 2. Finance & Adm.– M. Rodriguez, J. Ruggles, J. Castillo 3. Ed. Tech., Econ. Dev. & Research – J. Nye 4. Resource Dev. – P. Allison 5. Human Resources – C. Bray 6. Communications – G. Ross 7. Police Services – M. Rodriguez, H. Woo 8. General Counsel – P. Khang 9. Student Services-S. Ortiz-Mercado, J. Nye, G. Ross, M. Peshon

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DOCUMENT	WORKFORCE & ECON DEV	ARC	CRC	SCC	FLC	FM	DISTRICT OFFICE
11. Fee Refund Application Batch Approvals	J. Nye F. Kobayashi T. Milan	D. Booth ⁽⁴⁾ D. Stewart ⁽⁴⁾ K. Vang A. Andrews A. Milano	T. Tena J. Hartman B. Perrault T. Lopez	M. Campbell S. Smith M. Matista D. Lockwood I. Bachinsky L. Zigler	D. McKechnie M. Pactol T. Zabegalin Y. Garcia		
12. Travel Claim	J. Nye F. Kobayashi T. Milan S. Gill	K. Vang A. Andrews V. Flores ⁽³⁾ A. Milano	T. Tena J. Hartman B. Perrault V. Flores ⁽³⁾	S. Smith M. Campbell I. Bachinsky V. Flores ⁽³⁾	D. McKechnie M. Pactol T. Zabegalin Y. Garcia V. Flores ⁽³⁾	P. Manzo J. Meyer V. Montoya N. Martin	<ol style="list-style-type: none"> 1. Information Technology – K. Wong, M. Bola, D. Rowe 2. Finance & Admin. – Managers 3. Ed. Tech., Econ. Dev. & Research – J. Nye 4. Resource Dev. – P. Allison 5. Human Resources – B. Balsamo, C. Bray, A. Casareno, D. Shipp 6. Communications – G. Ross 7. Police Services – H. Woo 8. General Counsel – P. Khang 9. Student Services – J. Nye, G. Ross, S. Ortiz-Mercado, M. Peshon 10. Health Services – V. Flores, S. Ortiz-Mercado 11. Planning Research & Institutional Effectiveness – A. Lowe 12. Admissions – J. Ralphs, K. Goff, S. Ortiz-Mercado, M. Peshon 13. Financial Aid – S. Ortiz-Mercado, M. Peshon
13. Absence Reports: Classified, Temporary Classified & Student Employees	J. Nye F. Kobayashi T. Milan Police Captain ⁽²⁾ S. Gill	K. Vang A. Andrews N. Porter Police Captain ⁽²⁾ A. Milano	T. Tena R. Montanez M. Lawlor Police Captain ⁽²⁾ T. Emiru D. Wassmer B. Amini	S. Smith M. Campbell Police Captain ⁽²⁾ I. Bachinsky	D. McKechnie M. Pactol T. Zabegalin Y. Garcia Police Captain ⁽²⁾	P. Manzo J. Meyer V. Montoya N. Martin J. Panag	<ol style="list-style-type: none"> 1. Information Technology – K. Wong, M. Bola, D. Rowe 2. Finance & Admin. – Managers 3. Ed. Tech., Econ. Dev. & Research – J. Nye 4. Resource Dev. – P. Allison, K. Emmett 5. Human Resources – B. Balsamo, C. Bray, A. Casareno, D. Shipp 6. Communications – G. Ross 7. Police Services – H. Woo 8. General Counsel – P. Khang 9. Student Services – J. Nye, G. Ross, S. Ortiz-Mercado, M. Peshon 10. Health Services – V. Flores, S. Ortiz-Mercado 11. Planning Research & Institutional Effectiveness – A. Lowe 12. Admissions – J. Ralphs, K. Goff, S. Ortiz-Mercado, M. Peshon 13. Financial Aid – S. Ortiz-Mercado, M. Peshon
Certificated/ Counselors/ Substitutes		A. Windham D. Booth D. Herndon V. Flores ⁽³⁾ A. Milano N. Porter K. Jaques	T. Tena R. Montanez M. Lawlor T. Emiru D. Wassmer V. Flores ⁽³⁾ B. Amini	D. Stewart C. Sommer D. Brown J. Dixon V. Flores ⁽³⁾ D. Saks	D. McKechnie M. Pactol Y. Garcia V. Rosenthal ⁽³⁾		

⁽⁴⁾ Community Service Classes Only

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

⁽³⁾ S. Wyrick only authorized to approve campus documents related to Health Services/Nurses in this category

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

DOCUMENT	WORKFORCE & ECON DEV	ARC	CRC	SCC	FLC	FM	DISTRICT OFFICE
14. Budget Modifications (Entries)	J. Nye T. Milan F. Kobayashi S. Gill	K. Vang A. Andrews F. Vang A. Milano	T. Tena J. Hartman B. Perrault	M. Campbell S. Smith I. Bachinsky	D. McKechnie T. Zabegalin	P. Manzo J. Meyer V. Montoya J. Panag	1. Information Technology – K. Wong, M. Bola, D. Rowe 2. Finance & Admin. – BS 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, C. Bray, A. Casareno, D. Shipp 6. Communications – G. Ross 7. Police Services – H. Woo 8. General Counsel – P. Khang 9. Student Services – J. Nye, G. Ross, S. Ortiz-Mercado, M. Peshon 10. Health Services – V. Flores, S. Ortiz-Mercado 12. Admissions – J. Ralphs, K. Goff, S. Ortiz-Mercado, M. Peshon 13. Financial Aid – S. Ortiz-Mercado, M. Peshon
15. Facility Use Permits	J. Nye F. Kobayashi T. Milan	K. Vang D. Herndon A. Windham D. Booth M. Lednecky A. Milano K. Jaques	T. Tena J. Hartman T. Emiru	M. Campbell D. Turner	D. McKechnie M. Wright (EDC) M. Williams C. Lopez (RCC)		A. Singh M. Rodriguez J. Ruggles J. Castillo
16. Checks Foundation*		K. Vang A. Andrews A. Milano	T. Tena J. Hartman E. Bush	M. Campbell S. Smith I. Bachinsky	D. McKechnie A. Pimentel M. Pactol T. Zabegalin		B. King K. Emmett P. Allison M. Rodriguez J. Ruggles J. Castillo
Revolving		K. Vang A. Andrews A. Milano	T. Tena J. Hartman	M. Campbell S. Smith I. Bachinsky	D. McKechnie A. Pimentel M. Pactol T. Zabegalin	P. Manzo J. Meyer V. Montoya J. Panag	M. Rodriguez A. Singh J. Ruggles J. Castillo

* 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 A. Milano	T. Tena	M. Campbell	D. McKechnie		
18. Grants Contracts (6) -Memorandum of Understanding***	B. King J. Nye P. Allison M. Rodriguez J. Ruggles J. Castillo	B. King J. Nye P. Allison M. Rodriguez J. Ruggles J. Castillo	B. King J. Nye P. Allison M. Rodriguez J. Ruggles J. Castillo	B. King J. Nye P. Allison M. Rodriguez J. Ruggles J. Castillo	B. King J. Nye P. Allison J. Ruggles D. McKechnie (5) M. Rodriguez J. Castillo	B. King J. Nye P. Allison M. Rodriguez J. Ruggles J. Castillo	B. King J. Nye P. Allison M. Rodriguez J. Ruggles J. Castillo

***All Grants, Contracts and Memorandums of Understanding must be reviewed by the appropriate college VPA, DO-ACV, DO-AVP (Workforce Development & Online engagement) or Deputy Chancellor. Use "Agreement Approval and Routing Sheet" for contracts, agreements, MOUs and amendments that require a cash outflow or zero dollar. Use the "Grant Submission & Acceptance Form" for Grants & Categorical contracts.

(5) Harris Center Related Documents

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

Document	ARC	CRC	SCC	FLC	DO
PeopleSoft Student Administration					
1. Admission and Records/ Student Services	<p><u>Level 1</u> T. Driver* B. Holland</p> <p><u>Level 2</u> N. Porter * K. Vang BJ Snowden J. Ralphs K. Goff</p>	<p><u>Level 1</u> R. Andrews * J. Ramirez*</p> <p><u>Level 2</u> J. Ramirez * T. Tena T. Emiru * J. Ralphs K. Goff</p>	<p><u>Level 1</u> L. Berry * L. DeCosta</p> <p><u>Level 2</u> D. Brown* M. Campbell* J. Dixon* J. Ralphs K. Goff</p>	<p><u>Level 1</u> C. Wurzer * Y. Garcia * C. Monroe*</p> <p><u>Level 2</u> D.McKechnie* M. Pactol* Y. Garcia * J. Ralphs K. Goff</p>	<p><u>Level 1</u> T.Driver* R. Andrews* C.Wurzer* L. DeCosta</p> <p><u>Level 2</u> J. Nye * S. Ortiz-Mercado J. Ruggles * M.Rodriguez* J. Castillo* M. Peshon*</p>
2. Student Financials, Including Cashiering	<p><u>Level 1</u> A. Andrews*</p> <p><u>Level 2</u> K.Vang* A. Milano*</p>	<p><u>Level 1</u> J. Hartman *</p> <p><u>Level 2</u> T. Tena * R. Montanez * M. Lawlor* T. Emiru</p>	<p><u>Level 1</u> S. Smith * L. Zigler *</p> <p><u>Level 2</u> M. Campbell* D. Brown * J. Dixon</p>	<p><u>Level 1</u> T. Zabegalin*</p> <p><u>Level 2</u> D.McKechnie * M. Pactol *</p>	<p><u>Level 1</u> J. Ruggles *</p> <p><u>Level 2</u> J. Nye * M. Rodriguez J. Ruggles * J. Castillo*</p>
3. Instruction	<p><u>Level 1</u> Y. Skryagina *</p> <p><u>Level 2</u> A. Windham * D. Herndonho* K. Vang* N. Porter D. Booth A. Milano K. Jaques</p>	<p><u>Level 1</u> G. Corpuz *</p> <p><u>Level 2</u> M. Lawlor * R. Montanez T. Tena T. Emiru</p>	<p><u>Level 1</u> C. Decamp *</p> <p><u>Level 2</u> D. Stewart * M. Campbell D. Saks</p>	<p><u>Level 1</u> J. Anderson * A. Habib</p> <p><u>Level 2</u> D.McKechnie* M. Pactol *</p>	<p><u>Level 1/</u> F. Kobayashi*</p> <p><u>Level 2</u> J. Nye * M. Rodriguez J. Ruggles* J. Castillo*</p>
4. Financial Aid	<p><u>Level 1</u> R. Ralston * M. Brutski*</p> <p><u>Level 2</u> M. Peshon* S. Ortiz-Mercado*</p>	<p><u>Level 1</u> J. Alvarado * A. Brady *</p> <p><u>Level 2</u> M. Peshon* S. Ortiz-Mercado*</p>	<p><u>Level 1</u> M. LaVu * M. Duques-Acacio * L. Foon*</p> <p><u>Level 2</u> M. Peshon* S. Ortiz-Mercado*</p>	<p><u>Level 1</u> A. Padash * I. Randak*</p> <p><u>Level 2</u> Y. Garcia* M. Peshon* S. Ortiz-Mercado*</p>	<p><u>Level 1</u> R. Callow * A. Padash*</p> <p><u>Level 2</u> J. Nye M. Rodriguez J. Castillo* J. Ruggles * M. Peshon*</p>

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

Document	ARC	CRC	SCC	FLC	DO
PeopleSoft Financials					
1. Accounting Services	<p><u>Level 1</u> K. Vang * A. Andrews* J. Stephenson *</p> <p><u>Level 2</u> M. Rodriguez J. Ruggles * J. Castillo*</p>	<p><u>Level 1</u> J. Hartman * T. Tena * T. Emiru</p> <p><u>Level 2</u> M. Rodriguez J. Ruggles * J. Castillo*</p>	<p><u>Level 1</u> S. Smith * M. Campbell*</p> <p><u>Level 2</u> M. Rodriguez J. Ruggles * J. Castillo*</p>	<p><u>Level 1</u> T. Zabegalin * D. McKechnie *</p> <p><u>Level 2</u> M. Rodriguez J. Ruggles * J. Castillo*</p>	<p><u>Level 1</u> R. Andres * T. Wattier* V.Voda * L. Chou * I. Bachinsky*</p> <p><u>Level 2</u> M. Rodriguez J. Nye J. Ruggles * J. Castillo*</p>
2. General Services	<p><u>Level 1</u> K. Vang * A. Andrews* J. Stephenson *</p> <p><u>Level 2</u> A. Singh * M. Rodriguez J. Ruggles * J. Castillo* S. Robinson*</p>	<p><u>Level 1</u> J. Hartman * T. Tena *</p> <p><u>Level 2</u> A. Singh * M. Rodriguez J. Ruggles * J. Castillo* S. Robinson*</p>	<p><u>Level 1</u> S. Smith * M. Campbell*</p> <p><u>Level 2</u> A. Singh * M. Rodriguez J. Ruggles * J. Castillo* S. Robinson*</p>	<p><u>Level 1</u> T. Zabegalin * D.McKechnie*</p> <p><u>Level 2</u> A. Singh* M. Rodriguez J. Ruggles * J. Castillo* S. Robinson*</p>	<p><u>Level 1</u> J. Castillo* S. Robinson*</p> <p><u>Level 2</u> A. Singh * J. Nye M. Rodriguez J. Ruggles * J. Castillo*</p>

* 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.

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PEOPLESOFT SECURITY AUTHORIZED SIGNER LIST**

Document	ARC	CRC	SCC	FLC	DO
PeopleSoft Query Access					
1. Query Access	<p>Level 1 N. Porter * K. Vang * A. Milano*</p> <p>Level 2 M. Rodriguez J. Nye J. Ruggles * J. Castillo*</p>	<p>Level 1 R. Montanez * M. Lawlor* T. Tena *</p> <p>Level 2 M. Rodriguez J. Nye J. Ruggles * J. Castillo*</p>	<p>Level 1 D. Stewart * D. Brown M. Campbell* J. Dixon D. Saks</p> <p>Level 2 M. Rodriguez J. Nye J. Ruggles * J. Castillo*</p>	<p>Level 1 M. Pactol * Y. Garcia * D. McKechnie*</p> <p>Level 2 M. Rodriguez J. Nye J. Ruggles * J. Castillo*</p>	<p>Level 1 A. Singh (General Services) * B. Balsamo (Human Resources) * D. Shipp (Human Resources) *</p> <p>Level 2 M. Rodriguez J. Nye J. Ruggles * J. Castillo*</p>
PeopleSoft Human Resources (HR)					
1. Benefits, Payroll, and Position Management (PM)	<p>Level 1 L. Chou (Payroll) * N. Keller (Benefits) * T. Wattier (PM) *</p> <p>Level 2 M. Rodriguez A. Singh *</p>	<p>Level 1 L. Chou (Payroll) * N. Keller (Benefits) * T. Wattier (PM) *</p> <p>Level 2 M. Rodriguez A. Singh *</p>	<p>Level 1 L. Chou (Payroll) * N. Keller (Benefits) * T. Wattier (PM) *</p> <p>Level 2 M. Rodriguez A. Singh *</p>	<p>Level 1 L. Chou (Payroll) * N. Keller (Benefits) * T. Wattier (PM) *</p> <p>Level 2 M. Rodriguez A. Singh *</p>	<p>Level 1 L. Chou (Payroll) * N. Keller (Benefits) * T. Wattier (PMI) *</p> <p>Level 2 M. Rodriguez J. Ruggles A. Singh *</p>
2. Human Resources Employment	<p>Level 1 T. Cuny * A. Meachum * A. Poole*</p> <p>Level 2 B. Balsamo * D. Shipp* A. Casareno*</p>	<p>Level 1 T. Cuny * A. Meachum * A. Poole*</p> <p>Level 2 B. Balsamo * D. Shipp* A. Casareno*</p>	<p>Level 1 T. Cuny * A. Meachum * A. Poole*</p> <p>Level 2 B. Balsamo * D. Shipp* A. Casareno*</p>	<p>Level 1 T. Cuny * A. Meachum * A. Poole*</p> <p>Level 2 B. Balsamo * D. Shipp* A. Casareno*</p>	<p>Level 1 T. Cuny * A. Meachum * A. Poole*</p> <p>Level 2 B. Balsamo * D. Shipp* A. Casareno*</p>

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

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PEOPLESOFT SECURITY AUTHORIZED SIGNER LIST**

Document	ARC	CRC	SCC	FLC	DO
PeopleSoft Information Technology (DO)					
3. Information Technology	<u>Level 1</u> D. Rowe* K. Wong*	<u>Level 1</u> D. Rowe* K. Wong*	<u>Level 1</u> D. Rowe* K. Wong*	<u>Level 1</u> D. Rowe* K. Wong*	<u>Level 1</u> D. Rowe* K. Wong*
	<u>Level 2</u> TBA* M.Bola* J. Nye	<u>Level 2</u> TBA* M.Bola* J. Nye	<u>Level 2</u> TBA* M.Bola* J. Nye	<u>Level 2</u> TBA* M.Bola* J. Nye	<u>Level 2</u> TBA* M.Bola* 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* T. Wattier* <u>Level 2</u> M. Rodriguez J. Ruggles * J. Castillo*	<u>Level 1</u> R. Andres* T. Wattier* <u>Level 2</u> M. Rodriguez J. Ruggles * J. Castillo*	<u>Level 1</u> R. Andres* T. Wattier* <u>Level 2</u> M. Rodriguez J. Ruggles * J. Castillo*	<u>Level 1</u> R. Andres* T. Wattier* <u>Level 2</u> M. Rodriguez J. Ruggles * J. Castillo*	<u>Level 1</u> R. Andres* T. Wattier* <u>Level 2</u> M. Rodriguez J. Ruggles * J. Castillo*
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
Non-Employee Access (NEA)	<u>Main</u> TBA (ISO) <u>Backup</u> K. Vang J. Butcher N. Porter L. Cardoza	<u>Main</u> T. Emiru <u>Backup</u> T. Tena R. Montanez	<u>Main</u> M. Campbell K. Sosa <u>Backup</u> D. Brown A. Garcia	<u>Main</u> D. McKechnie <u>Backup</u> A. Pimentel Y. Garcia	<u>Main</u> M. Rodriguez J. Ruggles P. Harris* <u>Backup</u> J. Nye P. Khang

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BANKMOBILE AUTHORIZED SIGNER LIST

System Access	ARC	CRC	SCC	FLC	DO
BankMobile Access	<u>Level 1</u> K. Vang * A. Andrews* R. Ralston* <u>Level 2</u> M. Rodriguez J. Ruggles * J. Castillo*	<u>Level 1</u> J. Hartman * A. Brady * <u>Level 2</u> M. Rodriguez J. Ruggles * J. Castillo*	<u>Level 1</u> S. Smith * L. Foon* <u>Level 2</u> M. Rodriguez J. Ruggles * J. Castillo*	<u>Level 1</u> T. Zabegalin* A Padash * <u>Level 2</u> M. Rodriguez J. Ruggles * J. Castillo*	<u>Level 1</u> J. Steinbach * R. Andres * A. Padash* <u>Level 2</u> M. Rodriguez J. Ruggles * J. Castillo*

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