

Board Slip Training Aide

ORACLE

Your User name is your GCC email without the @glendale.edu.

Password is set up via IT.

If you have log in issues or need to be reset please contact IT helpdesk@glendale.edu or ext. 4357.

User Name
Password

Login Cancel

Login Assistance
Register here

Accessibility
None

Language
English

ORACLE E-Business Suite

Enterprise Search Contract Documents Go Search Results Display Preference Standard

Home

Navigator

Personalize

- GCC Manager Assistant
- GCC PO Inquiry
- GCC Requisitioning
- GCC SSHR Employee Classified

Worklist

Worklist of board slips will appear that have errors, returned for correction etc.

From	Type	Subject	Sent	Due
Rocha, Mr. Gustavo (Gus)	HR	GCC Board Report Special Information for I	28-Apr-2021	
SYSADMIN	HR	GCC Board Report Special Information for I	28-Apr-2021	
Cortes, Maibel Muyot	HR	GCC Board Report Special Information for I	31-Aug-2018	
Cortes, Maibel Muyot	HR	GCC Board Report Special Information for I	31-Aug-2018	
Cortes, Maibel Muyot	HR	GCC Board Report Special Information for I	31-Aug-2018	
SYSADMIN	HR	Application Error has occurred in your proc	29-Jun-2018	

TIP Vacation Rules - Redirect or auto-respond to notifications.

ORACLE E-Business Suite

Enterprise Search Contract Documents Go Search Results Display Preference Standard

Home

Click GCC Manager Assistant

Navigator

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TIP Vacation Rules - Redirect or auto-respond to notifications.

ORACLE E-Business Suite

Enterprise Search Contract Documents Go Search Results Display Preference Standard

Home

Click GCC Manager Assistant Board Report

Navigator

- GCC Manager Assistant
 - GCC Manager Assistant Board Report
 - Worklist
 - GCC PO Inquiry
 - GCC Requisitioning
 - GCC SSHR Employee Classified

Personalize

Worklist

Full List (8)

From	Type	Subject	Sent	Due
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TIP Vacation Rules - Redirect or auto-respond to notifications.

ORACLE GCC Manager Assistant

Name EMPLOYEE Go Advanced Search My List

GCC Manager Assistant Board Report: People in Hierarchy >

GCC Manager Assistant Board Report: People

Select Person: Add To My List

Name	Assignment Number	Job	Assignment Category	Action
EMPLOYEE	1765-3	Custodian	Classified Regular	

Return to People in Hierarchy

1. Enter the last name of the employee you are entering a board slip for
 2. Click GO button
 3. Click Action Button

ORACLE GCC Manager Assistant

GCC Manager Assistant Board Report: Special Information

Employee Name EMPLOYEE Employee Number Business Group Glendale Community College

Do NOT submit Revisions to Pending board slips after the deadline to submit board slips has passed. If changes are necessary, please submit a new board slip as a correction to the previously submitted information.

NOTE: Board Slip transactions are entered in the 'GCC Board Report' SIT. For additional accounts specific to a Board Slip, select 'GCC Board Report Additional Account' SIT.

GCC Board Report

Select Object: Return for Revision New or Correction to Board

Board Meeting Date	Position	Board Action Comments	Board Approval Status	Additional Account Ref No.	Status
May 18, 2021 2020-2021 Eleventh Board Meeting	Custodian	TEST ONLY	Pending		
February 16, 2021 2020-2021 Eighth Board Meeting	Custodian		Pending		
July 20, 2021 2021-2022 First Board Meeting Date	Custodian		Pending		
July 20, 2021 2021-2022 First Board Meeting Date	Custodian		Pending		

Click New or Correction to Board button

Note: You can see previous board slips submitted and their board approval status.

Note – Return for Revision should only be used if you previously submitted a board slip that has been returned to you for revisions by someone in the workflow. This should NOT be used to correct a board slip that was approved by the board in a previous month or after the monthly deadline to submit board slips has passed. In these instances, select New or Correction to Board and create a new board slip with the Board Action Correction to the Board.

ORACLE GCC Manager Assistant

GCC Board Report

Employee Name EMPLOYEE Employee Number Business Group Glendale Community College

Board Meeting Date
 Board Report Category
 Position
 Date From (dd-mon-yyyy)
 Date To (dd-mon-yyyy)
 Board Action
 Board Action Comments
 Fund
 Program
 Sub-Program
 Tops
 Object
 Months
 FTE
 Hours
 Location
 Account Percent 100
 Additional Account Ref No.
 First Approver
 Rate
 Note

Cancel Apply

Enter all of the board slip details. Please refer to the list of approved board actions [Approved Board Actions](#) and the board slip glossary/style guide (below) to ensure your board slip is not denied or returned to you for correction. (Examples are below).

Example on next page

Then click apply

Board Slip Field examples.

Below is a basic example and does not constitute an exhaustive list. Please refer to the Board Slip Glossary and Tips for additional and more specific information. Board slips that have erroneous information, are missing required fields or not following approved formatting maybe rejected.

Employee Name	EMPLOYEE	
Organization Email Address		
* Board Meeting Date	July 20, 2021	Please refer to Board Deadlines to ensure correct date
	<small>2021-2022 First Board Meeting Date</small>	
* Board Report Category	Classified	Classified, Academic, Administrator, Temporary, Confidential, Police Cadet, Professional Expert
	<small>Classified</small>	
* Position	Custodian	Full title per ORG Chart GCC Org Charts ie Administrative Assistant, Biology Adjunct, English Instructor.
Date From (dd-mon-yyyy)	30-Aug-2021	
Date To (dd-mon-yyyy)	31-Dec-2021	Select accurate dates
Board Action	Change of Account	Must use approved board action Approved Board Actions
	<small>Change of Account</small>	
Board Action Comments		Only enter comment if required Approved Board Actions
Fund	01	Enter all account numbers
	<small>GENERAL FUND - UNRESTRICTED</small>	
Program	1000	
	<small>ADMINISTRATIVE</small>	
Sub-Program	0	
	<small>YEAR 0</small>	
Tops	655000	
	<small>FACILITIES</small>	
Object	2110	
	<small>NON-INSTRUCT. SAL. CLERICAL</small>	
Months	12	Typically only used for HR originated board slips
	<small>12 months per year</small>	
FTE	1	Typically only used for HR originated board slips
Hours	40 hrs/wk	Examples - 40 hrs/wk ; NTE 10 hrs ; NTE 800 hrs/175 days
* Location	Facilities	Can be assigned dept. or dept. who is paying stipend, program etc
Account Percent	100	Should be 100% unless using additional accounts (see below for addt'l acct instructions)
Additional Account Ref No.		Enter 1 if using additional account/s
First Approver	Rocha, Mr. Gustavo (Gus)	Can be employee's supervisor, manager of program, or other dept. mgr.
Rate		Examples - \$21.21/hr ; CIII-1 ; \$2,121.00
Note	Change of account for fall semester	Seen by HR and payroll, does not appear on the board agenda.

ORACLE GCC Manager Assistant

GCC Manager Assistant Board Report: Special Information

Employee Name Employee
Organization Email Address

Do NOT submit Revisions to Pending board slips after the deadline to submit board slips has passed. If changes are necessary, please submit a new board slip as a correction to the previously submitted information.

NOTE: Board Slip transactions are entered in the 'GCC Board Report' SIT. For additional accounts specific to a Board Slip, select 'GCC Board Report Additional Account' SIT.

GCC Board Report

Select Object: Return for Revision | New or Correction to Board

Board Meeting Date	Position	Board Action Comments	Board Approval Status	Additional Account Ref No.	Status
<input type="radio"/> May 18, 2021 2020-2021 Eleventh Board Meeting	Custodian	TEST ONLY	Pending		
<input type="radio"/> February 18, 2021 2019-2021 Eighth Board Meeting	Custodian		Pending		
<input checked="" type="radio"/> July 20, 2021 2021-2022 First Board Meeting Date	Custodian		Pending		

Cancel Back Next

This will take you back to the employees page and you will see the board slip (highlighted in blue). Click the radio button so it fills in black, then click NEXT.

ORACLE GCC Manager Assistant

GCC Manager Assistant Board Report: Review

Employee Name Employee
Organization Email Address

Employee Number 1765
Business Group Glendale Community College

Review your changes and, if needed, attach supporting documents.
Indicates Changed Items.

Special Information Types

GCC Board Report

Proposed

Board Meeting Date July 20, 2021
Board Approval Status Pending
Board Action Change of Account
Board Report Category Classified
Position Custodian
Date From (dd-mon-yyyy) 30-Aug-2021
Date To (dd-mon-yyyy) 31-Dec-2021
Fund 01
Program 1000
Sub-Program 0
Tops 655000
Object 2110
Additional Account Ref No. 1
Months 12
FTE 1.000
Hours 40 hrs/wk
Location Facilities
Account Percent 50

Comments to Approver

Board slip to reflect account changes

Enter any additional comments in the Comments to Approver box if you feel that extra information is needed or will be helpful to the approvers. This information will not appear on the board slip or be visible to Payroll.

Submit to the 1st approver.

Cancel Printable Page Save For Later Back Submit

ORACLE GCC Manager Assistant

Confirmation

Your changes have been submitted for manager approval.

Home

Additional Account – If multiple account numbers are required

GCC Board Report Cancel Apply

Employee Name: EMPLOYEE
Organization Email Address: [Redacted]

Employee Number: [Redacted]
Business Group: Glendale Community College

Board Meeting Date: July 20, 2021
2021-2022 First Board Meeting Date

Board Report Category: Classified

Position: Custodian

Date From (dd-mon-yyyy): 30-Aug-2021
Date To (dd-mon-yyyy): 31-Dec-2021

Board Action: Change of Account
Change of Account

Board Action Comments: [Redacted]

Fund: 01
GENERAL FUND - UNRESTRICTED

Program: 1000
ADMINISTRATIVE

Sub-Program: 0
YEAR 0

Tops: 655000
FACILITIES

Object: 2110
NON-INSTRUCT SAL. CLERICAL

Months: 12
12 months per year

FTE: 1

Hours: 40 hrs/wk

Location: Facilities

Account Percent: 50

Additional Account Ref No.: 1

First Approver: Rocha, Mr. Gustavo (Gus)

Rate: [Redacted]

Note: Change of account for fall semester

1. Enter all details.
In this case the 1st account number we are using is 50%.
Be sure that you enter 1 in the Additional Account Ref No. field.
2. Click apply and you will return the employee's page
You will see the list of the employee's board slips, including the one you just entered as pending with the number 1. (Highlighted in Blue)
3. Scroll to the bottom of the page, below where the previous board slips are listed and you will see **GCC Board Report Addtl Acct.**
Click on New or Correction to Board button

ORACLE GCC Manager Assistant Home Refresh Star Settings Notifications 15 | Logged In As [Redacted] ? Power

GCC Manager Assistant Board Report: Special Information Cancel Back Next

Employee Name: EMPLOYEE
Organization Email Address: [Redacted]

Employee Number: [Redacted]
Business Group: Glendale Community College

Do NOT submit Revisions to Pending board slips after the deadline to submit board slips has passed. If changes are necessary, please submit a new board slip as a correction to the previously submitted information.

NOTE: Board Slip transactions are entered in the "GCC Board Report" SIT. For additional accounts specific to a Board Slip, select "GCC Board Report Additional Account" SIT.

GCC Board Report

Select Object: Return for Revision | **New or Correction to Board** | Refresh

Board Meeting Date	Position	Board Action Comments	Board Approval Status	Additional Account Ref No.	Status
July 20, 2021 <small>2021-2022 First Board Meeting Date</small>	Custodian		Pending	1	New

GCC Board Report Addtl Acct

New or Correction to Board | Refresh

Reference Board Date	Position	Status
No results found.		

Cancel Back Next

ORACLE GCC Manager Assistant

GCC Board Report Addtl Acct

Employee Name: EMPLOYEE
 Organization Email Address: [Redacted]

Employee Number: [Redacted]
 Business Group: Glendale Community College

Reference Board Date: July 20, 2021
 2021-2022 First Board Meeting Date

Board Slip Ref No.: 1

Position: Custodian

Additional Hours: [Redacted]

Fund2: 01
 GENERAL FUND - UNRESTRICTED

Program2: 1000
 ADMINISTRATIVE

Sub-Program2: 0
 YEAR 0

TOPS2: 601015
 FACILITIES

Object2: 2110
 NON-INSTRUCT. SAL. CLERICAL

Account2 Percent: 50

Fund3: [Redacted]

Program3: [Redacted]

Sub-Program3: [Redacted]

TOPS3: [Redacted]

Object3: [Redacted]

Account3 Percent: [Redacted]

Fund4: [Redacted]

Program4: [Redacted]

Sub-Program4: [Redacted]

TOPS4: [Redacted]

Cancel Apply

You will now enter the second account number and other board slip details for the additional account.

1. Be sure to use the same board date in the Reference Board Date field

Enter 1 in the Board Slip Ref. No. field.

You must match the Position title exactly

Enter the second account number and it's % number

Make sure the %'s add to 100% across the two board slips.

2. Click the Apply button

ORACLE GCC Manager Assistant

GCC Manager Assistant Board Report: Special Information

Employee Name: EMPLOYEE
 Organization Email Address: [Redacted]

Number: [Redacted]
 Business Group: Glendale Community College

Do NOT submit Revisions to Pending board slips after the deadline to submit board slips has passed. If changes are necessary, please submit a new board slip as a correction to the previously submitted information.

NOTE: Board Slip transactions are entered in the 'GCC Board Report' SIT. For additional accounts specific to a Board Slip, select 'GCC Board Report Additional Account' SIT.

GCC Board Report

Select Object: Return for Revision | New or Correction to Board

Board Meeting Date	Position	Board Action Comments	Board Approval Status	Additional Account Ref No.	Status
<input type="radio"/> May 18, 2021 2020-2021 Eleventh Board Meeting	Custodian	TEST ONLY	Pending		
<input type="radio"/> February 16, 2021 2020-2021 Eighth Board Meeting	Custodian		Pending		
<input checked="" type="radio"/> July 20, 2021 2021-2022 First Board Meeting Date	Custodian		Pending		

Cancel Back Next

This will take you back to the employees page and you will see the board slip (highlighted in blue). Click the radio button so it fills in black, then click NEXT.

GCC Manager Assistant Board Report: Review

Cancel Printable Page Save For Later Back Submit

Employee Name EMPLOYEE
Organization Email Address

Employee Number
Business Group Glendale Community College

Review your changes and, if needed, attach supporting documents.
Indicates Changed Items.

Special Information Types

GCC Board Report

Proposed	
Board Meeting Date	July 20, 2021
Board Approval Status	Pending
Board Action	Change of Account
Board Report Category	Classified
Position	Custodian
Date From (dd-mon-yyyy)	30-Aug-2021
Date To (dd-mon-yyyy)	31-Dec-2021
Fund	01
Program	1000
Sub-Program	0
TOPS	655000
Object	2110
Additional Account Ref No.	1
Months	12
FTE	1.000
Hours	40 hrs/wk
Location	Facilities
Account Percent	50

First Approver R
Note: Change of account for fall semester

GCC Board Report Addtl Acct

Proposed	
Reference Board Date	July 20, 2021
Position	Custodian
Board Slip Ref No.	1
Fund2	01
Program2	1000
Sub-Program2	0
TOPS2	601015
Object2	2110
Account2 Percent	50

Comments to Approver

Board slip to reflect account changes

Cancel Printable Page Save For Later Back Submit

The board slip will now show both account numbers and their associated percentages.

You can make comments in the comment box if extra information is needed.

Submit to the 1st approver.

Confirmation
Your changes have been submitted for manager approval.

Home

Email notification- received as each board slip is created and additional notifications when it is approved by each person

[EXTERNAL] FYI: GCC Board Report Special Information for Employee has been approved. These changes are effective from 13-JUL-2021.



Workflow Mailer EBPRD <noreply@glendale.edu>

Tue 7/13/2021 4:47 PM

To: Creator



From SYSADMIN
To Creator
Sent Date
ID

Approval History

Sequence	Name	Action	Date	Notes
1	Creator	Submit	13-Jul-2021 14:40:31	
2	1 st Approver	Approve	13-Jul-2021 15:50:04	
3	2 nd Approver	Approve	13-Jul-2021 16:18:37	
4	HR	Approve	13-Jul-2021 16:45:57	

[Reply](#) | [Forward](#)

Supervisor - Approve, reject, reassign, more information requested or return for correction.

ORACLE E-Business Suite

Enterprise Search Contract Documents [v] Go Search Results Display Preference Standard [v]

Home

Navigator

- Personalize
- GCC Manager Assistant
- GCC SSHR Employee Classified

Worklist

Full List (1)

From: Hi Type: HR Subject: GCC Board Report Special Information for EMPLOYEE Sent: 07-Jul-2021 09:26:06 Due: 07-Jul-2022 09:26:06

[TIP Vacation Rules](#) - Redirect or auto-respond to notifications.

Click on board slip

ORACLE E-Business Suite

Home > GCC Board Report Special Information for EMPLOYEE (proposed by H)

Approve Reject Reassign More Information Request

From: Admin To: 1st APPROVER Sent: 07-Jul-2021 09:26:06 Due: 07-Jul-2022 09:26:06 ID: 2173678

Attachments

Summary

Employee Name: EMPLOYEE Employee Number: [blank] Business Group: Glendale Community College

Special Information Types

GCC Board Report

Proposed

- Board Meeting Date: July 20, 2021
- Board Approval Status: Pending
- Board Action: Change of Account
- Board Report Category: Classified
- Position: Custodian
- Date From (dd-mon-yyyy): 30-Aug-2021
- Date To (dd-mon-yyyy): 31-Dec-2021
- Fund: 01
- Program: 1000
- Sub-Program: 0
- Tops: 655000

Additional Account Ref No. 1

- Months: 12
- FTE: 1.000
- Hours: 40 hrs/wk
- Location: Facilities
- Account Percent: 50
- First Approver: Rocha, Mr. Gustavo (Gus)
- Note: Change of account for fall semester

GCC Board Report Addtl Acct

Proposed

- Reference Board Date: July 20, 2021
- Position: Custodian
- Board Slip Ref No.: 1
- Fund2: 01
- Program2: 1000
- Sub-Program2: 0
- TOPS2: 601015
- Object2: 2110
- Account2 Percent: 50

Action History

Sequence	Name	Action	Date	Notes
1	Admin	Submit	07-Jul-2021 09:09:21	Board slip to reflect account changes
2	1st Approver	Pending		

Related Applications

- Return For Correction

Response

Note

Return to Worklist

Approve Reject Reassign More Information Request

Click on Approve, Reject, Reassign or More Information Request (above) or Return for Correction (below)

Here you can see the work flow and any notes. Or Add you own notes for the next approver

Board Slip Glossary

Board Slip Fields

Board Meeting Date: Be sure to review board deadlines before selecting board date [Board Deadlines](#)

Board Report Category: Select correct category, Academic, Administrator, Classified, Confidential, Police Cadet, Professional Expert, Temporary, Trustee.

Position: Do not abbreviate job titles. Use full official job title, see org chart if unsure. Must be exact match when using additional accounts. [Org. Charts](#)

Formatting examples: Administrative Assistant, for full-time faculty add “Instructor”, ie. English Instructor, for part-time faculty add “Adjunct”, ie. Social Science Adjunct

Date From -Date To: Date format is dd-mon-yyyy

Formatting example: July 29, 2021 is entered as 29-JUL-2019

Effective dates should not overlap fiscal year

Board Action: Must use board action from drop down [Approved Board Actions](#)

Board Action Comments: Only enter comment if required [Approved Board Actions](#)

Fund/Program/Sub-Program/Tops/Object: Enter account number

Months: HR use only.

FTE: Typically, only required for HR originated board slips or for reduced work load for FT faculty, otherwise leave blank.

Hours: Do NOT spell out "Hours per Week" or all caps: DAYS/YR, use 'NTE' for Not to Exceed (do not spell out). Do not include periods (.) after abbreviations.

Formatting examples: 40 hrs/wk, NTE 10 hrs

Professional Experts: NTE 90 days/fisc yr

Substitute Employees: NTE 60 days

Location: Enter Division or Department

Account Percentage: Will default to 100.

Should be 100, or add up to 100 if using the additional account function.

Do not include % sign.

Change **Account Percentage** to zero when account number fields are intentionally blank on the board action, i.e. for a correction to the board not affecting account numbers.

Formatting examples: 100, 75 (not .75 or 75%)

First Approver: Use employee's dean, supervisor or manager of program responsible for approving.

Rate: Use \$ sign, two decimal places, /hr for per hour, comma for thousands where applicable, class and step.

Formatting examples: \$21.21/hr, \$1,500.00, C III-3

If indicating how rate was calculated (ie. 60 hrs x \$62.91) indicate this in the NOTE field not in the Hours or Rate sections.

Note: Seen by HR and payroll, does not appear on the board agenda. Use the note field for any stipend calculations and/or additional information.

Other Tips/Notes

Stipend

- If the Stipend type is not listed as a board action list the reason for the stipend in the Board Action Comment field.
- Use the Note field for any calculations and/or additional information.
- Must include a total amount in Rate field (HR does not calculate).

For rate, enter total amount. If indicating how rate was calculated (ie. 60 hrs x \$62.91) indicate this in the NOTE field not in the Hours or Rate sections.

Correction to the Board

- "Correction to the Board" as the Board Action, in the Board Action Comment field, reference the original board date for correction and reason.

Formatting example: "2/16/2021- Hours & End Date"

Release Time

- “Release Time” as the Board Action, in the Board Action Comment field, list the Release time position i.e XYZ Coordinator.
- Enter the release time percentage in the FTE Field, i.e. for a 30% Release Time position you would enter 0.30 in the FTE field.
- Account percentage should be 100%. If release time position is split across more than one account, enter the first account percentage and then use the additional account function to enter the second account number and percentage.