

## **Finance and Administrative Services Santa Rosa and Petaluma Operations**

### **District Police**

District Police will be operating as usual, please contact Dispatch at 527-1000 for any urgent needs. Electronic access key requests can now be done electronically. Please fill out the [form](#) and have the approver email to [Tim Danford](#).

### **Accounting**

Accounting will be operating remotely and approvals will now be done electronically. Please contact [Linda Close](#) for any urgent needs or questions.

### **Invoices**

All invoices received by Accounting will be scanned and emailed to the appropriate manager and administrative assistant for approval as needed. The manager will *forward* back to Accounting giving approval for payment.

If you have an invoice in your possession that has already been approved, please scan and email to [Nicole O'Brien](#) (or [Guadalupe Cabrera-Mendia](#) for Measure H). If an invoice in your possession has not been approved, please scan and email to your supervisor, who should then *forward* the email to [Nicole O'Brien](#) (or [Guadalupe Cabrera-Mendia](#) for Measure H) giving approval for payment. For Petaluma, please cc [Heidi Miranda](#) on all invoice approvals.

### **Travel Expense Claims**

Please scan completed Travel Expense Claims and receipts and email to [Guadalupe Cabrera-Mendia](#) (with a cc to [Heidi Miranda](#) for Petaluma). If your claim exceeds the approved spending limit, please scan and email to your supervisor, who should then *forward* the email to [Guadalupe Cabrera-Mendia](#) (with a cc to [Heidi Miranda](#) for Petaluma) giving approval for payment.

### **CalCARD Procurement Reports**

Email completed CalCARD Procurement reports and scanned receipts to your supervisor, who should then *forward* the email and attachments to [Guadalupe Cabrera-Mendia](#) giving approval for payment. For Petaluma, please scan and email the report and receipts to [Kate Lucas](#).

### **Santa Rosa Mailroom**

The mail room will be operational during the closure, although staffing will be limited to the hours of 10 AM – 2 PM. Incoming mail will be distributed daily and outgoing mail will be picked up by USPS the following morning. Outgoing mail can be dropped off between 9AM – 4PM in the newly installed mailbox outside the Police Department doors at Pedroncelli. For Federal Express, large mailings or to arrange mail pickup, please contact [Marie Fischer](#) at 521-6931. We will be limiting access to one person at a time. Please contact [Linda Close](#) for any urgent needs or questions.

### **Petaluma Faculty Workroom**

The faculty workroom is accessible as usual. Please use the sanitizing supplies to sanitize before and after accessing the area. Mail will be distributed on Tuesdays and Fridays. Interoffice mail and outgoing USPS mail can be left in the designated locations in PC 631.

Urgent faculty copy requests can be emailed to [faculty support](#) and print jobs will be done on Tuesdays and Fridays from 10am – 11am.

### **Purchasing**

Purchasing will be operating remotely. For requisitions, please attach any documents to your requisition or scan to the appropriate buyer. For any urgent questions, please contact the buyer or [Kate Jolley](#).

Contracts will continue to be processed but because of the need for original signatures, will likely take a little longer to process so please allow for that in your timeline. Please send all contracts electronically to [Veronica Chavez](#) and [Kate Jolley](#).

### **Warehouse**

The warehouse will be operational and accepting deliveries in both Santa Rosa (M-Th 8:00-12:00 and as needed for specific deliveries) and Petaluma (M/T/Th 10:00-2:00 and by appt).

If you are expecting a delivery and want it delivered to your department, please contact [Solomon Ghebretensae](#) and [Landis Beck](#) in Santa Rosa or [Art Jahnsen](#) in Petaluma. Otherwise, we will store them in the warehouse until we resume face-to-face operations.

### **Santa Rosa Copy Center**

The copy center will continue to produce copy center jobs. The walkup copy center will be closed. Please [email](#) any needed jobs or drop off in the door slot at the copy center.

### **Environmental Health & Safety (EH&S)**

EH&S is operating remotely, please contact [Robin McHale](#) with any urgent needs.

### **Facilities Operations**

The HVAC (heating, ventilation, air conditioning) in buildings on both campuses will cycle in and out of holiday mode so please be aware there may not be air flowing in your building. Facilities and Grounds will be operating on an as needed basis and are available for any urgent needs, please contact [Hank Lankford](#). For any non-urgent needs, please submit a [service request](#).

Hard key requests can now be done electronically. Please fill out the [form](#) and have the approver email to [Hank Lankford](#).

### **Custodial Services**

Custodial Services will be operating on an as needed basis as spaces are used and doing a systematic building-by-building cleaning of the campuses. Please contact [Mengi Gebre](#) and [Javier Rodriguez-Aguilera](#) for any urgent needs or questions.

## Payroll

Payroll will be operating remotely. All timesheets/SCF's/PAF's should be *forwarded* electronically or, alternatively, templates may be used. See instructions and attached templates. Please contact [Deepa Desai](#) for any urgent needs or questions. Please cc [Heidi Miranda](#) on all Petaluma submissions.

### **INSTRUCTIONS FOR CERTIFICATED TIMESHEETS**

**3/21-3/29**-Report the number of hours the instructor was scheduled to work

**3/30-4/20**-If course was not able to convert to a remote format or instructor worked less hours- report scheduled hours. Otherwise, complete actual hours instructor worked. Certificated Template should be e-mailed to [Glynis Nojima](#) and [Deepa Desai](#) by the Approver listed on the Template indicating Approved in the email body

### **INSTRUCTIONS FOR STNC/PROFESSIONAL EXPERT TIMESHEETS**

**3/10-3/13** – Employees should report actual hours worked to their supervisors

**3/16-3/20**- SPRING BREAK- if a department had a STNC employee work during Spring Break, please report actual hours worked. Normally STNC employees would not be working during Spring Break

**3/23-forward**- Report actual hours if employee is working. Report Scheduled hours if employee is not working. Hours reported should not be less than the hours the employee was scheduled to work

**Indicate the total number of days that corresponds with the number of hours submitted (actual or scheduled) for the pay period**

STNC or Professional Expert Template should be e-mailed to [Michelle Michalski](#) and [Deepa Desai](#) by the Supervisor listed on the Template indicating Approved in the email body.

### **INSTRUCTIONS FOR STUDENT TIMESHEETS**

**3/10-3/13** – Employees should report actual hours worked to their supervisors

**3/16-3/20**- SPRING BREAK- if a department had a student employee work during Spring Break, please report actual hours worked. Normally student employees would not be working during Spring Break

**3/23-forward** – Report actual hours if employee is working. Report Scheduled hours if employee is not working. Hours reported should not be less than the hours the employee was scheduled to work

Student Template should be e-mailed to [Michelle Michalski](#) and [Deepa Desai](#) by the Supervisor listed on the Template indicating Approved in the email body.

### **INSTRUCTIONS FOR COMMUNITY EDUCATION TIMESHEETS**

Supervisor should report scheduled classes that are normally paid through Payroll for the pay period **3/21/20 to 4/20/20** on the Community Education template to [Michelle Michalski](#)