

# **FHR Council Meeting**

**Tuesday, January 8, 2019**

**10:00 a.m.**

**Broome Library 2325**

# AGENDA

- I. Welcome – Diane Mandrafina
- II. Finance 101 – Diane Mandrafina, Financial Services
- III. Travel Updates – Diane Mandrafina, Financial Services
- IV. Team Dynamics – Josh Magana and Jonathan Freking, Financial Services
- V. Fiscal Services Team – Leslie Brotcke, Financial Services
- VI. Shared Services Solution Program – Tara Hughes, Human Resources
- VII. Kaizens & E-Workflow Process – Human Resources

# WELCOME

Diane Mandrafina,  
Assistant VP for Business & Financial  
Affairs/Controller

# FINANCE 101

Diane Mandrafina,  
Financial Services

# FINANCE 101

Link to training presentations and tutorials:

<https://www.csuci.edu/financial-services/forms-tutorials.htm#training>

# TRAVEL UPDATES

Diane Mandrafina,  
Financial Services

# TRAVEL UPDATES

Link to Certify booking overview:

<https://www.csuci.edu/financial-services/documents/training-nov-2018/certify-account-booking-fin-101-nov-2018.pdf>

Link to Certify expense training guide:

<https://www.csuci.edu/financial-services/documents/training-nov-2018/certify-user-guide-fin-101-nov-2018.pdf>

# TEAM DYNAMICS

Josh Magana and Jonathan Freking,  
Financial Services



# TEAM DYNAMICS

Link to Financial System Team Dynamix:

<https://ci.teamdynamix.com/TDClient/Requests/ServiceCatalog?CategoryID=8266>

Link to How-To guide for Team Dynamix:

# **FISCAL SERVICES TEAM**

Leslie Brotcke,  
Financial Services

# FISCAL SERVICES TEAM

Link to Financial System Team Dynamix:

<https://ci.teamdynamix.com/TDClient/Requests/ServiceCatalog?CategoryID=8266>

Link to How-To guide for Team Dynamix:

# **SHARED SERVICES SOLUTION PROGRAM**

Tara Hughes,  
Human Resources

# **KAIZENS & E-WORKFLOW PROCESS**

Renee Fuentes,  
Human Resources

# KAIZENS & E-WORKFLOW PROCESS

www.docuSign.com

**FINAL PAYCHECK REQUEST FORM**

 **HUMAN RESOURCES**  
California State University CHANNEL ISLANDS

REQUESTOR: Nathan Bowden DEPARTMENT: PHONE EXTENSION:

**STUDENT SEPARATION DETAILS**

SEPARATION TYPE: -- select -- STUDENT NAME: STUDENT ID #:

JOB CODE BEING SEPARATED (check all that apply):

☐ 1150 ☐ 1868 ☐ 1870 ☐ 1871 ☐ 1872 ☐ 1874

PAY RATE: \$ LAST DAY PHYSICALLY WORKED (mm/dd/yyyy):

**STUDENT CONTACT INFORMATION & HOURS WORKED**

STREET ADDRESS: APT #:

CITY: STATE: ZIP CODE:

DO YOU HAVE DIRECT DEPOSIT ON FILE? ☐ YES ☐ NO

TOTAL HOURS WORKED DURING FINAL PAYROLL PERIOD: (Fill out details of hours worked on the next page. Total from the table on the following page will be entered here automatically.)

**STUDENT SIGNATURE**

Student Name Student Signature Date

**SUPERVISOR APPROVAL**

Supervisor Name Supervisor Signature Date

**FINAL PAY PERIOD HOURS WORKED - TO BE COMPLETED BY STUDENT**

Enter the date worked and the total number of hours worked on that date in the table below. Note that the last date entered in the table should match the "Last Day Physically Worked" entered on page 1 of this form.

Report fractions of hours as tenths according to the key below. For example, if you worked 5 hours and 23 minutes one day, you should report your total hours worked that day as 5.4.

MINUTES	TENTHS
1-6	.1
7-12	.2
13-18	.3
19-24	.4
25-30	.5
31-36	.6
37-42	.7
43-48	.8
49-54	.9
55-60	1.0

DATE WORKED (mm/dd/yyyy)	TOTAL HOURS WORKED
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	
16	
17	
18	
19	
20	
21	
22	
TOTAL	

**SUPERVISOR REVIEW OF HOURS**

**Final Pay Period**

Initial here to confirm you've reviewed the hours reported in the table to the left for the final pay period.

**Previous Pay Period**

Please help us confirm that any hours worked prior to the final pay period have been submitted and approved.

1. Were the student's hours for the month prior to their final pay period already entered and approved in TLS? ☐ Yes ☐ No

2. If you answered "No" above, please scan a paper timesheet for the prior pay period and attach it here for manual pay processing.

# QUESTIONS?

# FUTUERE TOPICS?

**Next Meeting:**

Tuesday, February 12

10:00 a.m.

Petit Salon

For inquiries on scheduling, contact Teresa Montoya at  
[teresa.montoya@csuci.edu](mailto:teresa.montoya@csuci.edu)