Fiscal Services Self Service e-Forms

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Accessing Self Service e-Forms

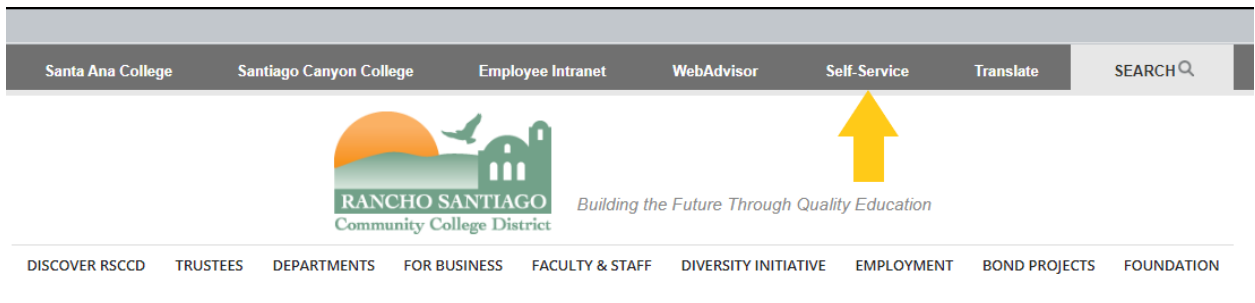## Self Service can be found via the menu bar at the following locations.

Rancho Santiago Community College District (rsccd.edu)
WebAdvisor & Self-Service (sac.edu)
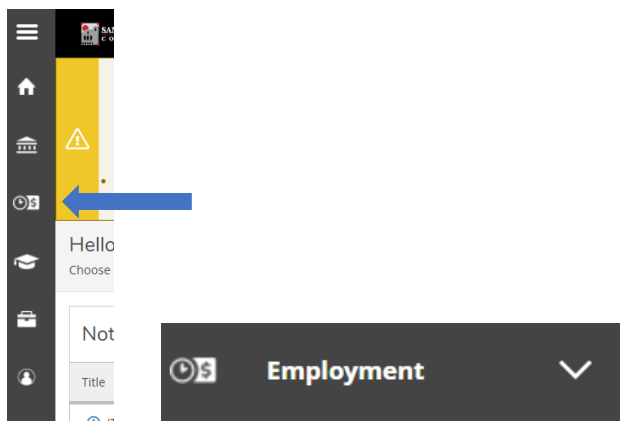Santiago Canyon College (sccollege.edu)
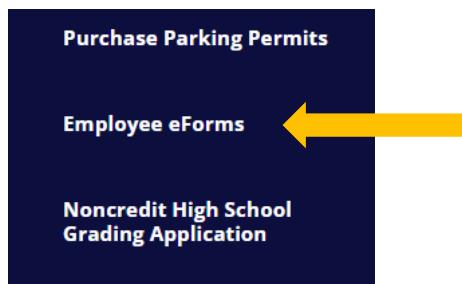
- Go to www.rsccd.edu. At the top of the home page, click on Self-Service.

- Once in Self Service, in the left-hand pane, click on Employment.

- Under the Employment drop down menu, click on "Employee eForms".

- You should see the eForm Access Page.

  - To **approve** e-forms, click on "**Experience**".
  - To **submit Budget Change Forms or Transfers of Expenditure**, click on "**Blank eForm**".

SISE | Student Information Systems Extension   Self-Service   Financials ▾   Academics ▾   Employees ▾

eForm Access Page

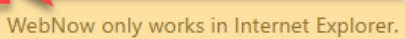This page will enable you to access the following eForms

Employees

- Absence eForm Link
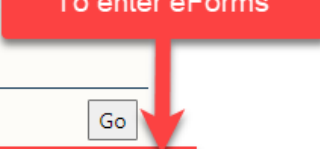- TimeCard, overtime and/or Comptime eForm link

Timekeepers & Approvers Only

- Blank Absence eForm Link
- Blank Timecard eForm Link
- Status Change eForm Link
- Budget Change eForm Link
- Transfer of Expenditures eForm Link

⚠ Please note, except for WebNow, Internet Explorer is not supported, please use other browsers. If you have any questions, please email the **Help Desk**.
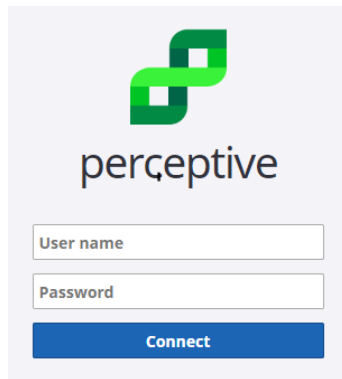
Perceptive Web Applications (Experience and WebNow)

- Experience   ← To approve eForms
- WebNow   WebNow only works in Internet Explorer.
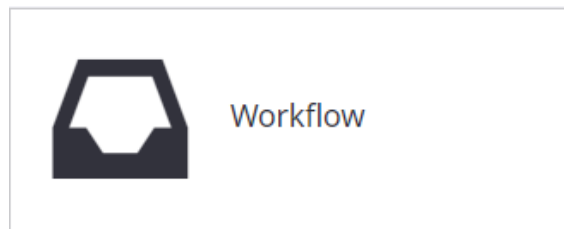
To enter eForms

eForms

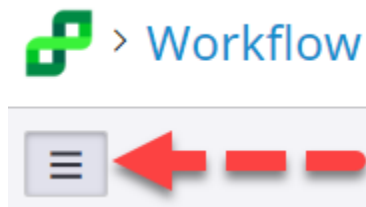| My Absence & Time Card eForms | Go |
| Blank eForm (Timekeepers & Approvers only) Budget Change/ Transfer of Expenditures | Go |

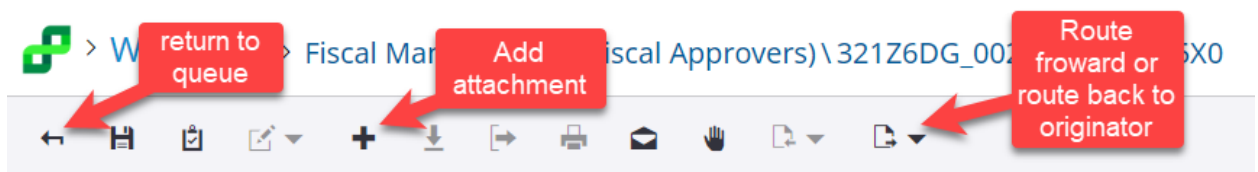3

- Login to Perceptive

Approving e-Forms

- Access Self-Service e-Forms.
- Click on Experience.
- Then, click on "Workflow".

- Click on the "Views List" icon to show or hide the queues you have access to.
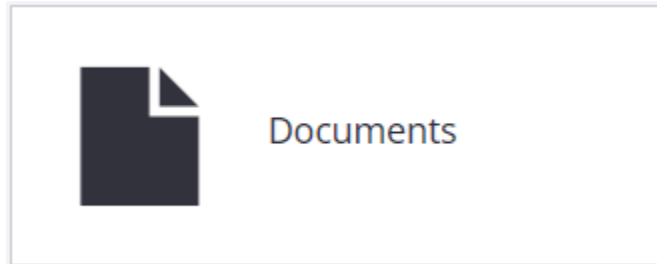

- You can select a queue from the Views list and then click on the transactions you would like to review/approve.

- Once in the eform, action buttons are at the top of the form.

Viewing e-Forms

- Access Self-Service e-Forms.
- Click on Experience.
- Then, click on "Documents".

- Click on the "Views List" icon to show or hide the queues you have access to.
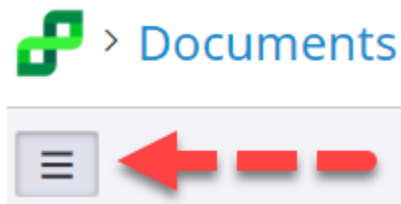
- You can select a queue from the Views list. Once you've selected a queue, you can also search for a Budget Change Form or Transfer of Expense Form. Click on a header to sort by that header. Also, you can click on the Search bar at the top to search by originator.
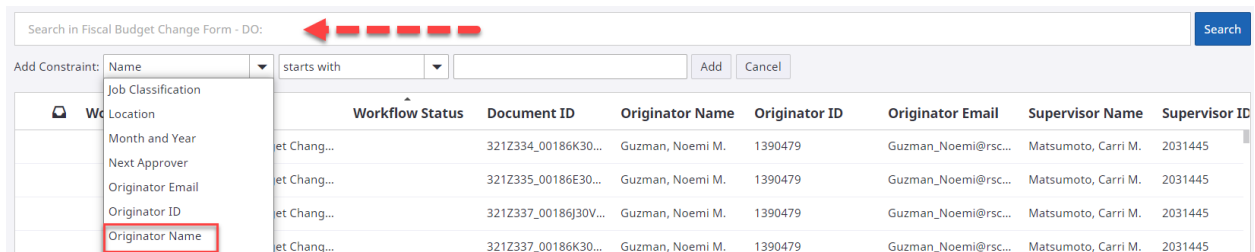
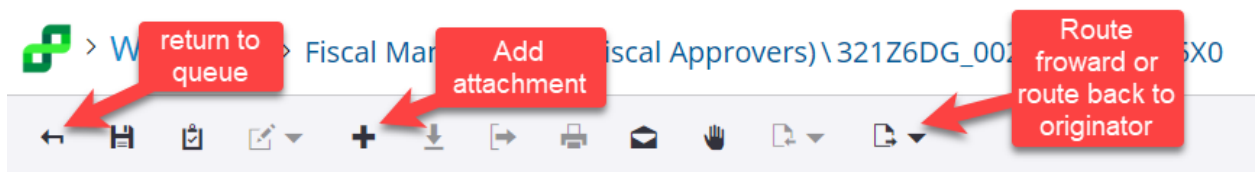- Once in the eform, action buttons are at the top of the form.

Entering e-Forms

- Access Self-Service e-Forms.
- Click on "Blank eForm".
- Select eForm.

Then, search for your supervisor (or project director) and click "eform" next to that person's name. You can use the search function at the top right-hand corner or the buttons at the bottom of the screen to help you search for the appropriate administrator.

Supervisors List

Link	Supervisor	Department	Division	Position ID	Position Title	Location
eFORM	Jones, Stephanie P.	Academic Administration - CEC	SAC Continuing Education	10AD-AF-DN2	AF-Dean, Instr & Std Svcs	CEC
eFORM	Chavez, Lorena	Academic Administration - CEC	SAC Continuing Education	10AD-AF-DN3	AF-Dean, Instr & Std Svcs	CEC
eFORM	Kosko, Christine F.	Academic Administration - CEC	SAC Continuing Education	10AD-AF-DN4	Dean, Inst & Std Svcs	CEC
eFORM	Kennedy, James S.	Academic Administration - CEC	SAC Continuing Education	10AD-AF-VP	AF-VP, Continuing Ed	CEC
eFORM	Hoeger, Jennifer L.	Academic Administration - CEC	SAC Continuing Education	10AD-CS-DIR4	CS-Dir Special Programs	CEC
eFORM	Kennedy, James S.	Academic Administration - CEC	SAC Continuing Education	10AD-CS-PRE	CS-Special ImageNow Positio	CEC
eFORM	Lamb, Jeffrey N.	Academic Affairs - SAC	SAC Academic Affairs	1ACA-AF-VP	AF-VP, Academic Affairs	SAC

Showing 1 to 10 of 114 entries

First Previous 1 2 3 4 5 ... 12 Next Last

- Once you are in the e-form, you will need to populate the form as before. You will also select the Supervisor Division, Supervisor Name, and Supervisor Position so that the e-form routes for approvals.