

Santa Monica College

Onboarding & Orientation

Departmental New-Hire Guidebook
Business Services - Budget

SANTA
MONICA
COLLEGE

Where am I on the Onboarding & Orientation Roadmap?



Version 1.0

Onboarding & Orientation Roadmap

New Employee Paperwork
Working with HR to provide relevant documentation and complete any necessary paperwork to gain employment at SMC.

Who?
HR to coordinate.

When?
On acceptance of job offer.

Welcome To SMC
Information shared to confirm the progress made to date and clearly outline next steps in the Onboarding and Orientation process.

Who?
HR to share.

When?
On Employment confirmation.

Getting To Know Each Other
Attend live 60-minute webinar to provide an overview of SMC, meet other new-hires and interact with one of our SMC HR Ambassadors.

Who?
New-Hire to attend.

When?
Within first 4-weeks.

Working At SMC
Take a deeper dive to understand SMC by connecting with your Campus Partners and review important policies and procedures.

Who?
New-Hire to complete.

When?
Following Live Webinar.

Let's Get Acquainted
Time to connect with the team and begin to learn about departmental roles, responsibilities and position specific expectations.

Who?
Immediate Supervisor to coordinate.

When?
Arranged by Immediate Supervisor.

Being Part Of A Team
Buddy up and orient into a group that provides job specific training, ongoing team building and a compelling and motivating vision.

Who?
New-Hire.

When?
Arranged by Immediate Supervisor.

1:1 Development Sessions
Enhance job satisfaction by entering into a partnership that facilitates two-way feedback and provides ongoing support through regularly scheduled 1:1 check-ins.

Who?
Immediate Supervisor to coordinate.

When?
After 30, 60 and 90 days.

Reviewing Job Performance
Participate in periodic evaluations to discuss progress, celebrate successes and set targets to address any potential areas for development.

Who?
HR to coordinate.

When?
After 2, 4 and 6 months.

EpiCenter
The EpiCenter strives to build community and capacity among all employee groups to make SMC a place where everyone belongs and realizes their potential. The EpiCenter is intended to be a centralized HUB where all employee groups can identify Districtwide training and development opportunities to ensure their continued success and satisfaction as well as develop their professional skills to assist in achieving personal and professional goals.

Professional & Career Enhancement
Discuss career goals and create an action plan that provides a personalized pathway and identifies professional development opportunities.

Who?
New-Hire.

When?
Ongoing.

Changing Lives in the Global Community Through Excellence In Education

EPICENTER
EpiCenter for Professional Innovation

Santa Monica College

- At Santa Monica College we aim to provide an Onboarding and Orientation experience that is: **informative, relevant, efficient, enriching and easy to navigate.**
- This roadmap is intended to provide an overview of the process, identifying key individuals, important actions, responsibilities and significant milestones.
- Please direct any questions to Alan Kuykendall at KUYKENDALL_ALAN@smc.edu.

We SMC
#ProudToBeSMC

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Description of Services

The **Budget Department** is responsible for developing and updating District unrestricted fund budget and consolidating restricted fund budget; monitoring unrestricted fund budget and preparing and/or processing budget augmentation and adjustments.

The department caters to Senior staff, department managers and personnel.

Vision

The vision of the **Budget Department** is to be able to streamline the budget development process and still maintain accuracy and timeliness as well as provide more meaningful data and analyses with the use of the financial, budgeting and human capital system.

Mission

The mission of the **Budget Department** is to develop and maintain a budget which aligns with the District's strategic plans, educational, and financial goals. In an effort to promote the long-term fiscal stability of the District, budgets are prepared in a timely manner, based on accurate data, with transparency, and reflect the best information available. Additionally, our staff strives to ensure the reliability and maintenance of financial records in accordance with professional accounting standards. We pride ourselves on having a strong reconciliation process to provide accuracy of financial reporting and be able to meet the operational needs of the District, while offering the highest quality of academic programs.

Values

The values of the **Budget Department** are to maintain accuracy and reliability of financial reporting on a timely manner.

Internal and External Partners

The **Budget Department** works very closely with the Accounting Department.

Contact Details



<https://www.smc.edu/administration/business-services/budget/>



budget@smc.edu



No main line

Core Hours



Monday - Friday 8:30 a.m. - 5:30 p.m.

Key People

Unit/Individual	Telephone	Email	Responsibility
Veronica Diaz	(310) 434-4224	diaz_veronica@smc.edu	Director of Budget – Responsible for planning, developing and administering the District budget, compiling District financial reports, forecasting and reporting budget trends and ensures compliance with related policies, rules, laws and regulations.
Vera Cheng	(310) 434-4285	cheng_vera@smc.edu	Budget Analyst – Performs a variety of technical and complex budget duties requiring budget review, analysis and reconciliation that supports budget preparation and administration, including working with various District Personnel on budget requests, inquiry and adjustments.

Key Intranet Links

California Community Colleges Chancellor's Office: **CCCCO.edu** for apportionment reports, Budget and Accounting Manual, etc.

<https://bestportal.lacoe.edu> for the financial system.

<https://ap02.smc.edu/webasis/WebISIS> for employment requests, faculty assignments, stipend payment and business reports.

Key Events

January	Second Quarter Projection Update
February	
March	Spring Professional Development Day; Annual request for department budget
April	Third Quarter Projection Update; Upload of account string in BEST for the new fiscal year; Interim Audit
May	CSEA Week; Tentative Budget for June BOT meeting
June	
July	
August	Fall Professional Development Day; Year-end closing deadline; Adopted Budget for September BOT meeting
September	Adopted Budget Upload in BEST
October	First Quarter Projection Update; Annual reports update; Year-end Audit
November	
December	

Monthly

BEST Financial System Closing
Board Agenda Submission

Annual

LACOE annual year-end closing webinar
CCCCO annual budget workshop

Key Documents

Process documentation can be found in the Budget website <https://www.smc.edu/administration/business-services/budget/forms.php>

- PBAR Instructions
- Steps to Prepare Budget Transfers
- How to do Budget Inquiry

Key Resources

There are specific **Budget Department** training materials available for department internal use only. These can be found in: <https://www.smc.edu/administration/business-services/budget/forms.php>

Additional Information

Budget and Accounting Manual (BAM) reference guide for government accounting guidelines is available in Chancellor's Office website CCCCCO/edu



BEST System Chart of Accounts - Report available on BEST accounting system.

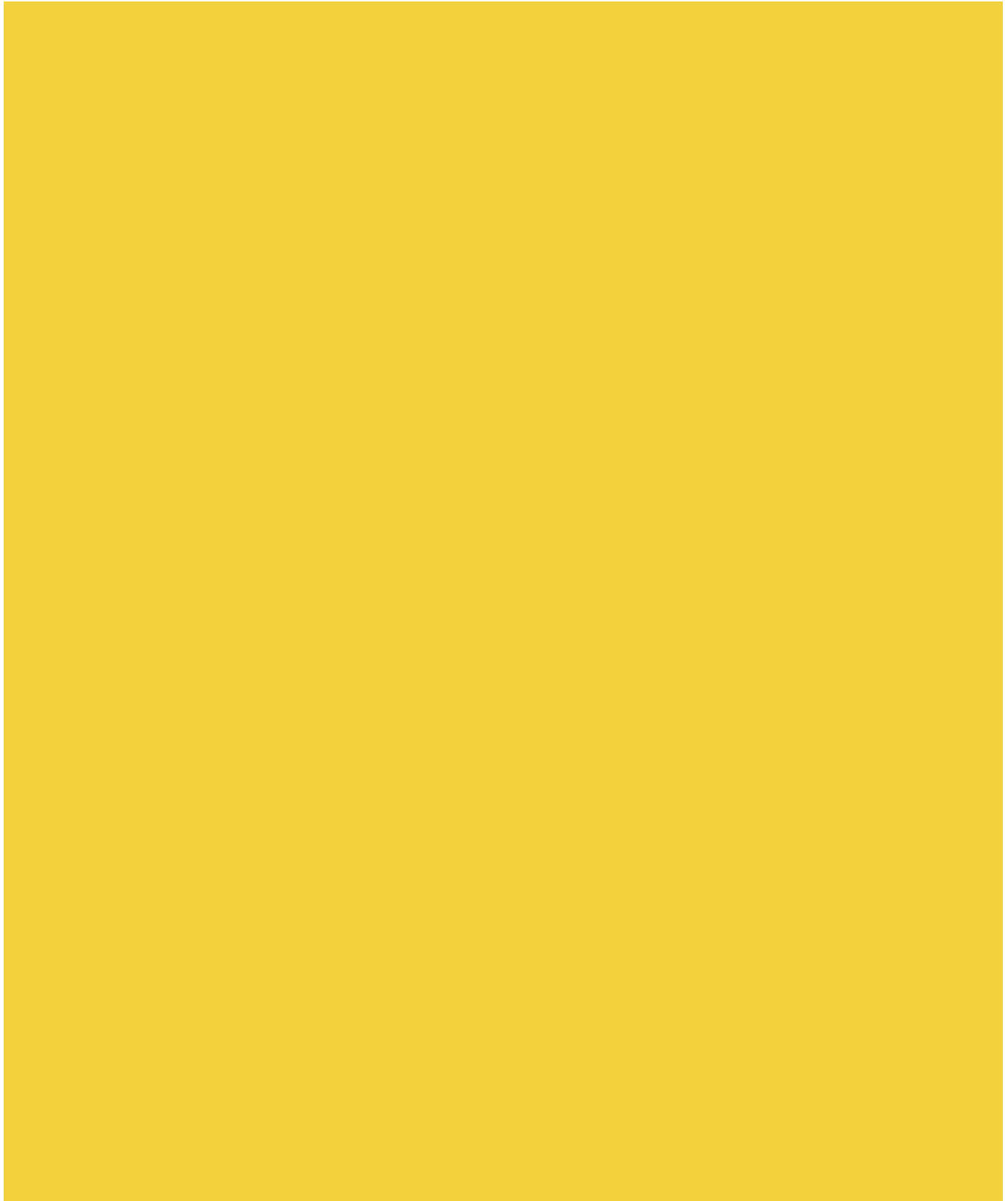


List of Restricted Fund by Goal/Category



List of locations under each vice president

My Notes



What's Next

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Let's Get Acquainted
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Who? Immediate Supervisor to coordinate.
When? Arranged by Immediate Supervisor.

Being Part Of
Buddy up and orient into a group that provides job specific training, ongoing team building and a compelling and motivating vision.
Who? New-Hire.
When? Arranged by Immediate Supervisor.

Thank You
SMC to confirm contingent offer of employment, outline next steps and share why we are all 'Proud to be SMC' by understanding what we do and who we serve.
Who? Immediate Supervisor to reach out.
When? On acceptance of job offer.

Signing Up

Getting Started

Climb Onboard

Our Culture

Departmental Know How

Working Together

Ongoing Support

So, How's It Going?

Growing With Us

Changing Lives in the Global Community Through Excellence In Education

EPICENTER
Employee Professional Development Center

Santa Monica College

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We ♥ SMC
#ProudToBeSMC

Working Together

Being Part of a Team

Buddy up and orient into a group that provides job specific training, ongoing team building and a compelling and motivating vision.

Who?

New-Hire

When?

Arranged by immediate Supervisor.

An aerial photograph of the Santa Monica College campus, featuring several large, modern, multi-story buildings with flat roofs and large windows. The campus is surrounded by palm trees and other vegetation. The entire image is overlaid with a semi-transparent blue filter. The text 'SANTA MONICA COLLEGE' is centered in the middle of the image in a white, serif font. The word 'COLLEGE' has a decorative flourish at the bottom of the letter 'E'.

SANTA
MONICA
COLLEGE