



Fiscal Services Self Service eForms

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Accessing Self Service eForms

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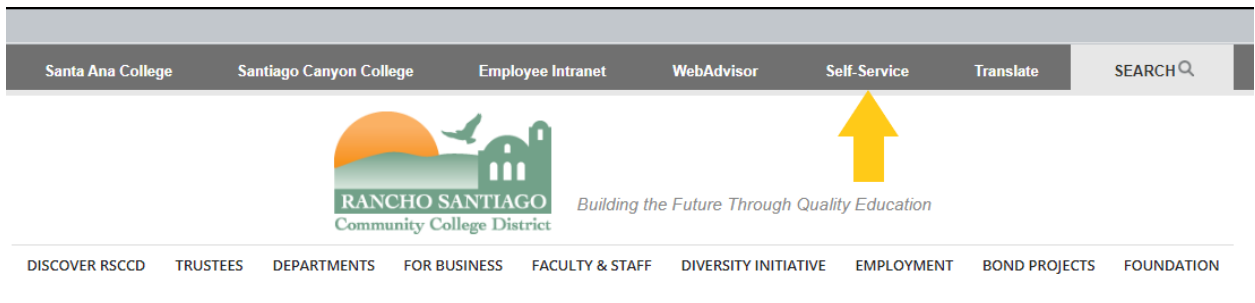
Self Service can be found via the menu bar at the following locations.

[Rancho Santiago Community College District \(rsccd.edu\)](http://rsccd.edu)

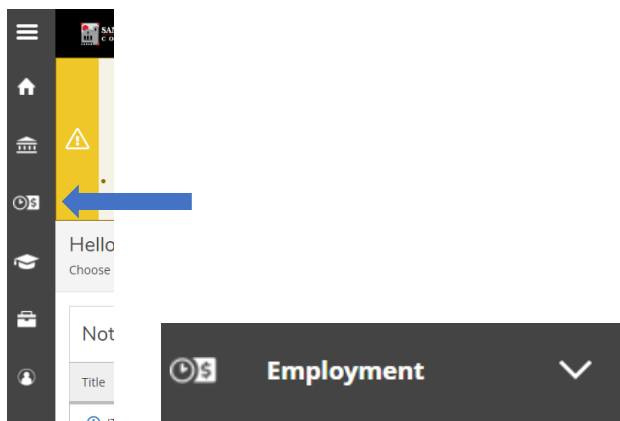
[WebAdvisor & Self-Service \(sac.edu\)](http://sac.edu)

[Santiago Canyon College \(sccollege.edu\)](http://sccollege.edu)

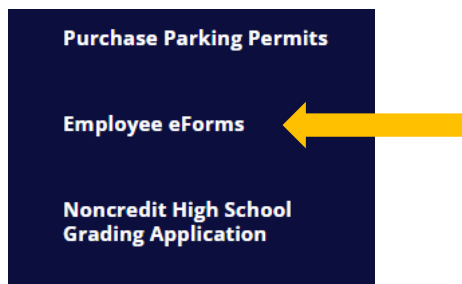
- Go to www.rsccd.edu. At the top of the home page, click on *Self-Service*.



- 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** eforms, click on **Experience**.
 - To **submit Budget Change Forms or Transfers of Expenditure**, click on **Blank eForm**.

eForm Access Page

This page will enable you to access the following eForms

Employees


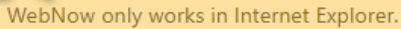
- Absence eForm Link
- TimeCard, overtime and/or Comptime eForm link

Timekeepers & Approvers Only

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

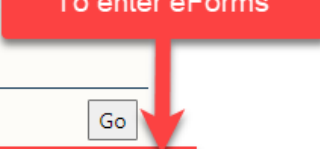
⚠ Please note, except for WebNow, Internet Explorer is not supported, please use other browsers. If you have any questions, please email the [Help Desk](#).

Perceptive Web Applications (Experience and WebNow)

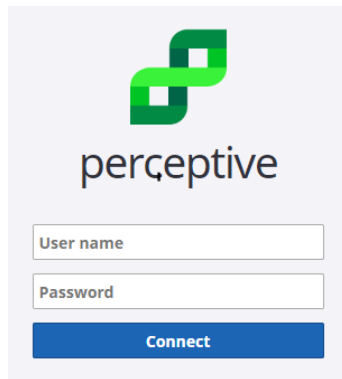
- [Experience](#) 
- [WebNow](#) 

eForms

| | |
|--|-----------------------------------|
| My Absence & Time Card eForms | <input type="button" value="Go"/> |
| Blank eForm (Timekeepers & Approvers only) Budget Change/ Transfer of Expenditures | <input type="button" value="Go"/> |

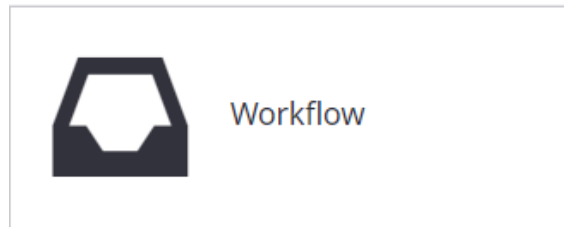


- Login to Perceptive

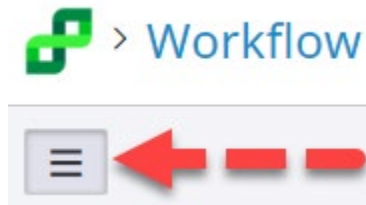


Approving eForms

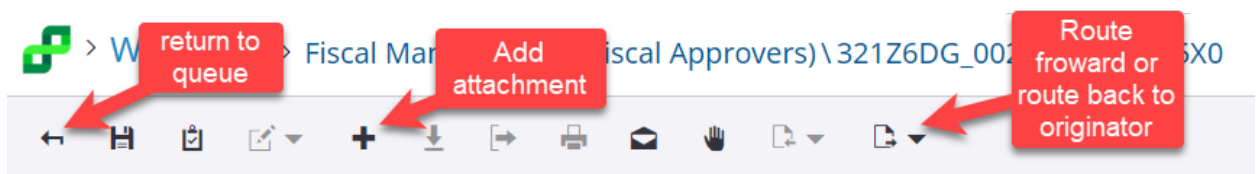
- Access Self-Service eForms.
- Click on *Experience*.
- Then, click on *Workflow*.



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

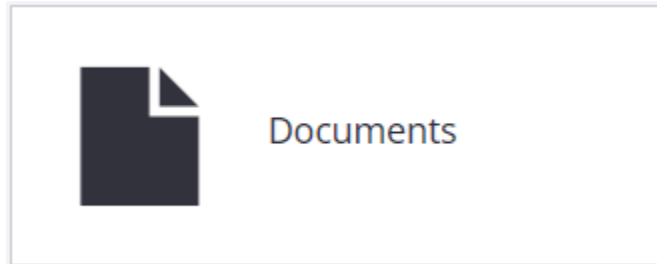


- You can select a queue from the Views list and then click on the transactions you would like to review/approve.
- Once in the eform, action buttons are at the top of the form.

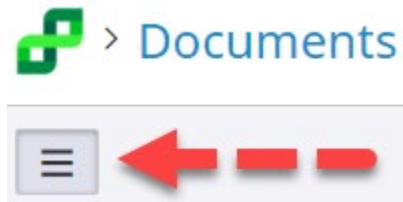


Viewing eForms

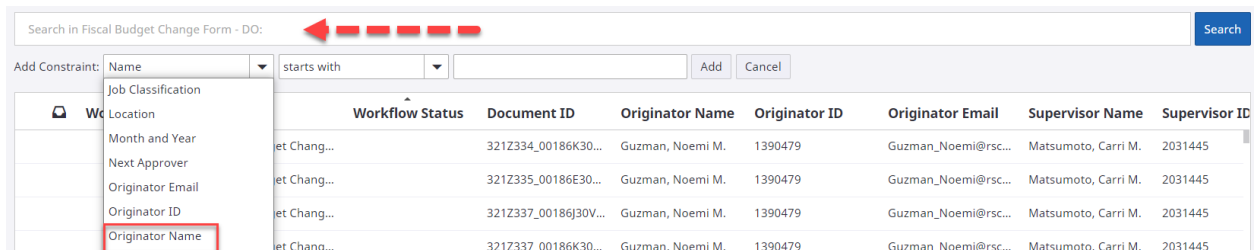
- Access Self-Service eForms.
- Click on *Experience*.
- Then, click on *Documents*.



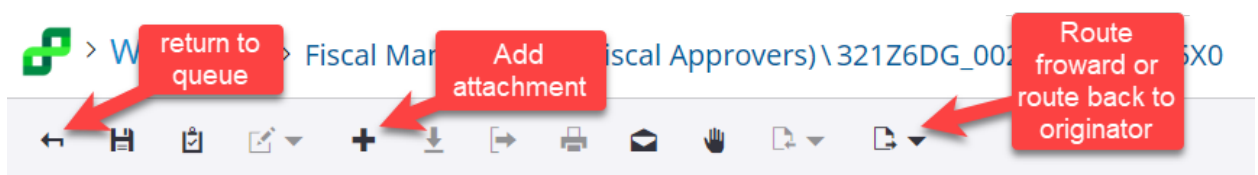
- Click on the *Views List* icon to show or hide the queues you have access to.



- 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 eForms

- Access Self-Service eForms.
- Click on *Blank eForm*.
- Select *eForm*.

Select eForm

Employee ID:

Continue

- 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

Show 10 entries Search:

| 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 eForm, you will need to populate the form as before. You will also select the Supervisor Division, Supervisor Name, and Supervisor Position so that the eForm routes for approvals.