

WLAC ADMINISTRATIVE SERVICES:

Access Information (rev. 9/14/20)

PERSONNEL

From: Tsai, Hansel

Sent: Tuesday, March 17, 2020 10:57 AM

Starting from Wednesday, March 18, 2020, the Personnel/Payroll Office at West Los Angeles College will convert to telecommuting. We are asking that the procedures below be followed for time reporting:

- Please submit timesheets by campus email to petrosi@wlac.edu. We will accept .pdf or .jpg format. An email approval by the department supervisor is acceptable if a signature is not possible.
- Absence Certification Forms, Substitute Forms, W-4 forms, Direct Deposit forms, and new hire forms can also be submitted by email or mailed to the campus. Overtime requests must be signed by the appropriate vice-president.

Luiza and I are available for questions and inquiries by email and phone during regular business hours. Luiza's phone # is 310-287-4339. Hansel is 310-287-4338.

MAILROOM / REPROGRAPHICS

From: Barajas, Silvia

Sent: Thursday, March 19, 2020 2:47 PM

Colleagues, as we transition to on-line teaching and telecommuting there are still some services that need to be delivered on campus. One of those is mail services.

In order to facilitate this service here is the new schedule effective June 19, 2020:

OFFICE HOURS (rev 6/15)

Tuesday and Thursday

9am – 12noon

Mailroom

- The Mailroom will be open on Tuesdays and Thursdays, 9am to 12noon
- The door to the Mailroom will be unlocked for faculty and staff to access the mailboxes
- The LACCD Courier will pick up/deliver mail at the Mailroom twice per week (Tues & Thurs)
- US mail will be picked up from the Post Office and distributed to mailboxes once per week
- Outgoing US mail will be metered, bundled and mailed twice per week (Tues & Thurs)
- All special delivery items normally delivered to the Mailroom by Facilities will be placed in the mailboxes or in cabinets below the mailboxes

Reprographics

- Reprographics is closed until further notice
 - Albert Williams: 310-287-4331
 - Maria Pineda: 310-287-4239
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PROCUREMENT

From: Washington, Tamara S <WASHINTS@WLAC.EDU>

Sent: Wednesday, March 18, 2020 5:20:46 PM

Beginning Thursday, March 19th, 2020, the Procurement Office at West will convert to telecommuting until further notice. Please submit Purchase Requests and Contract Request Forms through email to lawalkt@wlac.edu and washints@wlac.edu. If signature is not possible, please submit the forms through email for approval using the same email chain for all approvers in the Department. We will keep you updated if the procedures change.

Kenny and I are available by email and phone if there are any questions.

Kenny: 310-287-4438

Tamara: 310-287-4468