

# EMPLOYEE

Home Community (</web/home-community>) / **Employee** (<https://accessrio.riohondo.edu/web/home-community/employee>)

## Human Resources

- **Benefit Rates 2018**
  - **Faculty Rates 2018** (<http://www.riohondo.edu/hr/wp-content/uploads/sites/4/2017/09/FACULTY-2018-Health-Insurance-Rates.pdf>)
  - **Classified Rates 2018** (<http://www.riohondo.edu/hr/wp-content/uploads/sites/4/2017/09/CLASSIFIED-2018-Health-Insurance-Rates.pdf>)
  - **Management and Confidential Rates 2018** (<http://www.riohondo.edu/hr/wp-content/uploads/sites/4/2017/09/MGMT-CONF-2018-Health-Insurance-Rates.pdf>)
- **Benefit Rate 2017**
  - **Faculty Rates 2017** (<http://www.riohondo.edu/hr/wp-content/uploads/sites/4/2017/01/2017-FACULTY-Health-Insurance-Rates.pdf>)
  - **Classified Rates 2017** (<http://www.riohondo.edu/hr/wp-content/uploads/sites/4/2017/01/2017-CLASSIFIED-Health-Insurance-Rates.pdf>)
  - **Management and Confidential Rates 2017** (<http://www.riohondo.edu/hr/wp-content/uploads/sites/4/2017/01/2017-ADMIN-BD-CONF-Health-Insurance-Rates.pdf>)

## Frequently Used Forms

- **Academic Employment Transmittal** (<https://www.riohondo.edu/hr/wp-content/uploads/sites/4/2019/08/Transmittal-Academic-3-2018.pdf>)
- **Budget Transfer** ([http://www.riohondo.edu/wp-content/uploads/2014/09/budget\\_transfer.pdf](http://www.riohondo.edu/wp-content/uploads/2014/09/budget_transfer.pdf))
- **Classified Employment Transmittal** (<https://www.riohondo.edu/hr/wp-content/uploads/sites/4/2019/08/Transmittal-Classified-3-2018.pdf>)
- **Conference Report** (<http://www.riohondo.edu/hr/wp-content/uploads/sites/4/2014/10/ConferenceReport.doc>)
- **Travel Authorization** (<https://www.riohondo.edu/staff-development/wp-content/uploads/sites/38/2019/09/RHC-Request-for-Travel-Authorization-Rev.-Sept.-2019.pdf>)
- **Travel Reimbursement** (<http://www.riohondo.edu/wp-content/uploads/2014/09/ActualExpenseAccountForm.doc>)
- **Unusual Occurrence Report** (<http://www.riohondo.edu/hr/wp-content/uploads/sites/4/2014/10/Unusual-Occurrence-Report.pdf>)

## Employee Links

## Update Emergency Contact

- **Click Here To Update Emergency Contacts** ([https://accessrio.riohondo.edu/luminis-banner/lp5Banner?externalsystem=SSB&url=urlPathbwgkoemr.P\\_Select](https://accessrio.riohondo.edu/luminis-banner/lp5Banner?externalsystem=SSB&url=urlPathbwgkoemr.P_Select))

## Update Race & Ethnicity

### Rio Hondo Needs Your Help!

Click here to update your race & ethnicity. ([https://accessrio.riohondo.edu/luminis-banner/lp5Banner?externalsystem=SSB&url=urlPathbwgkomre.P\\_SelectEth](https://accessrio.riohondo.edu/luminis-banner/lp5Banner?externalsystem=SSB&url=urlPathbwgkomre.P_SelectEth))

Why? Click here for more information (<http://www.riohondo.edu/race-and-ethnicity-information>)

## Banner Self-Service

- **Banner SSB Link** ([https://accessrio.riohondo.edu/luminis-banner/lp5Banner?externalsystem=SSB&url=urlPathtwbkwbis.P\\_GenMenu?name=bmenu.P\\_MainMnu](https://accessrio.riohondo.edu/luminis-banner/lp5Banner?externalsystem=SSB&url=urlPathtwbkwbis.P_GenMenu?name=bmenu.P_MainMnu))

- **Employee Assistance Program (EAP)**

- [Lifeworks - Employee Assistance Program](http://www.riohondo.edu/hr/wp-content/uploads/sites/4/2014/11/Lifeworks-EAP-Employee-Portal-October-2014.pdf)  
(<http://www.riohondo.edu/hr/wp-content/uploads/sites/4/2014/11/Lifeworks-EAP-Employee-Portal-October-2014.pdf>)
- [2014 LifeWorks EAP Overview](http://www.riohondo.edu/hr/wp-content/uploads/sites/4/2014/11/2014-LifeWorks-EAP-Overview.pdf)  
(<http://www.riohondo.edu/hr/wp-content/uploads/sites/4/2014/11/2014-LifeWorks-EAP-Overview.pdf>)
- [2014 LifeWorks Mobile App Information](http://www.riohondo.edu/hr/wp-content/uploads/sites/4/2014/11/2014-LifeWorks-Mobile-App-Information.pdf)  
(<http://www.riohondo.edu/hr/wp-content/uploads/sites/4/2014/11/2014-LifeWorks-Mobile-App-Information.pdf>)

- [Classified Contract 2017-2020](https://www.riohondo.edu/hr/wp-content/uploads/sites/4/2018/12/CSEA-Contract-2017-20_Final.pdf)  
([https://www.riohondo.edu/hr/wp-content/uploads/sites/4/2018/12/CSEA-Contract-2017-20\\_Final.pdf](https://www.riohondo.edu/hr/wp-content/uploads/sites/4/2018/12/CSEA-Contract-2017-20_Final.pdf))

- [RHCFA CBA 2019-2022](https://www.riohondo.edu/hr/wp-content/uploads/sites/4/2019/07/RHCCD-CBA-with-CTA-2019-2022_Final.pdf)  
([https://www.riohondo.edu/hr/wp-content/uploads/sites/4/2019/07/RHCCD-CBA-with-CTA-2019-2022\\_Final.pdf](https://www.riohondo.edu/hr/wp-content/uploads/sites/4/2019/07/RHCCD-CBA-with-CTA-2019-2022_Final.pdf))
- [FAQ](http://www.riohondo.edu/hr/faq/) (<http://www.riohondo.edu/hr/faq/>)

- **HR Forms**

- [Direct Deposit Form](https://www.riohondo.edu/hr/wp-content/uploads/sites/4/2019/08/Direct-Deposit-Authorization-5-3-19.pdf)  
(<https://www.riohondo.edu/hr/wp-content/uploads/sites/4/2019/08/Direct-Deposit-Authorization-5-3-19.pdf>)  
(Bank)
- [Name or Address Change Form](https://www.riohondo.edu/hr/wp-content/uploads/sites/4/2019/08/Name-or-Address-Change-Form-6-2018.pdf)  
(<https://www.riohondo.edu/hr/wp-content/uploads/sites/4/2019/08/Name-or-Address-Change-Form-6-2018.pdf>)

- [HR Policies](http://www.riohondo.edu/president/board-homepage/board-policies-and-administrative-procedures/#7)  
(<http://www.riohondo.edu/president/board-homepage/board-policies-and-administrative-procedures/#7>)

- **Current Salary Schedules**

- [Classified](https://www.riohondo.edu/hr/wp-content/uploads/sites/4/2019/08/Classified.pdf)  
(<https://www.riohondo.edu/hr/wp-content/uploads/sites/4/2019/08/Classified.pdf>)

- [Annual Planning](http://www.riohondo.edu/irp/strategic-planning/)  
(<http://www.riohondo.edu/irp/strategic-planning/>)
- [Board Policies](http://www.riohondo.edu/president/board-homepage/board-policies-and-administrative-procedures/)  
(<http://www.riohondo.edu/president/board-homepage/board-policies-and-administrative-procedures/>)
- [Building Program Updates](https://www.riohondo.edu/finance-and-business/building-program/)  
(<https://www.riohondo.edu/finance-and-business/building-program/>)
- [Campus Facilities Scheduling](https://25live.collegenet.com/pro/riohondo)  
(<https://25live.collegenet.com/pro/riohondo>)
- [Flex Calendar](http://www.riohondo.edu/staff-development/flexinstructional-calendar/)  
(<http://www.riohondo.edu/staff-development/flexinstructional-calendar/>)
- [Flex Information](http://www.riohondo.edu/staff-development/flex/)  
(<http://www.riohondo.edu/staff-development/flex/>)
- [Foundation and Alumni](http://www.riohondo.edu/foundation/)  
(<http://www.riohondo.edu/foundation/>)
- [Governance Manual](http://www.riohondo.edu/president/governance-manual/)  
(<http://www.riohondo.edu/president/governance-manual/>)
- [Holiday Calendar](http://www.riohondo.edu/hr/Holiday-Schedule)  
(<http://www.riohondo.edu/hr/Holiday-Schedule>)
- [IT Help Desk](http://www.riohondo.edu/its/helpdesk/)  
(<http://www.riohondo.edu/its/helpdesk/>)
- [Directory](http://www.riohondo.edu/directory/)  
(<http://www.riohondo.edu/directory/>)
- [Parking Information](http://www.riohondo.edu/facilities-services/parking/)  
(<http://www.riohondo.edu/facilities-services/parking/>)
- [Staff Development](http://www.riohondo.edu/staff-development/)  
(<http://www.riohondo.edu/staff-development/>)
- [Work Orders](https://www.myschoolbuilding.com/myschoolbuilding/myrequest.asp)  
(<https://www.myschoolbuilding.com/myschoolbuilding/myrequest.asp>)

## My Educational Plan

## PeopleAdmin Log In



(<https://riohondo.peopleadmin.com/hr/sessions/new>)

Search committees click above image to log into PeopleAdmin for applicant screening.

## ScoreCard



(<http://scorecard.cccco.edu/>)

## ESS



(<http://sgproess/ESSRHC>)

[content/uploads/sites/4/2019/08/CLASSIFIED-SALARY-SCHEDULE-07-01-19.pdf](#))

- [Confidential](#)  
(<https://www.riohondo.edu/hr/wp-content/uploads/sites/4/2019/08/SALARY-SCHEDULE-CONFIDENTIALS-07-01-19.pdf>)
- [Faculty](#)  
(<https://www.riohondo.edu/hr/wp-content/uploads/sites/4/2019/08/FT-Faculty-Salary-Increase-2019-2020.pdf>)
- [Management](#)  
(<https://www.riohondo.edu/hr/wp-content/uploads/sites/4/2019/08/2019-20-MANAGEMENT-Webpage.pdf>)



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## SARS Anywhere



(<http://appointments.riohondo.edu/sarsanywhere>)

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## Institutional Research & Planning

- [2021-2022 Institutional Planning Process Memo](#) (<https://www.riohondo.edu/irp/wp-content/uploads/sites/35/2021/08/2021-2022-Planning-Process-Memo.pdf>)
- [Annual Program Plan Training F21](#) (<https://www.riohondo.edu/irp/wp-content/uploads/sites/35/2021/09/Annual-Program-Plan-Training-F21.pdf>)
- [Data & Analysis for Program Planning & Review F21](#) (<https://www.riohondo.edu/irp/wp-content/uploads/sites/35/2021/09/Data-Analysis-for-Program-Planning-Review-F21.pdf>)
- [Institutional Level Outcomes Report 2021](#) ([https://www.riohondo.edu/irp/wp-content/uploads/sites/35/2021/10/ILO-CTL\\_4721.pdf](https://www.riohondo.edu/irp/wp-content/uploads/sites/35/2021/10/ILO-CTL_4721.pdf))
- [Program Review Institutional Recommendations, Fall 2020](#) ([https://riohondo0-my.sharepoint.com/:f/g/personal/iorozco\\_riohondo\\_edu/EicNedUKLeFKp48zPzv\\_MUB5XTsuaS3QHC2fwrILSpAYw?e=ev8DeG](https://riohondo0-my.sharepoint.com/:f/g/personal/iorozco_riohondo_edu/EicNedUKLeFKp48zPzv_MUB5XTsuaS3QHC2fwrILSpAYw?e=ev8DeG))

- [Annual Area Plans, Fall 2020](https://riohondo0-my.sharepoint.com/:f/g/personal/iorozco_riohondo_edu/EntK0-2_oh1BixEFsxG58sgByOCBipBwNkWiGYCXNFi0eA?e=PU7nj7)  
([https://riohondo0-my.sharepoint.com/:f/g/personal/iorozco\\_riohondo\\_edu/EntK0-2\\_oh1BixEFsxG58sgByOCBipBwNkWiGYCXNFi0eA?e=PU7nj7](https://riohondo0-my.sharepoint.com/:f/g/personal/iorozco_riohondo_edu/EntK0-2_oh1BixEFsxG58sgByOCBipBwNkWiGYCXNFi0eA?e=PU7nj7))
- [Annual Program Plans, Fall 2020](https://riohondo0-my.sharepoint.com/:f/g/personal/iorozco_riohondo_edu/EkCwht89iDdPKTpHVOa_tasB2wWJAKS1GXnUL8vR2IWckg?e=tJOe5g)  
([https://riohondo0-my.sharepoint.com/:f/g/personal/iorozco\\_riohondo\\_edu/EkCwht89iDdPKTpHVOa\\_tasB2wWJAKS1GXnUL8vR2IWckg?e=tJOe5g](https://riohondo0-my.sharepoint.com/:f/g/personal/iorozco_riohondo_edu/EkCwht89iDdPKTpHVOa_tasB2wWJAKS1GXnUL8vR2IWckg?e=tJOe5g))
- [Annual Unit Plans, Fall 2020](https://riohondo0-my.sharepoint.com/:f/g/personal/iorozco_riohondo_edu/EmKucTInYnVnNcGwQEtQDH8B8gfb-4Yq9XjqJjwY3KePSw?e=Zvogml)  
([https://riohondo0-my.sharepoint.com/:f/g/personal/iorozco\\_riohondo\\_edu/EmKucTInYnVnNcGwQEtQDH8B8gfb-4Yq9XjqJjwY3KePSw?e=Zvogml](https://riohondo0-my.sharepoint.com/:f/g/personal/iorozco_riohondo_edu/EmKucTInYnVnNcGwQEtQDH8B8gfb-4Yq9XjqJjwY3KePSw?e=Zvogml))
- [Program Reviews, Fall 2020](https://riohondo0-my.sharepoint.com/:f/g/personal/iorozco_riohondo_edu/EuXxMBD-OSNMmPrwHDHBJTIBx_hyeL4ftFi900d6baYoQA?e=2BQpc0)  
([https://riohondo0-my.sharepoint.com/:f/g/personal/iorozco\\_riohondo\\_edu/EuXxMBD-OSNMmPrwHDHBJTIBx\\_hyeL4ftFi900d6baYoQA?e=2BQpc0](https://riohondo0-my.sharepoint.com/:f/g/personal/iorozco_riohondo_edu/EuXxMBD-OSNMmPrwHDHBJTIBx_hyeL4ftFi900d6baYoQA?e=2BQpc0))
- [Program-level Outcomes Data Fall 2021](https://www.riohondo.edu/irp/wp-content/uploads/sites/35/2021/10/Program-Level-Outcomes-Data-F21-PR.xlsx)  
(<https://www.riohondo.edu/irp/wp-content/uploads/sites/35/2021/10/Program-Level-Outcomes-Data-F21-PR.xlsx>)
- [Programs Undergoing Review Fall 2021](https://www.riohondo.edu/irp/wp-content/uploads/sites/35/2021/09/Programs-Undergoing-Review-Fall-2021.pdf)  
(<https://www.riohondo.edu/irp/wp-content/uploads/sites/35/2021/09/Programs-Undergoing-Review-Fall-2021.pdf>)
- [Planning Structure Fall 2021](https://www.riohondo.edu/irp/wp-content/uploads/sites/35/2021/08/Planning-Structure-2021-1.pdf)  
(<https://www.riohondo.edu/irp/wp-content/uploads/sites/35/2021/08/Planning-Structure-2021-1.pdf>)
- [Planning Training Calendar Fall 2021](https://www.riohondo.edu/irp/wp-content/uploads/sites/35/2021/08/Planning-Training-Calendar-Fall-21.pdf)  
(<https://www.riohondo.edu/irp/wp-content/uploads/sites/35/2021/08/Planning-Training-Calendar-Fall-21.pdf>)
- [Annual Program Plan Guide Fall 2021](https://www.riohondo.edu/irp/wp-content/uploads/sites/35/2021/08/Annual-Program-Plan-Guide-Fall-2021.pdf)  
(<https://www.riohondo.edu/irp/wp-content/uploads/sites/35/2021/08/Annual-Program-Plan-Guide-Fall-2021.pdf>)
- [Annual Unit Guide Fall 2021](https://www.riohondo.edu/irp/annual-unit-plan-guide-fall-2021/)  
(<https://www.riohondo.edu/irp/annual-unit-plan-guide-fall-2021/>)
- [Program Review Guide Fall 2021](https://www.riohondo.edu/irp/wp-content/uploads/sites/35/2021/08/Program-Review-Guide-Fall-2021.pdf)  
(<https://www.riohondo.edu/irp/wp-content/uploads/sites/35/2021/08/Program-Review-Guide-Fall-2021.pdf>)

- [Annual Unit/Program Plan Submission Video Guide](#)  
([https://cccconfer.zoom.us/rec/play/Sqn-8TeMZH\\_5XvXISCIlw8jukYekQ8H76xaptA3eV0Cp058ImDEMC2ckB\\_ROJ1B1oeExC7voKVwrFA.ak\\_1zOnK43rE8oF2?startTime=1633565344000&x\\_zm\\_rtaid=5bM7up9IS-OAdq3k7ihoMg.1633704634066.68b8f2fc4b03dde1531d1da21170d068&x\\_zm\\_rhtaid=330](https://cccconfer.zoom.us/rec/play/Sqn-8TeMZH_5XvXISCIlw8jukYekQ8H76xaptA3eV0Cp058ImDEMC2ckB_ROJ1B1oeExC7voKVwrFA.ak_1zOnK43rE8oF2?startTime=1633565344000&x_zm_rtaid=5bM7up9IS-OAdq3k7ihoMg.1633704634066.68b8f2fc4b03dde1531d1da21170d068&x_zm_rhtaid=330))
- [RHC - Planning Process Calendar 2021-22](#)  
(<https://www.riohondo.edu/irp/wp-content/uploads/sites/35/2021/08/RHC-Planning-Process-Calendar-2021-2022.pdf>)
- [Outcomes Assessment Timeline](#)  
(<https://www.riohondo.edu/irp/wp-content/uploads/sites/35/2021/08/Outcomes-Assessment-Timeline.xlsx>)
- [Survey & Research Request Forms](#)  
(<https://www.riohondo.edu/irp/research-request/>)
- [IEC Agendas & Minutes](#)  
(<https://www.dropbox.com/sh/gmdr8xz196ycewa/AADLZWYphXI6UwI8c-4kpalEa?dl=0>) 2020-2021  
(<http://go.boarddocs.com/ca/riohondo/Board.nsf/goto?open&id=BS8L4D54B7B9>)
- [Program Review Rubric Outcomes](#)  
(<https://www.riohondo.edu/irp/wp-content/uploads/sites/35/2019/09/RHC-Program-Review-Rubric-Outcomes-1.pdf>)
- [Mind the Gap: an FAQ](#)  
(<https://www.riohondo.edu/irp/wp-content/uploads/sites/35/2019/10/Mind-the-Gap.pdf>)



(<https://w.taskstream.com/SingleSignOnSam/!/Login/4A131EE4520DFA5058F8053B15A8E3C4>)

(Click on the Taskstream logo above for logging in)

and Whittier for over 50 years.

(<https://www.facebook.com/RHCRoadrunners>)

Whittier, CA 90601




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([https://www.instagram.com/riohondo\\_college/](https://www.instagram.com/riohondo_college/))

**in** (<https://www.linkedin.com/edu/rio->

[hondo-college-22474](https://www.linkedin.com/edu/rio-hondo-college-22474)) 

(<https://www.youtube.com/channel/UCkd0nXw9mx9VKg3WzDSUD7w>)

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