

TEA/TOP REQUISITION APPROVAL QUEUE

Central Services

Requisition Owners:	Requisition Approvers:
Initiator	Hiring Manager
Keisha Sentosa	Budgeter of area/department
Kathy Nguyen (only for Foundation funded assignments)	VC of Area
	Kathy Nguyen (only for Foundation funded assignments)
	Keisha Sentosa, HR Tech
	Kris Lestini, HR Specialist (only if T2 or T4)
	Marietta Harris, HR Director

Foothill

Requisition Owners:	Requisition Approvers:
Initiator (Dean, Director, VP/Manager, Supervisor)	Red Lucas, Budget Analyst
Red Lucas, Budget Analyst	Kathy Nguyen (only for Foundation funded assignments)
Keisha Sentosa	Dean, Supervisor, VP (depending on position – may be the requisition “Initiator”)
Kathy Nguyen (only for Foundation funded assignments)	AVP or VP of Area (if opened by Dean or Supervisor)
Mike Mohebbi	Bret Watson, VP Finance & Admin Services
	Keisha Sentosa, HR Tech
	Kris Lestini, HR Specialist (only if T2 or T4)
	Marietta Harris, HR Director

De Anza

Requisition Owners:	Requisition Approvers:
Initiator (Supervisor or manager level employee)	Hiring Manager/Supervisor
Martin Varela, Director of Budget & Personnel	Budgeter of area/department
Keisha Sentosa	AVP or VP
Kathy Nguyen (only for Foundation funded assignments)	Martin Varela, Director of Budget & Personnel
	Kathy Nguyen (only for Foundation funded assignments)
	Keisha Sentosa, HR Tech
	Kris Lestini, HR Specialist (only if T2 or T4)
	Marietta Harris, HR Director