

UNIVERSITY OF CALIFORNIA, BERKELEY

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SANTA BARBARA • SANTA CRUZ

ASSOCIATE VICE CHANCELLOR-FINANCE AND CONTROLLER

OFFICE OF THE CHANCELLOR		
NAME	DATE	INITIALS

2195 HEARST AVENUE, SUITE 130
BERKELEY, CALIFORNIA 94720-1108

March 31, 2008

ASSOCIATE CHANCELLOR-CHIEF OF STAFF CUMMINS
 ASSISTANT CHANCELLOR-LEGAL AFFAIRS SMITH
 ASSISTANT CHANCELLOR-FITZPATRICK
 VICE CHANCELLOR BROSTROM

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Dear Colleagues:

The following procedures have been established for authorizing the timesheets for staff in the Chancellor's Immediate Office.

Chancellor's Immediate Office Time Sheet Authorization Procedures:

- a) The Chancellor approves the Associate Chancellor - Government, Community and Campus Liaison's, the Associate Chancellor - Chief of Staff's, and the Assistant Chancellor, Legal Affairs' timesheets;
- b) The Vice Chancellor for Administration approves all other Vice Chancellors' (VC) and Executive Vice Chancellor and Provost's (EVCP) time sheets, (each Vice Chancellor will provide calendars etc. to the Vice Chancellor for Administration for evaluation);
- c) The Associate Chancellor - Government, Community and Campus Liaison approves his/her direct reports;
- d) Each Vice Chancellor approves their own direct reports;
- e) The EVCP approves all his/her direct reports time sheets, including the Deans;
- f) The Controller approves the Chancellor's time sheet (Chancellor's Office provides the Chancellor's calendar to the Controller); and
- g) The Associate Chancellor-Chief of Staff will approve the Vice Chancellor for Administration's and his/her direct reports (Vice Chancellor for Administration will provide calendars to Associate Chancellor-Chief of Staff for evaluation)

Sincerely,



John Ellis, Associate Vice Chancellor-Finance and Controller