Financial Operations
March 2017

Financial Operations
Joyce Sturm
Director

Accounts Receivable and Cash-Handling
Kirsten Wechling

Accounts Payable
Dan Parnas

Reimbursement payments (policy compliance, travel and entertainment transaction reviews)

Vendor Support
Susan Cook
Pam Tabron

SIS Project Team - Full Time thru June 2017
Adrianne Mann
John Aczon

Reconciliation and Compliance
Justin Bishop
Mario Estrella
Seher Iqbal
Daniel Jong
Gloria Smith
Tammeen Tan
Hui Xie

System Administration
Jared Espina

Faculty Home Loans
Student Institutional Loans
Nominique Chico

Credit Card Coordination
Pat Buckley

Billing and Payment Operations
Nicole Delhomme

Payables Operations
Brian Chapman
Richelle Cristi
Agnes DeGuzman
Donna Duncan
Ereka Dunn
Regina McFadden
LaShawnta Rufus
Lorane Washington
Ben Broussard - mail

- Recon exception clearing: AR/AP/Bank/Sponsored Student/Connexxus/Fed Ex/Travel Advance
- Audit response
- Perkins/HPSL/Long-term loan reconciliation and journals
- System exception clearing: AR/AP/cash-to-general ledger
- Federal long-term loan reporting
- Pay cycle production and check printing
- Payment stops, reissues, returns, rushes
- Outgoing ACH/Wire
- Bad debt reserve assessment and analysis
- AR reconciliation
- Payroll reconciliation
- US Bank travel card maintenance
- Relocation tax review

- Non-student AR system / transaction quality assurance (produce invoices, create customers, maintain product codes, SME testing, account maintenance, payment application)
- Non-student AR customer support (marketing/education, department inquiries, customer inquiries, new/current user training)
- Non-student bad debt recovery (Aging review, agency assignment)
- Student AR system / transaction quality assurance (generate statements, system user security, data validation, business process execution, SME testing)
- 1098-T data generation
- Franchise Tax Board file submission / updates

- Faculty home loan program coordination
- Student institutional loan issuance (loan document production, disbursement creation, receivables creation, document retention)
- ACS relationship / new institutional loan program setup

- Merchant coordination (account set-up, business process consultation, advise departments regarding credit card acceptance policy)
- Campus PCI Compliance

- Perkins/HPSL/Institutional Loan administration, counseling and collections
- Customer support (liaison with One Stop Student Service center, escalated inquiries)
- Student AR accounts: collections agency assignments, promise-to-pay / collection letter
- Third-party sponsored student program administration
- Bankruptcy review
- Campus bank deposit coordination and processing
- Incoming ACH/Wire claiming
- AR payment posting (student and non-student)
- Customer support (marketing/education, communications)
- Petty cash/ research subject pay card coordination
- Cash deposit system administration (system user security, SME testing, research reconciliation inquiries)

- Invoice review and data entry for voucher creation
- Exceptional transaction clearing (monitor cXML/Transcepta invoices, resolve unmatched or rejected items)
- Reimbursement payments (policy compliance, travel and entertainment transaction review)
- Travel and Entertainment business process and policy (coordinate Travel/Connexxus program for campus)
- Receipt of mail and invoice scanning
- Sales and use tax review

- Vendor invoice inquiry help desk
- Customer support (marketing/education, communications)
- 1099 generation
Payroll System
- Release coordination
- System and production maintenance
- Mass Pay Actions, including Retro Pay
- Merit and range adjustments
- PPS access and security
- PPS ad-hoc reports
- Page Center access and inquiries
- Daily System checkout

Timekeeping System
- Access
- Respond to Service Now tickets
- Trouble shoot system issues
- System configuration
- Change Request Management
- Upgrades and releases
- Testing and validation
- Approval reminder notifications
- System approval sign off

Projects
- UCPATH
- SIS integration
- Affordable Care Act
- Upgrade to KRONOS 8

Pay Production & Foreign Tax Compliance
- Customer Service Window Service
- Rush check processing
- Separation processing
- Overpayment processing
- Garnishment processing
- GLACIER documentation
- Foreign tax payments
- Campus payroll training (OPTRS, etc.)
- Multiple location appointments
- Death case payments
- CHOS
- ACH/Bank Updates
- Debit card setup
- Damage payments
- Settlements

Benefits & Accounting
- Payroll taxes, foreign tax, and tax form processing (including out of state)
- Consolidated billing
- Benefits accounting
- Postdoc billing direct and imputed income for foreign students
- Benefits customer service questions
- Journal adjustments
- Inter-campus transfers
- Vendor Payments (i.e. Credit union, union dues)
- Over 120 PET
- Billing journals
- Check reissuance
- Deduction and retirement adjustments
- Prepaid benefits (HLOA)
- Imputed Income