University of California, Berkeley
Financial Operations

Accounts Payable and Travel
Dan Parnas

Accounts Receivable and Cash-Handling
Kirsten Wechling

Billing and Payment Operations
Nicole Delhomme

System Administration
John Aczon
- vacant (FSA4:BFSAR/BCS)

Faculty Home Loans
Student Institutional Loans
Nominique Chico

Reconciliation and Compliance
Hui Xie

Credit Card Coordination
Pat Buckley

Outgoing Payables Operations
Gloria Smith
Ellen Wilson

Payables/T&E Operations
LaShawnta Rufus
Lorane Washington
Brian Chapman
Agnes DeGuzman
Donna Duncan
Ereeka Dunn
Yenny Tjandra
Ben Broussard

Payment Card Program Coordination
Jeff Kent
Richelle Cristi

Vendor Support / T&E
Susan Cook
Pam Tabron

- Perkins/IPS/ institutional loan administration, counseling and collections
- Customer support (liaison with One Stop Student Service center, escalated inquiries, communication, web text)
- Bad debt recovery for student and non-student accounts (aging review, collection contact, promise-to-pay, collection agency assignment)
- 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)
- Petty cash/research subject pay card coordination

- Student and non-student AR system transaction quality assurance (produce invoices and statements, reports, create customers, maintain item/product codes, SME testing, account maintenance, payment application)
- Customer support (marketing, education, account inquiries, user training)
- Transaction quality assurance (generate statements, system security roles, data validation, business process execution, SME testing)
- 1098-T data generation
- CBS administration (system security, SME testing)
- Faculty home loan program coordination
- Student institutional loan issuance (loan document production, disbursement creation, receivables creation, document retention)
- Loan servicer relationship/new institutional loan program setup
- Reconc exception clearing
- Bad debt analysis
- Unit performance metrics
- Special projects
- Merchant coordination (account set-up, business process consultation, advise departments regarding credit card acceptance policy)
- Campus PCI compliance
- Pay cycle production and check printing
- Payment stops, reissues, returns, rushes
- Outgoing ACH/Wire
- US Bank card maintenance
- Invoice review and data entry for voucher creation
- Exceptional transaction clearing (monitor cXML/Transcepta Invoices, resolve unmatched or rejected items)
- Reimbursement transaction review
- Receipt of mail and invoice scanning
- Sales and use tax review
- Travel and Entertainment reimbursement transaction review
- Connexxus, Direct Bill and Direct Entry program coordination
- Administration and cardholder support for procurement card, event planner card, travel study card and travel charge card programs
- Vendor invoice inquiry help desk
- Customer support (marketing/education, communications)
- Tax withholding review
- 1099 generation

Last updated: April 2018
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
- Retrofit Caltime

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

Payroll Office

Delphine Regalia
Assistant Vice Chancellor and Controller

Systems & Projects
Crystal Parkinson

CalTime
Theron Ginn
Marvin Harris

Payroll/Personnel System (PPS)
Peyjen Lin
Kristina Ruiz

Pay Production/Garnishments
Shanmei Yue
- Aaliyah Jones
- Jill Lam
- Bryana McBride
- Vincent Samuel

Foreign Tax Compliance
Sofia Nekmal
- vacant-

Benefits & Accounting
Jerri Rausse

Leave of Absences
Angela Dizon

Payroll Taxes
Anne Sato

Consolidated Billing
Denise Scott
Maria Urbizagastegui

Postdoc Billed Direct/Imputed Income
Katie Lai Nei Chung

Reconciliations/Adjustments
Sherryl Brinkley

Benefits & Accounting
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