University of California, Berkeley
Contracts & Grants Accounting

Delphine Regalia
Assistant Vice Chancellor and Controller

Accounting Manager
Elizabeth Chavez

Contracts & Grants Manager
Kimberly Page

Contracts & Grants
Julio Rodriguez
Lynne Coulson
Milan Havel
Esther Chang

LOC Invoicing & Draw Down
Barbara Rageh

Accounts Receivable
Tina Yang
Nancy Yim
Shi Ji Zhou
Bhakti Jinjawadia
Wendy Nokes

Accounting, Reporting, & Compliance
Mauricio Soua
Yohrei Aruma
Sravani Duggirala
Michelle Teoh
Paul Howl
Melissa de la Fuente

Contracts & Grants
Mark Roderick
Thess Solis
Philip Nguyen
Lanefo Sweet

Contracts & Grants
Rana Burroughs
Enrique Fernandez
Love Joy Sevilleja
Varun Bhatnager

Contracts & Grants
Victorino (Jun) Soriano
Christine Kirera
Glenda Smith
Philip Larkin

Contracts & Grants
Xiaoying (Sharon) Wang
Holly Xu
Dave Beza
S. Martin Mustafa

- Reconciliations and aging
- Statement of accounts to sponsors
- Receivables collections
- Research requests and respond to inquiries
- Year-end financial reporting - bad debt review
- Review and monitor suspense and credit balances
- Review action item report
cga_receivables@berkeley.edu departmental email
- Update accounts receivable policies and procedures
- Check receipts
- AR cash deposits & application

- Invoicing, LOC drawdowns, post invoices to website
- Online invoicing
cgaawards@berkeley.edu departmental email
- Footprint tickets point of contact

- Validation query reporting
- Financial reporting & data analysis
- GL to PC reconciliations & monitoring
- Quarterly Variance analyses
- Quarterly Federal Cash Transaction verifications
- Deficit clearing and fund inactivations
- Intercampus reporting
- Month-end Close including Data Validations
- Fiscal Year-end Close
- Membership and Caltrans overhead distributions
- Review and monitor GAEL insurance assessment
- CIEE management fee distribution

- Intercampus requests for reimbursement
- Calculate STIP income and submit refund to DHHS
- Post-award compliance monitoring
- Late payroll cost transfer review
- External and internal audit coordination
- Effort Reporting System
- Internal Controls for CGA
cgahelp@berkeley.edu departmental email
- IRR monitoring and collection
- AVCFC Budget
cga_ar_help@berkeley.edu departmental email

- New award and modification set-up in PeopleSoft Contracts and Grants module
- New award and modification budget review and upload
- Interim and final financial reports/Indirect cost exception/error
- Invoicing (non LOC)
- Coordinate special invoicing requirements
- Maintain award information in PeopleSoft Contracts and Grants module (e.g., No Cost Extension)
- Fiscal compliance with sponsor, agency and UC guidelines
- Cost sharing review and reporting
- Departments and sponsors issue resolution
- Communications related to post award financial administration
- Service delivery
- Award closeout
- Inactivating funds
- Assisting Accounts Receivable to resolve outstanding payments
- Review and update CGA procedures and manuals

Last updated: July 2017
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

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

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

University of California, Berkeley
Payroll Office

Last updated: July 2017