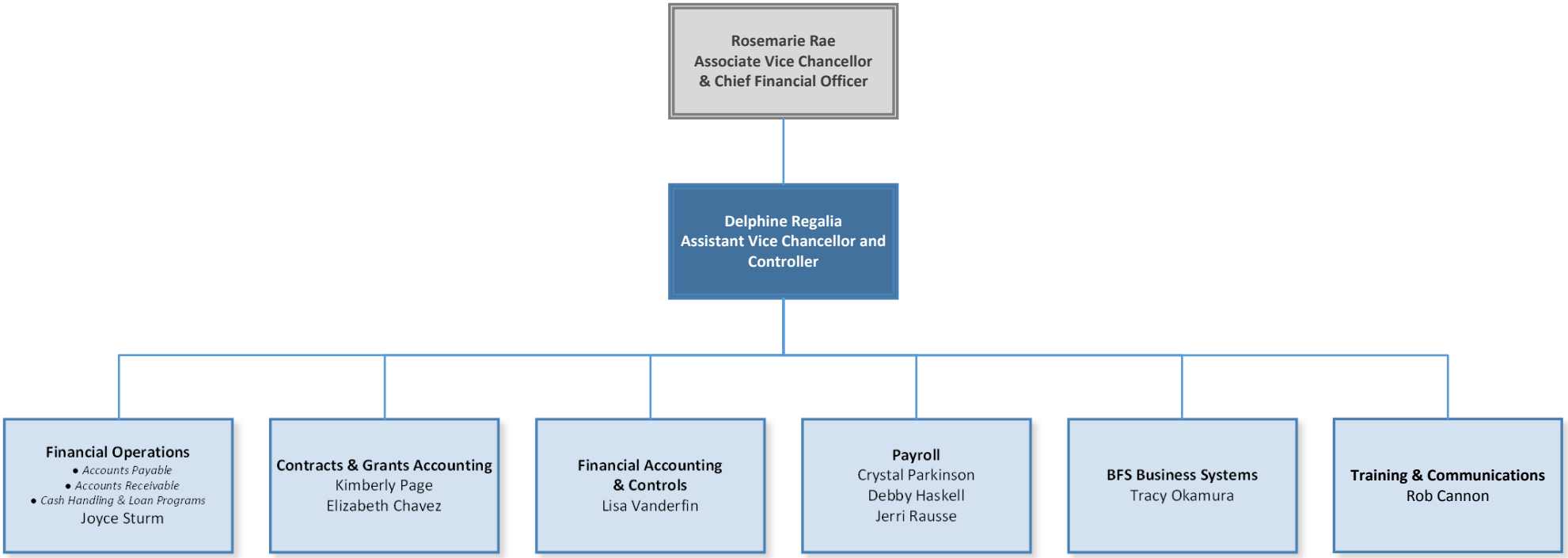
University of California, Berkeley

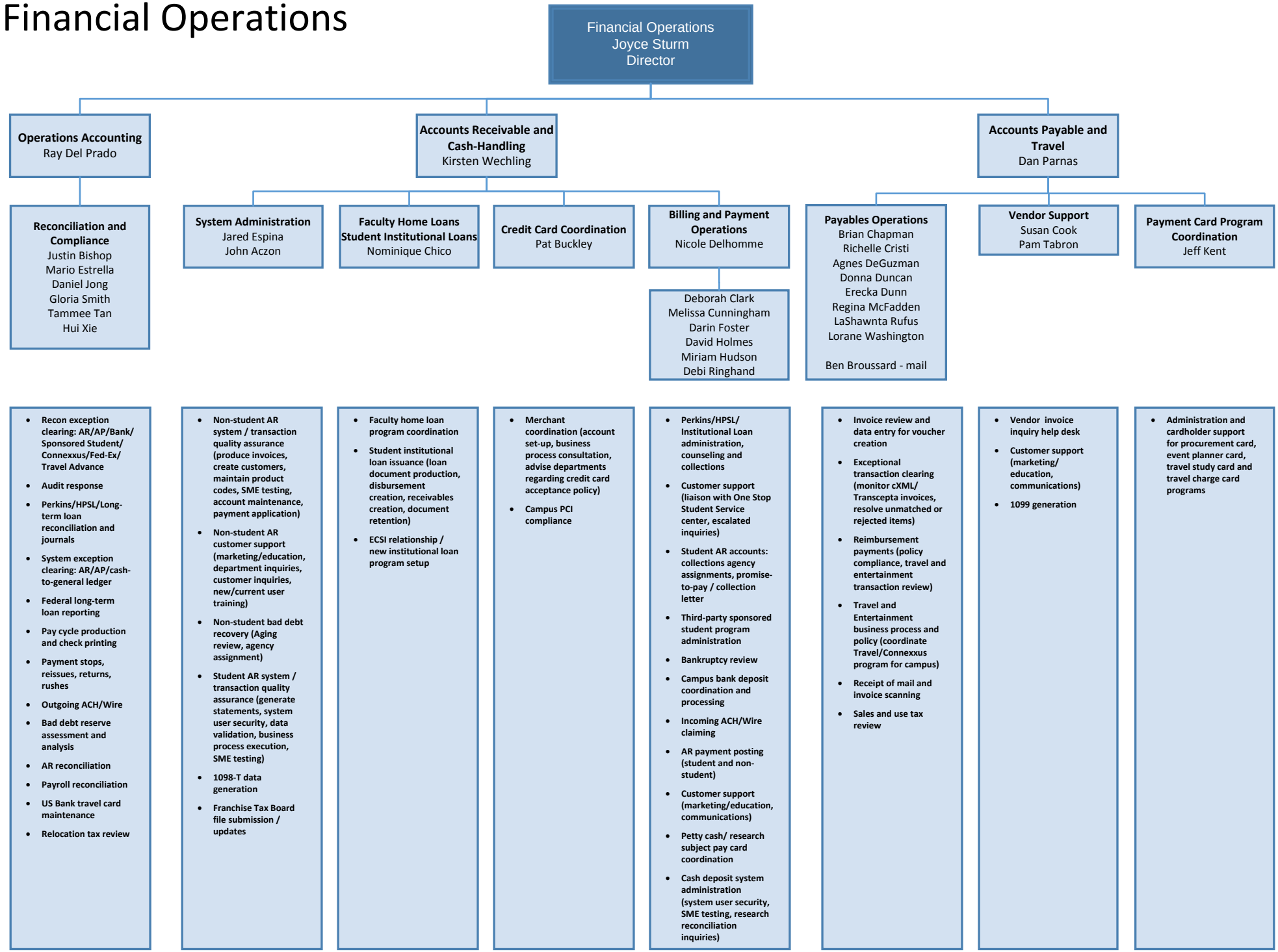
Controller's Office

August 2017



University of California, Berkeley

Financial Operations



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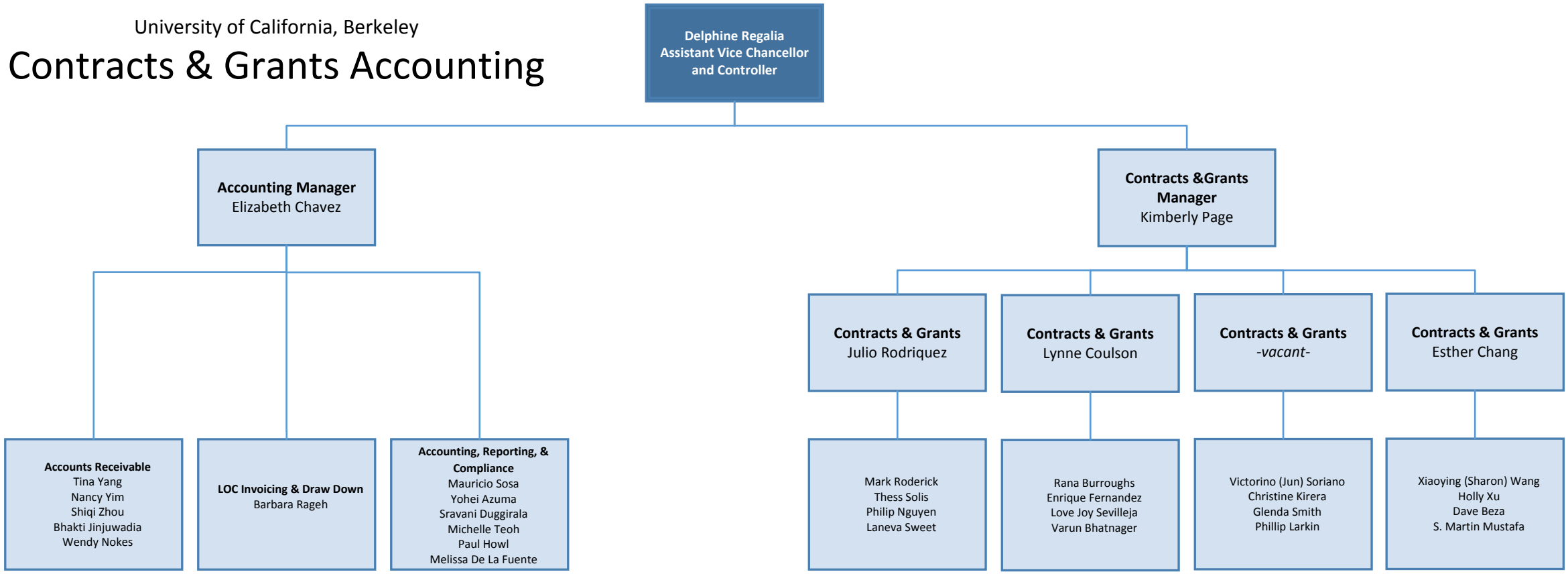
University of California, Berkeley

Contracts & Grants Accounting



- 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

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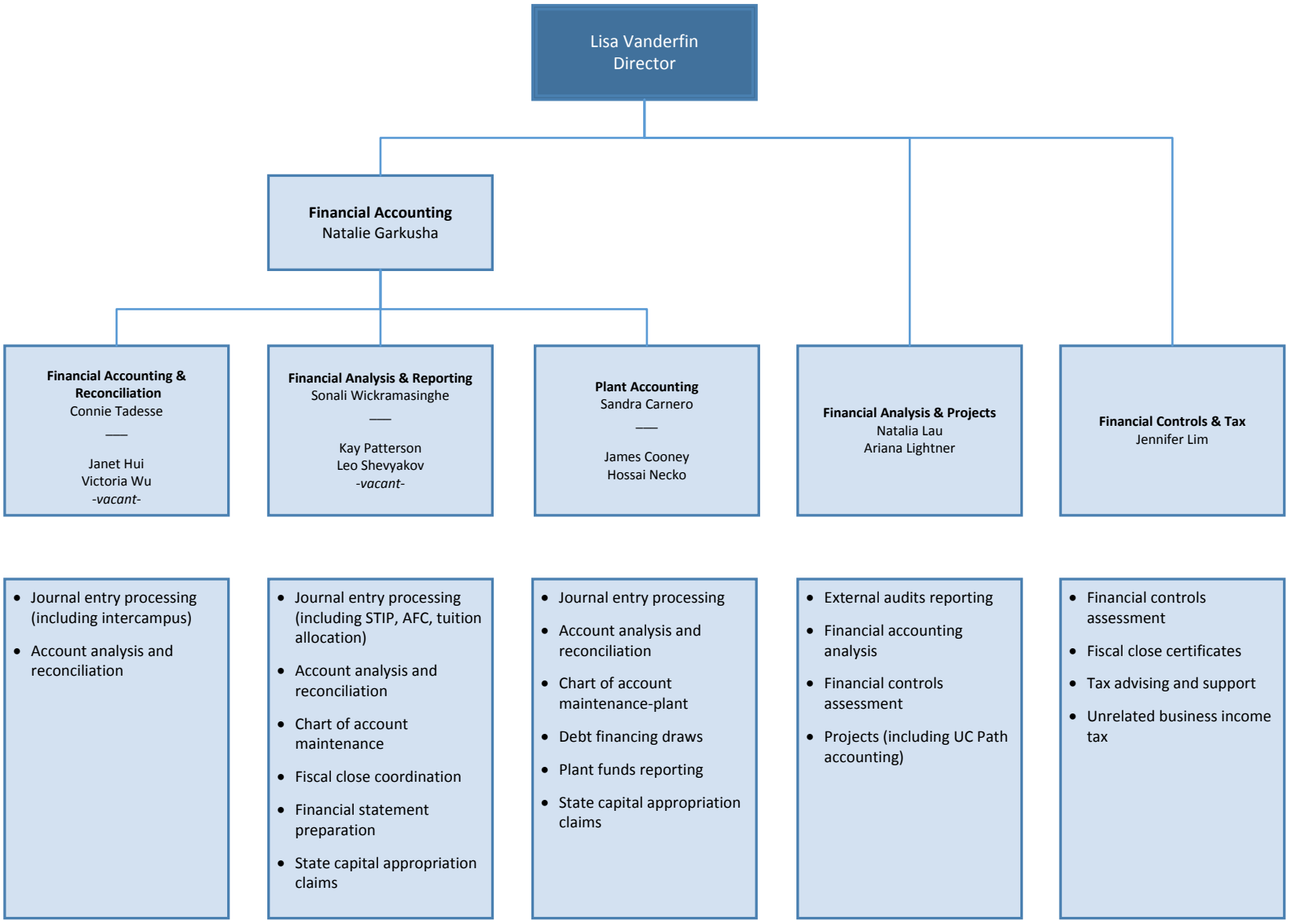
Financial Accounting & Controls



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University of California, Berkeley

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

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
Debby Haskell

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

Foreign Tax Compliance
Sofia Nekmal
-vacant-

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
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
- 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

Last updated: July 2017

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BFS Business Systems

Last updated: June 2017