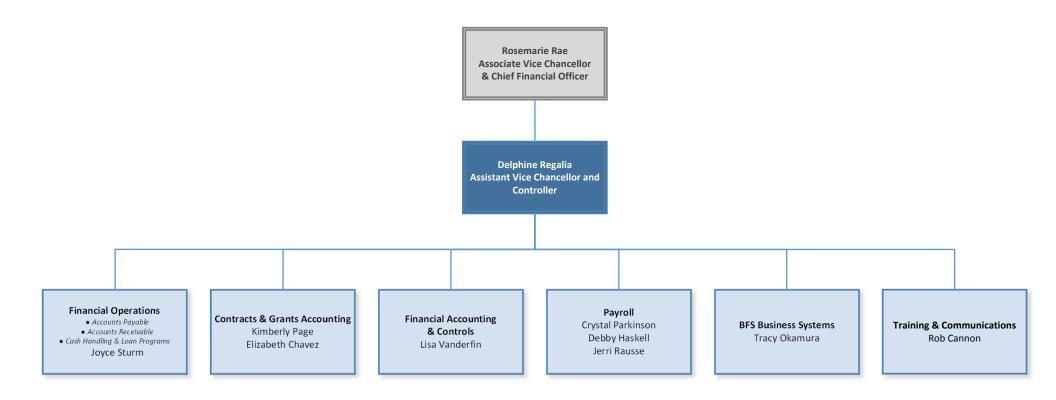
University of California, Berkeley

Controller's Office

August 2017



Financial Operations

Financial Operations Joyce Sturm Director

Ray Del Prado

Operations Accounting

Reconciliation and Compliance Justin Bishop Mario Estrella Daniel Jong Gloria Smith Tammee Tan Hui Xie System Administration
Jared Espina
John Aczon

Faculty Home Loans Student Institutional Loans Nominique Chico

Accounts Receivable and

Cash-Handling

Kirsten Wechling

Credit Card Coordination Pat Buckley Operations
Nicole Delhomme

Deborah Clark Melissa Cunningham Darin Foster David Holmes Miriam Hudson Debi Ringhand Payables Operations Brian Chapman

Richelle Cristi
Agnes DeGuzman
Donna Duncan
Erecka Dunn
Regina McFadden
LaShawnta Rufus
Lorane Washington

Ben Broussard - mail

Accounts Payable and Travel Dan Parnas

> Vendor Support Susan Cook Pam Tabron

Payment Card Program Coordination Jeff Kent

- Recon exception clearing: AR/AP/Bank/ Sponsored Student/ Connexxus/Fed-Ex/ Travel Advance
- Audit response
- Perkins/HPSL/Longterm loan reconciliation and journals
- System exception clearing: AR/AP/cashto-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 /
 undates

- Faculty home loan program coordination
- Student institutional loan issuance (loan document production, disbursement creation, receivables creation, document retention)
- ECSI relationship / new institutional loan program setup
- Merchant coordination (account set-up, business process consultation, advise departments regarding credit card acceptance policy)
- Campus PCI
 ...
- Perkins/HPSL/ Institutional Loan administration, counseling and
- Customer support (liaison with One Stop Student Service center, escalated inquiries)
- Student AR accounts: collections agency assignments, promiseto-pay / collection
- Third-party sponsored student program administration
- Bankruptcy review
- Campus bank deposit coordination and processing
- Incoming ACH/Wire claiming
- AR payment posting (student and nonstudent)
- 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
- 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

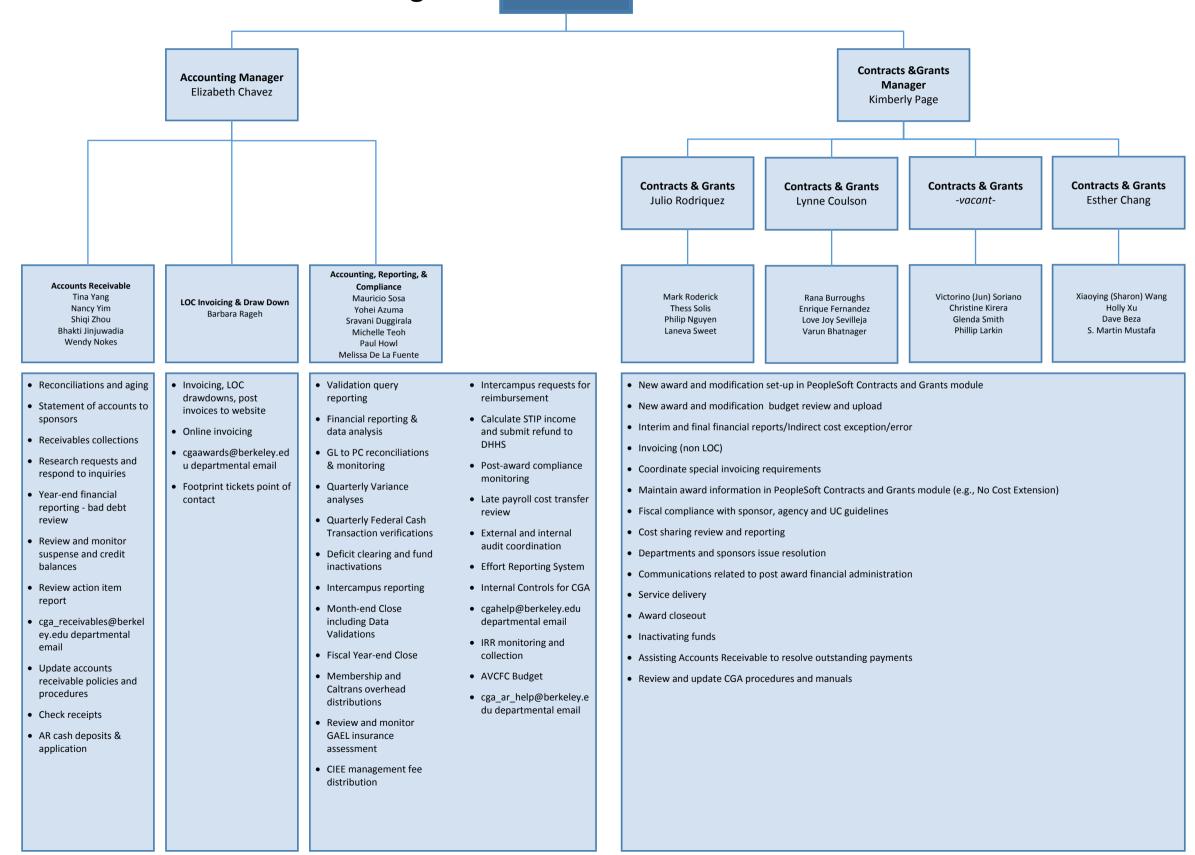
 Administration and cardholder support for procurement card, event planner card, travel study card and travel charge card programs

Last updated: August 2017

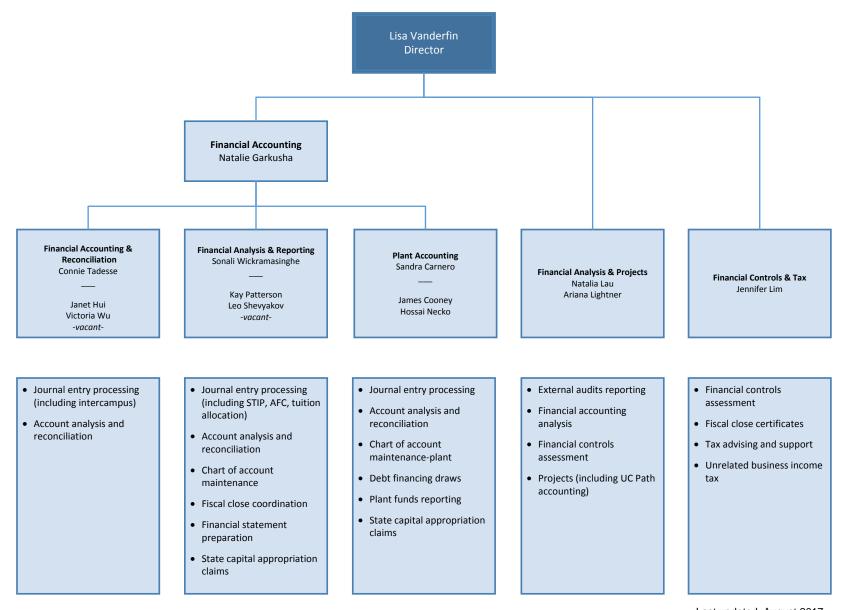
University of California, Berkeley

Contracts & Grants Accounting

Delphine Regalia Assistant Vice Chancellor and Controlle<u>r</u>



Financial Accounting & Controls



Last updated: August 2017

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

BFS Business Systems

