University of California, Berkeley
Controller’s Office
November 2017

- Rosemarie Rae
  Associate Vice Chancellor
  & Chief Financial Officer

- Delphine Regalia
  Assistant Vice Chancellor and Controller

- Financial Operations
  - Accounts Payable
  - Accounts Receivable
  - Cash Handling & Loan Programs
    - Joyce Sturm

- Contracts & Grants Accounting
  - Kimberly Page
  - Elizabeth Chavez

- Financial Accounting & Controls
  - Lisa Vanderfin

- Payroll
  - Crystal Parkinson
  - Debby Haskell
  - Jerri Rausse

- BFS Business Systems
  - Tracy Okamura

- Training & Communications
  - Rob Cannon
University of California, Berkeley

Contracts & Grants Accounting

Contracts & Grants Manager
Julio Rodríguez

Contracts & Grants Manager
Lynne Coulson

Contracts & Grants Manager
Esther Chang

Contracts & Grants Accountant
Kimberly Page

Accounts Receivable
Tina Yang
Nancy Yim
Shiqi Zhou
Wendy Nokes

Accounting, Reporting, & Compliance
Mauricio Sosa
Yohei Azuma
Sravani Duggirala
Michelle Teoh
Paul Howl
Melissa De La Fuente

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
cgaawards@berkeley.edu departmental email
IRR monitoring and collection
AVCFC Budget
cga_ar_help@berkeley.edu departmental email

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

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: August 2017
University of California, Berkeley
Payroll Office

Delphine Regalia
Assistant Vice Chancellor and Controller

Systems & Projects
Crystal Parkinson

Pay Production & Foreign Tax Compliance
Debby Haskell

Benefits & Accounting
Jerri Rausse

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

CalTime
Theron Ginn
Marvin Harris

Payroll/Personnel System (PPS)
Peyjen Lin
Kristina Ruiz

Pay Production/Garnishments
Shanmei Yue
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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

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

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Payroll Office

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Last updated: July 2017
University of California, Berkeley

BFS Business Systems

Interim Director, Berkeley Financial System
Tracy Okamura

General Ledger Analyst
Richard Burge
- General ledger module
- UCOP reporting
- Month end close coordination
- Chartfields
- Combo edit maintenance
- Batch interfaces – journals
- HCM interface

Accounts Payable and Identity Management Analyst
Barbara Scullion
- Accounts payable module
- Batch interfaces – vouchers
- BearBuy interface to AP/PO
- Supplier maintenance & interfaces
- Identity Management reporting

Grants Analyst
Anoop Hirdani
Deanna Sailor
Fenny Teng
- Grants, contracts, projects and commitment control modules
- COEUS interface
- CBR processing
- Payroll suspense clearing

Accounts Receivable and Billing Analyst
Gopi Margam
- Accounts receivable, billing, and eBill modules
- Billing interfaces
- Invoice formats
- Aging and dunning processes
- Billing and AR month end close
- New billing and AR business unit setup

Security
Florence Hendrix
- BFS security
- Sara request system

- Campus application integrations
- System implementations, upgrades
- Maintenance patching
- Business process improvement and mapping
- Modification requests
- Requirements gathering
- Unit and regression testing
- Query writing
- System documentation
- Special projects

Last updated: June 2017