University of California, Berkeley
Accounts Payable and Travel

Dan Parnas
Director

Payables/T&E Operations
William Litteral

- Pay cycle production and check printing
- Payment stops, reissues, returns, rushes
- Outgoing ACH/Wire
- Relocation
- Travel Advances
- Payables Operations
Lorane Washington
Erecka Dunn
Yenny Tjandra

- Invoice review and data entry for voucher creation
- Exceptional transaction clearing (monitor cXML/Transcepta invoices, resolve unmatched or rejected items)
- Reimbursement and invoice scanning

T&E Operations
Donna Duncan
Agnes DeGuzman

- Travel and Entertainment reimbursement transaction review
- Connexxus, Direct Bill, and Direct Entry program coordination

Procurement Card Program
Jeff Kent

- Administration and cardholder support for UC's physical procurement and travel cards
- Oversight and audit of procurement card transactions
- Payment Plus administration and vendor support
- Administration of UC's Expense Card program

Outgoing Payables Operations
Carie Saxton
Gloria Smith
Ellen Wilson

- Pay cycle production and check printing
- Payment stops, reissues, returns, rushes
- Outgoing ACH/Wire
- Relocation
- Travel Advances
- Vendor invoice inquiry help desk
- Customer support (marketing/education, communications)
- Tax withholding review
- 1099 generation
- New supplier set-up
- Supplier record updates
- Supplier risk compliance

Vendor Support
Susan Cook
Pam Tabron
Rachel Jensen
Brian Chapman

- Review and clear balance sheet reconciliations
- Journal entries
- Sales and use tax review
- Unit performance metrics
- Special projects

Projects/Recon Clearing
Laura Pan
University of California, Berkeley
Financial Accounting and Controls

Natalie Garkusha
Director

Plant Accounting & Analysis
Sandra Carnero
—
James Cooney
Hossai Necko
Tammy Tan
-vacant-

Reporting & Analysis
Sonali Wickramasinghe
—
Janet Hui
Leo Shevakov
Chris Tokarski
Joseph Wong

Reconciliation & Analysis
Ariana Lightner
—
Marissa Ortega
-vacant-
-vacant-

Internal Controls, Compliance, & Reconciliation
Yohei Azuma
—
Amanda Cai
Mario Estrella
Jenny Huynh

- Journal entry processing (including bank fees, all plant funds-related, depreciation)
- Account analysis and reconciliation (including cash, capital assets)
- Chart of account maintenance-plant
- CAAN maintenance
- Debt financing draws
- IRS declarations for external financing
- State capital appropriation claims
- Year-end financial reporting and schedules
- Financial statement external audit support
- Financial accounting analysis of third party capital transactions
- Campus support (plantaccounting@berkeley.edu)

- Account analysis and reconciliation (including revenue/expense variation analysis)
- Chart of account maintenance-agency, current, loan
- Allocations (AFC, IDC on non C&G funds, STIP)
- Billing (LBNL, International House, HHMI)
- Mapping to UCOP COA
- Special state appropriation claims
- Financial statement preparation
- Monthly and fiscal close coordination
- Year-end financial reporting and schedules
- Financial statement external audit support
- Campus support (gao@berkeley.edu)

- Account analysis and reconciliation (including payroll, loan, clearing accounts)
- UC Path project (certain GL-related business processes and interface)
- Central deptid analysis and monitoring
- Related organization and component unit analysis
- Financial accounting analysis of complex transactions (other than capital transactions)
- Journal entry processing (including Intercampus, ITOF)
- Account analysis and reconciliation (including receivables, payables, intercampus, etc.)
- External audits reporting
- DFL/SAR controls monitoring
- Division certification and management rep coordination
- Unrelated business income tax and other tax related issues
- Financial statement external audit support and coordination
- Campus support (financialcontrol@berkeley.edu and itof@berkeley.edu)

Last updated: May 2020
University of California, Berkeley
Payroll Controls and Timekeeping Integration

Crystal Parkinson
Director

Systems PPS/CalTime/Friendly Name Application
Theron Ginn
Kristina Ruiz

Foreign Tax Compliance
- vacant -

Pay Analysis / Customer Service
Shanmei Yue

Foreign Tax Compliance
Sofia Nekmal

Payroll Support Reporting and Foreign Tax
Jerri Rausse

Payroll Taxes/MLA's
Anne Sato

Postdoc Billed Direct /Imputed Income
Katy Lai Nei Chung

Payroll System
- Release coordination
- System and production maintenance
- PPS access and security
- PPS ad-hoc reports

CalTime 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

Friendly Name Application
- Access and System maintenance
- Change Management

UCPath
- 181/618/185 file submission and error triage

Payroll Escalation and Foreign Tax Compliance
- Customer Service Window Service
- GLACIER documentation
- Foreign tax payments
- Legacy PPS Troubleshooting & Adjustments
- UCPath pay escalation
- Instant Pay Card Special Handling
- Special Projects (Payroll review and analysis)
- PPS Overpayment netcalc

Audit and Reporting
- Journal adjustments
- Inter-campus transfers
- Billing journals
- PPS Check reissuance
- Imputed Income
- GL Accounts review
- Payroll records & data requests
- FICA review and adjustments
- 1042 remittance and reporting

Last updated: October 2020