Payables/T&E Operations
William Litteral

Payables Operations
Lorane Washington
Erecka Dunn
Yenny Tjandra

T&E Operations
Donna Duncan
Agnes DeGuzman

Procurement Card Program
Jeff Kent

Procurement Card Program
Richelle Cristi

Outgoing Payables Operations
Carie Saxton
Gloria Smith
Ellen Wilson

Vendor and Payment Support
Kelly Boyette

Vendor Support
Susan Cook
Pam Tabron
Rachel Jensen
Brian Chapman

Projects/Recon Clearing
Laura Pan

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

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

- 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

- 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

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

Last updated: March 2020
University of California, Berkeley
Accounts Receivable and Banking Services

Kirsten Wechling
Director

AR & Payments Operations
Nicole Delhomme

Electronic Payments Analyst
Melissa Cunningham

Student AR Analyst
Deborah Clark
Darin Foster
Aaliyah Jones

Payments Analyst
- vacant -

AR Systems Analyst
Pam Creason
John Aczon

Payment Solution Analyst
Timi Adegbite

Loans & Non-Student AR
Nominique Chico
Miriam Hudson
Kwan Kim

Analytics & Reconciliation
Hui Xie

- Student Billing & AR Recovery
- TPC Student Sponsors
- Student & Non-Student Cashiering
- Petty Cash & Human Subject Fund Management
- Student Inquiry Management
- Campus Bank Deposit Coordination

- Student AR system QA & Configuration
- Training & Support
- System Testing

- New Payment Product Evaluation
- Merchant Coordination
- Campus PCI compliance

- Non-Student Billing & AR Recovery
- Student Loan Administration, Counseling, and Collections
- Faculty Home Loan Counseling
- Student Institutional Loan Issuance

- Reconciliation Clearing
- Journal Entries
- Data Analysis

Last updated: October 2020
University of California, Berkeley
Financial Accounting and Controls

Natalie Garkusha
Director

Plant Accounting & Analysis
Sandra Carnero
- 
  James Cooney
  Hossai Necko
  Tammee Tan
  Nadia Culinco

Reporting & Analysis
Sonali Wickramasinghe
- 
  Janet Hui
  Leo Shevyakov
  Chris Tokarski
  Cindy Jin

Reconciliation & Analysis
Ariana Lightner
- 
  Marissa Ortega
  Bhavya Rengachary
  Dora Chen

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)
- Campus support (controllers_ucpath@berkeley.edu)

- 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: April 2021
Payroll Controls and Timekeeping Integration

Crystal Parkinson
Director

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

Pay Analysis / Customer Service
Shanmei Yue

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

Foreign Tax Compliance
- vacant -

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

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

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

Last updated: October 2020