• 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
• DFU/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)

• External audits reporting
• DFU/SAR controls monitoring
• Division certification and management rep coordination
• Financial statement external audit support and coordination
• Campus support (financialcontrol@berkeley.edu and itof@berkeley.edu)
University of California, Berkeley
Payroll Controls and Timekeeping Integration

Crystal Parkinson
Director

CalTime Timekeeping and Friendly Name Application Systems Administration
Theron Ginn
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Payroll and Tax Compliance Supervisor
Jerri Rausse

Glacier Non-resident Tax Administration and Reconciliation
Sofia Nekmal
Katy (Lai Nei) Chung

Pay Analysis, Adjustments and Customer Service
Shanmei Yue
Anne Sato

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

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

Last updated: Jan 2022