University of California, Berkeley
Accounts Payable and Travel

Dan Parnas
Director

Payables, T&E, and Procurement Card Operations
Jeff Kent

Payables Operations
Lorane Washington
LaShawnta Jones
Erecka Dunn
Yenny Tjandra

Travel and Entertainment Operations
Donna Duncan
Mansoureh Sharif

Procurement Card Program
Richelle Cristi
Brian Chapman

Outgoing Payables Operations
Lizalyn Evans-Levinson
Agnes DeGuzman
- vacant -

Vendor and Payment Support
Kelly Boyette

Vendor Support
Susan Cook
Pam Tabron
Rachel Jensen
Siedah Corley

Projects/Recon Clearing
Laura Pan

Payables, T&E, and Procurement Card Operations
Payables Operations
Travel and Entertainment Operations
Procurement Card Program
Outgoing Payables Operations
Vendor Support
Projects/Recon Clearing

• 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
• Travel Advances

• 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

• 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: June 2024
- Journal entry processing (related to plant funds and depreciation)
- Account analysis and reconciliation (including capital assets-related)
- 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)

- Journal entry processing (including bank fees, SHLP/ZIP loans, suspense clearing)
- Account analysis and reconciliation (including cash, payroll, loan, inventory, clearing accounts)
- UC Path location champion (journal interface, certain GL-related business processes and projects) and jira defect liason
- Central deptid analysis and monitoring
- 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 (financecontrol@berkeley.edu and itof@berkeley.edu)
University of California, Berkeley
Payroll Policy and Controls

Crystal Parkinson
Director

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 netcalcs

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
Anne Sato - vacant -

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: June 2024