University of California, Berkeley
Accounts Payable
and Travel

Payables/T&E Operations
William Litteral

Payables Operations
Lorane Washington
Brian Chapman
Ereeka Dunn
Yenny Tjandra

T&E Operations
Donna Duncan
Agnes DeGuzman

Payment Card Program Coordination
Jeff Kent
Richelle Cristi

Outgoing Payables Operations
Carie Saxton
Gloria Smith
Ellen Wilson

Vendor Support
Susan Cook
Pam Tabron
Rachel Jensen

Projects/Recon Clearing
Laura Pan

Dan Parnas
Director

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

- 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 procurement card, event planner card, travel study card and travel charge card programs

- Pay cycle production and check printing
- Payment stops, reissues, returns, rushes
- Outgoing ACH/Wire
- US Bank card maintenance
- 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
- 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 (gao@berkeley.edu and 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

- 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)
University of California, Berkeley

Payroll Controls and Timekeeping Integration

Crystal Parkinson
Director

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

Payroll Escalation and Foreign Tax Compliance
Debby Haskell

Audit and Reporting
Jerri Rausse

Pay Analysis/Customer Service
Shanmei Yue

Foreign Tax Compliance
Sofia Nekmal

Payroll Taxes/MLA's
Anne Sato

Postdoc Billed Direct/Imputed Income
Katie Lai Nei Chung

Reconciliations/Adjustments
Sherryl Brinkley

Payroll System
- Release coordination
- System and production maintenance
- PPS access and security
- PPS ad-hoc reports
- Page Center access and inquiries
- Daily System checkout

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
- UCPay escalation
- Instant Pay Card Special Handling
- Special Projects (Payroll review and analysis)
- PPS Overpayment netcalcs

Audit and Reporting
- Journal adjustments
- Inter-campus transfers
- Over 120 PET
- Billing Journals
- PPS Check reissuance
- Imputed Income
- GL Accounts review
- Payroll records & data requests
- FICA review and adjustments
- 1042 remittance and reporting

Last updated: July 2019
University of California, Berkeley
BFS Business Systems

Tracy Okamura
Director

- System Access Review
- BFS security
- SARA request system

FIS Security
Barbara Scullion

- General ledger module
- UCOP reporting
- Month end close coordination
- Chartfields
- Combo edit maintenance
- Batch interfaces – journals
- HCM interface
- BIBS module
- Accounts payable module
- Batch interfaces – vouchers
- BearBuy interface to AP/PO
- Supplier interfaces

FIS Financials
Chanden Deep

- Maintenance patching
- Unit and Regression Testing
- System Implementations and upgrades
- Special Projects
- Communications and Change Management

FIS Program
Gopi Margam

- Grants, contracts, projects and commitment control modules
- Phoebi interface
- CBR processing
- PPS Payroll Suspense Clearing
- AR, 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
- UCPATH Integration for employee data
- CGA Month end close
- Effort Reporting Interfaces

FIS Grants
Anoop Hirdani

- Campus application integrations
- Business process improvement and mapping
- Requirements gathering & modifications
- Query writing
- System documentation
- UCPATH ChartField and COA Validation Interfaces

Grants Analyst
Teja Pichikala
Neeren Sharma
Fenny Teng
-vacant-
-vacant-

Digital Communications Specialist
Roy McNeill

- Campus application integrations
- Business process improvement and mapping
- Requirements gathering & modifications
- Query writing
- System documentation
- UCPATH ChartField and COA Validation Interfaces

Automated Testing
Rahul Kuruvilla
Valentine Todorow
Vernon Givens

- Campus application integrations
- Business process improvement and mapping
- Requirements gathering & modifications
- Query writing
- System documentation
- UCPATH ChartField and COA Validation Interfaces

AP Analyst
Matt White
-vacant-

- AP Analyst
- GL Analyst
- Automated Testing
- Digital Communications Specialist
- Grants Analyst