University of California, Berkeley
Accounts Receivable and Banking Services

Kirsten Wechling
Director

Billing and Payment Operations
Nicole Delhomme

- Customer support (liaison with One Stop Student Service center, escalated inquiries, communication, web text)
- Bad debt recovery for student accounts (aging review, collection contact, promise-to-pay, collection agency assignment)
- Third-party sponsored student program administration
- Bankruptcy review
- Campus bank deposit coordination and processing
- Incoming ACH/Wire claiming
- AR payment posting (student and non-student)
- Petty cash/research subject pay card coordination

System Administration
Pam Creason
John Aczon

- Student AR system transaction quality assurance (produce invoices and statements, reports, create customers, maintain item/product codes, SME testing, account maintenance, payment application)
- Customer support (marketing, education, account inquiries, user training)
- CDS administration, System security, SME testing

Faculty Home Loans
Student Institutional Loans
Nominique Chico
Miriam Hudson
-vacant-

- Faculty home loan program coordination
- Student institutional loan issuance (loan document production, disbursement creation, receivables creation, document retention)
- Loan servicer relationship/new institutional loan program setup
- Perkins/HPSL/Institutional Loan administration, counseling, and collections
- Bad debt recovery for non-student accounts (aging review, collection contact, promise-to-pay, collection agency assignment)

Reconciliation Clearing/Data Analysis
Hui Xie

- Review and clear balance sheet reconciliations
- Journal entries
- Unit performance metrics
- Special projects

Credit Card Coordination
Timi Adegbite

- Merchant coordination (account set-up, business process consultation, advise departments regarding credit card acceptance policy)
- Campus PCI compliance

Last updated: September 2019
Reporting and Analysis
Sonali Wickramasinghe
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Janet Hui
Leo Shevyakov
Joseph Wong
-vacant-

Reconciliation and Analysis
Ariana Lightner
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Marissa Ortega
Tammee Tan
-vacant-

Internal Controls, Compliance, and Reconciliation
Natalia Lau
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Amanda Cai
Mario Estrella
Jenny Huynh

Plant Accounting and Analysis
Sandra Carnero
____
James Cooney
Victoria Wu
-vacant-
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
Shannei 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
FIS Security
Barbara Scullion

FIS Financials
Chanden Deep

GL Analyst
Richard Burge
Mauricio Sosa
-vacant-

Automated Testing
Rahul Kuruvilla
Valentine Todorow
Vernon Givens

Digital Communications Specialist
Roy McNeill

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

- System Access Review
- BFS security
- SARA request system

- 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

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

- Grants, contracts, projects and commitment control modules
- Phoebe 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

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

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