

FROM:	TO:	ASI	CEGE	Health	Housing	Parking	PF	SMSU	SRWC	UEC	SPA
Analyze and approve office supply orders - Office Max/Staples/Office Depot											X
Equipment purchases - analyze quotes, run EPLS, buyer assign requisition											X
Obtain sole source justification and quotes from projects for purchases over the required threshold											X
Manage formal bid process											X
Analyze and approve travel/mileage claims for availability of funds, allowability and allocability											X
Analyze and approve travel advances for availability of funds, allowability and allocability											X
Analyze and approve ALL expenditure documents for availability of funds, allowability and allocability											X
Provide guidance to PI on hiring policies and paperwork											X
Review and approve all Personnel Transaction Reports and Position Vacancy Requests											X
Prepare and submit for input payroll correcting journal entries when necessary											X
Prepare consultant agreements, run EPLS, analyze and approve contractor invoices											X
subrecipient commitment & FFATA form, and analyze & approve subawardee invoice											X
Monitor/approve subaward expenditures, follow-up on invoice discrepancies and compile reports											X
Monitor/calculate Cost Share and prepare monthly journal upload into CFS											X
Compile cumulative Cost Share collections for YE reporting to CSUSB											X
Prepare, review and approve Effort Reporting forms											X
Prepare effort reporting certification for submission to sponsor as requested											X
Provide support for audit/public record requests											X
Provide review and approval for agency final invoices											X
Follow upon past due invoices - email or phone calls											X
Provide data for as needed for agency reporting - fiscal & programmatic											X
Review and approve allowable No Cost Extensions and submit to funding agency											X
Conduct close out of sub awards and finalize collection of cost share/effort											X
Conduct close out of project - collaborate with PI for final activity											X
Conduct close out review of final expenditures, conduct close out in grant module, close out COA											X
Prepare and approve close out reports - equipment & invention											X
Review and approve final financial reports to sponsors											X
Prepare files for retention and storage - maintain storage tracking											X
Maintain records for required retention period and shred when applicable											X
Collaborate with other campus departments on handling of projects											X
Provide customer service to campus, sponsors, subrecipients, funding agencies, other campuses and											X
Auxiliary Human Resources & Payroll		ASI	CEGE	Health	Housing	Parking	PF	SMSU	SRWC	UEC	SPA
Human Resources											
Benefits Information							X			X	X
Compensation							X			X	X
Employee Relations							X			X	X
Hiring Processing							X			X	X
Policy/Procedure Implementation							X			X	X
Recruitment							X			X	X
Training							X			X	X
Unemployment Assistance							X			X	X
Workers Compensation Assistance							X			X	X
Payroll											
Annual audit support for payroll related requests	X						X	X	X	X	X
Annual reconciliation for W2s	X						X	X	X	X	X
Answer all inquires from EDD, IRS, FTB, PERS in relation to payroll	X						X	X	X	X	X
Attend trainings to keep current on employment law	X						X	X	X	X	X
Bi-monthly payroll check processing	X						X	X	X	X	X
Deliver payroll checks to Bursar's Office for distribution	X							X	X		
Maintain vacation/sick leave balances for all employees	X						X	X	X	X	X
Payroll file management	X						X	X	X	X	X
Payroll tax reporting	X						X	X	X	X	X
Prepare annual pay date schedule and pay period processing	X						X	X	X	X	X
Prepare payroll report for SMSU								X	X		
Prepare unemployment, workers comp data for each pay period	X						X	X	X	X	X
Prepare wire transfer request for bi-weekly payroll for state-side	X							X	X		
Process manual checks as needed for late time sheets, separations, etc...							X			X	X
Provide customer service/training to employees	X						X	X	X	X	X
Provide monthly vacation accrual information for sponsored projects										X	X
Provide NRA tax determination to employees										X	X
Provide payroll reporting as needed for sponsored projects and mgmt.										X	X
Provide payroll reporting to CSURMA/AORMA	X						X	X	X	X	X
Quarterly reconciliation of wages for tax reporting - Form 941	X						X	X	X	X	X
Reconcile and remit payments for Workers Comp and Unemploy. Insur.	X						X	X	X	X	X
Reporting of escheated checks to State Controller	X						X	X	X	X	X
Reporting of retirement wages and deductions	X						X	X	X	X	X
Facilities Management		ASI	CEGE	Health	Housing	Parking	PF	SMSU	SRWC	UEC	SPA
Administrative Support											
Enterprise vehicle rental		X	X	X	X	X		X	X	X	X

FROM:	TO:	ASI	CEGE	Health	Housing	Parking	PF	SMSU	SRWC	UEC	SPA
Maintain files		X	X	X	X	X	X	X	X	X	X
Customer service to campus and vendors		X	X	X	X	X	X	X	X	X	X
Process various travel requests		X	X	X	X	X	X	X	X	X	X
Contact and work with department staff to correct submissions		X	X	X	X	X	X	X	X	X	X
Mailing of checks		X	X	X	X	X	X	X	X	X	X
Maintain copies of records for required retention period		X	X	X	X	X	X	X	X	X	X
Make arrangements to hold special payments		X	X	X	X	X	X	X	X	X	X
Respond to auditor inquiries		X	X	X	X	X	X	X	X	X	X
Respond to invoice and payment related questions from departments		X	X	X	X	X	X	X	X	X	X
Payment Issuance											
Auditing of invoices		X	X	X	X	X	X	X	X	X	X
Cancelations and reissuances of checks (undeliverable/stale dated)		X	X	X	X	X	X	X	X	X	X
Creating/Updating of vendor addresses/EFT/reportable information		X	X	X	X	X	X	X	X	X	X
Data entry of invoices		X	X	X	X	X	X	X	X	X	X
Process payments for Direct Expenditures/disbursement requests		X	X	X	X	X	X	X	X	X	X
Issuance of check/EFT payments		X	X	X	X	X	X	X	X	X	X
Maintenance of check equipment, format, testing		X	X	X	X	X	X	X	X	X	X
Supply check stock/micr toner		X	X	X	X	X	X	X	X	X	X
Wire payments		X	X	X	X	X	X	X	X	X	X
Tax Reporting											
Assessing/reporting of use tax		X	X	X	X	X	X	X	X	X	X
Collection of Payee Data records (Form 204s/W-9s)		X	X	X	X	X	X	X	X	X	X
Issuance of IRS 1099s and FTB 592s		X	X	X	X	X	X	X	X	X	X
FAS - Financial Services		ASI	CEGE	Health	Housing	Parking	PF	SMSU	SRWC	UEC	SPA
Banking/Cash Management/Investments/Wires		X	X	X	X	X	X	X	X	X	X
Data Integrity/ICSUAM		X	X	X	X	X	X	X	X	X	X
Debt Service Coverage Ratio Calculations			X	X	X	X		X	X		
Fee Committee		X	X	X	X	X		X	X		
GAAP audit and reporting		X	X	X	X	X	X	X	X	X	X
Internal Audits		X	X	X	X	X	X	X	X	X	X
ProForma Financial Statements			X	X	X	X		X	X		
Scholarship Task Force		X	X	X	X	X	X	X	X	X	
Year End close/Legal Reporting		X	X	X	X	X	X	X	X	X	X
1/3 Financial Aid Set Aside				X							
ADNOATS				X	X	X					
AP Reconciliation			X	X	X	X					
AR Aging Reports							X			X	X
AR Collections							X	X	X	X	X
AR Reconciliation		X	X	X	X	X		X	X		
Automatic Billing		X					X	X	X	X	X
Bad Debt Analysis		X	X	X	X	X		X	X		
Cash Count Audits/Reconciliation		X	X	X	X	X		X	X		
Cash Posting Order (CPO) Requests/Processing			X	X	X	X					
Flex Cash Reconciliation										X	
FRT Billing											X
Fund Balance Clearing/Cash Swap			X	X	X	X					
FWS Billing								X	X		
Health Center Lab Fee Transfer				X							
Labor Cost Distribution			X	X	X	X					
Maintain Payroll AR			X	X	X	X					
Meal Plan Reconciliation					X					X	
Monitor O/S Checks & Escheat		X	X	X	X	X		X	X		
MOU journals			X		X	X					
Parking Fee Billing		X						X	X		
Payroll Reconciliation			X	X	X	X					
PDC Health Services/Facilities Fee Transfer				X							
Quarterly Sales Tax Remittance				X							
Reconcile WF Checks Paid		X	X	X	X	X		X	X		
Record AR outside of PS			X			X					
Requests for Chargebacks			X		X	X					
Review GL for abnormal balances			X	X	X	X					
Review Interface Batches/Correct Errors		X	X	X	X	X		X	X		
Scholarship Billing							X			X	
Transfer of Expenses			X	X	X	X					
Transfers In/Out			X		X	X		X	X		
Trust Cash Balances			X	X	X	X					
Trust Fund Investments Analysis			X	X	X	X					
Trust Fund Training			X	X	X	X					
Unclear Collection Reconciliation				X							

FROM:	TO:	ASI	CEGE	Health	Housing	Parking	PF	SMSU	SRWC	UEC	SPA
Utilities Billing			X		X	X		X	X		
WF Bank Reconciliation		X	X	X	X	X		X	X		
Customize AR invoices based on contract requirements											X
Provide assistance with contract closeout for grants											X
Provide contract review to determine agency billing frequency											X
Provide monthly accounts receivable reconciliations to mgmt.							X	X	X	X	X
Provide quarterly reports to government agencies											X
Daily check of bank transactions							X			X	X
Investment account reconciliations							X				
Investment of endowment funds							X				
Issue new credit cards/cancel and replace cards as needed							X			X	X
Monthly bank account reconciliations		X					X	X	X	X	X
Monthly credit card account reconciliations							X			X	X
Place stop payment orders on lost checks		X					X	X	X	X	X
Post cash receipts/EFTs		X					X	X	X	X	X
Process cash draw downs for sponsored program projects										X	X
Process deposits through on-site remote deposit capture							X			X	X
Process stock transfer gifts							X				
Provide credit card payment information to Bursar's Office										X	X
Quarterly charitable remainder trust reconciliations										X	
Quarterly endowment reconciliation							X				
Withdrawal of funds for scholarships/endowment mgmt. fee							X				
Assistance with cash handling audits as needed		X					X	X	X	X	
Complete annual auxiliary auditor certification for C.O.							X				
Coordinate preparation of charitable remainder trust tax returns										X	
Filing quarterly and final FFRs for sponsored projects											X
Handle reporting for Children's Center nutrition program										X	
Maintain chart of accounts for all auxiliary business units		X					X	X	X	X	X
Monthly asset module processing/depreciation posting		X					X	X	X	X	X
Posting of commercial activity commissions										X	
Preparation of all auditor requested schedules		X					X	X	X	X	X
Preparation of annual financial audit report		X					X	X	X	X	X
Preparation of annual tax returns		X					X	X	X	X	X
Process budget uploads as requested		X					X	X	X	X	X
Process daily gift/donation posting							X				
Process journal transfers as requested		X					X	X	X	X	
Process transfer of payroll expense between UEC and the Fdn							X			X	X
Provide financial information for grant/gift-grant applications							X			X	
Provide financial reporting to Investment Committee							X				
Provide financial updates to Board of Directors-Executive Committee							X			X	
Provide monthly financial reporting		X					X	X	X	X	X
Provide monthly gift/donation reconciliation to Univ. Advancement							X				
Provide specific financial analysis as requested							X			X	X
Review sponsored projects for fund closeout											X
Audit support for SP agency, internal, NCAA, annual, and C.O. audits		X					X	X	X	X	X
Donor reports for endowment accounts (approx. 200 reports)							X				
Notification to depts. regarding endowment funds available							X				
Place holds on student accounts as requested										X	
Provide assistance with Sponsored Programs agency reporting, desk audits/reviews											X
Respond to public record requests		X	X	X	X	X	X	X	X	X	X
FAS - Financial Services: Reporting and Tax		ASI	CEGE	Health	Housing	Parking	PF	SMSU	SRWC	UEC	SPA
Escheatment-Annual filing to SCO		X					X	X	X	X	X
File Form 592s quarterly		X					X	X	X	X	X
File Form DE-542s bi-weekly		X					X	X	X	X	X
Assist in resolving NRA tax issues		X	X					X	X	X	X
Chart of Accounts set up and maintenance		X	X	X	X	X	X	X	X	X	X
Prepare and reconcile Financial Statement Note14 with Auxiliaries Notes		X					X	X	X	X	X
Record GAAP adjustments for SRB funds and PBC schedules with SRB fund info			X	X	X	X		X			
Review Auxiliaries' financial statements		X					X	X		X	
Review revenues and prepare UBIT report					X	X					
FAS - Financial Services: Student Financial Services		ASI	CEGE	Health	Housing	Parking	PF	SMSU	SRWC	UEC	SPA
Account investigation by request			X		X						
ACH Returns						X					
ACM Deposit										X	
Apply Philanthropic payments for scholarship billings							X				
Apply UEC payments for student support billings										X	
Booth Deposits						X					
Campus SF training as requested		X	X	X	X	X	X	X	X	X	X
Cash Deposits							X			X	

FROM:	TO:	ASI	CEGE	Health	Housing	Parking	PF	SMSU	SRWC	UEC	SPA
Compile information into report format		X	X	X	X	X	X	X	X	X	X
Create MOU and route for signatures		X	X	X	X	X	X	X	X	X	X
Request information from state and non-state departments		X	X	X	X	X	X	X	X	X	X
Miscellaneous											
Allocate costs related to Risk Management Insurance			X	X	X	X					
Assist staff on budget related matters			X	X	X	X					
Chart of Accounts coordination			X	X	X	X					
PAES Scholarship allocation							X				
Position Management											
Create/Delete/Update Positions			X	X	X	X					
Maintain Position Management Queries			X	X	X	X					
Process Staff Transaction forms from Human Resources			X	X	X	X					
Provide training to staff			X	X	X	X					
FAS - Support Services: Campus Stores; Mail Services; Receiving; Property		ASI	CEGE	Health	Housing	Parking	PF	SMSU	SRWC	UEC	SPA
Campus Stores											
Filling of orders (primarily paper)		X	X	X	X	X	X	X	X	X	X
Mail Services											
Mail sorting/pickup/delivery to and from post office and campus mail drop		X	X	X	X	X	X	X	X	X	X
Package shipments (USPS, FedEx and UPS)		X	X	X	X	X	X	X	X	X	X
Postage metering		X	X	X	X	X	X	X	X	X	X
Receiving											
Delivery of campus stores orders		X	X	X	X	X	X	X	X	X	X
Receipt and delivery of vendor goods ordered		X	X	X	X	X	X	X	X	X	X
Storage of deliveries until department is ready for delivery		X	X	X	X	X	X	X	X	X	X
Property											
Perform Physical Inventories		X	X	X	X	X	X	X	X	X	X
Equipment Tracking/Tag & Retire Equipment		X	X	X	X	X	X	X	X	X	X
Miscellaneous											
Assist staff on property related matters		X	X	X	X	X	X	X	X	X	X
Coordinate pick-up and disposal of scrapped equipment		X	X	X	X	X	X	X	X	X	X
Reporting											
Ad hoc reports requested by Department, AVP FAS, VP Admin & Finance		X	X	X	X	X	X	X	X	X	X
FAS - Procurement & Contracts		ASI	CEGE	Health	Housing	Parking	PF	SMSU	SRWC	UEC	SPA
Miscellaneous											
Assist staff on purchasing related matters			X	X	X	X	X				
Purchasing											
Issue Quotes, Bids, RFPs for Goods and Services			X	X	X	X	X				
Provide CMS support to staff		X	X	X	X	X	X	X	X	X	X
Review and Source Requisitions to Purchase Orders			X	X	X	X	X				
Reporting											
Ad hoc reports requested by Departments, AVP FAS, VP Admin & Finance			X	X	X	X	X				
Human Resources		ASI	CEGE	Health	Housing	Parking	PF	SMSU	SRWC	UEC	SPA
Benefits Assistance			X	X	X	X					
Classification Reviews		X	X	X	X	X		X	X	X	X
Employee Relations			X	X	X	X					
Reclassifications			X	X	X	X					
Recruitment Reviews		X	X	X	X	X		X	X	X	X
Recruitments			X	X	X	X					
Training & Development		X	X	X	X	X		X	X	X	X
Unemployment Assistance			X	X	X	X					
Payroll		ASI	CEGE	Health	Housing	Parking	PF	SMSU	SRWC	UEC	SPA
Absence Management			X	X	X	X					
Direct Deposit			X	X	X	X					
Master Payroll			X	X	X	X					
NDI/IDL Disability Processing			X	X	X	X					
Overtime, shift differential, hourly, student paychecks			X	X	X	X					
Pay Increases/Decreases			X	X	X	X					
Process Hires/Terminations			X	X	X	X					
Time-base Changes			X	X	X	X					
University Police		ASI	CEGE	Health	Housing	Parking	PF	SMSU	SRWC	UEC	SPA
Incident Response											
Burglary Alarms		X	X	X	X	X		X	X	X	X
Calls for Service		X	X	X	X	X		X	X	X	X
Campus Policy Violations		X	X	X	X	X		X	X	X	X
Escort Services		X	X	X	X	X		X	X	X	X
Fire Alarms		X	X	X	X	X		X	X	X	X
Lost and Found Property		X	X	X	X	X		X	X	X	X
Medical Aid		X	X	X	X	X		X	X	X	X
Patrol (Foot/Vehicle)		X	X	X	X	X		X	X	X	X

FROM:	TO:	ASI	CEGE	Health	Housing	Parking	PF	SMSU	SRWC	UEC	SPA
Institutional Research & Analytics		X	X	X	X	X	X	X	X	X	X
SA - Vice President's Office		ASI	CEGE	Health	Housing	Parking	PF	SMSU	SRWC	UEC	SPA
Weekly one-on-one meetings (AVP)		X		X	X			X			
Weekly one-on-one meetings (VP)											
Budget Support/Monitoring (Budget Analyst)		X		X	X			X	X		
Board of Directors Member (VP)		X						X			
Attend weekly Board Meetings (VP, AVP, Confidential Aid)		X						X			
Finance Board Member (VP)								X			
Schedule meetings (ASC)		X		X	X			X	X		
Clerical Support i.e. folder prep, correspondence, payroll, etc (ASC)		X		X	X			X	X		
Expansion Committee (VP, AVP, Confidential Aid, Budget Analyst)		X			X			X	X		
Systemwide Health Service Committee Member (VP)				X							
Monthly Directors' Meeting (VP, AVP, Confidential Aid, Budget Analyst, ASC)		X		X	X			X	X		
Cost Recovery Plan											
Compile information into report format		X		X	X			X	X		
Monitor cost recovery activity		X		X	X			X	X		