Samicas Products Facilities				1				1		
Services, Products, Facilities Provided to Compus Auxiliaries (Enterprise Self Support Entities				+ +						+
Provided to Campus Auxiliaries/Enterprise Self-Support Entities					16/17.0	ost Recov	,or,			
					16/1/ C	ost Recov	ery			
FROM:	TO	: ASI	CEL	Health	Housing	Parking	Phil	SMSU	SRWC	UEC
Academic Affairs - Palm Desert Campus		ASI	CEL	Health	Housing	Parking	Phil	SMSU X	SRWC	UEC
Accounting & Budgeting Community Service Specialists (Monitor parking lots/empty parking ticket dispenser weekly)	_				$\overline{}$	X		_ X		
Office Space		X						-		
PDC Activity Support						X		X		
Special Events						X				
Student Services Support (Lock/unlock buildings and classrooms)								Х		
Academic Affairs - Sponsored Programs Administration		ASI	CEL	Health	Housing	Parking	Phil	SMSU	SRWC	UEC X
Oversight Sponsored Programs/Post Award Activities	_		_				-	-		X
Auxiliary Human Resources		ASI	CEL	Health	Housing	Parking	Phil	SMSU	SRWC	UEC
Benefits Information						. 0	Х			Х
Compensation							Х			Х
Employee Relations							Х			X
Hiring Processing	_				$\overline{}$		X			X
Policy/Procedure Implementation Recruitment	_		_				X	-		X
Training							X	-		X
Unemployment Assistance					$\overline{}$		X	-		X
Workers Compensation Assistance							Х			Х
Facilities Management		ASI	CEL	Health	Housing	Parking	Phil	SMSU	SRWC	UEC
Administrative Support										
Enterprise vehicle rental		X	X	X	X	X		X	X	X
Fleet fuel service Key issuance		X	X	X	X X	X	-	X	X	X
Automotive Services										
Vehicle/ cart preventive maintenance		Х	X	Х	Х	Х		Х	Х	Х
Vehicle/ cart repairs		Х	Х	Х	Х	X		X	Х	Х
Vehicle/ cart purchase assistance & pre-delivery inspection	_	X	X	Х	X	X		X	X	X
Building Maintenance Automatic door maintenance	_		X	X	-			X	X	X
Backflow prevention device maintenance					X	_	_			
Emergency lighting inspection						X				
Grease trap inspection/service										Х
Pool maintenance									Х	
Sewer pump maintenance				X						X
Storm water filtration system inspection/service						X				
Contract processing and management Carpentry services	_		X	X	X	X X	-	X	X	X
Electrical services	_		X	X	X	X	-	X	X	X
Locksmith services			X	X	X	X	$\overline{}$	X	X	X
Maintenance services			X	Х		X			Х	X
Painting services			Х	Х		X			X	X
Plumbing services			X	X		X			X	X
Custodial Maintenance	_									
Empty all waste baskets and other waste containers Dust mop hard floors		\vdash	X	X		X X	\vdash	X		X
Dust all desks, chairs, table, filing cabinets, computer screens		\Box	X	X		X	\vdash	X		X
Clean all door glass			Х	X		Х		X		X
Vacuum carpeting			X	X		Х		X		Х
Clean and Restock restrooms			X	X	\square	X		X		X
Clean cobwebs from corners, walls, etc.	+	\vdash	X	X	\vdash	X	$\vdash\vdash$	X		X
Clean all desk tops that are cleared Clean hand marks from walls, door and switch plates		\vdash	X	X	\vdash	X	\vdash	X		X X
Dust high areas, such as ceiling vents, etc.			X	X	-	X		X		X
Spot clean carpets		П	X	X	$\overline{}$	X	\Box	X		X
Vacuum dust and dirt from air-conditioning vents and wall vents			Х	Х		X		X		Х
Floor Refinishing			X	X		Х		X		Х
Clock time change			X	X		X	\blacksquare	X		X
Moving Services Excessive track removal		\vdash	X	X	X	X	\vdash	X	X	X
Excessive trash removal Facilities Use	-[]	\vdash	Α		-			Λ		
i delitates USE										

FROM:	то	: ASI	CEL	Health	Housing	Parking	Phil	SMSU	SRWC	UEC
Operation and maintenance of space (custodial, maintenance, and utility)	1.0	. 7.51	X	Х	Housing	Х		X	X	X
Grounds Maintenance								-		
Herbicide/ fertilizer application			X	X	Х	X		X	X	X
Irrigation system controls, maintenance, and repairs			X	X	X	X		X	X	X
Litter, debris and trash removal			Х	X	Х	Х		X	Х	Х
Mowing and edging			X	X	Х	X		X	Х	X
Pruning and weeding			Х	X	Х	Х		X	Х	Х
Pest control			Х	X	Х	Х		X	Х	Х
Heating & Air Conditioning Services										
Central plant operation			Х	X		X		X	X	X
Network controls programming and maintenance			Х	Х		X		Х	Х	Х
Routine equipment inspections			Х	Х		X		X	X	X
Routine equipment maintenance			X	X		Х		X	Х	Х
Service/ trouble calls			X	X		X		X	X	X
Preventive Maintenance										
Fire systems maintenance and inspection			X	X	Х	X		X	X	X
Fire extinguisher annual service			X	X	Х	X		X	X	X
Emergency generator maintenance and permitting						X				
Coordinate elevator and wheelchair lift maintenance and permitting					X	X		X	X	X
Contract processing and management			X	X	X	X		X	X	X
Project Management										
Project development			X	X	X	X	-	X	X	X
Job walks		-	X	X	X	X	-	X	X	X
Manage bid process		-	X	X	X	X	\vdash	X	X	X
Contract management			X	X	X	X		X	X	X
Construction management			X	X	X	X		X	X	X
Utilities Support										
Negotiate utility contracts			X	X	X	X		X	X	X
Meter readings			X	X	X	X		X	X	X
Utility billing			X	X	X	X		X	X	X
		ASI	CEL				Phil	SMSU	SRWC	UEC
Finance - Accounting: Director's Office Accounts Receivables		_	X	Health	Housing	Parking	PIIII			UEC
		X		X	X	X		X	X	
Bad Debt Analysis		X	X	X	X	X		X	X	
Banking/Cash Management/Investments/Wires		X	X	X	X	X		X	X	
Data Integrity/ICSUAM		X	X	X	X	X		X	X	
Debt Service Coverage Ratio Calculations Fee Committee			X	X	X	X		X	X	
		X	X	X	X	X		X	X	
GAAP audit and reporting		X	X	X	X	X	X	X	X	X
Internal Audits		X	X	X	X	X		X	X	
ProForma Financial Statements			X	X	X	X		X	X	
Scholarship Task Force		X	<u>X</u>	X	X	X	X	X	X	X
Tax			X	X	X	X				
Trusts		X	X	X	X	X		X	X	
Year End close/Legal Reporting			X	X	X	X		X	Х	
Finance - Accounting: General Accounting		ASI	CEL	Health	Housing	Parking	Phil	SMSU	SRWC	UEC
1/3 Financial Aid Set Aside				X						
ADNOATS				X	X	X				
All Funds Report										
AP Reconcilation			X	X	Х	X				
AR Aging Reports							Х			X
AR Collections	_		-				X	X	X	X
Automatic Billing		X					X	X	X	Х
Cash Count Audits/Reconciliation		X	X	X		X		X	X	
Cash Posting Order (CPO) Requests/Processing			\square							
FRT Billing										X
Fund Balance Clearing/Cash Swap			Х	X	X	X				
FWS Billing			\square					X	X	
Health Center Lab Fee Transfer				X						
It also an Control Distriction with an					X	X				
Labor Cost Distribution			Х	X						
Maintain Payroll AR			Х	Х	X	X				
		X	-					X	X	
Maintain Payroll AR Monitor O/S Checks & Escheat MOU journals		X	Х	Х	X	X		X	X	
Maintain Payroll AR Monitor O/S Checks & Escheat		X X	X	Х	X	X		X X	X	
Maintain Payroll AR Monitor O/S Checks & Escheat MOU journals			X	Х	X	X				
Maintain Payroll AR Monitor O/S Checks & Escheat MOU journals Parking Fee Billing			X X X	X	X X X	X X X				
Maintain Payroll AR Monitor O/S Checks & Escheat MOU journals Parking Fee Billing Payroll Reconcilation			X X X	X	X X X	X X X				

Second Automate of 150 Second Sec	FROM:	TO:	ASI	CEL	Health	Housing	Parking	Phil	SMSU	SRWC	UEC
Report Chargebasks		10:	ASI		пеанн	nousing		PIIII	SIVISU	SKWC	UEC
New No.		-	_								
Serior Serior Instruments balances											
Select Interface Datables/Correct Errors	·	-	^								
Scholaring Billing Scholaring Billing Scholaring Billing Scholaring Billing Scholaring Billing Billi											
Stop Psymentes	·	-	^								
Transfer MyDrat Transfer M	·	-									
Transfer MOVAL Transf		-	^								
Tract Stand Insulements Analysis Tract Fund Analysis Tract Fund Insulements Analysis Tract Fund Analysis Tract Fund Insulements Analysis Tract Fund Ana		-		-							
Trust Fund Transite Minimum (1998) 18		-		-							
Trust Fund Truining 10		-									
Unifies Different Personnel 1		-									
Wilson W		-									
We same keonolistion		-	_		X						
Same	-	-									
Assist th resolving NRA tax houses								DI II			1150
Chart of Accounts set up and maintenance					Health	Housing	Parking	Phil	_		
Propage framed statement Noted 4 with Auxiliaries Notes		-									
Program Canal Part Schedules with SBR fund info	'	-		X	X	X	X				
Propert Schedules with SRB fund info X	•		X					X	X	X	X
Second AGAP adjustments for SRB funds		-									
Seview Auxiliaries financial statements	'	_						-	-	-	
Seview revenues and prepare UBIT report		_		X	X	X	X	<u> </u>			
Finance - Accounting: Student Financial Services		_	Х					X	X	X	X
Account investigation by request ACH Beturns ACH Beturns ACH Beturns ACH Sepush APply Philamstropic payments for scholarship billings Apply Philamstropic payments for scholarship billings Apply Philamstropic payments for scholarship billings Booth Deposits ACM Sepush ACM											
ACH Peteur's ACM Deposit			ASI		Health	J	Parking	Phil	SMSU	SRWC	UEC
ACM Deposit				X		Х					
Apply Plainthropic payments for scholarship billings K K X		┦					X				
Apply LEC payments for student support billings Image: Control of the payments of the		_									X
Seoth Deposits		_						Х			
Campus SF training as requested		_									X
Cash Deposits X <		_						\Box			
X		_	Х	X	X	X	X	Х	X	X	X
CC Payments	Cash Deposits							Х			X
Change Orders	Cash Handling Training	_	X	X	X	X	X	Х	X	X	X
Calegabacks		_									X
X		_									
Committee participation-Scholarship Task Force Committee				Х	Х	Х	Х	\Box			
Credit/Debit Card Reconciliation to Wells Fargo	Collection agency placement	_	Χ		Х	Х		\Box	X	X	
Credit/Debit Card Reconciliation to Wells Fargo X	<u> </u>	_						X			
Mathematical Provide training on queries Mathematical Provide Tr		_		Х				\Box			X
Daily Cash Reconciliation	<u> </u>	_		-	Х		Х				
Defer special program students	Customer service-create/provide training on queries	_		Х		Х		Х			X
Departmental Deposits X	·		Χ	Х	Х	Х	Х	Х	X	X	X
Note	Defer special program students	_		Х				\Box			Х
Dispenser Deposits	'	_	Х						Х	X	
Distribute Athletic checks Distribute Athletic Scholarships Dunning letters - past due Distribute Athletic Scholarships Dunning letters - past due Du	Dishonored Checks		Х	Х	X	Х	Х		Х	X	
Distribute/ hold / Athletic Scholarships	Dispenser Deposits						Х				
Dunning letters - past due X </td <td>Distribute Athletic checks</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>Х</td> <td></td> <td></td> <td></td>	Distribute Athletic checks							Х			
Email reminders - future due/past due X	Distribute/ hold /Athletic Scholarships							X			
Email wires to CEL X	Dunning letters - past due		Х		X	Х			Х	X	
Enrollment Cancellation	Email reminders - future due/past due		Χ		X	Х			X	X	
Establish payment agreements X	Email wires to CEL			X							
Federal Work Study Billing Analysis and Requests Flex Cash Payments Follow up on past-due invoices FTB placement Inventory Management - Parking Item Type Set Up Journal Entries Maintain ePay Site Monthly accounts receivable reconciliations to management Monthly Dashboard Accounts Receivable Analysis Reports to Management Movement of payments Park Mobile Deposits X X X X X X X X X X X X	Enrollment Cancellation		Х		X	Х			Х	X	
Flex Cash Payments Follow up on past-due invoices FTB placement Inventory Management - Parking Item Type Set Up Journal Entries Maintain ePay Site Monthly accounts receivable reconciliations to management Monthly Dashboard Accounts Receivable Analysis Reports to Management Movement of payments Park Mobile Deposits Comparison of Compa	Establish payment agreements		Х		X	Х			Х	X	
Follow up on past-due invoices FTB placement Inventory Management - Parking Item Type Set Up Journal Entries Maintain ePay Site Monthly accounts receivable reconciliations to management Monthly Dashboard Accounts Receivable Analysis Reports to Management Movement of payments Park Mobile Deposits Mind Management Mind	Federal Work Study Billing Analysis and Requests				X				Х	X	Х
FTB placement Inventory Management - Parking Item Type Set Up Journal Entries Maintain ePay Site Monthly accounts receivable reconciliations to management Monthly Dashboard Accounts Receivable Analysis Reports to Management Movement of payments Park Mobile Deposits X	Flex Cash Payments										Х
Inventory Management - Parking Item Type Set Up Journal Entries Maintain ePay Site Monthly accounts receivable reconciliations to management Monthly Dashboard Accounts Receivable Analysis Reports to Management Movement of payments Park Mobile Deposits Monthly Dashboard Accounts Receivable Analysis Reports to Management Movement of payments M	Follow up on past-due invoices										Х
Item Type Set Up Journal Entries Maintain ePay Site Monthly accounts receivable reconciliations to management Monthly Dashboard Accounts Receivable Analysis Reports to Management Movement of payments Park Mobile Deposits M X X X X X X X X X X X X X X X X X X	FTB placement		Х		X	Х			X	X	
Journal Entries Maintain ePay Site Monthly accounts receivable reconciliations to management Monthly Dashboard Accounts Receivable Analysis Reports to Management Movement of payments Park Mobile Deposits Mountain ePay Site XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	Inventory Management - Parking						X				
Maintain ePay Site Monthly accounts receivable reconciliations to management Monthly Dashboard Accounts Receivable Analysis Reports to Management Movement of payments Park Mobile Deposits Maintain ePay Site X X X X X X X X X X X X X X X X X X	Item Type Set Up			Х		X		X			X
Monthly accounts receivable reconciliations to management Monthly Dashboard Accounts Receivable Analysis Reports to Management Movement of payments Park Mobile Deposits X X X X X X X X X X X X X X X X X X X	Journal Entries						Х				
Monthly Dashboard Accounts Receivable Analysis Reports to Management Movement of payments Y X X X X X X X X X X X X X X X X X X	Maintain ePay Site					Х	Х				
Monthly Dashboard Accounts Receivable Analysis Reports to Management Movement of payments Y X X X X X X X X X X X X X X X X X X	Monthly accounts receivable reconciliations to management		Х	Х	Х	Х	Х		Х	Х	
Movement of payments X X X Park Mobile Deposits X X X X X X X X X X X X X X X X X X X			Х	X	Х	Х			Х	Х	
	Movement of payments			Х		Х					
Payment apply FA for special program students	Park Mobile Deposits						X				
	Payment apply FA for special program students			Х							

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FROM:	TO: A	ASI	CEL	Health	Housing	Parking	Phil X	SMSU	SRWC	UEC
Payroll Deductions		_	-	-	X	-		-		-
Payroll Disbursement	_		X				X			X
Petty Cash	_						X		-	X
Placement of holds	_	Х	_	X	X			X	X	
Preparation and analysis for Annual Fee Report		X	X	X	X	X		X	X	
Preparation of auditor requested schedules/questions		X								
Prepare third party parking decal list	_					X				
Process fee waivers	_	Х	-	X	X		Х	X	X	X
Process journal transfers for deferred revenue as requested	_	Х	-	X				X	X	
Process third party Invoices		Х	X					Х	Х	Х
Process third party past due invoices and letters	_	Х	X					Х	Х	Х
Provide cashiering services		Х	X	X	X	X	Х	Х	Х	X
Provide customer service to campus departments		Х	X			Х		Х	Х	X
Provide payment information		Х	X					Х	Х	Х
Provide specific student financials fee revenue/waiver analysis as requested		Х	X		X					
Provide testing as required for campus SF upgrades		Х	X	X	X			Х	Х	
Reconciliation & Review of Scholarship billing with PHL accounts							Х			
Reconciliation & Review of Student Support Payments billing with UEC										Х
Record journal transfer for Escheatment of stale dated checks as needed			X		X					
Refund special program students			X							X
Release of holds		Χ		X	X			X	X	
Reports							X			X
Review third party activity/billing invoices/research		Χ	Х					Х	Х	Х
Set-up third party contracts		Χ	X					X	X	X
SF Write Off analysis/allocation/journal		Х		X	X			Х	Х	
Student 1098 information		Χ	X	X			X	X	X	X
Term Set Up		Х	X		X			X	X	
Validation of charges					X					
Vendor Checks				X						
Ventec Deposits						Х				
Void lost checks and reissue new payments as requested			X		X					
Wire Transfers					Х					
Finance - Auxiliary Financial Services	F	ASI	CEL	Health	Housing	Parking	Phil	SMSU	SRWC	UEC
Accounts Payable			CEL	Health	Housing	Parking				
Accounts Payable Annual 1099 processing		X X	CEL	Health	Housing	Parking	X	SMSU X	SRWC	Х
Accounts Payable Annual 1099 processing Assist with quotes for purchases over \$10,000		X	CEL	Health	Housing	Parking	X	X	X	X
Accounts Payable Annual 1099 processing Assist with quotes for purchases over \$10,000 Create new files at the start of the new fiscal year		X	CEL	Health	Housing	Parking	X X X	x	X	X X X
Accounts Payable Annual 1099 processing Assist with quotes for purchases over \$10,000 Create new files at the start of the new fiscal year Customer service to campus and vendors		X X	CEL	Health	Housing	Parking	X X X X	X X X	х х	X X X
Accounts Payable Annual 1099 processing Assist with quotes for purchases over \$10,000 Create new files at the start of the new fiscal year Customer service to campus and vendors Determine independent contractor status		X X X	CEL	Health	Housing	Parking	X X X X	X X X X	X X X	X
Accounts Payable Annual 1099 processing Assist with quotes for purchases over \$10,000 Create new files at the start of the new fiscal year Customer service to campus and vendors Determine independent contractor status Enter capitalized assets into asset module		X X X X	CEL	Health	Housing	Parking	X X X X X	X	X	X
Accounts Payable Annual 1099 processing Assist with quotes for purchases over \$10,000 Create new files at the start of the new fiscal year Customer service to campus and vendors Determine independent contractor status Enter capitalized assets into asset module Escheatment of old checks as needed		X X X X X	CEL	Health	Housing	Parking	X X X X X X	X	X	X
Accounts Payable Annual 1099 processing Assist with quotes for purchases over \$10,000 Create new files at the start of the new fiscal year Customer service to campus and vendors Determine independent contractor status Enter capitalized assets into asset module Escheatment of old checks as needed Escheatment-Annual filing to SCO		X X X X X	CEL	Health	Housing	Parking	X	X	X	X
Accounts Payable Annual 1099 processing Assist with quotes for purchases over \$10,000 Create new files at the start of the new fiscal year Customer service to campus and vendors Determine independent contractor status Enter capitalized assets into asset module Escheatment of old checks as needed Escheatment-Annual filing to SCO File Form 592s quarterly		X X X X X X	CEL	Health	Housing	Parking	X X X X X X X	X	X	X
Accounts Payable Annual 1099 processing Assist with quotes for purchases over \$10,000 Create new files at the start of the new fiscal year Customer service to campus and vendors Determine independent contractor status Enter capitalized assets into asset module Escheatment of old checks as needed Escheatment-Annual filing to SCO File Form 592s quarterly File Form DE-542s bi-weekely		X X X X X X X	CEL	Health	Housing	Parking	X	X	X	X
Accounts Payable Annual 1099 processing Assist with quotes for purchases over \$10,000 Create new files at the start of the new fiscal year Customer service to campus and vendors Determine independent contractor status Enter capitalized assets into asset module Escheatment of old checks as needed Escheatment-Annual filing to SCO File Form 592s quarterly File Form DE-542s bi-weekely Maintain AP files for all transactions		X X X X X X X X	CEL	Health	Housing	Parking	X	X	X	X
Accounts Payable Annual 1099 processing Assist with quotes for purchases over \$10,000 Create new files at the start of the new fiscal year Customer service to campus and vendors Determine independent contractor status Enter capitalized assets into asset module Escheatment of old checks as needed Escheatment-Annual filing to SCO File Form 592s quarterly File Form DE-542s bi-weekely Maintain AP files for all transactions Maintain vendor file/add new vendors as needed		X X X X X X X X X	CEL	Health	Housing	Parking	X	X	X	X
Accounts Payable Annual 1099 processing Assist with quotes for purchases over \$10,000 Create new files at the start of the new fiscal year Customer service to campus and vendors Determine independent contractor status Enter capitalized assets into asset module Escheatment of old checks as needed Escheatment-Annual filing to SCO File Form 592s quarterly File Form DE-542s bi-weekely Maintain AP files for all transactions Maintain vendor file/add new vendors as needed Maintain vendor W-9 files		X X X X X X X X X X X X X X X X X X X	CEL	Health	Housing	Parking	X	X	X	X
Accounts Payable Annual 1099 processing Assist with quotes for purchases over \$10,000 Create new files at the start of the new fiscal year Customer service to campus and vendors Determine independent contractor status Enter capitalized assets into asset module Escheatment of old checks as needed Escheatment-Annual filing to SCO File Form 592s quarterly File Form DE-542s bi-weekely Maintain AP files for all transactions Maintain vendor file/add new vendors as needed Maintain vendor W-9 files Prepare files for storage or shredding		X X X X X X X X X X X X X X X X X X X	CEL	Health	Housing	Parking	X	X	X	X
Accounts Payable Annual 1099 processing Assist with quotes for purchases over \$10,000 Create new files at the start of the new fiscal year Customer service to campus and vendors Determine independent contractor status Enter capitalized assets into asset module Escheatment of old checks as needed Escheatment-Annual filing to SCO File Form 592s quarterly File Form DE-542s bi-weekely Maintain AP files for all transactions Maintain vendor file/add new vendors as needed Maintain vendor W-9 files Prepare files for storage or shredding Process payments for travel/mileage claims		X X X X X X X X X X X X X X X X X X X	CEL	Health	Housing	Parking	X	X	X	X
Accounts Payable Annual 1099 processing Assist with quotes for purchases over \$10,000 Create new files at the start of the new fiscal year Customer service to campus and vendors Determine independent contractor status Enter capitalized assets into asset module Escheatment of old checks as needed Escheatment-Annual filing to SCO File Form 592s quarterly File Form DE-542s bi-weekely Maintain AP files for all transactions Maintain vendor file/add new vendors as needed Maintain vendor W-9 files Prepare files for storage or shredding Process payments for travel/mileage claims Process payments from disbursement requests		X X X X X X X X X X X X X X X X X X X	CEL	Health	Housing	Parking	X	X	X	X
Accounts Payable Annual 1099 processing Assist with quotes for purchases over \$10,000 Create new files at the start of the new fiscal year Customer service to campus and vendors Determine independent contractor status Enter capitalized assets into asset module Escheatment of old checks as needed Escheatment-Annual filing to SCO File Form 592s quarterly File Form DE-542s bi-weekely Maintain AP files for all transactions Maintain vendor file/add new vendors as needed Maintain vendor W-9 files Prepare files for storage or shredding Process payments for travel/mileage claims Process payments from disbursement requests Process reimbursements due to campus/other auxiliaries		X X X X X X X X X X X X X X X X X X X	CEL	Health	Housing	Parking	X	X	X	X
Accounts Payable Annual 1099 processing Assist with quotes for purchases over \$10,000 Create new files at the start of the new fiscal year Customer service to campus and vendors Determine independent contractor status Enter capitalized assets into asset module Escheatment of old checks as needed Escheatment-Annual filing to SCO File Form 592s quarterly File Form DE-542s bi-weekely Maintain AP files for all transactions Maintain vendor file/add new vendors as needed Maintain vendor W-9 files Prepare files for storage or shredding Process payments for travel/mileage claims Process payments from disbursement requests Process reimbursements due to campus/other auxiliaries Process travel advances		X X X X X X X X X X X X X X X X X X X	CEL	Health	Housing	Parking	X	X	X	X
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Payroll tax reporting X	Maintain vacation/sick leave balances for all employees		Х					Х	X	Х	X
Payroll-IR assistance	·		Х					Х		Х	X
prepare annual pay date schedule and pay period processing Yerganze payroll report for SMSU Prepare unemployment, workers comp data for each pay period X X X Prepare unemployment, workers comp data for each pay period X X X Prepare unemployment, workers comp data for each pay period X X X Prepare unemployment, workers comp data for each pay period X X X X Prepare unemployment, workers comp data for each pay period X X X X Prepare unemployment, workers comp data for each pay period X X X X X Prepare unemployment, workers comp and to the state data each grow of the complex of the provide monthly quadron accurate information for sponsored projects Provide RNA tax determination to employees Provide RNA tax determination to employees Provide payroll reporting as needed for sponsored projects and mgmt. Provide payroll reporting as needed for sponsored projects and mgmt. Provide payroll reporting as needed for sponsored projects and mgmt. Provide payroll reporting as needed for sponsored projects and mgmt. Provide payroll reporting as needed for sponsored projects and mgmt. Provide payroll reporting as needed for sponsored projects and mgmt. Provide payroll reporting as needed for sponsored projects and mgmt. Provide payroll reporting as needed for sponsored projects and mgmt. Provide payroll reporting as needed for sponsored projects and mgmt. Provide payroll reporting as needed for sponsored projects and mgmt. Provide payroll reporting as needed for sponsored projects and mgmt. Reconcile and remain in payroll payroll sponsored projects and mgmt. X X X X X X X X X X X X X X X X X X X	Payroll tax reporting		Х					X	X	Х	Х
Prepare paymol report for SMSU	Payroll-HR assistance		Х						X	Х	
Prepare unemployment, workers comp data for each pay period Prepare were transfer request for bit obtasseds actg. Provide customer service/Training to employees Provide customer service/Training to employees Provide customer service/Training to employees Provide monthly wacation account information for sponsored projects Provide NRA tax determination to employees Provide payroll reporting as needed for sponsored projects and mgmt. Provide payroll reporting to CSURMA/AO/MAM X X X X X X X X X X X X X	Prepare annual pay date schedule and pay period processing		Х					Х	X	Х	Х
Prepare wire transfer requests for bi-weekly payroll to stateside actg. Provide customer service/training to employees Provide customer service/training to employees Provide monthly vacation accrual information for sponsored projects Provide payroll reporting as needed for sponsored projects and mgmt. Provide payroll reporting as needed for sponsored projects and mgmt. Provide payroll reporting as needed for sponsored projects and mgmt. Provide payroll reporting to SURMA/AORMA X	Prepare payroll report for SMSU								X	Х	
Process manual checks as needed for late time sheets, separations, etc Provide customer service/fraining to employees Provide customer service/fraining to employees Provide promiting was a control of the provide monthly wastation according from the provide projects Provide payor of the propring as needed for sponsored projects and mgmt. Provide payor of the propring as needed for sponsored projects and mgmt. Provide payor of the propring as needed for sponsored projects and mgmt. Provide payor of the propring as needed for sponsored projects and mgmt. Provide payor of the propring as needed for sponsored projects and mgmt. Provide payor of the propring as needed for sponsored projects and mgmt. Provide payor of the propring as needed for sponsored projects and mgmt. Provide payor of the propring as needed for sponsored projects and mgmt. Reconcile and renit monthly payments for vision, dental, life insurance X	Prepare unemployment, workers comp data for each pay period		Х					Х	X	Х	X
Provide customer service/training to employees Provide mothly vacation accrual information for sponsored projects Provide NRA tax determination to employees Provide payroll reporting as needed for sponsored projects and mgmt. Provide payroll reporting to SURMA/ADRMA X X X X X X X X X X X X X	Prepare wire transfer request for bi-weekly payroll to stateside acctg.		X						X	X	
Provide monthly vacation acrual information for sponsored projects Provide part NA tax determination to employees Provide party of reporting as needed for sponsored projects and mgmt. Provide party of reporting as needed for sponsored projects and mgmt. Provide party of reporting as needed for sponsored projects and mgmt. Provide party of reporting as needed for sponsored projects and mgmt. X	Process manual checks as needed for late time sheets, separations, etc							Х			X
Provide payroll reporting as needed for sponsored projects and mgmt.	Provide customer service/training to employees		X					X	X	X	X
Provide payroll reporting as needed for sponsored projects and mgmt. Provide payroll reporting to CSURMA/AORMA X Quarterly reconciliation of wages for tax reporting - Form 941 X Reconcile and remit monthly payments for vision, dental, life insurance X Reconcile and remit though the work of the work of the state of the sta	Provide monthly vacation accrual information for sponsored projects										X
Provide payroll reporting to CSUBMA/AORMA	Provide NRA tax determination to employees				\Box						
Reconciliation of wages for tax reporting - Form 941 Reconcile and remit mornthly payments for vision, dental, life insurance Reconcile and remit payments for vision, dental, life insurance Reconcile and transmit reportable earnings to Cal PERS Reconcile and transmit reportable earnings to Cal PERS Reporting of secheated checks to State Controller Reporting of retirement wages and deductions X X X X Reconcile and transmit reportable earnings to Cal PERS Reporting of retirement wages and deductions X Set up employee direct deposit X X Set up employee direct deposit X X Set up employee sin payroll system X X Supporting of retirement wages and deductions X X X X X X X X X X X X X	1 1 1 2										Х
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Reconcile and remit payments for Workers Comp and Unemploy. Insur. Reconcile and transmit reportable earnings to Cal PERS Reporting of escheated checks to State Controller Reporting of retirement wages and deductions X Set up employee direct depoist X Set up melpoyee ginest depoist X Set up melpoyee ginest depoist X Set up melpoyee status changes into payroll system X Update all employee status changes into payroll system X Update all employee status changes into payroll system X Update all employee status changes into payroll system X Set up melpoyee status changes into payroll system X Update all employee status changes into payroll system X Set up new employees in payroll system X X X X X X X X X X X X X			Х					Х	X	Х	Х
Reconcile and transmit reportable earnings to Cal PERS Reporting of escheated checks to State Controller Reporting of escheated checks to State Controller X	Reconcile and remit monthly payments for vision, dental, life insurance		X						X	X	
Reporting of escheated checks to State Controller Reporting of retirement wages and deductions X X X X X X X X X Set up employee direct deposit X Set up employee incert deposit X Subject of the property of th			-		-			X			X
Reporting of retirement wages and deductions Set up employee direct deposit X X Set up employee direct deposit X X Set up employee sin payroll system X Verify employees in payroll system X Verify employees in payroll system X Verify employees the payroll system X X X X X X X X X X X X X			X		\square			\square	X	X	
Set up employee direct deposit Set up new employees in payroll system X X Set up new employees in payroll system X Verify employment packets, i-9s for compliance X Verify employment packets, i-9s for compliance X Finance - Budget Office ASI CEL Health Housing Parking Phil SMSU SRWC UE Budget Reports Various reports requested by senior leadership X X X X X X X X X X X X X				\vdash	-			\blacksquare		-	X
Set up new employees in payroll system X Update all employee status changes into payroll system X X X X X X X X X X X X X				-	-			X			X
Update all employee status changes into payroll system Verify employment packets, 1-9s for compliance Isinance - Sudget Office ASI CEL Health Housing Parking Phil SMSU SRWC UE Budget Reports Various reports requested by senior leadership X X X X X X X X X X X X X X X X X X X											
Verify employment packets, I-9s for compliance Finance - Budget Office ASI CEL Health Housing Parking Phil SMSU SRWC UE Budget Reports Various reports requested by senior leadership X X X X X X X X X X X X X X X X X X X											
Finance - Budget Office ASI CEL Health Housing Parking Phil SMSU SRWC UE									X	X	
Budget Reports Various reports requested by senior leadership XX X X X X X X X X X X X X X X X X X X				051				51.11	65.461.1	651116	
Various reports requested by senior leadership X X X X X X X X X X X X X X X X X X X	-		ASI	CEL	Health	Housing	Parking	Phil	SMSU	SRWC	UEC
Compile budget packet for President's approval Request annual budget Cost Recovery Plan Compile billing information and send to General Accounting X X X X X X X X X X X X X X X X X X X											
Request annual budget		_									X
Cost Recovery Plan Compile billing information and send to General Accounting X X X X X X X X X X X X X X X X X X X											
Compile billing information and send to General Accounting X X X X X X X X X X X X X X X X X X X		_									
Compile information into report format X X X X X X X X X 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 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 X X X X X X X X X	· · · · · · · · · · · · · · · · · · ·										X
Miscellaneous Allocate costs related to Risk Management Insurance Assist staff on budget related matters XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX			-								X
Allocate costs related to Risk Management Insurance Assist staff on budget related matters XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX											
Assist staff on budget related matters Chart of Accounts coordination PAES Scholarship allocation Position Management Create/Delete/Update Positions XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX				X	X	X	X				
Chart of Accounts coordination PAES Scholarship allocation Position Management Create/Delete/Update Positions Maintain Position Management Queries Process Staff Transaction forms from Human Resources Provide training to staff ASI CEL Health Housing Parking Phil SMSU SRWC UE Mailing of checks Maintain copies of records for required retention period Make arrangements to hold special payments										X	
PAES Scholarship allocation Position Management Create/Delete/Update Positions Maintain Position Management Queries Maintain Position Management Queries XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX								$\overline{}$			
Position Management Create/Delete/Update Positions X								X			
Create/Delete/Update Positions X X X X X X X X X X X X X X X X X X X	•										
Maintain Position Management Queries X X X X X X X X X X X X X X X X X X X	-			Х	X	X	Х			X	
Process Staff Transaction forms from Human Resources X X X X X X X X X X X X X X X X X X X	Maintain Position Management Queries			Х	Х		Х			X	
Finance - Support Services: Accounts Payable Miscellaneous Contact and work with department staff to correct submissions Mailing of checks Maintain copies of records for required retention period Make arrangements to hold special payments ASI CEL Health Housing Parking Phil SMSU SRWC UE X X X X X X X X X X X X X X X X X X X				X	Х	X	X			Х	
Miscellaneous Contact and work with department staff to correct submissions X X X Mailing of checks X X X Maintain copies of records for required retention period X X X Make arrangements to hold special payments X	Provide training to staff			X	Х	X	Х			X	
Miscellaneous Contact and work with department staff to correct submissions X X X Mailing of checks X X X Maintain copies of records for required retention period X X X Make arrangements to hold special payments X	Finance - Support Services: Accounts Payable		ASI	CEL	Health	Housing	Parking	Phil	SMSU	SRWC	UEC
Mailing of checks X X X X Maintain copies of records for required retention period X X X X Make arrangements to hold special payments X X X X											
Mailing of checks X X X X Maintain copies of records for required retention period X X X X Make arrangements to hold special payments X X X X	Contact and work with department staff to correct submissions			Х	Х	Х	Х				
Make arrangements to hold special payments X				Х	Х	Х	Х				
Make arrangements to hold special payments X	Maintain copies of records for required retention period			X	X	X	X				
Respond to auditor inquiries X X X X				Х							
	Respond to auditor inquiries			X	X	X	X				
Respond to invoice and payment related questions from departments X X X X X	Respond to invoice and payment related questions from departments			Х	X	X	X				
Payment Issuance	Payment Issuance										
Auditing of invoices X X X X X	Auditing of invoices			Х	X	X	X				
Cancelations and reissuances of checks (undeliverable/stale dated) X X X X X	Cancelations and reissuances of checks (undeliverable/stale dated)			X	X	X	X				
Creating/Updating of vendor addresses/EFT/reportable information X X X X X	Creating/Updating of vendor addresses/EFT/reportable information			Х	X	X	X				
Data entry of invoices X X X X X	Data entry of invoices			X	X	X	X				
	·		Х	Х	Х	Х	X	Х	Х	Х	Х
Maintenance of check equipment X X X X X X X X X X X X X X X X X X X	Maintenance of check equipment		X	X	X	X	X	Х	X	X	Х
								X			X
					Х	X	X	X			X
Wire payments* ASI/SUN Payroll X X X X			X	Х					X	Х	
Tax Reporting	ITay Reporting										

FROM:	то	: ASI	CEL	Health	Housing	Parking	Phil	SMSU	SRWC	UEC
Assessing/reporting of use tax	10.	. 731	X	X	X	X		314130	Sitte	OLC
Collection of Payee Data records (Form 204s/W-9s)			X	X	X	X				
Issuance of IRS 1099s and FTB 592s			X	X	X	X		-		
Finance - Support Services: Campus Stores; Mail Services; Receiving		ASI	CEL	Health	Housing	Parking	Phil	SMSU	SRWC	UEC
Campus Stores			-							
Filling of orders (primarily paper)		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	Х	X	X	Х	X	X
Package shipments (USPS and UPS)		X	X	X	Х	X	Х	X	X	X
Postage metering		X	X	Х	Х	X	X	Х	Х	X
Receiving										
Delivery of campus stores orders		Х	X	X	Х	Х	Х	Х	Х	X
Package shipments (FedEx) *tracking charges		X	X	X	Х	Х	Х	Х	X	Х
Receipt and delivery of vendor goods ordered		X	X	X	Х	Х	Х	Х	X	Х
Storage of deliveries until department is ready for delivery		X	X	Х	Х	X	X	Х	Х	X
Finance - Support Services: Property Management Office		ASI	CEL	Health	Housing	Parking	Phil	SMSU	SRWC	UEC
Equipment Tracking										
Perform Physical Inventories		X	X	Х	Х	X	Х	Х	Х	X
Retire Equipment		Х	Х	Х	Х	X	Х	Х	Х	Х
Tag Equipment		Х	Х	X	Х	X	Х	Х	X	X
Miscellaneous			Ш							
Assist staff on property related matters		Х	X	Х	Х	Х	Х	X	Х	Х
Coordinate pick-up and disposal of scrapped equipment		X	X	X	X	Х	Х	X	Х	X
Reporting										
Ad hoc reports requested by Department, AVP Finance, VP Admin & Finance		Х	Х	Х	Х	Х	Х	Х	Х	Х
Finance - Support Services: Purchasing Office		ASI	CEL	Health	Housing	Parking	Phil	SMSU	SRWC	UEC
Miscellaneous										
Assist staff on purchasing related matters			X	Х	Х	X				
Purchasing										
Issue Quotes, Bids, RFPs for Goods and Services			X	Х	Х	X				
Provide CMS support to staff		X	X	X	Х	X	Х	Х	X	X
Review and Source Requisitions to Purchase Orders			X	X	Х	X				
Reporting										
Ad hoc reports requested by Departments, AVP Finance, VP Admin & Finance			X	Х	Χ	X				
Human Resources		ASI	CEL	Health	Housing	Parking	Phil	SMSU	SRWC	UEC
Benefits Assistance			X	X	Х	X			X	
Classification Reviews		X	X	Х	Х	X		Х	Х	X
Employee Relations			X	Х	Х	X			X	
Reclassifications			X	Х	Х	X			Х	
Recruitment Reviews		Х	X	Х	Х	X		Х	X	X
Recruitments			X	Х	Х	Х			X	
Training & Development		X	X	Х	Х	Х		Х	X	X
Unemployment Assistance			X	Х	Х	X			X	
Payroll		ASI	CEL	Health	Housing	Parking	Phil	SMSU	SRWC	UEC
Absence Management			X	Х	Х	X			Х	
Direct Deposit			X	X	X	X			X	
Master Payroll			X	X	X	Х		\square	X	
NDI/IDL Disability Processing			X	X	X	X		-	X	
Overtime, shift differential, hourly, student paychecks			X	X	X	X		-	X	
Pay Increases/Decreases			X	X	Х	X			X	
Process Hires/Terminations			Х	Х	X	X		-	X	
Time-base Changes						X			Х	
			Х	Х	Х				CDIAIC	UEC
University Police		ASI	X CEL	X Health	Housing	Parking	Phil	SMSU	SRWC	
University Police Incident Response			CEL	Health	Housing	Parking				
University Police Incident Response Burglary Alarms		X	CEL	Health X	Housing	Parking X	X	X	X	X
University Police Incident Response Burglary Alarms Calls for Service		X	X X	Health X X	Housing X X	Parking X X	X	X	X X	Х
University Police Incident Response Burglary Alarms Calls for Service Campus Policy Violations		X X X	X X X	X X X	Housing X X X	Parking X X X	X X	X X X	X X X	X
University Police Incident Response Burglary Alarms Calls for Service Campus Policy Violations Escort Services		X X X	X X X X	X X X X	X X X X	Parking X X X X	X X X	X X X X		X X X
University Police Incident Response Burglary Alarms Calls for Service Campus Policy Violations Escort Services Fire Alarms		X X X X	X X X X X	X X X X X	X X X X X	X X X X X X X X X X X X X X X X X X X	X X X X	X X X X	X	X X X
University Police Incident Response Burglary Alarms Calls for Service Campus Policy Violations Escort Services Fire Alarms Lost and Found Property		X X X X X	X X X X X X	X X X X X X	X X X X X X	X X X X X X X X	X X X X X	X	X X X X X	X X X X
University Police Incident Response Burglary Alarms Calls for Service Campus Policy Violations Escort Services Fire Alarms Lost and Found Property Medical Aid		X X X X X X	X X X X X X X X	X X X X X X X X X X	X X X X X X X X X X X X X	X X X X X X X X X X X X X	X X X X X X	X	X X X X X X	X X X X X
University Police Incident Response Burglary Alarms Calls for Service Campus Policy Violations Escort Services Fire Alarms Lost and Found Property Medical Aid Patrol (Foot/Vehicle)		X X X X X X	X	Health X X X X X X X X X X X X	X X X X X X X X X X X X X X X X X X X	X X X X X X X X X X X X X X X X X X X	X X X X X X X	X	X	X X X X X
University Police Incident Response Burglary Alarms Calls for Service Campus Policy Violations Escort Services Fire Alarms Lost and Found Property Medical Aid Patrol (Foot/Vehicle) Welfare Check of Students		X X X X X X	X X X X X X X X	X X X X X X X X X X	X X X X X X X X X X X X X	X X X X X X X X X X X X X	X X X X X X	X	X X X X X X	X X X X X
University Police Incident Response Burglary Alarms Calls for Service Campus Policy Violations Escort Services Fire Alarms Lost and Found Property Medical Aid Patrol (Foot/Vehicle) Welfare Check of Students Other Services		X X X X X X X	X X X X X X X X X X X X X X X X X X X	Health X X X X X X X X X X X X X X X X	X X X X X X X X X X X X X X X X X X X	X X X X X X X X X X X X X X X X X X X	X	X	X	X X X X X X
University Police Incident Response Burglary Alarms Calls for Service Campus Policy Violations Escort Services Fire Alarms Lost and Found Property Medical Aid Patrol (Foot/Vehicle) Welfare Check of Students Other Services Bike Patrol Program		X X X X X X X X	X X X X X X X X X X	Health X X X X X X X X X X X X X X X X X X	Housing X X X X X X X X X X X X X X X X X X	Parking X X X X X X X X X X X X X X X X X X	X	X	X	X X X X X X
University Police Incident Response Burglary Alarms Calls for Service Campus Policy Violations Escort Services Fire Alarms Lost and Found Property Medical Aid Patrol (Foot/Vehicle) Welfare Check of Students Other Services		X X X X X X X	X X X X X X X X X X X X X X X X X X X	Health X X X X X X X X X X X X X X X X	X X X X X X X X X X X X X X X X X X X	X X X X X X X X X X X X X X X X X X X	X	X	X	X

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FROM: Campus Presentations/Trainings (Active Shooter, CPR, Pepper Spray, etc.)	TO:	ASI X	CEL X	Health X	Housing X	Parking X	Phil X	SMSU	SRWC	UEC X
Chargebacks/Transfers of Expense/Request for Invoice	_	X	X	X	X	X	X	X	X	X
Community Service Officers		X	X	X	X	X	X	X	X	X
Coverage-Unplanned Events (i.e. memorials, student vigils, strikes, etc.)	_	X	X	X	X	X	X	X	X	$\frac{x}{x}$
Detective Services/Investigations		X	X	X	X	X	X	X	X	X
Dispatch Services		X	Х	X	X	X	X	X	X	X
Fingerprinting/LiveScan		Х	X	Х	X	X	X	X	Х	X
K9 Services		Х	Х	Х	Х	X	Х	X	Х	X
Mutual Aid		Х	Х	Х	Х	Х	Х	X	Х	X
Onsite Officers		Х	X	Х	Х	Х	Х	X	X	X
Providing Literature		Х	X	Х	Х	X	Х	X	X	X
Record Management		Х	X	Х	X	X	Х	X	X	X
Undercover Operations		Χ	X	Х	Х	Х	Х	X	Х	Х
ITS - Administrative Computing & Business Intelligence		ASI	CEL	Health	Housing	Parking	Phil	SMSU	SRWC	UEC
Administrative Computing programming services										
Advancement Fundraising Processes System							X			X
Billing & Receivables reports (Open University, Extension student fees, Analysis)			X							
Changes to transcript printing			Х							
Curriculum Processing changes			Х							
Education course reporting to CO			Х							
Event Scheduling and Class Scheduling		Х	Х					Х		
Fee table set up/consultation			Х							
Invoices to students			Х							
MyCoyote Portal		Х	X					X		X
SECI Programming			X							
Student fees for extension			X							
Student information extract transfer to CD						X				
T2 line system support						Х				
CFS Datawarehouse Support, Online- Directory		Х	X	Х	Х	X	X	X	X	X
Maintain POI types, update data for IdMS, extracts for other services, such as		Х	X	Х	Х	Х	Х	X	Х	Х
OneCard, SkillPort, Blackboard, etc.)										
Provide CMS support to staff		Х	Х	Х	Х	Х		X	Х	Х
ITS - Technology Operations & Customer Support		ASI	CEL	Health	Housing	Parking	Phil	SMSU	SRWC	UEC
Enterprise & Cloud Services										
Backup Services and Offsite storage			X	Х	Х			X	Х	Х
Server co-location/hosting including: UPS, Power Generator, Physical Security, A/C			Х	Х	Х		Х			Х
Virtual environment server management and hosting			X	Х	Х		Х	X	X	X
Network										
Hardware: ALU Maintenance - Switches for Housing					X					
Hardware: Aruba ClearPass Appliance		Х	X	Х	Х			X	X	X
Hardware: Aruba Maintenance - Campus		Х	X	Х	Х			X	X	X
Hardware: Juniper Firewall & Server Farm Firewall Maintenance		Х	X	X	X	X	X	X	X	X
Hardware: Juniper SSL	_	X	X	Х	X	$\overline{}$		X	X	X
Network Management	_	X	X	Х	X	X	Х	X	X	X
Software: Aruba Airwave	_	X	X	X	X			X	X	X
Software: Aruba ClearPass Endpoint		X	X	X	X		\vdash	X	X	X
Software: Aruba ClearPass QuickConnect		X	X	X	X			X	X	X
Software: Omnivista Maintenance					X	X	X			
Software: ProceraCare/Omnivista - Network Management Technology Support Contor		X	X	X	X	X	X	X	X	<u>X</u>
Technology Support Center Campus active directory administration and support										
Campus active directory administration and support Campus e-mail administration and support		X	X	X	X X	X	X	X	X	X X
Campus OneCard administration and support		X	X	X	X	X	X	X	X	X
Campus software administration and support	_	X	X	X	X	X	X	X	X	<u> </u>
IT Customer Support		X	X	X	X	X	X	X	X	<u>^</u>
Telecommunication & Network Services								_^		
Campus infrastructure/cabling management and support	_	Х	X	X	X	X	X	X	X	X
Campus VoIP telephone system management and support		X	X	X	X	X	X	X	X	X
Campus wired network management and support		X	X	X	X	X	X	X	X	X
Campus wireless network management and support		X	X	X	X	X	X	X	X	X
IT Customer Support		X	X	X	X	X	X	X	X	X
SA - Vice President's Office		ASI	CEL	Health	Housing	Parking	Phil	SMSU	SRWC	UEC
Weekly one-on-one meetings(AVP)		Х		Х	Х			Х		
Weekly one-on-one meetings(VP)										
Budget Support/Monitoring(Budget Analyst)		Х		Х	Х			X	Х	
Board of Directors Member(VP)		X						X		
Attend weekly Board Meetings(VP, AVP, Confidential Aid)	_	X						X		

FROM:	TO:	ASI	CEL	Health	Housing	Parking	Phil	SMSU	SRWC	UEC
Finance Board Member (VP)								Х		
Schedule meetings(ASC)		Х		Х	X			Х	X	
Clerical Support i.e. folder prep, correspondence, payroll, etc (ASC)	•	Χ		Х	Х			Х	X	
Expansion Committee(VP, AVP, Confidential Aid, Budget Analyst)		Х			Х			Х	X	
Systemwide Health Service Committee Member (VP)				X						
Monthly Directors' Meeting(VP, AVP, Confidential Aid, Budget Analyst, ASC)		Х		X	X			X	X	
Cost Recovery Plan										
Compile information into report format		Х		X	X			X	X	
Monitor activity in cost recovery trust funds		Х		X	Х			Х	X	
SA - Enrollment Services		ASI	CEL	Health	Housing	Parking	Phil	SMSU	SRWC	UEC
Process and mail transcripts			Х							
Scan transcripts for archiving purposes			Х							
Scan other academic documents for archiving purposes			Х							
Support storage facilities for transcripts			Х							
Support storage facilities for grade rosters			Х							
Support storage facilities for memos			X							
Support storage facilities for change of grades			Х							
Support storage facilities for class rosters			X							
Change of grade processing			X							
Processing of paperwork for Veterans Affairs			Х							
Financial Aid Office										
Provide Financial Aid documents			Х							
Assist with preparation of documents related to Direct Loans, Alt loans			Х							
Provide CEL students with ongoing information regarding loans			Х							
Provide CEL with weekly updates			Χ							