

FROM:	TO:	ASI	CEL	Health	Housing	Parking	Phil	SMSU	SRWC	UEC
Operation and maintenance of space (custodial, maintenance, and utility)			X	X		X		X	X	X
Grounds Maintenance										
Herbicide/ fertilizer application			X	X	X	X		X	X	X
Irrigation system controls, maintenance, and repairs			X	X	X	X		X	X	X
Litter, debris and trash removal			X	X	X	X		X	X	X
Mowing and edging			X	X	X	X		X	X	X
Pruning and weeding			X	X	X	X		X	X	X
Pest control			X	X	X	X		X	X	X
Heating & Air Conditioning Services										
Central plant operation			X	X		X		X	X	X
Network controls programming and maintenance			X	X		X		X	X	X
Routine equipment inspections			X	X		X		X	X	X
Routine equipment maintenance			X	X		X		X	X	X
Service/ trouble calls			X	X		X		X	X	X
Preventive Maintenance										
Fire systems maintenance and inspection			X	X	X	X		X	X	X
Fire extinguisher annual service			X	X	X	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		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
Finance - Accounting: Director's Office		ASI	CEL	Health	Housing	Parking	Phil	SMSU	SRWC	UEC
Accounts Receivables		X	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			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
Internal Audits		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
Tax			X	X	X	X				
Trusts		X	X	X	X	X		X	X	
Year End close/Legal Reporting			X	X	X	X		X	X	
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 Reconciliation			X	X	X	X				
AR Aging Reports							X			X
AR Collections							X	X	X	X
Automatic Billing		X					X	X	X	X
Cash Count Audits/Reconciliation		X	X	X		X		X	X	
Cash Posting Order (CPO) Requests/Processing										
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				
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	

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Provide contract review to determine agency billing frequency										X
Provide customer service to campus departments and outside entities							X			X
Provide monthly accounts receivable reconciliations to mgmt.							X	X	X	X
Provide quarterly reports to government agencies										X
Provide testing as required for campus CFS upgrades							X			X
Banking										
Daily check of bank transactions							X			X
Investment account reconciliations							X			
Investment of endowment funds							X			
Issue new credit cards/cancel and replace cards as needed							X			X
Monthly bank account reconciliations	X						X	X	X	X
Monthly credit card account reconciliations							X			X
Place stop payment orders on lost checks	X						X	X	X	X
Post cash receipts/EFTs	X						X	X	X	X
Process cash draw downs for sponsored program projects										X
Process deposits through on-site remote deposit capture							X			X
Process stock transfer gifts							X			
Provide credit card payment information to Bursar's Office										X
Quarterly charitable remainder trust reconciliations										X
Quarterly endowment reconciliation							X			
Withdrawal of funds for scholarships/endowment mgmt. fee							X			
General Accounting										
Add new accounts to chart of accounts/class codes as needed	X						X	X	X	X
Assist with annual budget preparation							X			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
Customer service-provide training on queries, account reconciliation, etc.	X						X	X	X	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
Monthly asset module processing/depreciation posting	X						X	X	X	X
Posting of commercial activity commissions										X
Preparation of all auditor requested schedules	X						X	X	X	X
Preparation of annual financial audit report	X						X	X	X	X
Preparation of annual tax return (in conjunction with RAMS)	X						X	X	X	X
Process budget uploads as requested	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
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
Provide monthly gift/donation reconciliation to Univ. Advancement							X			
Provide specific financial analysis as requested							X			X
Provide support for Spons. Prg. agency desk audits/reviews										X
Provide testing as required for campus CFS upgrades	X						X	X	X	X
Reconciliation of CSUSB scholarship billing with Foundation accounts							X			
Review sponsored projects for fund closeout										X
Set up new accounts as requested by campus individuals							X			X
Miscellaneous										
Assistance provided to UA staff- research							X			
Audit support for SP agency, internal, NCAA, annual, and C.O. audits	X						X	X	X	X
Donor reports for endowment accounts (approx. 200 reports)							X			
Notification to depts. regarding endowment funds available							X			
Participation in CFS upgrade projects	X						X	X	X	X
Participation in HR/Payroll vendor transition	X							X	X	X
Place holds on student accounts as requested										X
Provide assistance with Sponsored Programs agency reporting										X
Respond to public record requests	X						X	X	X	X
Use/Sales tax reporting to Board of Equalization	X						X	X	X	X
Payroll Processing										
Annual audit support for payroll related requests	X						X	X	X	X
Annual reconciliation for W2s	X						X	X	X	X
Answer all inquires from EDD, IRS, FTB, PERS in relation to payroll	X						X	X	X	X
Attend trainings to keep current on employment law	X						X	X	X	X
Bi-monthly payroll check processing	X						X	X	X	X

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Campus Presentations/Trainings (Active Shooter, CPR, Pepper Spray, etc.)		X	X	X	X	X	X	X	X	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	X
Detective Services/Investigations		X	X	X	X	X	X	X	X	X
Dispatch Services		X	X	X	X	X	X	X	X	X
Fingerprinting/LiveScan		X	X	X	X	X	X	X	X	X
K9 Services		X	X	X	X	X	X	X	X	X
Mutual Aid		X	X	X	X	X	X	X	X	X
Onsite Officers		X	X	X	X	X	X	X	X	X
Providing Literature		X	X	X	X	X	X	X	X	X
Record Management		X	X	X	X	X	X	X	X	X
Undercover Operations		X	X	X	X	X	X	X	X	X
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			X							
Curriculum Processing changes			X							
Education course reporting to CO			X							
Event Scheduling and Class Scheduling	X	X						X		
Fee table set up/consultation			X							
Invoices to students			X							
MyCoyote Portal	X	X						X		X
SECI Programming			X							
Student fees for extension			X							
Student information extract transfer to CD						X				
T2 line system support						X				
CFS Datawarehouse Support, Online- Directory	X	X	X	X	X	X	X	X	X	X
Maintain POI types, update data for IdMS, extracts for other services, such as OneCard, SkillPort, Blackboard, etc.)	X	X	X	X	X	X	X	X	X	X
Provide CMS support to staff	X	X	X	X	X			X	X	X
ITS - Technology Operations & Customer Support	ASI	CEL	Health	Housing	Parking	Phil	SMSU	SRWC	UEC	
Enterprise & Cloud Services										
Backup Services and Offsite storage		X	X	X				X	X	X
Server co-location/hosting including: UPS, Power Generator, Physical Security, A/C		X	X	X			X			X
Virtual environment server management and hosting		X	X	X			X	X	X	X
Network										
Hardware: ALU Maintenance - Switches for Housing				X						
Hardware: Aruba ClearPass Appliance	X	X	X	X				X	X	X
Hardware: Aruba Maintenance - Campus	X	X	X	X				X	X	X
Hardware: Juniper Firewall & Server Farm Firewall Maintenance	X	X	X	X	X	X		X	X	X
Hardware: Juniper SSL	X	X	X	X				X	X	X
Network Management	X	X	X	X	X	X		X	X	X
Software: Aruba Airwave	X	X	X	X				X	X	X
Software: Aruba ClearPass Endpoint	X	X	X	X				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	X	X	X	X	X	X		X	X	X
Technology Support Center										
Campus active directory administration and support	X	X	X	X	X	X	X	X	X	X
Campus e-mail administration and support	X	X	X	X	X	X	X	X	X	X
Campus OneCard administration and support	X	X	X	X	X	X	X	X	X	X
Campus software administration and support	X	X	X	X	X	X	X	X	X	X
IT Customer Support	X	X	X	X	X	X	X	X	X	X
Telecommunication & Network Services										
Campus infrastructure/cabling management and support	X	X	X	X	X	X	X	X	X	X
Campus VoIP telephone system management and support	X	X	X	X	X	X	X	X	X	X
Campus wired network management and support	X	X	X	X	X	X	X	X	X	X
Campus wireless network management and support	X	X	X	X	X	X	X	X	X	X
IT Customer Support	X	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)	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			

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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 activity in cost recovery trust funds		X		X	X			X	X	
SA - Enrollment Services		ASI	CEL	Health	Housing	Parking	Phil	SMSU	SRWC	UEC
Process and mail transcripts			X							
Scan transcripts for archiving purposes			X							
Scan other academic documents for archiving purposes			X							
Support storage facilities for transcripts			X							
Support storage facilities for grade rosters			X							
Support storage facilities for memos			X							
Support storage facilities for change of grades			X							
Support storage facilities for class rosters			X							
Change of grade processing			X							
Processing of paperwork for Veterans Affairs			X							
Financial Aid Office										
Provide Financial Aid documents			X							
Assist with preparation of documents related to Direct Loans, Alt loans			X							
Provide CEL students with ongoing information regarding loans			X							
Provide CEL with weekly updates			X							