Services, Products, Facilities									
Provided to Campus Auxiliaries/Enterprise Self-Support Entities									
		17/18 Cost Recovery							
FROM:	TO: ASI	CEL	Health	Housing	Parking	Phil	SMSU	SRWC	UEC
Academic Affairs - Palm Desert Campus	ASI	CEL	Health	Housing	Parking	Phil	SMSU	SRWC	UEC
Collect Payments for Parking Citations and Permits					X				
Community Service Specialists (Monitor parking lots/empty parking ticket dispenser weekly)					X				
Office Space	X								
PDC Activity Support					X				
Special Events					X				
Academic Affairs - Sponsored Programs	ASI	CEL	Health	Housing	Parking	Phil	SMSU	SRWC	UEC
Administration									X
Oversight Sponsored Programs/Post Award Activities									X
Auxiliary Human Resources	ASI	CEL	Health	Housing	Parking	Phil	SMSU	SRWC	UEC
Benefits Information						X			X
Compensation						X			X
Employee Relations						X			X
Hiring Processing						X			X
Policy/Procedure Implementation						X			X
Recruitment						X			X
Training						X			X
Unemployment Assistance						X			X
Workers Compensation Assistance						X			X
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	X			X	X			X	
Key issuance	X	X	X	X	X		X	X	X
Automotive Services									
Vehicle/ cart preventive maintenance	X	X	X	X	X		X	X	X
Vehicle/ cart repairs	X	X	X	X	X		X	X	X
Vehicle/ cart purchase assistance & pre-delivery inspection	X	X	X	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									X
Pool maintenance								X	
Sewer pump maintenance		X							X
Storm water filtration system inspection/service					X				
Contract processing and management		X	X	X	X		X	X	X
Carpentry services		X	X		X			X	X
Electrical services		X	X	X	X		X	X	X
Locksmith services		X	X	X	X		X	X	X
Maintenance services		X	X		X			X	X
Painting services		X	X		X			X	X
Plumbing services		X	X		X			X	X
Custodial Maintenance									
Empty all waste baskets and other waste containers		X	X		X		X		X
Dust mop hard floors		X	X		X		X		X
Dust all desks, chairs, table, filing cabinets, computer screens		X	X		X		X		X
Clean all door glass		X	X		X		X		X
Vacuum carpeting		X	X		X		X		X
Clean and Restock restrooms		X	X		X		X		X
Clean cobwebs from corners, walls, etc.		X	X		X		X		X
Clean all desk tops that are cleared		X	X		X		X		X
Clean hand marks from walls, door and switch plates		X	X		X		X		X
Dust high areas, such as ceiling vents, etc.		X	X		X		X		X
Spot clean carpets		X	X		X		X		X
Vacuum dust and dirt from air-conditioning vents and wall vents		X	X		X		X		X
Floor Refinishing		X	X		X		X		X
Clock time change		X	X		X		X		X
Moving Services		X	X	X	X		X	X	X
Excessive trash removal		X	X		X		X		X
Facilities Use									
Operation and maintenance of space (custodial, maintenance, and utility)		X	X		X		X	X	X

FROM:	TO: ASI	CEL	Health	Housing	Parking	Phil	SMSU	SRWC	UEC
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									
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
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				
AP Reconciliation		X	X	X	X				
AR Aging Reports						X			X
AR Collections						X	X	X	X
AR Reconciliation	X	X	X	X	X		X	X	
Automatic Billing	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	
Cash Posting Order (CPO) Requests/Processing									
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/Facilites 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 Cashnet transactions for deposits to expenses	X	X	X	X	X				

FROM:	TO:	ASI	CEL	Health	Housing	Parking	Phil	SMSU	SRWC	UEC
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
Stop Payments		X	X	X	X	X		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						
Utilities Billing			X		X	X		X	X	
WF Bank Reconcilation		X	X	X	X	X		X	X	
Finance - Accounting: Reporting and Tax		ASI	CEL	Health	Housing	Parking	Phil	SMSU	SRWC	UEC
Assists in resolving NRA tax issues		X	X					X	X	X
Chart of Accounts set up and maintenance		X	X	X		X	X	X	X	X
Prepare and reconcile Financial Statement Note14 with Auxiliaries Notes		X					X	X	X	X
Prepare financial statements with SRB fund info			X	X	X	X				
Prepare GAAP PBC schedules with SRB fund info			X	X	X	X				
Record GAAP adjustments for SRB funds			X	X	X	X				
Review Auxiliaries' financial statements		X					X	X	X	X
Review revenues and prepare UBIT report			X		X	X				
Finance - Accounting: Student Financial Services		ASI	CEL	Health	Housing	Parking	Phil	SMSU	SRWC	UEC
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
Cash Deposits							X			X
Cash Handling Training		X	X	X	X	X	X	X	X	X
CC Payments										X
Change Orders				X		X				
Chargebacks			X	X	X	X				
Collection agency placement		X		X	X			X	X	
Committee participation-Scholarship Task Force Committee							X			
Correspond with special program students (email/phone)			X							X
Credit/Debit Card Reconciliation to Wells Fargo			X	X	X	X				
Customer service-create/provide training on queries			X		X		X			X
Daily Cash Reconciliation		X	X	X	X	X	X	X	X	X
Defer special program students			X							X
Departmental Deposits		X						X	X	
Dishonored Checks		X	X	X	X	X		X	X	
Dispenser Deposits						X				
Distribute Athletic checks							X			
Distribute/ hold /Athletic Scholarships							X			
Dunning letters - past due		X		X	X			X	X	
Email reminders - future due/past due		X		X	X			X	X	
Email wires to CEL			X							
Enrollment Cancellation		X		X	X			X	X	
Establish payment agreements		X		X	X			X	X	
Federal Work Study Billing Analysis and Requests				X				X	X	X
Flex Cash Payments										X
Follow up on past-due invoices										X
FTB placement		X		X	X			X	X	
Inventory Management - Parking						X				
Item Type Set Up			X		X		X			X
Journal Entries						X				
Maintain ePay Site					X	X				
Meal Plan Accounts Receivables Tracking					X					X
Monthly accounts receivable reconciliations to management		X	X	X	X	X		X	X	
Monthly Dashboard Accounts Receivable Analysis Reports to Management		X	X	X	X			X	X	
Movement of payments			X		X					
Park Mobile Deposits						X				
Payment apply FA for special program students			CEL							
Paypal							X			
Payroll Deductions					X	X				
Payroll Disbursement			X	X	X	X				

FROM:	TO:	ASI	CEL	Health	Housing	Parking	Phil	SMSU	SRWC	UEC
Petty Cash							X			X
Placement of holds		X		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		X		X	X		X	X	X	X
Process journal transfers for deferred revenue as requested		X	X					X	X	
Process third party Invoices		X	X					X	X	X
Process third party past due invoices and letters		X	X					X	X	X
Provide cashiering services		X	X	X	X	X	X	X	X	X
Provide customer service to campus departments		X	X			X		X	X	X
Provide payment information		X	X					X	X	X
Provide specific student financials fee revenue/waiver analysis as requested		X	X		X					
Provide testing as required for campus SF upgrades		X	X	X	X			X	X	
Reconciliation & Review of Scholarship billing with PHL accounts							X			
Reconciliation & Review of Student Support Payments billing with UEC										X
Record journal transfer for Escheatment of stale dated checks as needed			X		X					
Refund special program students			X							X
Release of holds		X		X	X			X	X	
Reports							X			X
Review third party activity/billing invoices/research		X	X					X	X	X
Set-up third party contracts		X	X					X	X	X
SF Write Off analysis/allocation/journal		X		X	X			X	X	
Student 1098 information		X	X	X			X	X	X	X
Term Set Up		X	X		X			X	X	
Validation of charges					X					
Vendor Checks				X						
Ventec Deposits						X				
Void lost checks and reissue new payments as requested			X		X					
Wire Transfers					X					
Finance - Auxiliary Financial Services		ASI	CEL	Health	Housing	Parking	Phil	SMSU	SRWC	UEC
Accounts Payable										
Annual 1099 processing		X					X	X	X	X
Assist with quotes for purchases over $10,000							X			X
Create new files at the start of the new fiscal year		X					X	X	X	X
Customer service to campus and vendors		X					X	X	X	X
Determine independent contractor status		X					X	X	X	X
Enter capitalized assets into asset module		X					X	X	X	X
Escheatment of old checks as needed		X					X	X	X	X
Escheatment-Annual filing to SCO		X					X	X	X	X
File Form 592s quarterly		X					X	X	X	X
File Form DE-542s bi-weekly		X					X	X	X	X
Maintain AP files for all transactions		X					X	X	X	X
Maintain vendor file/add new vendors as needed		X					X	X	X	X
Maintain vendor W-9 files		X					X	X	X	X
Prepare files for storage or shredding		X					X	X	X	X
Process payments for travel/mileage claims		X					X	X	X	X
Process payments from disbursement requests		X					X	X	X	X
Process reimbursements due to campus/other auxiliaries		X					X	X	X	X
Process travel advances		X					X	X	X	X
Provide monthly accounts payable reconciliations to mgmt.		X					X	X	X	X
Provide student 1098 information to Student Accounts		X					X	X	X	X
Provide support for audit/public record requests		X					X	X	X	X
Provide testing as required for campus CFS upgrades (Concur & Data Warehouse Reports)		X					X	X	X	X
Provide training to campus departments							X			X
Release purchase orders as needed		X					X	X	X	X
Void lost checks and reissue new payments as requested		X					X	X	X	X
Accounts Receivable										
Customize invoices based on contract requirements										X
Follow up on past-due invoices-email/letter/phone calls							X			X
Maintain accounts receivable files							X	X	X	X
Post SMSU invoices to general ledger and CFS A/R database								X	X	
Process invoices as requested							X			X
Provide assistance with contract closeout for grants										X
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

FROM:	TO:	ASI	CEL	Health	Housing	Parking	Phil	SMSU	SRWC	UEC
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
Coordinate employee parking with stateside A/R		X						X	X	
Deliver payroll checks to Bursar's Office for distribution		X						X	X	
Enroll benefited staff in Cal PERS retirement and health		X						X	X	
Enroll benefitted staff in MetLife Dental and VSP vision plans		X						X	X	

FROM:	TO: ASI	CEL	Health	Housing	Parking	Phil	SMSU	SRWC	UEC
Maintain vacation/sick leave balances for all employees	X					X	X	X	X
Payroll file management	X					X	X	X	X
Payroll tax reporting	X					X	X	X	X
Payroll-HR assistance	X						X	X	
Prepare annual pay date schedule and pay period processing	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
Prepare wire transfer request for bi-weekly payroll to stateside acctg.	X						X	X	
Process manual checks as needed for late time sheets, separations, etc…						X			X
Provide customer service/training to employees	X					X	X	X	X
Provide monthly vacation accrual information for sponsored projects									X
Provide NRA tax determination to employees									
Provide payroll reporting as needed for sponsored projects and mgmt.									X
Provide payroll reporting to CSURMA/AORMA	X					X	X	X	X
Quarterly reconciliation of wages for tax reporting - Form 941	X					X	X	X	X
Reconcile and remit monthly payments for vision, dental, life insurance	X						X	X	
Reconcile and remit payments for Workers Comp and Unemploy. Insur.	X					X	X	X	X
Reconcile and transmit reportable earnings to Cal PERS	X						X	X	
Reporting of escheated checks to State Controller									X
Reporting of retirement wages and deductions	X					X	X	X	X
Set up employee direct deposit	X						X	X	
Set up new employees in payroll system	X						X	X	
Update all employee status changes into payroll system	X						X	X	
Verify employment packets, I-9s for compliance	X								
Finance - Budget Office	ASI	CEL	Health	Housing	Parking	Phil	SMSU	SRWC	UEC
Budget Reports									
Various reports requested by senior leadership	X	X	X	X	X	X	X	X	X
Compile budget packet for President's approval	X	X	X	X	X	X	X	X	X
Request annual budget	X	X	X	X	X	X	X	X	X
Cost Recovery Plan									
Compile billing information and send to General Accounting	X	X	X	X	X	X	X	X	X
Compile information into report format	X	X	X	X	X	X	X	X	X
Create MOU and route for signatures	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
Miscellaneous									
Allocate costs related to Risk Management Insurance		X	X	X	X				
Assist staff on budget related matters		X	X	X	X			X	
Chart of Accounts coordination		X	X	X	X			X	
PAES Scholarship allocation						X			
Position Management									
Create/Delete/Update Positions		X	X	X	X			X	
Maintain Position Management Queries		X	X	X	X			X	
Process Staff Transaction forms from Human Resources		X	X	X	X			X	
Provide training to staff		X	X	X	X			X	
Finance - Support Services: Accounts Payable	ASI	CEL	Health	Housing	Parking	Phil	SMSU	SRWC	UEC
Miscellaneous									
Contact and work with department staff to correct submissions		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							
Respond to auditor inquiries		X	X	X	X				
Respond to invoice and payment related questions from departments		X	X	X	X				
Payment Issuance									
Auditing of invoices		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				
Data entry of invoices		X	X	X	X				
Issuance of check/EFT payments	X	X	X	X	X	X	X	X	X
Maintenance of check equipment	X	X	X	X	X	X	X	X	X
Maintenance of check format/testing						X			X
Supply check stock/micr toner	X	X	X	X	X	X	X	X	X
Wire payments* ASI/SUN Payroll	X	X					X	X	
Tax Reporting									
Assessing/reporting of use tax		X	X	X	X				
Collection of Payee Data records (Form 204s/W-9s)		X	X	X	X				
Issuance of IRS 1099s and FTB 592s		X	Health	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

FROM:	TO:	ASI	CEL	Health	Housing	Parking	Phil	SMSU	SRWC	UEC
Mail Services										
Mail sorting/pickup/delivery to and from post office and campus mail drop		X	X	X	X	X	X	X	X	X
Package shipments (USPS and UPS)		X	X	X	X	X	X	X	X	X
Postage metering		X	X	X	X	X	X	X	X	X
Receiving										
Delivery of campus stores orders		X	X	X	X	X	X	X	X	X
Package shipments (FedEx) *tracking charges		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
Storage of deliveries until department is ready for delivery		X	X	X	X	X	X	X	X	X
Finance - Support Services: Property Management Office		ASI	CEL	Health	Housing	Parking	Phil	SMSU	SRWC	UEC
Equipment Tracking										
Perform Physical Inventories		X	X	X	X	X	X	X	X	X
Retire Equipment		X	X	X	X	X	X	X	X	X
Tag Equipment		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
Coordinate pick-up and disposal of scrapped equipment		X	X	X	X	X	X	X	X	X
Reporting										
Ad hoc reports requested by Department, AVP Finance, VP Admin & Finance		X	X	X	X	X	X	X	X	X
Finance - Support Services: Purchasing Office		ASI	CEL	Health	Housing	Parking	Phil	SMSU	SRWC	UEC
Miscellaneous										
Assist staff on purchasing related matters			X	X	X	X				
Purchasing										
Issue Quotes, Bids, RFPs for Goods and Services			X	X	X	X				
Provide CMS support to staff		X	X	X	X	X	X	X	X	X
Review and Source Requisitions to Purchase Orders			X	X	X	X				
Reporting										
Ad hoc reports requested by Departments, AVP Finance, VP Admin & Finance			X	X	X	X				
Human Resources		ASI	CEL	Health	Housing	Parking	Phil	SMSU	SRWC	UEC
Benefits Assistance			X	X	X	X			X	
Classification Reviews		X	X	X	X	X		X	X	X
Employee Relations			X	X	X	X			X	
Reclassifications			X	X	X	X			X	
Recruitment Reviews		X	X	X	X	X		X	X	X
Recruitments			X	X	X	X			X	
Training & Development		X	X	X	X	X		X	X	X
Unemployment Assistance			X	X	X	X			X	
Payroll		ASI	CEL	Health	Housing	Parking	Phil	SMSU	SRWC	UEC
Absence Management			X	X	X	X			X	
Direct Deposit			X	X	X	X			X	
Master Payroll			X	X	X	X			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	X	X			X	
Process Hires/Terminations			X	X	X	X			X	
Time-base Changes			X	X	X	X			X	
Risk Management		ASI	CEL	Health	Housing	Parking	Phil	SMSU	SRWC	UEC
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
University Police		ASI	CEL	Health	Housing	Parking	Phil	SMSU	SRWC	UEC
Incident Response										
Burglary Alarms		X	X	X	X	X		X	X	X
Calls for Service		X	X	X	X	X		X	X	X
Campus Policy Violations		X	X	X	X	X		X	X	X
Escort Services		X	X	X	X	X		X	X	X
Fire Alarms		X	X	X	X	X		X	X	X
Lost and Found Property		X	X	X	X	X		X	X	X
Medical Aid		X	X	X	X	X		X	X	X
Patrol (Foot/Vehicle)		X	X	X	X	X		X	X	X
Welfare Check of Students		X	X	X	X	X		X	X	X
Other Services										
Bike Patrol Program		X	X	X	X	X		X	X	X
Camera Surveillance		X	X	X	X	X		X	X	
Campus Crime Alerts		X	X	X	X	X		X	X	X
Campus Presentations/Trainings (Active Shooter, CPR, Pepper Spray, etc.)		X	X	X	X	X		X	X	X
Chargebacks/Transfers of Expense/Request for Invoice		X	X	X	X	X		X	X	X
Community Service Officers		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

FROM:	TO:	ASI	CEL	Health	Housing	Parking	Phil	SMSU	SRWC	UEC
Detective Services/Investigations		X	X	X	X	X		X	X	X
Dispatch Services		X	X	X	X	X		X	X	X
Evidence Processing/Crime Lab		X	X	X	X	X		X	X	X
Fingerprinting/LiveScan		X	X	X	X	X		X	X	X
K9 Services		X	X	X	X	X		X	X	X
Mutual Aid		X	X	X	X	X		X	X	X
Onsite Officers		X	X	X	X	X		X	X	X
Providing Literature		X	X	X	X	X		X	X	X
Record Management		X	X	X	X	X		X	X	X
Staff/Student Payroll						X	X			
Undercover Operations		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
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
Provide CMS (PeopleSoft) 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: Alcatel Maintenance - Switches			X	X	X	X	X	X	X	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: PALO Alto Network (PAN)			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
Campus e-mail administration and support		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	X
IT Customer Support		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
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)		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	

FROM:	TO: ASI	CEL	Health	Housing	Parking	Phil	SMSU	SRWC	UEC
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							