

Services, Products, Facilities											
Provided to Campus Auxiliaries/Enterprise Self-Support Entities											
	18/19 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
Review and negotiate contracts and agreements											X
Collect and maintain required certificates of insurance											X
Annuually review certificates of insurance for renewal											X
Provide testing as required for campus CFS upgrades											X
Provide testing as required for campus DataWarehouse upgrades											X
Lead & coordinate agency desk audits/reviews											X
Analyze, compile and calculate monthly IDC collection and prepare journal entry											X
Analyze cumulative GL activity and balance activity											X
Coordinate Month end closing and prepare month end journal entries											X
Compile reports for YE reporting, IDC, IPEDs, FIRMS											X
Compile YE reporting for IDC recovered and allocation											X
Coordinate YE financial audit for SPA - monitor YE expenses, generate YE journal entries											X
Coordinate YE SINGLE AUDIT site review of sponsored projects											X
Prepare YE Schedule of Federal Expenditures (SEFA)											X
Preparation of auditor requested SINGLE AUDIT schedules/questions											X
Analyze and compile GEN88 expenses for historical comparison											X
Prepare SPA operation budget and revenue projection for inclusion in UEC budget											X
Oversight of Sponsored Programs/Post Award Activities											X
Assign fund/project and prepare COA for entry into CFS											X
Review award budget, review & prepare budget load in CFS for all new and amended projects											X
Create and maintain project file for each project - compile supporting documentation											X
Send notification out PI regarding awards and budget information											X
Conduct PI Orientation to train on award, CSUSB & UEC policies, procedure and form completion											X
Customer Service - Providing training on running financials, queries & account reconciliation											X
Provide financial reports to projects as requested											X
Award Compliance - Collect & maintain Conflict of Interest forms & 700U											X
Enter and maintain grant/award attributes in SP Mod - Grant Module											X
Chargebacks - Prepare requests, analyze & approve chargeback activity											X
Participant Support Payments - analyze and approve Item Type set ups & payment requests											X
Analyze and approve CSUSB PSP invoices											X
Provide and approve student 1098 identification on applicable expenditure documents											X
Conduct budget analysis and budget forecasts for projects											X
Provide specific financial analysis as requested											X
Review, approve and prepare budget adjustments for input into GL & CFS											X
Review, approve and prepare cost transfers/journal entries for input into GL & CFS											X
Advise on, analyze and approve Release Time contracts											X
Provide guidance to PI's on procurement policies											X
Review and buyer assign requisitions											X
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
commitment & FFATA form, and analyze & approve subawardee invoice											X
Monitor/approve subaward expenditures, conduct 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

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

FROM:	TO:	ASI	CEL	Health	Housing	Parking	Phil	SMSU	SRWC	UEC
Pest control			X	X	X	X		X	X	X
Heating & Air Conditioning Services										
Central plant operation			X	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
FAS - Accounting: 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				
Cancellations 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	X
Maintenance of check equipment	X	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	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	X	X	X				
FAS - 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	X	
Data Integrity/ICSUAM	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	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	
ProForma Financial Statements			X	X	X	X		X	X	
Scholarship Task Force	X	X	X	X	X	X	X	X	X	X
Tax			X	X	X	X				
Trusts	X	X	X	X	X	X		X	X	
Year End close/Legal Reporting			X	X	X	X		X	X	
FAS - 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	X	
Automatic Billing	X						X	X	X	X
Bad Debt Analysis	X	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						

FROM:	TO:	ASI	CEL	Health	Housing	Parking	Phil	SMSU	SRWC	UEC
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 Cashnet transactions for deposits to expenses		X	X	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
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 Reconciliation		X	X	X	X	X		X	X	
FAS - Accounting: Reporting and Tax		ASI	CEL	Health	Housing	Parking	Phil	SMSU	SRWC	UEC
Assist 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	X
Prepare and reconcile Financial Statement Note14 with Auxiliaries Notes		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 - 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

FROM:	TO:	ASI	CEL	Health	Housing	Parking	Phil	SMSU	SRWC	UEC
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			X							
Paypal							X			
Payroll Deductions					X	X				
Payroll Disbursement			X	X	X	X				
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					
FAS - 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		X					X	X	X	X
Provide training to campus departments (Concur & Data Warehouse Reports)							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

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

FROM:	TO:	ASI	CEL	Health	Housing	Parking	Phil	SMSU	SRWC	UEC
Payroll file management		X					X	X	X	X
Payroll tax reporting		X					X	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										X
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 payments for Workers Comp and Unemploy. Insur.		X					X	X	X	X
Reporting of escheated checks to State Controller		X					X	X	X	X
Reporting of retirement wages and deductions		X					X	X	X	X
FAS - 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 budgets		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					
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			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	
FAS - 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	X	X	X	X	X	X
Package shipments (USPS, FedEx 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
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
FAS - Support Services: Property Management	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
FAS - Procurement & Contracts	ASI	CEL	Health	Housing	Parking	Phil	SMSU	SRWC	UEC	
Miscellaneous										
Assist staff on purchasing related matters			X	X	X					
Purchasing										
Issue Quotes, Bids, RFPs for Goods and Services			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					
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	
Classification Reviews		X	X	X	X		X	X	X	
Employee Relations			X	X	X				X	
Reclassifications			X	X	X				X	

FROM:	TO:	ASI	CEL	Health	Housing	Parking	Phil	SMSU	SRWC	UEC
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
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 Management System (EMS) and Class Scheduling		X	X					X		
Fee table set up/consultation			X							
Invoices to students			X							
MyCoyote Portal		X	X					X		X
Programming Support			X							
Student fees for extension			X							
Student and staff 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
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	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										

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