Services, Products,	Fac	ilitior								
Provided to Campus Auxiliaries/Ente				ort Entiti	es					
			۲-			ost Recov	/erv			
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			-			Х				
Community Service Specialists (Monitor parking lots/empty parking ticket dispenser weekly)						X				
Office Space		Х		$\overline{}$						
PDC Activity Support				\vdash		X				
Special Events Academic Affairs - Sponsored Programs		ASI	CEL	Health	Housing	X Parking	Phil	SMSU	SRWC	UEC
Administration		AJI	CLL	Health	Housing	Faiking	FIIII	310130	SKWC	X
Review and negotiate contracts and agreements	1			-	$\overline{}$					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 Analyze, compile and calculate monthly IDC collection and prepare journal entry	-		\vdash	-			\vdash		-	X
Analyze, compile and calculate monthly loc collection and prepare journal entry Analyze cumulative GL activity and balance activity	1		\vdash	\vdash	<u> </u>	\vdash	\vdash		-	X
Coordinate Month end closing and prepare month end journal entries				\Box						X
Compile reports for YE reporting, IDC, IPEDs, FIRMS										Х
Compile YE reporting for IDC recovered and allocation							\Box		\Box	Х
Coordinate YE financial audit for SPA - monitor YE expenses, generate YE journal entries										X
Coordinate YE SINGLE AUDIT site review of sponsored projects Prepare YE Schedule of Federal Expenditures (SEFA)				\vdash	<u> </u>			<u> </u>		X
Prepare YE Schedule of Federal Expenditures (SEFA) 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										Х
Assign fund/project and prepare COA for entry into CFS				\square						X
Review award budget, review & prepare budget load in CFS for all new and amended projects				-		$\overline{}$				X
Create and maintain project file for each project - compile supporting documentation										X
Send notification out PI regarding awards and budget information 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										Х
Award Compliance - Collect & maintain Conflict of Interest forms & 700U										Х
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 Analyze and approve CSUSB PSP invoices	-		_	-				-		<u>X</u>
Provide and approve csoss FSF invoices Provide and approve student 1098 identification on applicable expenditure documents	1		_	-		-		-	-	X
Conduct budget analysis and budget forecasts for projects	-			-						X
Provide specific financial analysis as requested										Х
Review, approve and prepare budget adjustments for input into GL & CFS										Х
Review, approve and prepare cost transfers/journal entries for input into GL & CFS					<u> </u>				-	X
Advise on, analyze and approve Release Time contracts	-		-				\vdash		—	X
Provide guidance to PI's on procurement policies Review and buyer assign requisitions	-			-						X
Analyze and approve office supply orders - Office Max/Staples/Office Depot				-			-		\vdash	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				-	$\overline{}$	-				X
Analyze and approve travel/mileage claims for availability of funds, allowability and allocability			_	\vdash	——I	\vdash				X
Analyze and approve travel advances for availability of funds, allowability and allocability Analyze and approve ALL expenditure documents for availability of funds, allowability and allocability	-			\vdash		\vdash			-	X
Provide guidance to PI on hiring policies and paperwork				\vdash		-			-	X
Review and approve all Personnel Transaction Reports and Position Vacancy Requests				\vdash					-	X
Prepare and submit for input payroll correcting journal entries when necessary										Х
Prepare consultant agreements, run EPLS, analyze and approve contractor invoices										Х
commitment & FFATA form, and analyze & approve subawardee invoice]			\vdash		\vdash				X
Monitor/approve subaward expenditures, conduct follow-up on invoice discrepancies and compile repo	rts			$\vdash \vdash$		\vdash				X
Monitor/calculate Cost Share and prepare monthly journal upload into CFS Compile cumulative Cost Share collections for YE reporting to CSUSB			\vdash	$\vdash \vdash$	<u> </u>			-		X
Prepare, review and approve Effort Reporting forms				$\vdash \vdash$			\vdash		\vdash	X
Prepare effort reporting certification for submission to sponsor as requested				\Box						X
Provide support for audit/public record requests										Х
Provide review and approval for agency final invoices										Х

Fisher upper path of twinoless - many in protect alls modes dant from a support and invasions and submit per fault programments. Since an approx allowable No. Si General programment and support and protect per submit pe											
Notice Profession Profess	FROM:	TO: AS	i C	CEL	Health	Housing	Parking	Phil	SMSU	SRWC	UEC
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Carbolic closed and plane and influes collections of for sheereffort Carbolic Closed and plane collections with for transactivity Carbolic Closed Ca		_									
Cardinate cost out propers: Inclinations with 1 for Institution 1 past in again analysis, classed and 1 past in 1				_							X
Consider close out report - register product or close out in grant - register out authorises out arreport - register of accessors out reports - register out authorises out arreport - register out authorises out and produce in a first out when significable and register out of the register out of the register out of the register of the register out of the register	Conduct close out of sub awards and finalize collection of cost share/effort										X
Propose and approver flow out reports - employment & inventions	Conduct close out of project - collaborate with PI for final activity										X
Monte and paper fer inferiod integrate is opposition proposed programs of pages free for reference in company of the page in the content of programs designed permiss of the page in the content of page in the	Conduct close out review of final expenditures, conduct close out in grant module, close out COA										Х
	Prepare and approve close out reports - equipment & invention										Х
Material processor for required resolution proposales and shared with a speciales Colaborate with the frequency sporpers, subrecipients, funding agencies, other campuses and August Processor (1998) 1998 199	Review and approve final financial reports to sponsors										X
Material processor for required resolution proposales and shared with a speciales Colaborate with the frequency sporpers, subrecipients, funding agencies, other campuses and August Processor (1998) 1998 199	Prepare files for retention and storage - maintain storage tracking										X
Collaboration with ordinary components with content components, sharpfeings, funding agenden, other campous and intention to components, collaboration, funding agenden, other campous and intention to components, collaboration and intention to components, collaboration and intention to components of the collaboration and intention to components of the collaboration and intention to collaboration and intention and inte											
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Employee Belations Fine Fine Sections Fine Sec		-		_				-			
Ministry Processing Proce		_		_							
Policy P		-		-				-			
Security								-			
Training themsolvment sistatanes Warters Compensation Assistatanes Warters Compensation Assistatanes ASI CEL Health Housing Parking Phil SMUS WKV UECA Administrative Support Temperature for retail 1	Policy/Procedure Implementation							-			X
Jemen Jeme	Recruitment							X			X
Notice N	Training							Х			Х
Seal Banagement	Unemployment Assistance					1		X]	X
Administrative Support	Workers Compensation Assistance							Х			Х
Administrative Support	Facilities Management	AS	I C	CEL	Health	Housing	Parking	Phil	SMSU	SRWC	UEC
Enterprise verhicine methal Max											
Fleet fuel service		X		Х	X	X	X		X	X	Х
X	'	_									
Automotive Services		_		Y		-			Y		
Validate	·	 − ^		^				-	_^_		
Value Valu		_						-			
Vehicle Card purchase assistance & pre-delivery inspection		_		_						-	
Building Maintenance		_		_							
X		X		X	X	X	X		X	X	<u> </u>
Backflow prevention device maintenance Image: Company Provided	-	┩ —									
Energency lighting inspection				Х	X				X	X	X
Section Sect	Backflow prevention device maintenance					X					
Pool maintenance Pool mainte	Emergency lighting inspection						X				
Sewer pump maintenance	Grease trap inspection/service										X
Storm water filtration system inspection/service	Pool maintenance									X	
Contract processing and management X	Sewer pump maintenance				Х						Х
	Storm water filtration system inspection/service						Х				
	Contract processing and management			Х	X	X	X		X	X	X
Locksmith services X	Carpentry services			Х	Х		Х			Х	Х
Maintenance services X	Electrical services			Х	Х	Х	X		Х	Х	Х
Maintenance services X	Locksmith services			Х	X	X	X		X	X	X
Painting services				_		$\overline{}$		-		-	
Pumbing services				_		-					
Custodial Maintenance No.				_							
Empty all waste baskets and other waste containers X <t< td=""><td></td><td>_</td><td></td><td>_</td><td></td><td></td><td></td><td></td><td>-</td><td></td><td></td></t<>		_		_					-		
Dust mop hard floors		-				-		-			
Name	1 /	-		_							
X	'	-		_							_
Vacuum carpeting X		-		_							
	-	-		_		\vdash					
				_	-	-	-	-			
X				_		\square					
Clean hand marks from walls, door and switch plates Dust high areas, such as ceiling vents, etc. Spot clean carpets Vacuum dust and dirt from air-conditioning vents and wall vents Floor Refinishing Clock time change Moving Services Excessive trash removal Departion and maintenance of space (custodial, maintenance, and utility) Grounds Maintenance Herbicide/ fertilizer application Irrigation system controls, maintenance, and repairs Litter, debris and trash removal Mowing and edging XX X	Clean cobwebs from corners, walls, etc.			Χ	X		X		Х	\square	X
Dust high areas, such as ceiling vents, etc. X <td>Clean all desk tops that are cleared</td> <td></td> <td></td> <td>X</td> <td>X</td> <td></td> <td>X</td> <td></td> <td>Х</td> <td></td> <td>Х</td>	Clean all desk tops that are cleared			X	X		X		Х		Х
Spot clean carpets Vacuum dust and dirt from air-conditioning vents and wall vents Floor Refinishing Clock time change Moving Services Excessive trash removal Operation and maintenance of space (custodial, maintenance, and utility) Frounds Maintenance Herbicide/ fertilizer application It it, debris and trash removal Mowing and edging XX	Clean hand marks from walls, door and switch plates			Х	Х		X	\Box	Х		Х
Spot clean carpets Vacuum dust and dirt from air-conditioning vents and wall vents Floor Refinishing Clock time change Moving Services Excessive trash removal Operation and maintenance of space (custodial, maintenance, and utility) Frounds Maintenance Herbicide/ fertilizer application It it, debris and trash removal Mowing and edging XX	Dust high areas, such as ceiling vents, etc.			Х	Х		Х		Х		Х
Vacuum dust and dirt from air-conditioning vents and wall vents Floor Refinishing Clock time change Moving Services Excessive trash removal Coperation and maintenance of space (custodial, maintenance, and utility) Grounds Maintenance Herbicide/ fertilizer application Litter, debris and trash removal Mowing and edging Max A A A A A A A A A A A A A A A A A A A				_	$\overline{}$						
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Moving Services X				_		\vdash		$\overline{}$			
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Grounds Maintenance Image: Compute Maintenance of Merbicide of Fertilizer application Image: Compute Maintenance of Merbicide of M		-		<u></u>		\vdash					
Nowing and edging Now September Now Sept		-	-1-	X	X	\vdash	X		Х	X	X
Irrigation system controls, maintenance, and repairs X		-				\vdash	-	-			
Litter, debris and trash removal X <										-	
Mowing and edging X X X X X X X X X X X X X X X X X X X				_				$\overline{}$			
	Litter, debris and trash removal			_						-	_
Pruning and weeding 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
	Pruning and weeding			Х	X	X	X		X	X	X

Value Valu	SRWC UI X 3 3 3 3 3 3 3 3 3	Х					1 - 100		Liousilig	ricaitti	CLL	. U. ASI	(17)
	X				X	X		X	X	X	Х		t control
Central plant operation	X						Н				<u> </u>		
Network controls programming and maintenance	X	X	х	Х	X	Х	\Box	Х	Х	Х	Х		
Section equipment maintenance	X					-				Х			· · ·
Service Trusuble calls	X	Х	Х	X	Х	Х		Х		Х	Х		tine equipment inspections
Preventive Maintenance		Х	X	X	Х	Х		Х		Х	X		tine equipment maintenance
Emergency generator maintenance and permitting		Х	Х	Х	X	Х		Х		Х	Х		vice/ trouble calls
Coordinate elevator and wheelchair lift maintenance and permitting													ventive Maintenance
Contract processing and management	= =							Х					
Project Management	X	X	X	Х	Х	X		Х	Х				rdinate elevator and wheelchair lift maintenance and permitting
Project development	X	Х	X	Х	Х	Х		Х	Х	Х	Х		tract processing and management
Jeb walks													ect Management
Manage bid process	X >	X	Х	Х	X	X		Х	X	X	X		ject development
Construction management	X					-				-			walks
X	X	X		X	X	X			Х				nage bid process
Negotiate utility contracts	X >												
Negotiate utility contracts	X	X	X	Х	X	X	\square	X	X	X	X		
Meter readings						$\overline{}$	\square		-		ш		
Utility billing	X >					-							
FAS - Accounting: Accounts Payable Miscellaneous Miscellaneous Miscellaneous Mailing of checks Mailing of checks Mailing of checks Mailing of checks Mailing o	X			_		-	\square			-			
Miscellaneous	X										_		
Contact and work with department staff to correct submissions X	SRWC UI	SRWC	SRWC L	SRWC	SRW	SMSU	Phil	Parking	Housing	Health	CEL	ASI	
Mailing of checks						-	\vdash					-	
Maintain copies of records for required retention period X												_	·
Make arrangements to hold special payments Respond to auditor inquiries Respond to invoice and payment related questions from departments Payment Issuance Auditing of invoices Cancelations and reissuances of checks (undeliverable/stale dated) Creating/Updating of vendor addresses/EFT/reportable information Data entry of invoices X X X X X X X X X X X X X X X X X X X							\vdash					_	
Respond to auditor inquiries Respond to invoice and payment related questions from departments X X X X X X X X X X X X X X X X X X X								X	X	X			, ,
Respond to invoice and payment related questions from departments X												_	
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Cancelations and reissuances of checks (undeliverable/stale dated) Creating/Updating of vendor addresses/EFT/reportable information Data entry of invoices Susuance of check/EFT payments Maintenance of check equipment Maintenance of check equipment Maintenance of check format/testing Supply check stock/micr toner May X X X X X X X X X X X X X X X X X X X					-		\vdash						
Creating/Updating of vendor addresses/EFT/reportable information X </td <td>-</td> <td></td> <td></td> <td></td> <td>-</td> <td>\vdash</td> <td>\vdash</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td>	-				-	\vdash	\vdash						
Data entry of invoices					_	\vdash	\vdash						· · · · · · · · · · · · · · · · · · ·
Issuance of check/EFT payments					_	-	\vdash						
Maintenance of check equipment X <										-			·
Maintenance of check format/testing X	X					-	-						
Supply check stock/micr toner X	X ,			^									· ·
Wire payments* ASI/SUN Payroll Tax Reporting Assessing/reporting of use tax Collection of Payee Data records (Form 204s/W-9s) Issuance of IRS 1099s and FTB 592s FAS - Accounting: Director's Office Banking/Cash Management/Investments/Wires Data Integrity/ICSUAM Debt Service Coverage Ratio Calculations Fee Committee ASI CEL Health Housing Parking Phil SMSU X X X X X X X X X X X X X X X X X X X	X >	Y		У			-	Y	Y		Y		
Tax Reporting Assessing/reporting of use tax Collection of Payee Data records (Form 204s/W-9s) Issuance of IRS 1099s and FTB 592s FAS - Accounting: Director's Office Banking/Cash Management/Investments/Wires Data Integrity/ICSUAM Debt Service Coverage Ratio Calculations Fee Committee Tax X X X X X X X X X X X X X X X X X X X	$\frac{\lambda}{X}$					-							
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Data Integrity/ICSUAM X	X				_								
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Internal Audits	X					-	X			-			
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AR Reconciliation X X X X X X	X							Х	Х	X	Х	Х	
Automatic Billing X X X	X					-	Х						
Bad Debt Analysis X X X X X X	X					-	\Box	Х	Х	X	Х		
Cash Count Audits/Reconciliation X X X X X	Х			_		-	П						•
Cash Posting Order (CPO) Requests/Processing													
Flex Cash Reconciliation													
FRT Billing)												
Fund Balance Clearing/Cash Swap X X X X								Х	Х	Х	Х		d Balance Clearing/Cash Swap
FWS Billing X		Х	X	Х	Х	X							
Health Center Lab Fee Transfer X	X									X			Ith Center Lah Fee Transfer

Labor Cost Distribution	FROM:	TO: ASI	CEL	Health	Housing	Parking	Phil	SMSU	SRWC	UEC
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Montane OF Sheeks Euchees										
MOUD junnish straining the silbing series in the straining free silbing series in the straining series in the s	Meal Plan Reconciliation				Х					Х
Second Proceed Proce	Monitor O/S Checks & Escheat	Х	X	X	X	X		X	X	
Parent P	MOU journals		X		Х	X				
Mate	Parking Fee Billing	X						X	X	
Subtree Subt			X		Х	X				
Mathematical Math				-		-		-		
New Properties 1	,									
Note		X		X	X			X	X	
Sevice Authorited fraganciation for deposits to expenses 1										
New Out of abnormal balances	<u> </u>									
New Interior Earth September 1988	·	X		-						
Scholamshalling Scholamsha										
Stop Psymemis										
Transfer of Sepanes	·									
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Trust Fund Training most menta shanayis from 1 may 1 m	·						_			—
Trust Fund Training								-		
Monitor Exementation	·									
With Sear Reconsistation	,						—	-		
We shark Reconclusion			v				-			
ASS- ACCOUNTING; Reporting and Tax ASS CEL Neath Housing Parling Phil SMSU SWWC UEC Maskist in resolving Matta Lasisues X		V					—			
Assist in resolving NA6 has issues Assist in resolving NA6 has issues Assist in resolving NA6 has issues Assist care and reconcile Financial Statement Note14 with Auxiliaries Notes Record GAAP aloustments for SBM tools and PBC schedules with SBM fund info Record GAAP aloustments for SBM tools and PBC schedules with SBM fund info Record GAAP aloustments for SBM tools and PBC schedules with SBM fund info Record GAAP aloustments for SBM tools and PBC schedules with SBM fund info Record GAAP aloustments for SBM tools and PBC schedules with SBM fund info Record GAAP aloustments for SBM tools and PBC schedules with SBM fund info Record GAAP aloustments for SBM tools and PBC schedules with SBM fund info Record GAAP aloustments for SBM tools and PBC schedules with SBM fund info Record GAAP aloustments for SBM tools and PBC schedules with SBM fund info Record GAAP aloustments fund fund in the SBM fund info Record GAAP aloustments and propered BBT report Record GAAP aloustments and propered BBT report and propered BBT repore							Dhil			LIEC
Chart of Accounts set up and mintenance	5 1 5			Health	Housing	Tarking	1 1111	_		
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Second AGAP adjustments for SRB funds and PBC schedules with SRB fund info Review Aussillaries' financial statements X	·						-		-	
Review Auxillariest financial statements X X X X X X X X X	·									
Seview revenues and prepare UBIT report Seview revenues and prepare UBIT report Seview revenues and prepare UBIT report Seview revenues Seview rev	•									
FAST - ACCOUNTING; Student Frinancial Services			-							
Account investigation by request ACM Deposit ACM DEPOSI		ΔSI	CFI	Health			Phil	SMSII	SRWC	LIFC
ACH Nebrosit ACM Deposit Apply Phlanthropic payments for scholarship billings Apply Coayments for scholarship billings Apply Coayments for scholarship billings Apply Straining as requested Apply Straining as requested Apply Manthropic payments for scholarship billings Apply Manthropic payments for scholarship scholarshi		731		Health		Tarking	1 1111	314130	JIVVC	OLC
AEM Deposit Committee payments for scholarship billings X				-		X	_			
Apply Philanthropic payments for scholarship billings Image: Compute Scholarship billings Image: Compute Scholarship billings X </td <td></td>										
Apply LEC payments for student support billings	IACM Denosit						$\overline{}$			Y
Seoth Deposits	'						x			X
X	Apply Philanthropic payments for scholarship billings					\equiv	X			
Cash Deposits Image: Cash Handling Training X	Apply Philanthropic payments for scholarship billings Apply UEC payments for student support billings						X			
X	Apply Philanthropic payments for scholarship billings Apply UEC payments for student support billings Booth Deposits	x	X			X				X
C Payments	Apply Philanthropic payments for scholarship billings Apply UEC payments for student support billings Booth Deposits Campus SF training as requested	X	X	x	X	X	X	x	x	X
Charge Orders	Apply Philanthropic payments for scholarship billings Apply UEC payments for student support billings Booth Deposits Campus SF training as requested Cash Deposits					X X	 Х			
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Mathematic Mat	Apply Philanthropic payments for scholarship billings Apply UEC payments for student support billings Booth Deposits Campus SF training as requested Cash Deposits Cash Handling Training CC Payments			X		X X	 Х			X
Committee participation-Scholarship Task Force Committee Image: committee participation of the program students (email/phone) Image: committee participation program students (email/phone) X <t< td=""><td>Apply Philanthropic payments for scholarship billings Apply UEC payments for student support billings Booth Deposits Campus SF training as requested Cash Deposits Cash Handling Training CC Payments Change Orders</td><td></td><td>X</td><td>X</td><td>X</td><td>X X X</td><td> Х</td><td></td><td></td><td> X</td></t<>	Apply Philanthropic payments for scholarship billings Apply UEC payments for student support billings Booth Deposits Campus SF training as requested Cash Deposits Cash Handling Training CC Payments Change Orders		X	X	X	X X X	 Х			X
Credit/Debit Card Reconciliation to Wells Fargo	Apply Philanthropic payments for scholarship billings Apply UEC payments for student support billings Booth Deposits Campus SF training as requested Cash Deposits Cash Handling Training CC Payments Change Orders Chargebacks	X	X	X X X	X	X X X	 Х	X	X	X
Credit/Debit Card Reconciliation to Wells Fargo X	Apply Philanthropic payments for scholarship billings Apply UEC payments for student support billings Booth Deposits Campus SF training as requested Cash Deposits Cash Handling Training CC Payments Change Orders Chargebacks Collection agency placement	X	X	X X X	X	X X X	X X X	X	X	X
Customer service-create/provide training on queries X <	Apply Philanthropic payments for scholarship billings Apply UEC payments for student support billings Booth Deposits Campus SF training as requested Cash Deposits Cash Handling Training CC Payments Change Orders Chargebacks Collection agency placement Committee participation-Scholarship Task Force Committee	X	X	X X X	X	X X X	X X X	X	X	X X X X X
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Email reminders - future due/past due X	Apply Philanthropic payments for scholarship billings Apply UEC payments for student support billings Booth Deposits Campus SF training as requested Cash Deposits Cash Handling Training CC Payments Change Orders Change Orders Chargebacks Collection agency placement Committee participation-Scholarship Task Force Committee Correspond with special program students (email/phone) Credit/Debit Card Reconciliation to Wells Fargo Customer service-create/provide training on queries Daily Cash Reconciliation Defer special program students Departmental Deposits Dishonored Checks Dispenser Deposits Distribute Athletic checks	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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Establish payment agreements X <td< td=""><td>Apply Philanthropic payments for scholarship billings Apply UEC payments for student support billings Booth Deposits Campus SF training as requested Cash Deposits Cash Handling Training CC Payments Change Orders Chargebacks Collection agency placement Committee participation-Scholarship Task Force Committee Correspond with special program students (email/phone) Credit/Debit Card Reconciliation to Wells Fargo Customer service-create/provide training on queries Daily Cash Reconciliation Defer special program students Departmental Deposits Dishonored Checks Dispenser Deposits Distribute Athletic checks Distribute/ hold /Athletic Scholarships Dunning letters - past due Email reminders - future due/past due</td><td> X</td><td> X</td><td> X</td><td> X</td><td>X X X X X</td><td>X X X X X X X X</td><td> X</td><td> X</td><td> X</td></td<>	Apply Philanthropic payments for scholarship billings Apply UEC payments for student support billings Booth Deposits Campus SF training as requested Cash Deposits Cash Handling Training CC Payments Change Orders Chargebacks Collection agency placement Committee participation-Scholarship Task Force Committee Correspond with special program students (email/phone) Credit/Debit Card Reconciliation to Wells Fargo Customer service-create/provide training on queries Daily Cash Reconciliation Defer special program students Departmental Deposits Dishonored Checks Dispenser Deposits Distribute Athletic checks Distribute/ hold /Athletic Scholarships Dunning letters - past due Email reminders - future due/past due	X	X	X	X	X X X X X	X X X X X X X X	X	X	X
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Flex Cash Payments Image: Cash Payments of the Cash Payment P	Apply Philanthropic payments for scholarship billings Apply UEC payments for student support billings Booth Deposits Campus SF training as requested Cash Deposits Cash Handling Training CC Payments Change Orders Change Orders Chargebacks Collection agency placement Committee participation-Scholarship Task Force Committee Correspond with special program students (email/phone) Credit/Debit Card Reconciliation to Wells Fargo Customer service-create/provide training on queries Daily Cash Reconciliation Defer special program students Departmental Deposits Dishonored Checks Dispenser Deposits Distribute Athletic checks Distribute/ hold /Athletic Scholarships Dunning letters - past due Email reminders - future due/past due Email wires to CEL Enrollment Cancellation	X	X	X	X	X X X X X	X X X X X X X X	X	X	X
Follow up on past-due invoices Image: Company of the parking of t	Apply Philanthropic payments for scholarship billings Apply UEC payments for student support billings Booth Deposits Campus SF training as requested Cash Deposits Cash Handling Training CC Payments Change Orders Change Orders Chargebacks Collection agency placement Committee participation-Scholarship Task Force Committee Correspond with special program students (email/phone) Credit/Debit Card Reconciliation to Wells Fargo Customer service-create/provide training on queries Daily Cash Reconciliation Defer special program students Departmental Deposits Dishonored Checks Dispenser Deposits Distribute Athletic checks Distribute Athletic Checks Distribute Athletic Scholarships Dunning letters - past due Email reminders - future due/past due Email wires to CEL Enrollment Cancellation Establish payment agreements	X	X	X	X	X X X X	X X X X X X X X	X	X	X
Inventory Management - Parking Item Type Set Up X </td <td>Apply Philanthropic payments for scholarship billings Apply UEC payments for student support billings Booth Deposits Campus SF training as requested Cash Deposits Cash Handling Training CC Payments Change Orders Change Orders Collection agency placement Committee participation-Scholarship Task Force Committee Correspond with special program students (email/phone) Credit/Debit Card Reconciliation to Wells Fargo Customer service-create/provide training on queries Daily Cash Reconciliation Defer special program students Departmental Deposits Dishonored Checks Dispenser Deposits Distribute Athletic checks Distribute Athletic Checks Distribute Athletic Scholarships Dunning letters - past due Email reminders - future due/past due Email wires to CEL Enrollment Cancellation Establish payment agreements Federal Work Study Billing Analysis and Requests</td> <td> X</td> <td> X</td> <td> X</td> <td> X</td> <td>X X X X</td> <td>X X X X X X X X</td> <td> X</td> <td> X</td> <td> X</td>	Apply Philanthropic payments for scholarship billings Apply UEC payments for student support billings Booth Deposits Campus SF training as requested Cash Deposits Cash Handling Training CC Payments Change Orders Change Orders Collection agency placement Committee participation-Scholarship Task Force Committee Correspond with special program students (email/phone) Credit/Debit Card Reconciliation to Wells Fargo Customer service-create/provide training on queries Daily Cash Reconciliation Defer special program students Departmental Deposits Dishonored Checks Dispenser Deposits Distribute Athletic checks Distribute Athletic Checks Distribute Athletic Scholarships Dunning letters - past due Email reminders - future due/past due Email wires to CEL Enrollment Cancellation Establish payment agreements Federal Work Study Billing Analysis and Requests	X	X	X	X	X X X X	X X X X X X X X	X	X	X
Inventory Management - Parking Item Type Set Up X </td <td>Apply Philanthropic payments for scholarship billings Apply UEC payments for student support billings Booth Deposits Campus SF training as requested Cash Deposits Cash Handling Training CC Payments Change Orders Chargebacks Collection agency placement Committee participation-Scholarship Task Force Committee Correspond with special program students (email/phone) Credit/Debit Card Reconciliation to Wells Fargo Customer service-create/provide training on queries Daily Cash Reconciliation Defer special program students Departmental Deposits Dishonored Checks Dispenser Deposits Distribute Athletic checks Distribute Athletic Scholarships Dunning letters - past due Email wires to CEL Email wires to CEL Enrollment Cancellation Establish payment agreements Federal Work Study Billing Analysis and Requests Flex Cash Payments</td> <td> X</td> <td> X</td> <td> X</td> <td> X</td> <td>X X X X</td> <td>X X X X X X X X</td> <td> X</td> <td> X</td> <td> X</td>	Apply Philanthropic payments for scholarship billings Apply UEC payments for student support billings Booth Deposits Campus SF training as requested Cash Deposits Cash Handling Training CC Payments Change Orders Chargebacks Collection agency placement Committee participation-Scholarship Task Force Committee Correspond with special program students (email/phone) Credit/Debit Card Reconciliation to Wells Fargo Customer service-create/provide training on queries Daily Cash Reconciliation Defer special program students Departmental Deposits Dishonored Checks Dispenser Deposits Distribute Athletic checks Distribute Athletic Scholarships Dunning letters - past due Email wires to CEL Email wires to CEL Enrollment Cancellation Establish payment agreements Federal Work Study Billing Analysis and Requests Flex Cash Payments	X	X	X	X	X X X X	X X X X X X X X	X	X	X
Item Type Set Up X	Apply Philanthropic payments for scholarship billings Apply UEC payments for student support billings Booth Deposits Campus SF training as requested Cash Deposits Cash Handling Training CC Payments Cchange Orders Change Orders Chargebacks Collection agency placement Committee participation-Scholarship Task Force Committee Correspond with special program students (email/phone) Credit/Debit Card Reconciliation to Wells Fargo Customer service-create/provide training on queries Daily Cash Reconciliation Defer special program students Departmental Deposits Dishonored Checks Dispenser Deposits Distribute Athletic checks Distribute Athletic checks Distribute/ hold /Athletic Scholarships Dunning letters - past due Email reminders - future due/past due Email wires to CEL Emrollment Cancellation Establish payment agreements Federal Work Study Billing Analysis and Requests Flex Cash Payments Follow up on past-due invoices	X	X	X	X	X X X X	X X X X X X X X	X	X	X
Journal Entries Maintain ePay Site X	Apply Philanthropic payments for scholarship billings Apply UEC payments for student support billings Booth Deposits Campus SF training as requested Cash Deposits Cash Handling Training CC Payments Change Orders Change Orders Chargebacks Collection agency placement Committee participation-Scholarship Task Force Committee Correspond with special program students (email/phone) Credit/Debit Card Reconciliation to Wells Fargo Customer service-create/provide training on queries Daily Cash Reconciliation Defer special program students Departmental Deposits Dishonored Checks Dispenser Deposits Distribute Athletic checks Distribute Athletic checks Distribute Athletic Scholarships Dunning letters - past due Email reminders - future due/past due Email reminders - future due/past due Email wires to CEL Enrollment Cancellation Establish payment agreements Federal Work Study Billing Analysis and Requests Filex Cash Payments Follow up on past-due invoices FTB placement	X	X	X	X	X	X X X X X X X X	X	X	X
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Meal Plan Accounts Receivables Tracking X X	Apply Philanthropic payments for scholarship billings Apply UEC payments for student support billings Booth Deposits Campus SF training as requested Cash Deposits Cash Handling Training CC Payments Chargebacks Chargebacks Collection agency placement Committee participation-Scholarship Task Force Committee Correspond with special program students (email/phone) Credit/Debit Card Reconciliation to Wells Fargo Customer service-create/provide training on queries Daily Cash Reconciliation Defer special program students Departmental Deposits Dishonored Checks Dispenser Deposits Distribute/ hold /Athletic Scholarships Dunning letters - past due Email reminders - future due/past due Email wires to CEL Enrollment Cancellation Establish payment agreements 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	X	X	X	X	X	X	X	X	X
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FROM: Monthly accounts receivable reconciliations to management	TO: AS		Health	Housing	Parking	Phil	SMSU	SRWC	UEC
Monthly Dashbaard Accounts Pecalitations to management	X		X	X	X	\vdash	X	X	
Monthly Dashboard Accounts Receivable Analysis Reports to Management	X	- x	X	X		-	_ X	X	
Movement of payments Park Mobile Deposits	_				X	\vdash		-	
Payment apply FA for special program students	_	X	_	_		-	-	-	1
Paypal	_	_ ^	1	-	-	X		-	
Payroll Deductions				X	X			-	-
Payroll Disbursement		x	X	X	X	-			
Petty Cash	_	_ ^				X		-	
Placement of holds	X		X	X	-		X	X	
Preparation and analysis for Annual Fee Report	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
Process third party past due invoices and letters	X						X	X	X
Provide cashiering services	X		X	X	X	X	X	X	X
Provide customer service to campus departments	X				X		X	X	<u>x</u>
Provide payment information	X						X	$\frac{x}{x}$	$\frac{x}{x}$
Provide specific student financials fee revenue/waiver analysis as requested	X			X	-			-	
Provide testing as required for campus SF upgrades	X		X	X	-	$\overline{}$	X	X	
Reconciliation & Review of Scholarship billing with PHL accounts						X			
Reconciliation & Review of Scholarship billing with FTE accounts 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		$-\frac{x}{x}$			-				
Release of holds	X		X	X		\vdash	X	X	
Reports			<u> </u>			X			X
Review third party activity/billing invoices/research	X	X			-		X	X	<u>x</u>
Set-up third party contracts	X						X	X	X
SF Write Off analysis/allocation/journal	X		X	X			X	X	
Student 1098 information	X		X			X	X	X	X
Term Set Up	X		_~	X	-		X	X	
Validation of charges		- ~		X	-		_~		-
Vendor Checks	_	_	X						
Ventec Deposits			1 — · · ·		X				
Void lost checks and reissue new payments as requested									
		Х		X					
Wire Transfers	_	X		X					
Wire Transfers	AS		Health		Parking	Phil	SMSU	SRWC	UEC
	AS		Health	Х		Phil	SMSU	SRWC	UEC
Wire Transfers FAS - Auxiliary Financial Services	AS	I CEL	Health	Х		Phil X	SMSU	SRWC X	UEC X
Wire Transfers FAS - Auxiliary Financial Services Accounts Payable		I CEL	Health	Х					
Wire Transfers FAS - Auxiliary Financial Services Accounts Payable Annual 1099 processing		I CEL	Health	Х		X			X
Wire Transfers FAS - Auxiliary Financial Services Accounts Payable Annual 1099 processing Assist with quotes for purchases over \$10,000	Х	I CEL	Health	Х		X	X	X	X X
Wire Transfers FAS - Auxiliary Financial Services 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	Х		X X X	X	x	
Wire Transfers FAS - Auxiliary Financial Services 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	Х		X X X		х х	х х х
Wire Transfers FAS - Auxiliary Financial Services 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	Х		X X X X	X X X	X	X
Wire Transfers FAS - Auxiliary Financial Services 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	Х		X X X X X	X	X	X
Wire Transfers FAS - Auxiliary Financial Services 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	I CEL	Health	Х		X	X	X	X
Wire Transfers FAS - Auxiliary Financial Services 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 X	I CEL	Health	Х		X	X	X	X
Wire Transfers FAS - Auxiliary Financial Services 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	I CEL	Health	Х		X	X	X	X
Wire Transfers FAS - Auxiliary Financial Services 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	CEL	Health	Х		X	X	X	X
Wire Transfers FAS - Auxiliary Financial Services 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	CEL	Health	Х		X	X	X X X X X X X X X X	X
Wire Transfers FAS - Auxiliary Financial Services 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	CEL	Health	Х		X	X	X X X X X X X X X X	X
Wire Transfers FAS - Auxiliary Financial Services 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 W-9 files	X	CEL	Health	Х		X	X	X	X
Wire Transfers FAS - Auxiliary Financial Services 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	CEL	Health	Х		x x x x x x x x x x x x x	X	X	X
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Wire Transfers FAS - Auxiliary Financial Services 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 reimbursements due to campus/other auxiliaries Process travel advances Provide monthly accounts payable reconciliations to mgmt. Provide support for audit/public record requests Provide testing as required for campus CFS upgrades	X	CEL	Health	Х		X	X	X X X X X X X X X X	X
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Wire Transfers FAS - Auxiliary Financial Services 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 reimbursements due to campus/other auxiliaries Process travel advances Provide monthly accounts payable reconciliations to mgmt. Provide support for audit/public record requests Provide testing as required for campus CFS upgrades	X	CEL	Health	Х		X	X	X X X X X X X X X X	X
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Wire Transfers FAS - Auxiliary Financial Services 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 file/add new vendors as needed Maintain vendor for travel/mileage claims Process payments for travel/mileage claims Process payments from disbursement requests Process travel advances Provide monthly accounts payable reconciliations to mgmt. Provide student 1098 information to Student Accounts Provide support for audit/public record requests Provide testing as required for campus CFS upgrades Provide testing as required for campus CFS upgrades Provide testing as required for campus CFS upgrades Provide testing as required sanceded Void lost checks and reissue new payments as requested Accounts Receivable Customize invoices based on contract requirements Follow up on past-due invoices-email/letter/phone calls	X	CEL	Health	Х		X	X	X	X
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FROM:	ITO	۸CI	CEL	l I I a a labal	Lucustani	Parking	DEIL	CNACILI	CDVAC	LIECT
Provide assistance with contract closeout for grants	TO:	ASI	CEL	Health	Housing	Parking	Phil	SMSU	SRWC	UEC 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.							Х	X	Х	Х
Provide quarterly reports to government agencies										Х
Provide testing as required for campus CFS upgrades							Х			Х
Banking			ш							
Daily check of bank transactions			ш	\Box		$\overline{}$	X		$\overline{}$	X
Investment account reconciliations	_		-				Х			
Investment of endowment funds	_						X			
Issue new credit cards/cancel and replace cards as needed	-						X			X
Monthly bank account reconciliations	-	Х					X	X	X	X
Monthly credit card account reconciliations	-	· ·	-				X			X
Place stop payment orders on lost checks Post cash receipts/EFTs	_	X	-	-	-	-	X	X	X	X
Process cash draw downs for sponsored program projects		^								
Process deposits through on-site remote deposit capture		_	-			$\overline{}$	X		$\overline{}$	X
Process stock transfer gifts		$\overline{}$					X			_~
Provide credit card payment information to Bursar's Office										
Quarterly charitable remainder trust reconciliations				-		-				<u>x</u>
Quarterly endowment reconciliation							Х			
Withdrawal of funds for scholarships/endowment mgmt. fee							Х			
General Accounting										
Add new accounts to chart of accounts/class codes as needed		Х					X	X	X	X
Assist with annual budget preparation							Х			Х
Assistance with cash handling audits as needed		Х					X	X	X	X
Complete annual auxiliary auditor certification for C.O.	_		\square				X			
Coordinate preparation of charitable remainder trust tax returns	_						$\overline{}$			X
Customer service-provide training on queries, account reconciliation, etc.	_	Х	\perp				Х	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	<u>X</u>
Monthly asset module processing/depreciation posting	-	Х	-			$\overline{}$	X	X	X	X
Posting of commercial activity commissions Propagation of all quiditor requested schedules	-	X					X	X	X	X
Preparation of all auditor requested schedules Preparation of annual financial audit report	-	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	<u>x</u>
Process daily gift/donation posting							X	_~		
Process journal transfers as requested		Х	-				Х	X	X	X
Process transfer of payroll expense between UEC and the Fdn							Х			X
Provide financial information for grant/gift-grant applications							Х			Х
Provide financial reporting to Investment Committee							X			
Provide financial updates to Board of Directors-Executive Committee							Х			Х
Provide monthly financial reporting		Χ	\square				Х	Х	X	X
Provide monthly gift/donation reconciliation to Univ. Advancement			\square				X			
Provide specific financial analysis as requested			ш			$\overline{}$	X			X
Provide support for Spons. Prg. agency desk audits/reviews	_		-				-			X
Provide testing as required for campus CFS upgrades	-	Х					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 Miscellaneous	-		\vdash	\vdash		\vdash	X		\vdash	X
Assistance provided to UA staff- research	-						X			
Audit support for SP agency, internal, NCAA, annual, and C.O. audits	_	Х	-			$\overline{}$	X	X	X	
Donor reports for endowment accounts (approx. 200 reports)			\vdash	-			X	_~		
Notification to depts. regarding endowment funds available		_					X			
Participation in CFS upgrade projects		Х					X	X	X	
Participation in HR/Payroll vendor transition		Х						X	X	X
Place holds on student accounts as requested										Х
Provide assistance with Sponsored Programs agency reporting										Х
Respond to public record requests		Х					X	X	X	X
Use/Sales tax reporting to Board of Equalization		Х					X	X	X	X
Payroll Processing:										
Annual audit support for payroll related requests		Х	ш	\Box			X	X	X	X
Annual reconciliation for W2s	-	Х	\vdash	\vdash		\vdash	X	X	X	X
Answer all inquires from EDD, IRS, FTB, PERS in relation to payroll		Х	ш	-		-	X	X	X	X
Attend trainings to keep current on employment law	-	X	\vdash	\vdash			X	X	X	X
Bi-monthly payroll check processing		X	\vdash			\vdash	X	X	X	X
Deliver payroll checks to Bursar's Office for distribution	-	X	\vdash			——I		X	X	
Maintain vacation/sick leave balances for all employees		Χ					Х	Х	Х	Х

rnow.	TO: ACL	I CEL I	Heelth	Housing	Dorking	Dhil	CNACII	CDMC	LIEC
FROM: Payroll file management	TO: ASI	CEL	Health	Housing	Parking	Phil X	SMSU	SRWC	UEC X
Payroll tax reporting	X					X	X	X	X
Prepare annual pay date schedule and pay period processing	X		-		-	X	X	X	<u>x</u>
Prepare payroll report for SMSU							X	X	
Prepare unemployment, workers comp data for each pay period	Х					X	X	Х	X
Prepare wire transfer request for bi-weekly payroll to stateside acctg.	Х						Х	Х	
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						\Box			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			$\overline{}$	-	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	CEL	I I a a libla	Harrison	Daulius	X	CNACLL	X	X
FAS - Budget Office	ASI	CEL	Health	Housing	Parking	Phil	SMSU	SRWC	UEC
Budget Reports Various reports requested by senior leadership	x				x				
Compile budget packet for President's approval	<u> </u>	X	X	X	X	X	X	X	X
Request annual budgets	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	
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			$\overline{}$						
Allocate costs related to Risk Management Insurance		X	X	X	X				
Assist staff on budget related matters		X	X	Х	X			Х	
Chart of Accounts coordination		X	Х	Х	Х			Х	
PAES Scholarship allocation						Х			
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	Х	Х	X			Х	
Provide training to staff FAS - Support Services: Campus Stores; Mail Services; Receiving	ASI					Phil	SMSU		UEC
Provide training to staff FAS - Support Services: Campus Stores; Mail Services; Receiving Campus Stores		X CEL	X Health	X Housing	X Parking			X SRWC	
Provide training to staff FAS - Support Services: Campus Stores; Mail Services; Receiving Campus Stores Filling of orders (primarily paper)	ASI	X	Х	Х	X	Phil X	SMSU X	Х	UEC X
Provide training to staff FAS - Support Services: Campus Stores; Mail Services; Receiving Campus Stores Filling of orders (primarily paper) Mail Services	Х	X CEL X	X Health X	X Housing X	X Parking X	X	X	X SRWC	X
Provide training to staff FAS - Support Services: Campus Stores; Mail Services; Receiving Campus Stores Filling of orders (primarily paper) Mail Services Mail sorting/pickup/delivery to and from post office and campus mail drop	X	X CEL X	X Health X X	X Housing X X	X Parking X X	X	x	X SRWC X	X
Provide training to staff FAS - Support Services: Campus Stores; Mail Services; Receiving Campus Stores Filling of orders (primarily paper) Mail Services Mail sorting/pickup/delivery to and from post office and campus mail drop Package shipments (USPS, FedEx and UPS)	X X X	X CEL X X X	X Health X X X X	X Housing X X X X	X Parking X X X X	X X	х х	X SRWC X X	
Provide training to staff FAS - Support Services: Campus Stores; Mail Services; Receiving Campus Stores Filling of orders (primarily paper) Mail Services Mail Sorting/pickup/delivery to and from post office and campus mail drop Package shipments (USPS, FedEx and UPS) Postage metering	X	X CEL X	X Health X X	X Housing X X	X Parking X X	X	x	X SRWC X	X
Provide training to staff FAS - Support Services: Campus Stores; Mail Services; Receiving Campus Stores Filling of orders (primarily paper) Mail Services Mail Sorting/pickup/delivery to and from post office and campus mail drop Package shipments (USPS, FedEx and UPS) Postage metering Receiving	X X X	X CEL X X X X	X Health X X X X X	X Housing X X X X X	X Parking X X X X X X	X X X	X	X SRWC X X X X	X
Provide training to staff FAS - Support Services: Campus Stores; Mail Services; Receiving Campus Stores Filling of orders (primarily paper) Mail Services Mail Sorting/pickup/delivery to and from post office and campus mail drop Package shipments (USPS, FedEx and UPS) Postage metering Receiving Delivery of campus stores orders	X	X CEL X X X X X	X Health X X X X X X X	X Housing X X X X X X X	X Parking X X X X X X X	X	X	X SRWC X X X X X	X
Provide training to staff FAS - Support Services: Campus Stores; Mail Services; Receiving Campus Stores Filling of orders (primarily paper) Mail Services Mail Sorting/pickup/delivery to and from post office and campus mail drop Package shipments (USPS, FedEx and UPS) Postage metering Receiving Delivery of campus stores orders Receipt and delivery of vendor goods ordered	X	X CEL X X X X X	X Health X X X X X X X X	X Housing 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 SRWC X X X X	X
Provide training to staff FAS - Support Services: Campus Stores; Mail Services; Receiving Campus Stores Filling of orders (primarily paper) Mail Services Mail Services Mail sorting/pickup/delivery to and from post office and campus mail drop Package shipments (USPS, FedEx and UPS) Postage metering Receiving Delivery of campus stores orders Receipt and delivery of vendor goods ordered Storage of deliveries until department is ready for delivery	X	X CEL X X X X X X	X Health X X X X X X X X X	X Housing 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 SRWC X X X X X	X
Provide training to staff FAS - Support Services: Campus Stores; Mail Services; Receiving Campus Stores Filling of orders (primarily paper) Mail Services Mail Sorting/pickup/delivery to and from post office and campus mail drop Package shipments (USPS, FedEx and UPS) Postage metering Receiving Delivery of campus stores orders Receipt and delivery of vendor goods ordered Storage of deliveries until department is ready for delivery FAS - Support Services: Property Management	X	X CEL X X X X X	X Health X X X X X X X X	X Housing 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 SRWC X X X X	X
Provide training to staff FAS - Support Services: Campus Stores; Mail Services; Receiving Campus Stores Filling of orders (primarily paper) Mail Services Mail Services Mail sorting/pickup/delivery to and from post office and campus mail drop Package shipments (USPS, FedEx and UPS) Postage metering Receiving Delivery of campus stores orders Receipt and delivery of vendor goods ordered Storage of deliveries until department is ready for delivery	X	X CEL X X X X X X	X Health X X X X X X X X X	X Housing 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 SRWC X X X X X	X
Provide training to staff FAS - Support Services: Campus Stores; Mail Services; Receiving Campus Stores Filling of orders (primarily paper) Mail Services Mail sorting/pickup/delivery to and from post office and campus mail drop Package shipments (USPS, FedEx and UPS) Postage metering Receiving Delivery of campus stores orders Receipt and delivery of vendor goods ordered Storage of deliveries until department is ready for delivery FAS - Support Services: Property Management Equipment Tracking	X	X CEL X X X X X X CEL	X Health X X X X X X Health	X Housing X X X X X X X Housing	X Parking X X X X X X Y Parking	X X X X X X Phil	X X X X X X SMSU	X SRWC X X X X X X SRWC	X X X X X X V UEC
Provide training to staff FAS - Support Services: Campus Stores; Mail Services; Receiving Campus Stores Filling of orders (primarily paper) Mail Services Mail Sorting/pickup/delivery to and from post office and campus mail drop Package shipments (USPS, FedEx and UPS) Postage metering Receiving Delivery of campus stores orders Receipt and delivery of vendor goods ordered Storage of deliveries until department is ready for delivery FAS - Support Services: Property Management Equipment Tracking Perform Physical Inventories	X	X CEL X X X X X X X X X X X X	X Health X X X X X X Health	X Housing X X X X X X Housing	X Parking X X X X X X Parking	X X X X X X Phil	X X X X X X SMSU	X SRWC X X X X X X SRWC	X
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FROM:	TO:	ASI	CEL	Health	Housing	Parking	Phil	SMSU	SRWC	UEC
Recruitment Reviews	10:	X	X	Х	X	X	PIIII	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		7 101	X	X	Х	Х		0.1.100	Х	010
Direct Deposit	-		X	X	Х	X	$\overline{}$		X	
Master Payroll	-		X	X	X	X	$\overline{}$		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	-	$\overline{}$	X	
Process Hires/Terminations	-		X	X	X	X	$\overline{}$		X	
Time-base Changes			X	X	X	X	$\overline{}$		X	
Risk Management		ASI	CEL	Health	Housing	Parking	Phil	SMSU	SRWC	UEC
Preventive Maintenance					U					
Fire systems maintenance and inspection			X	X	Х	Х		Х	X	X
Fire extinguisher annual service			X	X	Х	X		Х	X	X
University Police		ASI	CEL	Health	Housing	Parking	Phil	SMSU	SRWC	UEC
Incident Response										
Burglary Alarms		Х	Х	X	Х	X	\Box	Х	X	X
Calls for Service		Х	Х	X	X	Х	П	X	X	X
Campus Policy Violations		Х	Х	X	X	X		X	Х	X
Escort Services		Х	Х	X	X	X		Х	Х	Х
Fire Alarms		Х	Х	X	Х	X		X	X	X
Lost and Found Property		Х	Х	X	Х	X		Х	Х	Х
Medical Aid		Х	Х	Х	Х	X		Х	Х	Х
Patrol (Foot/Vehicle)		Х	X	X	X	X		Х	Х	X
Welfare Check of Students		Х	X	X	X	X		X	X	X
Other Services										
Bike Patrol Program		Х	X	X	Х	Х		X	X	X
Camera Surveillance		Х	X	X	Х	Х		X	Х	
Campus Crime Alerts		Х	X	X	Х	X		Х	X	X
Campus Presentations/Trainings (Active Shooter, CPR, Pepper Spray, etc.)		Х	X	X	Х	X		X	Х	X
Chargebacks/Transfers of Expense/Request for Invoice		Х	X	X	Х	X		X	X	X
Community Service Officers		Х	X	X	Х	X		Х	X	X
Coverage-Unplanned Events (i.e. memorials, student vigils, strikes, etc.)		Х	X	X	Х	X		X	X	X
Detective Services/Investigations		Х	X	X	X	X		X	X	X
Dispatch Services		Х	X	X	X	X		X	X	X
Evidence Processing/Crime Lab		Х	X	X	Х	X		X	X	X
Fingerprinting/LiveScan		Х	X	X	Х	X		X	X	X
K9 Services		Х	X	X	X	X		X	X	X
Mutual Aid	_	Х	X	X	X	X		X	X	X
Onsite Officers	_	Х	X	X	Х	X		X	X	X
Providing Literature	_	Х	X	X	X	X		X	X	X
Record Management	_	Х	X	X	X	X		X	X	X
Staff/Student Payroll	_				X	X				
Undercover Operations		Х	X	Х	Х	Х		Х	Х	Х
ITS - Administrative Computing & Business Intelligence		ASI	CEL	Health	Housing	Parking	Phil	SMSU	SRWC	UEC
Administrative Computing programming services			\square	-			\square		-	
Advancement Fundraising Processes System			ш	\vdash			X	-	\vdash	X
Billing & Receivables reports (Open University, Extension student fees, Analysis)	-		X	\vdash			\square		\vdash	
Changes to transcript printing			X	\vdash				$\overline{}$	-	
Curriculum Processing changes	1		X	\vdash			\square	-	\vdash	
Education course reporting to CO	-		X	\vdash			\square	-	\vdash	
Event Management System (EMS) and Class Scheduling	-	X	X				\vdash	X		<u> </u>
Fee table set up/consultation	_		X	\vdash			\vdash			<u> </u>
Invoices to students			X	\vdash				$\overline{}$	-	
MyCoyote Portal	-	X	X	-			\vdash	X		X
Programming Support	-		X				\vdash			
Student fees for extension	-		X	-			\square		\vdash	
Student and staff information extract transfer to CD	_		\vdash	\vdash		X	\vdash			
T2 line system support			ш	\vdash	-	X	\vdash	-	-	
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	Х	X
ITS - Technology Operations & Customer Support		ASI	CEL	Health	Housing	Parking	Phil	SMSU	SRWC	UEC
Enterprise & Cloud Services	-						\vdash			
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										

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FROM:	TO: AS		EL	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	<u> </u>		X	X	X			X	<u>X</u>	<u>X</u>
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		Х	X	X	X	X	X	X	X
Software: PALO Alto Network (PAN)			Х	X	X	X	X	X	X	X
Software: Aruba Airwave	X		X	X	X		-	X	X	X
Software: Aruba ClearPass Endpoint	X		Х	X	X			X	X	X
Software: Aruba ClearPass QuickConnect	X	:	Х	X	Х			X	X	X
Software: Omnivista Maintenance	_				Х	Х	X			
Software: ProceraCare/Omnivista - Network Management	X		Х	X	X	Х	X	X	X	X
Technology Support Center								\square	\Box	
Campus active directory administration and support	X	:	X	X	X	X	X	X	X	X
Campus e-mail administration and support	X		Х	Х	Х	Х	Х	Х	X	Х
Campus OneCard administration and support	X	2	Х	Х	Х	Х	Х	Х	X	Х
Campus software administration and support	Х		Х	Х	Х	Х	Х	Х	Х	Х
IT Customer Support	Х	7	Х	X	Х	X	X	X	X	X
Telecommunication & Network Services										
Campus infrastructure/cabling management and support	Х		Х	X	X	X	X	X	X	X
Campus VoIP telephone system management and support	Х	7	Х	X	X	X	Х	X	X	X
Campus wired network management and support	Х	7	Х	X	X	X	X	X	X	X
Campus wireless network management and support	Х		х	X	X	X	X	X	X	X
IT Customer Support	X		X	X	X	X	X	X	X	X
SA - Vice President's Office	AS	_	EL	Health	Housing	Parking	Phil	SMSU	SRWC	UEC
Weekly one-on-one meetings (AVP)	X			Х	Х			Х	• • • • • • • • • • • • • • • • • • • •	
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	-	-	$\overline{}$	-		-	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		-1		X		-	X	X	
Systemwide Health Service Committee Member (VP)				X			-			
Monthly Directors' Meeting (VP, AVP, Confidential Aid, Budget Analyst, ASC)	X	-	-1	X	X		-	X	X	
			-				-			
Cost Recovery Plan Compile information into report format	X		-				-		X	
	X		-	X	X X		-	X		—
Monitor cost recovery activity SA - Enrollment Services	AS		EL	Health		Parking	Phil	SMSU	SRWC	UEC
	AS	_	_	пеанн	Housing	Parking	PIIII	310130	SNVVC	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		$\overline{}$			-		——
Support storage facilities for change of grades	—		X		\vdash		-	\vdash	\vdash	
Support storage facilities for class rosters			Х		$\overline{}$		-	-	-	
Change of grade processing			Х							
Processing of paperwork for Veterans Affairs	—		Х		\vdash		-	\vdash	$\vdash \vdash$	
Financial Aid Office	_				\perp		\vdash	-	-	
Provide Financial Aid documents			Х					\square	\perp	
Assist with preparation of documents related to Direct Loans, Alt loans			X				-	\square	\perp	
Provide CEL students with ongoing information regarding loans		;	Х							
Provide CEL with weekly updates			Х							