

## Enrollment Services Administrative Unit

Duties	ADMS	EAOP	FINA	GRDV	REGT	CSUS	Add. Admin Support/ Special Projects
<b>Administrative Support</b>							
Office Supply Orders	Sylvia Vargas	Gabriella Piazza	Alina Murillo	Alina Murillo	Gabriella Piazza	Angelina Aguilera	Alyssa Saavedra
Executive Assistance to Director/Managers	Rosalie Jaimes	Gabriella Piazza	Alina Murillo	N/A	Gabriella Piazza	Angelina Aguilera	Alyssa Saavedra
<b>Financial Processing/Management</b>							
Travel	Sylvia Vargas	Gabriella Piazza	Alina Murillo	Alina Murillo	Gabriella Piazza	Angelina Aguilera	Alyssa Saavedra
Entertainment	Sylvia Vargas	Gabriella Piazza	Alina Murillo	Alina Murillo	Gabriella Piazza	Angelina Aguilera	Alyssa Saavedra
Reimbursements	Sylvia Vargas	Gabriella Piazza	Alina Murillo	Alina Murillo	Gabriella Piazza	Angelina Aguilera	Alyssa Saavedra
Reconciliation of Accounts	Sylvia Vargas	Gabriella Piazza	Alina Murillo	Alina Murillo	Gabriella Piazza	Angelina Aguilera	Alina Murillo
Budgets and Reporting	Leilani Borrego	Brenda McGowan	Leilani Borrego	Leilani Borrego	Brenda McGowan	Leilani & Katie	Leilani Borrego
<b>Purchasing/Contracts</b>							
Supply Purchases	Sylvia Vargas	Gabriella Piazza	Alina Murillo	Alina Murillo	Gabriella Piazza	Angelina Aguilera	Alyssa Saavedra
Vendor Agreements/Contracts	Rosalie Jaimes	Brenda McGowan	Alina Murillo	Alina Murillo	Brenda McGowan	Angelina Aguilera	Alina Murillo
<b>Personnel Actions</b>							
Requests for New Hires - Staff	Brenda McGowan	Brenda McGowan	Alina Murillo	Alina Murillo	Leilani Borrego	Angelina Aguilera	Leilani Borrego
Requests for New Hires - Students	Kelly Brunner	Kelly Brunner	Kelly Brunner	Kelly Brunner	Kelly Brunner	Angelina Aguilera	Alina Murillo
New Hire Processing/Onboarding	Kelly Brunner	Kelly Brunner	Kelly Brunner	Kelly Brunner	Kelly Brunner	Angelina Aguilera	Alina Murillo
Kronos/Timekeeping/Payroll	Kelly Brunner	Kelly Brunner	Kelly Brunner	Kelly Brunner	Kelly Brunner	Angelina Aguilera	Alina Murillo
Timecard Leave Entries (non-accruals)	Kelly Brunner	Kelly Brunner	Kelly Brunner	Kelly Brunner	Kelly Brunner	Angelina Aguilera	Alina Murillo
UC Path Data Entry	Kelly Brunner	Kelly Brunner	Kelly Brunner	Kelly Brunner	Kelly Brunner	Angelina Aguilera	Alina Murillo
Separations - Staff	Kelly Brunner	Kelly Brunner	Kelly Brunner	Kelly Brunner	Kelly Brunner	Angelina Aguilera	Alina Murillo
Separations - Students	Kelly Brunner	Kelly Brunner	Kelly Brunner	Kelly Brunner	Kelly Brunner	Angelina Aguilera	Alina Murillo
<b>Facilities/Space</b>							
Maintenance Requests	Rosalie & Sylvia	Brenda McGowan	Leilani Borrego	Leilani Borrego	Leilani Borrego	Leilani Borrego	Leilani Borrego
Keys/Door Access/Alarm System	Leilani Borrego	Leilani Borrego	Leilani Borrego	Leilani Borrego	Leilani Borrego	Leilani Borrego	Leilani Borrego
Equipment	Sylvia Vargas	Gabriella Piazza	Alina Murillo	Alina Murillo	Gabriella Piazza	Leilani Borrego	Leilani Borrego
Inventory of Equipment/Space	Brenda McGowan	Brenda McGowan	Alina Murillo	Alina Murillo	Leilani Borrego	Leilani Borrego	Leilani Borrego
<b>Computer/Network/Systems Access</b>							
New User Accounts	Brenda McGowan	Brenda McGowan	Alina Murillo	Alina Murillo	Leilani Borrego	Leilani Borrego	Leilani Borrego
Department-specific Systems Access	Julia Orr	Leilani Borrego	Jenny McCracken	Leilani Borrego	Luke Lindquist	Leilani Borrego	Leilani Borrego