

July 2017

REMINDERS, UPDATES & NEWS

The Enrollment Services Administrative Unit plans to send out monthly messages to all staff in the offices of Admissions, Early Academic Outreach Program, Financial Aid & Scholarships, and the Registrar in an effort to better communicate important information regarding the processes we support for all the units.

We will begin with this inaugural **RUN (Reminders, Updates, and News)** message to announce this communication plan, and will make an effort to send messages on a monthly basis so that all important and pertinent information can be found in one place.

REMINDERS



We have closed the books on fiscal year 2016-17 and the new fiscal year 2017-18 began on July 1, 2017!



Please be sure to check the [Enrollment Services Administrative Unit website](#) for information about policies and procedures, and for the most updated forms we process, particularly for Travel.

We advise you to go directly to the website to complete those forms each time, rather than saving a copy you update for each trip. Reimbursement rates and information may change, and we will keep those forms on our website updated.

UPDATES

The Enrollment Services Administrative Unit is fully staffed again!

Here is a matrix that should be helpful to determine who to go to for specific functions.

Please let [Briana](#) know if you need any further clarification, but we really do work as a team, so if you contact one of us about something that might not necessarily be our primary responsibility, we will make sure that it gets addressed.

	ADMS	EAOP	FINA	REGT
Administrative Support				
Office Supply Orders	Sylvia Vargas	Alina Murillo	Leilani Borrego	Alina Murillo
Executive Assistance to Director/Managers	Rosalie Jaimes	Alina Murillo	Leilani Borrego	Alina Murillo
Financial Processing				
Travel	Sylvia Vargas	Alina Murillo	Leilani Borrego	Alina Murillo
Entertainment	Sylvia Vargas	Alina Murillo	Leilani Borrego	Alina Murillo
Reimbursements	Sylvia Vargas	Alina Murillo	Leilani Borrego	Alina Murillo
Reconciliation of Accounts	Sylvia Vargas	Alina Murillo	Leilani Borrego	Alina Murillo
Purchasing/Contracts				
Supply Purchases	Sylvia Vargas	Alina Murillo	Leilani Borrego	Alina Murillo
Vendor Agreements/Contracts	Rosalie Jaimes	Boris Palencia	Leilani Borrego	Boris Palencia
Personnel Actions				
Requests for New Hires - Staff	Boris Palencia	Briana Villasenor	Leilani Borrego	Briana Villasenor
Requests for New Hires - Students	Kristina Hansen	Kristina Hansen	Leilani Borrego	Kristina Hansen
New Hire Processing/Onboarding	Kristina Hansen	Kristina Hansen	Leilani Borrego	Kristina Hansen
Kronos/timekeeping	Kristina Hansen	Kristina Hansen	Kristina Hansen	Kristina Hansen
PPS Data Entry	Kristina Hansen	Kristina Hansen	Kristina Hansen	Kristina Hansen
Separations - Staff	Kristina Hansen	Kristina Hansen	Leilani Borrego	Kristina Hansen
Separations - Students	Kristina Hansen	Kristina Hansen	Leilani Borrego	Kristina Hansen
Facilities/Space				
Maintenance Requests	Briana Villasenor	Briana Villasenor	Leilani Borrego	Briana Villasenor
Keys/Door Access/Alarm System	Briana Villasenor	Briana Villasenor	Leilani Borrego	Briana Villasenor
Equipment	Briana Villasenor	Briana Villasenor	Leilani Borrego	Briana Villasenor
Inventory of Equipment/Space	Briana Villasenor	Briana Villasenor	Leilani Borrego	Briana Villasenor
Computer/Network/Systems Access				
New User Accounts	Briana Villasenor	Briana Villasenor	Briana Villasenor	Briana Villasenor
Department-specific Systems Access	Julia Orr	Briana Villasenor	Jenny McCracken	Luke Lindquist



Kristina Hansen, Payroll/Personnel Assistant, will have a new schedule starting on Monday, July 10th. She will be working 7:00am – 4:00pm.

NEWS



Leilani Borrego, Financial & Personnel Analyst

Leilani began her employment with us on Monday, June 19th, and was able to make a seamless and smooth transition into her new role, having been a Payroll & Financial Assistant for Student Information Systems & Technology (SIS&T) in her prior position on campus. Leilani has also been an Administrative Assistant in the Office of the Vice Chancellor for Students Affairs, and previously worked for Orientation Programs here on campus in many capacities as a student "O-staffer" and Program Assistant.

Alina Murillo, Financial Assistant

Alina started working with us on Monday, June 26th as our Financial Assistant for the Office of the Registrar and the Early Academic Outreach Program. She is a local to Santa Barbara and attended Dos Pueblos High School and Santa Barbara City College, where she received her A.A. degree in Communications. Alina has had various administrative positions, most recently providing administrative assistance to a local housing and development consultant.