

Enrollment Services Administrative Unit

Duties	ADMS	EAOP	FINC	GRDV	REGT	CSUS	CARE	VAMS
Financial Processing/Management								
Travel/ Entertainment: Concur Delegate	Keaton Fort	Gabriella Piazza	Keaton Fort	Keaton Fort	Gabriella Piazza	Joseph Gonzalez	Elizabeth Brock	Elizabeth Brock
General Reimbursements	Keaton Fort	Gabriella Piazza	Keaton Fort	Keaton Fort	Gabriella Piazza	Joseph Gonzalez	Elizabeth Brock	Elizabeth Brock
Reconciliation of Department Accounts Sub 0, 3, 4, 5, and 7	Rosalie Jaimes	Gabriella Piazza	Keaton Fort	Keaton Fort	Gabriella Piazza	Joseph Gonzalez	Elizabeth Brock	Elizabeth Brock
Account Review & Reporting	Rosalie Jaimes & Alina Murillo					Sylvia Vargas & Leilani Borrego		
Department Budgets	Sylvia Vargas & Leilani Borrego							
Procurement/Contracts								
Income & Recharge Package	N/A	Sylvia Vargas	N/A	N/A	N/A	N/A		N/A
Purchasing via Gateway & Flexcard	Keaton Fort	Gabriella Piazza	Keaton Fort	Keaton Fort	Gabriella Piazza	Joseph Gonzalez	Elizabeth Brock	Elizabeth Brock
Vendor Invoice Payments	Keaton Fort	Gabriella Piazza	Keaton Fort	Keaton Fort	Gabriella Piazza	Joseph Gonzalez	Elizabeth Brock	Elizabeth Brock
Vendor Agreements/Contracts	Rosalie Jaimes	Sylvia Vargas	Alina Murillo	Alina Murillo	Sylvia Vargas	N/A	Leilani Borrego	Leilani Borrego
Package Receivers	Admin All							
Human Resources & Personnel Actions								
VCSA New Hire Requests - Staff	Alina Murillo	Alina Murillo	Alina Murillo	Alina Murillo	Alina Murillo	Alina Murillo	Alina Murillo	Alina Murillo
TAM Hiring Manager (Recruitment Liaison)	Alina Murillo	Alina Murillo	Alina Murillo	Alina Murillo	Alina Murillo	Alina Murillo	Alina Murillo	Alina Murillo
Job Builder JD Management	Alina Murillo	Alina Murillo	Alina Murillo	Alina Murillo	Alina Murillo	Alina Murillo	Alina Murillo	Alina Murillo
HR Action Requests (Equity, Reclass, Stipends etc.)	Leilani Borrego	Leilani Borrego	Leilani Borrego	Leilani Borrego	Leilani Borrego	Leilani Borrego	Leilani Borrego	Leilani Borrego
Student Labor Budgets	Sylvia Vargas & Leilani Borrego							
New Hire Processing/Onboarding	Amber Whitney	Amber Whitney	Amber Whitney	Amber Whitney	Amber Whitney	Amber Whitney	Amber Whitney	Amber Whitney
Kronos/Timekeeping	Amber Whitney	Amber Whitney	Amber Whitney	Amber Whitney	Amber Whitney	Amber Whitney	Amber Whitney	Amber Whitney
Payroll Processing	Amber Whitney	Amber Whitney	Amber Whitney	Amber Whitney	Amber Whitney	Amber Whitney	Amber Whitney	Amber Whitney
Payroll Reconciliation Sub 1, 2 (Earnings)	Amber Whitney	Amber Whitney	Amber Whitney	Amber Whitney	Amber Whitney	Amber Whitney	Amber Whitney	Amber Whitney
Reconciliation of Payroll Accounts General Ledger Sub 1, 2, 6	Alina Murillo	Alina Murillo	Alina Murillo	Alina Murillo	Alina Murillo	Alina Murillo	Alina Murillo	Alina Murillo
Timecard Leave Entries (non-accruals)	Amber Whitney	Amber Whitney	Amber Whitney	Amber Whitney	Amber Whitney	Amber Whitney	Amber Whitney	Amber Whitney
UC Path Data Entry	Amber Whitney	Amber Whitney	Amber Whitney	Amber Whitney	Amber Whitney	Amber Whitney	Amber Whitney	Amber Whitney
Terminations - Student/ Staff	Amber Whitney	Amber Whitney	Amber Whitney	Amber Whitney	Amber Whitney	Amber Whitney	Amber Whitney	Amber Whitney
Facilities/Space								
Office Maintenance Requests	Rosalie Jaimes	Sylvia Vargas	Sylvia Vargas	Sylvia Vargas	Sylvia Vargas	Sylvia Vargas	Sylvia Vargas	Sylvia Vargas
Furniture Services Requests	Rosalie Jaimes	Gabriella Piazza	Alina Murillo	Alina Murillo	Gabriella Piazza	Joseph Gonzalez	Elizabeth Brock	Elizabeth Brock
Door Access/Alarm System	Leilani Borrego	Leilani Borrego	Leilani Borrego	Leilani Borrego	Leilani Borrego	Leilani Borrego	Leilani Borrego	Leilani Borrego
Physical Key Collection/Distribution	Leilani Borrego	Leilani Borrego	Leilani Borrego	Leilani Borrego	Leilani Borrego	Leilani Borrego	Leilani Borrego	Leilani Borrego
Equipment Inventory	Keaton Fort	Gabriella Piazza	Alina Murillo	Alina Murillo	Gabriella Piazza	Katie Maynard	Elizabeth Brock	Elizabeth Brock
Space Inventory	Sylvia Vargas & Leilani Borrego							
Computer/Network/Systems Access								
New User Account Set Up	Alina Murillo	Alina Murillo	Alina Murillo	Alina Murillo	Alina Murillo	Alina Murillo	Alina Murillo	Alina Murillo
Remote Account Set Up	Alina Murillo	Alina Murillo	Alina Murillo	Alina Murillo	Alina Murillo	Alina Murillo	Alina Murillo	Alina Murillo
Department-specific Systems Access	Julia Orr	Leilani Borrego	Nicole Dominguez	Leilani Borrego	Luke Lindquist	Leilani Borrego	Robert Sams	Leilani Borrego
General Approvers								
Pre-Approver (Gateway Procurement)	Sylvia Vargas	Sylvia Vargas	Sylvia Vargas	Sylvia Vargas	Sylvia Vargas	Sylvia Vargas	Sylvia Vargas	Sylvia Vargas
Account Approver (Gateway Procurement)	Leilani Borrego	Leilani Borrego	Leilani Borrego	Leilani Borrego	Leilani Borrego	Leilani Borrego	Leilani Borrego	Leilani Borrego
Pre-Approver (DEA in Concur)	Rosalie Jaimes	Alina Murillo	Rosalie Jaimes	Alina Murillo	Alina Murillo	Rosalie Jaimes	Leilani Borrego	Leilani Borrego
Account Approver (Concur)	Sylvia Vargas	Sylvia Vargas	Sylvia Vargas	Leilani Borrego		Leilani Borrego	Leilani Borrego	Leilani Borrego

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Administrative Support								
Executive Assistant to Director	Rosalie Jaimes							