



# SSHA Finance & Operations

*Stewardship, Accountability and Compliance*

## Finance Team

Holly Werner - Financial Analyst

Brian Baker - Financial Services Analyst

Priya Lakireddy - Financial Services Analyst

Roberto Godinez - Administrative Specialist

Christine Tumonong - Financial Supervisor & MSO

# SSHA at-a-glance

Organization AB40

134 Faculty

42 Lecturers

29 Staff

18 Payroll Departments

10 Departments

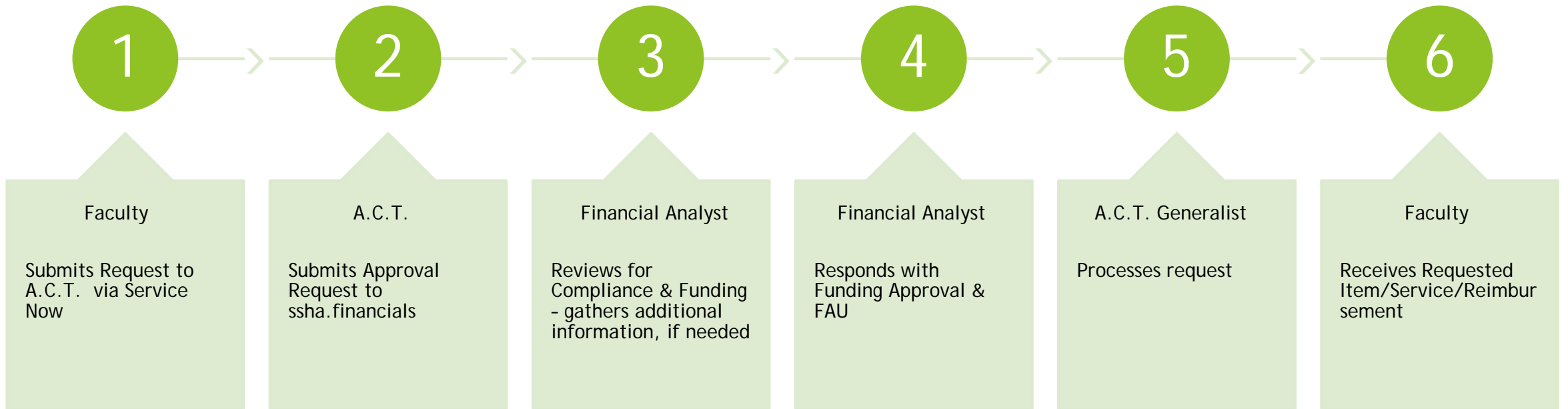
7 Graduate Groups

Center for the Humanities

All adds up to ~600 Accounts

- ▶ Account Management
  - ▶ Operational
  - ▶ Instructional
  - ▶ Faculty Specific
    - ▶ Incidentals
    - ▶ Start Up
    - ▶ Service Compensation
  - ▶ Endowments
  - ▶ Gifts
  - ▶ Departmental
  - ▶ Grad Group Operational
  - ▶ Financial Aid





# ACT Approval Cycle

Account Analyst: Analyst's Name  
Analyst's Phone #  
[Analyst's Email](#)

Department - Faculty Name

Financial Summary as of: 07/31/19

\*\*\*\*\* Please Review Individual Project Tabs for Details of Expenditures, Liens & Projections \*\*\*\*\*

\*\*\* Contact SSHA Finance if Budgets and Expenses Are Not Accurate \*\*\*

ACCT	CC	FUND		PROJECT TITLE	Expiration Date	BUDGET	EXPENSES	Future Expenses Liens/Projections	BALANCE
4031XX	XX	19900	<i>INCNDT</i>	Incidentals	Maximum of \$9K Carry Forward allowed	3,000.00	68.47	2,733.03	198.50
4431XX	XX	20095	<i>24FSUP</i>	Start Up	6/30/2024	206,540.38	15,843.09	48,178.75	142,518.54

Faculty Name

Period: 2019-20

FAU: E3xx-4031XX-XX-19900, INCDNT

PLEASE REVIEW LEDGER DETAIL FOR ACCURACY

Incidentals Summary as of July 31, 2019						
		Budget	Expenses	Balance	Future Expenses: Liens & Projections	Available Balance To Spend
Carry Forward from 18-19		0.00				
Current Year Funds		3,000.00				
	Salary				0.00	
	Benefits				0.00	
	Supplies & Expenses		68.47		2,733.03	
	Travel		0.00		0.00	
Total		\$3,000.00	\$68.47	\$2,931.53	\$2,733.03	\$198.50

## PROJECTIONS

PROJECTIONS	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19
Salary						
Total Salary	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Benefits						
Total Benefit	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Expenses UCM219955, IMAC, (6/7/19-RG) INCDNT/IMAC	\$ 2,733.03					
Total Supplies & Exp	\$ 2,733.03	\$ -	\$ -	\$ -	\$ -	\$ -
Travel						
Total Travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL COST	\$ 2,733.03	\$ -	\$ -	\$ -	\$ -	\$ -
Balance	\$198.50	\$ 198.50	\$ 198.50	\$ 198.50	\$ 198.50	\$ 198.50

*LEDGER DETAILS FY19-20*

RunDate	8/15/2019 12:53	
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RunDate	3/13/2017 12:00
fiscal_year	1920

fye_proc_ind	(All)	
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FAU	(All)	
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[illegible]

# Additional Financial Services



Petty Cash, Declining Balance Card, Gift Cards



Student Assistant Hiring



Limited Term Staff  
Hiring



Independent Contractors



# Operational Services



SSHA Reception



Faculty Cellphones and Landlines



**Equipment Inventory: Theft  
Sensitive Items**

Items over \$5,000.00 (Campus Inventory)

- Audit every 2 years (Dec 12, 2018 deadline)

Computers, tablets, external hard drives,  
mobile phones, etc. (Department)



# Management Services Officer (MSO) / Chief Administrative Officer (CAO)

- ▶ Signing/Approval authority:
  - LiveScan Form
  - Hiring Process (Budget), HR Forms
  - Mobile Phones, Software requests
  - Financial System Access
  - Travel & Entertainment Card Application
  - Travel Advance
  - Procurement Card Application
  - Business Agreement Request Form
  - Travel approver
  - Account Link
  - Federal Work Study
  - Request for Exception or Additional Approval for University Travel & Entertainment Policy
  - Unauthorized Purchase/Violation of UC Policy BFB BUS-43

# Contact Information

- ▶ General SSHA Finance Email: [ssha.financial@ucmerced.edu](mailto:ssha.financial@ucmerced.edu)
- ▶ Holly Werner: CIS, ECON, PSY, PH departments, Grad Group & Departmental Funding
  - ▶ Email: [hwerner@ucmerced.edu](mailto:hwerner@ucmerced.edu)
- ▶ Brian Baker: POLI, GAWS, SOC, ANTH, LIT, CRES departments
  - ▶ Email: [bbaker9@ucmerced.edu](mailto:bbaker9@ucmerced.edu)
- ▶ Priya Lakireddy
  - ▶ Email: [plakireddy@ucmerced.edu](mailto:plakireddy@ucmerced.edu)
- ▶ Roberto Godinez
  - ▶ Email: [rgodinez2@ucmerced.edu](mailto:rgodinez2@ucmerced.edu)
- ▶ Christine Tumonong
  - ▶ Email: [ctumonong@ucmerced.edu](mailto:ctumonong@ucmerced.edu)



# Atalie Womble, Liaison Diane Caton, Business Officer

- Overview of ACT & ServiceNow benefits
- How to submit requests
- Notifications & tracking
- Tips & guidelines

# Shared Services

## The department

### Administrative Coordination Team

- Leverage resources
- Consistency & compliance

### Assigned sub-teams

- Divided by departments
- SSHA Help Desk

## The tool

### ServiceNow

- Self service
- Service Level Agreements
- Track status

### Support SSHA via:

- Purchasing & invoice payment
- Travel reservations
- Reimbursements

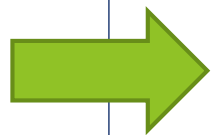


## Who ACT Supports

The Office of the Chancellor, SSHA, ORED, and the Divisions of Finance & Administration and Facilities & Campus Operations



UC Merced's Administrative Coordination Team (ACT) is a team of professionals committed to providing the highest level of customer service to the campus by performing work efficiently and effectively, while constantly implementing best practices in the areas of finance and personnel services.



**SUBMIT A REQUEST**

(ServiceNow)



**SERVICE LEVEL  
AGREEMENT**



**REPORT**



**CUSTOMER  
SURVEYS**



UNIVERSITY OF CALIFORNIA

MERCED

ADMINISTRATIVE COORDINATION TEAM (ACT)

Division of Finance and Administration

Search this site...

## Services

### PURCHASING

- [Purchasing and Non-Travel Reimbursements](#)
- [Invoice Processing](#)
- [Mobile Device Purchases \(Cell Phone/MiFi\)](#)
- [Software Purchasing](#) NEW!
- [New Vendor Set-Up](#)
- [Procurement Card Receipts](#)

### TRAVEL & ENTERTAINMENT

- [Travel & Entertainment Reimbursement](#) UPDATED!
- [Travel Reservations](#)

## Purchasing and Non-Travel Reimbursements

[Submit A Request](#)

### Description

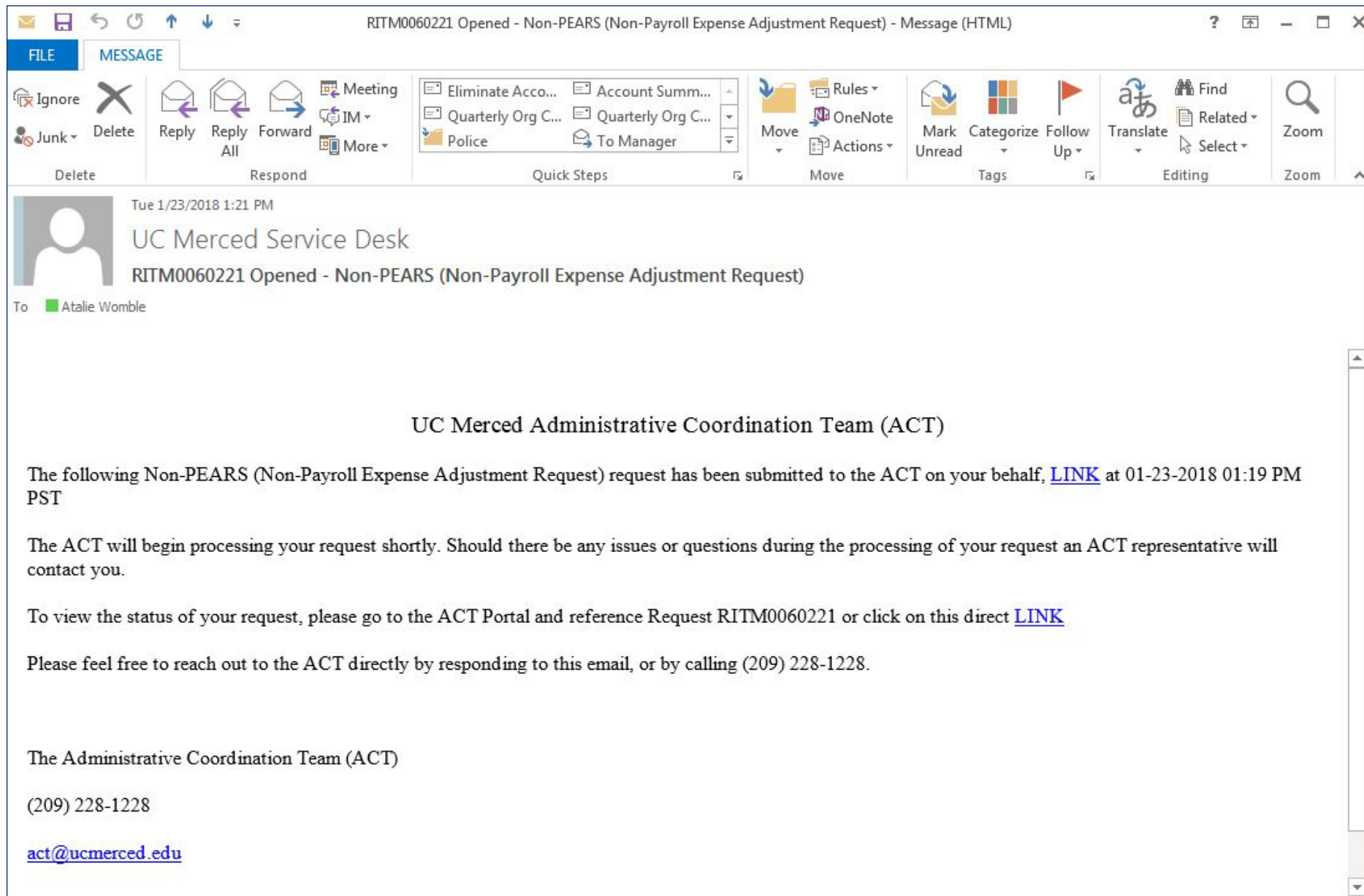
To submit a request for purchasing, non-travel and entertainment reimbursements, and recharges. Also includes preparing and submitting requisitions to Procurement Services for processing (all services, purchases above \$10K, restricted items, agreement renewal and request for international vendors).

### Customer's Responsibility

Provide quote or detailed description of goods/services, vendor information, account information (Full Accounting Unit [FAU] or nickname), need-by date, business justification and approval(s). If it is an unauthorized purchase, completed documents must also be included.

### ACT's Responsibility

Prepare in CatBuy and submit to vendor or Procurement Services for processing. If the request requires a requisition, ACT will monitor until a purchase order (PO) is received from Procurement Services and the vendor has been contacted.



FILEMESSAGE

Ignore

Junk

Delete

Reply

Reply All

Forward

Meeting

IM

More

Eliminate Acco...

Quarterly Org C...

Team Email

Account Summ...

Police

Done

Quarterly Org C...

To Manager

Reply & Delete

Rules

OneNote

Actions

Move

Mark Unread

Categorize

Follow Up

Translate

Select

Find

Related

Zoom

Zoom

Wed 1/24/2018 12:33 PM

UC Merced Service Desk

ACT Request RITM0025603 - Travel and Entertainment Reimbursements - Comments added

To Atalie Womble

UC Merced Administrative Coordination Team (ACT)

The following comments have been added to the Travel and Entertainment Reimbursements request RITM0025603 opened by Atalie Womble, or on their behalf:

Updated: 01-24-2018 12:32 PM PST by awomble.

Short Description: TEST

Additional comments:

01-24-2018 12:32 PM PST - Atalie Womble

Additional comments

This is how additional comments look in an email.

Please feel free to contact the ACT with any questions regarding these comments.

To view the status of your request, please go to the ACT Portal and reference Request RITM0025603 or click here: [LINK](#).

The Administrative Coordination Team (ACT)

(209) 228-1228

[act@ucmerced.edu](mailto:act@ucmerced.edu)

Ref:MSG0381908

Comments added:

Informational or call to action

ACT-staff generated

Scroll down

Reply all





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**SUBMIT A REQUEST**

(ServiceNow)



**SERVICE LEVEL  
AGREEMENT**



**REPORT**



**CUSTOMER  
SURVEYS**

# "My Orders" shows all your past requests

Home ACT Services Approvals My Orders

Requested Items [Default view] Search Created Search 1 to 100 of 150

All > Request Requested for is Atalie Womble .or. Request Opened by is Atalie Womble > Item = General Purchasing .or. Item = Invoice Processing .or. Item = Travel Reservations .or. Item = Travel & Entertainment Reimbursements

		Number	Priority	Item	Assigned to	State	Short description	Created	Opened by	Requested for	Updated
<input type="checkbox"/>	<a href="#">i</a>	<a href="#">RITM0107792</a>	4 - Low	General Purchasing	<a href="#">Sarah Anderson</a>	Waiting for Customer	Pay renewal of Certification Fee for ICC Certified Building Official - Expires 9/12/19	08-14-2019 4:28:57 PM	<a href="#">Atalie Womble</a>	<a href="#">Gini Krippner</a>	08-15-2019 10:03:52 AM
<input type="checkbox"/>	<a href="#">i</a>	<a href="#">RITM0106537</a>	4 - Low	Invoice Processing	<a href="#">Elias Vargas</a>	Closed Complete	Iron Mountain Invoice BTXM551 - DCC shred bins June 2019 billing	07-31-2019 11:41:15 AM	<a href="#">Atalie Womble</a>	<a href="#">Atalie Womble</a>	08-06-2019 2:08:19 PM
<input type="checkbox"/>	<a href="#">i</a>	<a href="#">RITM0105524</a>	2 - High	General Purchasing	<a href="#">Laura Purkey</a>	Closed Complete	RUSH: computer for Bobbi Ventura-Henderson	07-17-2019 4:41:16 PM	<a href="#">Atalie Womble</a>	<a href="#">Allison Costa</a>	07-23-2019 4:04:40 PM

## What's next?

ACT seeks SSHA Financial funding approval and process request

ACT updates requester when appropriate

Deliveries are handled within SSHA; returns by ACT

# Tips & Guidelines

- ▶ Make “RUSH” requests obvious
- ▶ Seek a quote, but don’t purchase or commit to any goods or services
- ▶ Reimbursed items belong to UCM
- ▶ Business justification; supporting details & attachments
- ▶ Paint entire picture for travel
- ▶ Lodging & meals- paid personally then reimbursed; flight purchase by ACT is encouraged
- ▶ Do not pay for other travelers’ expenses
- ▶ Domestic travel reimbursement is for actual expenses, not per diem
- ▶ A mix of business & personal travel is allowed, but has stipulations



**General Assistance**  
[act.ucmerced.edu/](http://act.ucmerced.edu/)  
[act@ucmerced.edu](mailto:act@ucmerced.edu)  
COB1 - 224 Help Desk

**Diane Caton, Business Officer**  
[dcaton@ucmerced.edu](mailto:dcaton@ucmerced.edu)

**Atalie Womble, Liaison**  
[awomble@ucmerced.edu](mailto:awomble@ucmerced.edu)

**Tracey Cox, Generalist**  
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**Laura Purkey, Generalist**  
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**Sarah Anderson, Generalist**  
[sanderson28@ucmerced.edu](mailto:sanderson28@ucmerced.edu)

**Heather Sanchez, Generalist**  
[hsanchez30@ucmerced.edu](mailto:hsanchez30@ucmerced.edu)

**Iyari Ortiz, Generalist**  
[iortiz25@ucmerced.edu](mailto:iortiz25@ucmerced.edu)

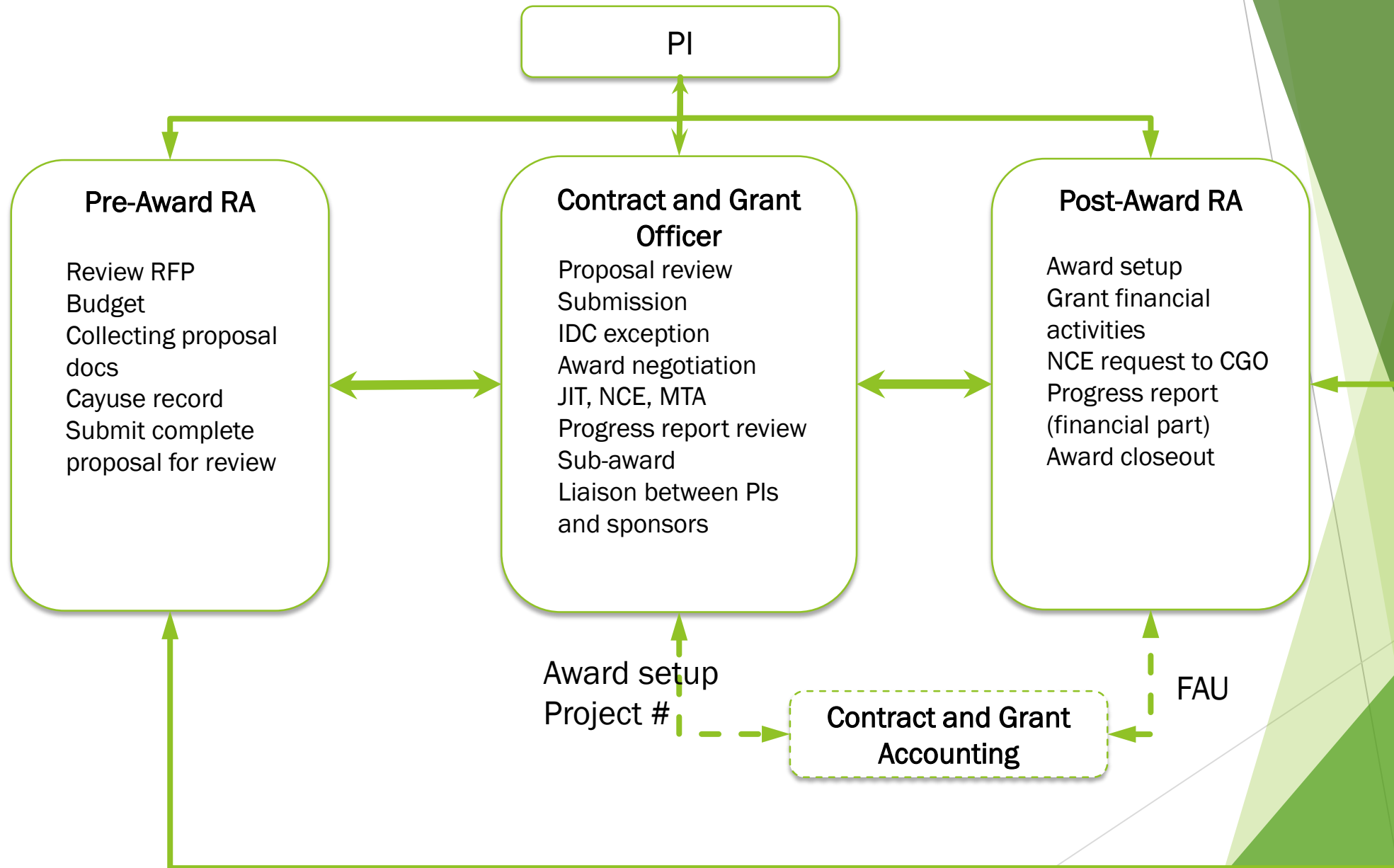




New Faculty  
Introduction

Fall 2019

- **Bobcat Buy Training - Access**
  - [UC Learning Center](#)
  - Online training: 3 modules, 20 minutes
  - On campus, in-person option
    - Inclusive demonstration include current vendor catalogue and punchout, document searching, workflow visibility
    - Future vendor enablement plans
    - Q&A important to individual research needs
    - Importance of supporting system-wide agreements
- **Bobcat Buy Project Page - Resources**
  - [bobcatbuy.ucmerced.edu](http://bobcatbuy.ucmerced.edu)
  - Log In
  - FAQs
  - Quick Reference Guides
  - Service Desk
  - Training Videos



# Contact Information

- ▶ Tuccoa Polk, SSHA Research Administration
- ▶ [ssha.grants@ucmerced.edu](mailto:ssha.grants@ucmerced.edu)
- ▶ 209-201-5651
  
- ▶ Jue Sun, Director
- ▶ Sponsored Research Services
- ▶ [jsun8@ucmerced.edu](mailto:jsun8@ucmerced.edu)
- ▶ 209-201-2039