

SSHA Finance & Administrative Operations

Stewardship, Accountability and Compliance

Christine Tumonong, Assistant Dean & CAO

Finance & Operations Team

Holly Werner - Financial Analyst

Brian Baker - Financial Services Analyst

Marta Holtz - Financial Services Analyst

Roberto Godinez - Administrative Specialist

Department Support Services Team

Mohabbat Ahmadi - Department Support Supervisor

Heidi Green - Department Specialist

Nancy Higareda-Marquez - Department Specialist

Vacant - Department Specialist

Austyn Jones - Events Coordinator

SSHA at-a-glance

Organization AB40

160 Faculty

47 Lecturers

33 Staff

13 Payroll Departments

10 Departments

7 Graduate Groups

Center for the Humanities

Merritt Writing Program

All adds up to ~667 Accounts

- ▶ Account Management

- ▶ Operational

- ▶ Instructional

- ▶ Faculty Specific

- ▶ Incidentals

- ▶ Start Up

- ▶ Service Compensation

- ▶ Endowments

- ▶ Gifts

- ▶ Departmental Accounts

- ▶ Grad Group Operational Accounts

- ▶ SSHA Financial Aid Accounts



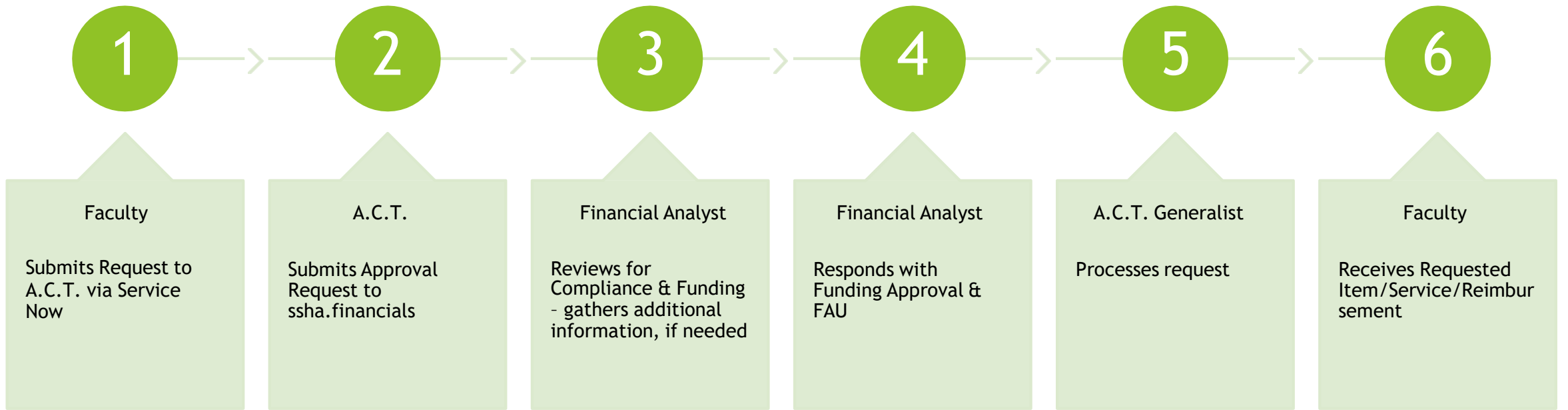
Account Analyst: Analyst's Name
Analyst's Phone #
[Analyst's Email](#)

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



ACT Approval Cycle

Operational Services



SSHA Reception

Mail
Packages



Faculty Cellphones and Landlines



Equipment Inventory: Theft Sensitive Items

Items over \$5,000.00 (Campus Inventory)
•Audit every 2 years (Dec 2020 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)
 - Travel & Entertainment Card Application
 - Travel Advance
 - Business Agreement Request Form
 - Travel approver
 - Federal Work Study
 - Supply/Equipment Orders Ship to home
 - Request for Exception or Additional Approval for University Travel & Entertainment Policy
 - Unauthorized Purchase/Violation of UC Policy BFB BUS-43
 - Mobile Phones, Software requests (w/ Roberto Godinez)
 - One-time Campus Visit (w/ Christine Howe)

Contact Information

- ▶ General SSHA Finance Email: ssha.financial@ucmerced.edu
 - ▶ Holly Werner, Financial Analyst
 - ▶ Brian Baker, Financial Analyst
 - ▶ Marta Holtz, Financial Analyst
- ▶ Roberto Godinez
 - ▶ Email: rgodinez2@ucmerced.edu
- ▶ Christine Tumonong
 - ▶ Email: ssha.cao@ucmerced.edu