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<p>Lisa provides support with financial transactions and reporting activities within the School of Education.</p>	<p>Abbey provides support for any tasks related to Human Resources & Payroll within the School of Education.</p>	<p>Chris provides support with external research budgeting, monitoring and close out as well as detailed financial reporting.</p>
<ul style="list-style-type: none"> • Disbursements <ul style="list-style-type: none"> ○ Employee Expense Reimbursements ○ Faculty, Staff & Grad Travel proposal requests ○ Travel Reimbursements ○ Requests for Payment of Professional Services ○ Ordering: Purchase Orders, Requisitions, Interdepartmental Orders (ID) ○ Journal Entries • Budget & Procurement Cards <ul style="list-style-type: none"> ○ Monitor & Reconcile Monthly JP Morgan Credit Cards for Faculty & Staff ○ Monitor & Reconcile Monthly Expenses <ul style="list-style-type: none"> ▪ Departments ▪ Faculty Research Funds • Graduate Assistantships & Fellowships <ul style="list-style-type: none"> ○ Prepare Offers & Award Letters, Funding Documents and Forms <ul style="list-style-type: none"> ▪ Grant Authorizations ▪ Reconfigure credits ○ Track & Process Responses • Agency Agreements <ul style="list-style-type: none"> ○ Monitor Agency Agreements ○ Work with Agencies on Contracts and Renewals 	<ul style="list-style-type: none"> • Hiring <ul style="list-style-type: none"> ○ Smart Hire Transactions ○ New Employee Position (PIN) Requests ○ Process PAFs (Personnel Appointment Forms – link on answers) ○ Create Part-Time Instructor PINs ○ PIN changes • Separation/Retirement <ul style="list-style-type: none"> ○ Process in HR system ○ Send Resignation/Retirement Letter to Abbey (required) • Employee Time Assistance <ul style="list-style-type: none"> ○ Approve Time ○ Adjust Hours ○ Pay Rate Adjustments ○ Requests for Additional Payments (RAPs) ○ Reporting Line Changes 	<ul style="list-style-type: none"> • Budget Development <ul style="list-style-type: none"> ○ Proposal Budget Development ○ Expense Tracking and Monitoring ○ Award Closeout • Financial Aid and Awards <ul style="list-style-type: none"> ○ Graduate Award Distribution ○ Restricted Fund Tracking • Expense Analyses for Centers, Departments and Programs <ul style="list-style-type: none"> ○ CAASD ○ CDI ○ CEPP

- Questions and concerns about technology should still go to SOEhelp@syr.edu
- *Answers* is a great place to find answers. Be sure to log in for best results: answers.syr.edu