

STAFF	RESPONSIBILITIES	ASSIGNMENTS
<p><b>Administrative Services:</b></p> <p>Cherie McDougald Director, 40% time retiree rehire <a href="mailto:cfmcdougald@ucanr.edu">cfmcdougald@ucanr.edu</a> (559) 646-6518</p>	<ul style="list-style-type: none"> <li>•Serving in special assignment since August 2016</li> <li>•Special projects as assigned by Assoc. VP and Vice Provost</li> <li>•UC &amp; ANR policy/ procedure interpretation and guidance</li> <li>•Coordination with ANR administrative services units &amp; UCD business service units</li> <li>•UC Path Transition Team</li> </ul>	
<p>Emily LaRue Associate Director <a href="mailto:elarue@ucanr.edu">elarue@ucanr.edu</a> (559) 646-6079</p>	<ul style="list-style-type: none"> <li>•Business administration and allocations for county-based UCCE</li> <li>•Day-to-day oversight of BOC-K activities</li> <li>•Account management services coordination</li> <li>•UC &amp; ANR policy &amp; procedure interpretation</li> <li>•Liaison with UCD &amp; UC ANR administrative units</li> <li>•UC Path Transition Team</li> </ul>	

<p><b>BOC Kearney General Mailbox</b> <a href="mailto:BOCK@ucanr.edu">BOCK@ucanr.edu</a></p>	<p>Please use this address when sending inquiries to the BOCK team. All inquiries are monitored on a regular basis. All payroll-related inquiries are to be sent to <a href="mailto:anrpayroll@ucanr.edu">anrpayroll@ucanr.edu</a></p>	
<p><b>Financial Services Team:</b></p> <p>Emily Melton Casado Financial Services Supervisor <a href="mailto:emeltoncasado@ucanr.edu">emeltoncasado@ucanr.edu</a> (559) 646-6537</p>	<ul style="list-style-type: none"> <li>•Financial services coordination</li> <li>•Oversight of purchasing, accounts payable, travel &amp; entertainment cash collection activities</li> <li>•UC &amp; ANR policy &amp; procedure guidance</li> <li>•Leadership of Financial Services Team</li> <li>•Travel and entertainment review and approval</li> <li>•Cell phone service coordination</li> <li>•AggieBuy</li> </ul>	<p>Travel: S-Z</p>
<p>Nora Rodriguez Financial Services Team Leader <a href="mailto:njrodriguez@ucanr.edu">njrodriguez@ucanr.edu</a> (559) 646-6532</p>	<ul style="list-style-type: none"> <li>•Cash collection review and approval</li> <li>•Accounts payable approvals</li> <li>•Travel and entertainment review and approval</li> <li>•Coordination of UC Purchasing and Travel and Entertainment cards applications</li> <li>•AggieBuy</li> </ul>	<p>Travel: F-R</p>
<p>Maryann DeLecce Financial Services Assistant <a href="mailto:msdelecce@ucanr.edu">msdelecce@ucanr.edu</a> (559) 646-6083</p>	<ul style="list-style-type: none"> <li>•Purchasing card transaction review &amp; approval</li> <li>•Processing of purchase orders/vendor invoices</li> <li>•Check requests</li> <li>•Cash collection</li> </ul>	<p>Kern Kings Sacramento San Joaquin San Francisco San Mateo Santa Clara</p> <p>Santa Cruz Solano Stanislaus Sutter-Yuba Tulare Yolo</p>
<p>Helen Moriyama Financial Services Assistant <a href="mailto:hymoriyama@ucanr.edu">hymoriyama@ucanr.edu</a> (559) 646-6081</p>	<ul style="list-style-type: none"> <li>•Purchasing card transaction review &amp; approval</li> <li>•Processing of purchase orders/vendor invoices</li> <li>•Check requests</li> <li>•Cash collection</li> <li>•Equipment inventory</li> </ul>	<p>Alameda Contra Costa Butte Fresno Glenn Humboldt/ Del Norte Madera</p> <p>Mariposa Mendocino San Diego San Luis Obispo Santa Barbara Shasta Sonoma Trinity Ventura</p>
<p>Joyce Hatanaka Financial Services Assistant <a href="mailto:jshatanaka@ucanr.edu">jshatanaka@ucanr.edu</a> (559) 646-6517</p>	<ul style="list-style-type: none"> <li>•Purchasing card transaction review &amp; approval</li> <li>•Review of volunteer reimbursement check requests</li> </ul>	<p>Colusa Fresno Imperial Inyo-Mono Lassen Los Angeles Modoc Monterey</p> <p>Orange Placer-Nevada Plumas-Sierra Riverside San Benito San Bernardino Siskiyou Tehama</p>

Jeri Hansen (BOCD .5) Financial Services Assistant <a href="mailto:jghansen@ucanr.edu">jghansen@ucanr.edu</a> 530-750-1298	<ul style="list-style-type: none"> <li>•Purchasing card transaction review &amp; approval</li> </ul>	Amador Calaveras El Dorado Kern Lake	Marin Merced Napa Tuolumne
**Work divided amongst Financial Services Team. For questions, contact Emily Melton Casado	<ul style="list-style-type: none"> <li>•Processing of purchase orders/vendor invoices</li> <li>•Check requests</li> <li>•Cash collection</li> </ul>	Amador Calaveras Colusa El Dorado Imperial Inyo-Mono Lake Lassen Los Angeles Marin Merced	Modoc Monterey Napa Orange Placer-Nevada Plumas-Sierra Riverside San Benito San Bernardino Siskiyou Tehama Tuolumne
Tayoko Honda Financial Services Assistant <a href="mailto:thonda@ucanr.edu">thonda@ucanr.edu</a> (559) 646-6080	<ul style="list-style-type: none"> <li>•Travel processing</li> <li>•Purchasing card processing</li> </ul>	All Counties: EFNEP & Cal Fresh Programs	

<p><b>Account Management Services:</b> <a href="mailto:UCCEpositionfunding@ucanr.edu">UCCEpositionfunding@ucanr.edu</a></p> <hr/> <p>Jarnelle Nakaima Financial Analyst <a href="mailto:jnakaima@ucanr.edu">jnakaima@ucanr.edu</a> (559) 646-6088</p>	<p>Use this address when submitting funding change forms or position-related requests.</p> <ul style="list-style-type: none"> <li>•Account management</li> <li>•Financial analysis and reporting</li> <li>•Income &amp; various donors account monitoring</li> <li>•Funding verification for staff employee hires/fund changes</li> <li>•Academic Salary Cost Recovery Program</li> <li>•AggieTravel Expense Review</li> </ul>	Travel A - E
<p>Sharon Asakawa Account Management Analyst <a href="mailto:saasakawa@ucanr.edu">saasakawa@ucanr.edu</a> (559) 646-6543</p>	<ul style="list-style-type: none"> <li>•Account management</li> <li>•New account set up</li> <li>•Award extensions</li> <li>•Support to PIs for financial management of contracts/grants</li> <li>•Liaison with ANR Contracts &amp; Grants Office and UCD Contracts &amp; Grants Accounting Office</li> <li>•Cost sharing reports</li> <li>•Effort reports</li> </ul>	
<p>Laura Gonzales Account Management Assistant <a href="mailto:lsgonzales@ucanr.edu">lsgonzales@ucanr.edu</a> (559) 646-6084</p>	<ul style="list-style-type: none"> <li>•Account close-outs</li> <li>•Overdraft monitoring</li> <li>•Salary expense and supplies/travel cost transfers</li> <li>•Account maintenance transactions</li> <li>•Volunteer reimbursement check processing</li> </ul>	

<p><b>UCANR Payroll Team</b> <a href="mailto:anrpayroll@ucanr.edu">anrpayroll@ucanr.edu</a></p>	<p>Please use this address when sending inquiries to the Payroll team. All inquiries are monitored on a regular basis at this address.</p>	
<p>Anne Marie Scott UC ANR Payroll Manager <a href="mailto:ascott@ucanr.edu">ascott@ucanr.edu</a> 530-750-1273</p>	<ul style="list-style-type: none"> <li>•Coordination of academic and staff payroll services for UC ANR employees</li> <li>•Payroll policy interpretation</li> <li>•Liaison with UCPath Central Team</li> <li>•Leadership of Payroll Team</li> </ul>	
<p>Dorrel Chand Payroll Analyst <a href="mailto:dachand@ucanr.edu">dachand@ucanr.edu</a> 530-750-1245</p>	<ul style="list-style-type: none"> <li>•Payroll analyst</li> <li>•Funding Changes</li> </ul>	
<p>Veronica Geiger Payroll Assistant <a href="mailto:vlgeiger@ucanr.edu">vlgeiger@ucanr.edu</a></p>	<p>Payroll and time reporting</p> <ul style="list-style-type: none"> <li>•Funding Changes</li> </ul>	

530-750-1296		
Raj Dhindsa Payroll Assistant <a href="mailto:rkdhindsa@ucanr.edu">rkdhindsa@ucanr.edu</a> 530-750-1211	<ul style="list-style-type: none"><li>• Payroll and time reporting</li><li>• Funding Changes</li></ul>	