• Product
• Mission
• Responsibility
• Support
• Organization
Product

- Service
Mission

The Office of Administration and Finance Information Technology will provide the highest quality technology-based services by collaborating with the Division of Administration and Finance community to meet their needs in support of the University’s mission.
Responsibility

- System / Application Development
- System / Application Support
- Hardware Support
- Online Training and ETC Development
- Online Training and ETC Support
- Document Management
System / Application Development

- Requirements
- Design & Architecture
- Development & Coding
- Quality Assurance & Software Testing
- Implementation
- Maintenance & Support
System / Application Support

• Providing overall IT support and specialized departmental System / Applications:

  User Support
  Security
  Reports
  Fixing Bugs
  Backups
  Error Detection & Troubleshooting
  Maintenance
  Upgrades
  Modifications
  Modify Business Processes Related to Systems
Hardware Support

- Support information technology equipment purchased by the Division and/or used by Division staff to access various applications.
  - Install and configure hardware as required.
  - Setup hardware security on associated applications.
  - Provide maintenance and support.
  - Backup servers.
Online Training and ETC Development

Partner with Divisional Trainers and SME’s to Develop Online Training and ETC Development:

• **Design and Development Phase:**
  ▫ Requirements Analysis
  ▫ Functional Specifications
  ▫ Design
  ▫ Development

• **Review Phase:**
  ▫ Review with SME’s and Focus groups

• **Acceptance Phase:**
  ▫ Final Review
  ▫ Approval From Owner
  ▫ Go Live
Online Training and ETC Support

Providing overall online training and ETC support

- **Upgrade:**
  - ETC software
  - On line Training courses
- **User support**
- **Security**
- **Reports**
- **Fixing Bugs**
- **Modification**
- **Maintenance**
Document Management

- Scan and store paper documents and forms for web-based retrieval by departments.
  - Provides a more efficient process for locating documents
  - Reduces file storage and space needs

- Effective document management involves:
  - Document Preparation
  - Scanning
  - Indexing
  - Retrieval
  - Archival
Support
Support

Admin. / Finance IT supports two divisions as follow:

Vice President for Administration and Finance
Admin/Finance IT
Admin/Finance IT - Employee Training Center
Capital Projects Management
Facilities Management
Facilities Operations
Financial Services
Parking and Transportation
University Police
Facilities Use

Vice President of Human Resources, Diversity & Inclusion
Environmental Health & Safety
Risk Management
Human Resources - Operations
Diversity & Equity
Employment
Classification/Compensation
Benefits
Labor Relations
Payroll
Professional Development
Faculty Affairs
Common Divisions Systems

- Division WEB
- Report Writing (Hyperion, Crystal, OBIEE)
- Specialized PCs, Laptops (Non-Rollout)
- 40 Divisional Servers
- Division Forms (InForm Filler, eForm, Adobe)
- FileShare
- Employee Training Center
- Online Training
- Document Management
Parking and Transportation

- Parking Management System (Flex)
  - Parking Permit Module
  - Parking Citation Module
  - Carpool Permit Sales
  - eBusiness (online system for purchasing permits, paying for citations, appealing citations)
  - Super Directory Integration
  - Permit Now (Special Permit Parking Requests)
  - FDMS Integration Reporting
  - Handhelds
  - CA DMV Integration
  - QAS Integration
  - WW&L Export
- Parking Count Manager
- AQMD Commuter Survey
- Parking Portal
- Key Lockbox
- License Plate Recognition
- Permit Request Online (PRO)
- NovaTime
- DVR System
- Commuter Rewards
- Commuter Tracking Form
- Carpool Boards
- Parking Special Event Request
Facilities Management/Physical Plant

- Enterprise Facilities Management System (FAMIS)
  - Maintenance management
  - Inventory Management
  - Key Inventory
  - Space & Facilities
  - Self-Service
  - FamisCad
    - Work Order Survey
    - Space & Facilities (SFDB)

- AutoCAD
- Meridian

- Facilities Operations Documents

- Energy Management System
- Energy Information System
- Energy Enterprise Management System
- Prolifix
- Wireless Pneumatic Thermostats
- Exergy
- Lutron Quantum
- EOC Alert

- Irrigation Controls System

- Gasoline System

- Building Access Control

- Campus Mail Center
University Police

- RIMS Record Management
  - RIMS Reports
  - RIMS Maps
  - RIMS Inventory Barcode
  - RIMS/CLETS Integration
- CLETS
- Incident Database
- DVR System
- Cace-L
- Behavior Concern Report
- EOC Laptops
- Key System
- Key Keeper
- Card Access
- License Plate Recognition (New)
- Mobile RIMS and Camera System
Financial Services

- LaserCheck
- Data Management Center (Filenet)
- Data Warehouse & Report Writing (OBIEE)
- State Payroll System
- Student Financial Services Call Center
- Common Financial System (CFS)
- Vendor Registration Form
- CWID Converter
- Travel Tracking Log
- Finance Calendar
- WFB Posted Check
Human Resources, Diversity & Inclusion

- CMS
  - Benefits & Leave Accounting
  - Manage Payroll Process
  - Regulatory Reporting
  - Manager Self Service
  - Administration Workforce
  - Absence Management
- Other Systems
  - Brassring—Online Applicant Recruitment & Tracking System
  - Secured Server (Document Management Scanning- Sonar)
  - Classification & Compensation Database
  - State Payroll System (Reports)
  - Documents & Records Database
  - MPP Compensation Database
  - Titan Excellence Award Entry
  - Applicant Data Flow
  - Teale
  - HR Customer Satisfaction Survey
  - EchoSign
  - Simplicity Advocate
Risk Management and Environmental Health and Safety

- International Travel
- Chemical Inventory
  - Hazard Assessment
- Hazardous Waste
- Material Safety Data Sheets
- Campus Safety Report
- EH&S Feedback
- Food Inspection
- Food Safety Badges
- EH&S Customer Satisfaction Survey
- Incident Report
- Risk Management Customer Satisfaction Survey
- Digital 2000
- Biometrics Scanner (Radioactive Material)
Organization