

BIAC Responsibilities after SDT Transition

Employee Services

CaPCOT-EmployeeServices@nau.edu

Payroll	Time Approvals
	Assign SW/PTT Supervisor Security
	FWS Time/Cost Management
	Position Query Report
	HR Earnings Report
	On-Call/Callback Report
	Absenteeism Report
	Leave Accruals Report
	Off Cycle Check Request
Hiring Process	Justification for Hire Form
	Position Review Committee
	Approve Hiring Committees
Employees	Add/Remove to FS Listserv
	Add/Remove to WebTMA
	6-Month Performance Appraisal Reminders
	Yearly Performance Appraisal Reminders
Position Management	Funding Changes
	Requesting New Positions
	Title Changes
	Cell Phone Allowance

Front Desk

CaPCOT-BIAC@nau.edu

	Assist Facilities Visitors
	Phone calls/emails
	Assign Work Wear
	Manage Parking Passes
	Conference Room Monitors (BrightSign)
	Mail Distribution

Work Control Center

Work.Control@nau.edu

	<i>All duties stay the same</i>

CaPCOT Systems Management

	SPRRC Representatives
	ITIL Project Management
	Software Catalog Management

Financial Services

CaPCOT-Financials@nau.edu

General Tasks	Monthly Budget Reviews	
	Monthly Budget Reconciliations	
	Deposit Tickets (Checks/ACH)	
	Accounts Receivable	
	Bonds	
	FYE Transfer Tickets	
	Financial Reporting	
	Statement Reconciliation	
	IDT/IST/IPT (<i>Remain in Departments</i>)	
Facilities	Posting Invoice Charges to Work Orders	
	Claims Clearing Account	
	Inventory Liaisons	
PD&C	Open/Close Projects	
	Project Reconciliation	
Utilities	Post EnergyCap Uploads	
	Utility Invoice Reconciliations	
Campus Services & Activities	CTO Event Deposits	
	CTO Event Payouts	
	Follett Commission Reconciliation	
	Sodexo Commission Reconciliation	
	JDE Commissions Reconciliation	
	SHRM Settlement Process	
	HCCC/DuBois IDB Process	
	Meal Plan Terms/Rates Setup	
	Housing	Annual Budgeting and Reconciliation
		Monthly Financial Reports
		Occupancy Spreadsheets
		WebTMA Audits
Res Life Advisory Committee Budgets		
Internal/State Audits		
ACC Honors Payments		
IDB Tickets		
StarRez Input		
Access to Halls		
Hall Rates		
Post to Student Accounts		