

Public Administration
Baseline Standards
FY 2014

Description of Responsibility		Responsible Person(s) (Name/Title)	
		Primary (Required)	Secondary (Optional)
DEPARTMENTAL POLICIES & PROCEDURES / BASELINE STANDARDS			
1	Ensuring the Departmental Policy and Procedures manual is current.	Zewuze Ladzekpo, ABA	Natashia Craft/Coord, Fin 2
2	Updating the Baseline Standards Form.	Zewuze Ladzekpo, ABA	Exec Director, College Business Operations (Andrea Short)
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Zewuze Ladzekpo, ABA	Natashia Craft/Coord, Fin 2
2	Reviewing cost center verifications.	James Thurmond, Director	
3	Approving cost center verifications.	James Thurmond, Director	
4	Ensuring all cost centers are verified/approved on a timely basis.	Zewuze Ladzekpo, ABA	Exec Director, College Business Operations (Andrea Short)
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Zewuze Ladzekpo, ABA	Natashia Craft/Coord, Fin 2
2	Ensuring the validity of travel and expense reimbursements.	Zewuze Ladzekpo, ABA	Natashia Craft/Coord, Fin 2
3	Ensuring that goods and services are received and that timely payment is made.	Zewuze Ladzekpo, ABA	Natashia Craft/Coord, Fin 2
4	Ensuring correct account coding on purchases documents.	Zewuze Ladzekpo, ABA	Natashia Craft/Coord, Fin 2
5	Primary contact for inquiries to expenditure transactions.	Zewuze Ladzekpo, ABA	Natashia Craft/Coord, Fin 2
PAYROLL / HUMAN RESOURCES			
1	Reconciling approved bi-weekly leave requests to time and effort reports.	Natashia Craft/Coord, Fin 2	Zewuze Ladzekpo, ABA
2	Reconciling bi-weekly leave accruals to the HR System.	Natashia Craft/Coord, Fin 2	Zewuze Ladzekpo, ABA
3	Ensuring all bi-weekly time and effort reports are submitted to Payroll.	Natashia Craft/Coord, Fin 2	Zewuze Ladzekpo, ABA
4	Ensuring all monthly leave is recorded and approved in the HR System.	Zewuze Ladzekpo, ABA	Natashia Craft/Coord, Fin 2
5	Reconciling time and effort reports (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Zewuze Ladzekpo, ABA	Natashia Craft/Coord, Fin 2
6	Completing termination clearance procedures.	Zewuze Ladzekpo, ABA	Natashia Craft/Coord, Fin 2
7	Ensuring terminated employees are no longer charged to departmental cost centers.	Zewuze Ladzekpo, ABA	Natashia Craft/Coord, Fin 2
8	Paycheck distribution.	Natashia Craft/Coord, Fin 2	Zewuze Ladzekpo, ABA
9	Maintaining departmental Personnel files.	Zewuze Ladzekpo, ABA	Natashia Craft/Coord, Fin 2
10	Ensuring valid authorization of new hires.	Zewuze Ladzekpo, ABA	Natashia Craft/Coord, Fin 1
11	Ensuring valid authorization of changes in compensation rates.	Zewuze Ladzekpo, ABA	College Business Admin (Mary Duncan)
12	Ensuring the accurate input of changes to the HR System.	Zewuze Ladzekpo, ABA	College Business Admin (Mary Duncan)
13	Propriety of leave account classification on time records.	Zewuze Ladzekpo, ABA	Natashia Craft/Coord, Fin 2
14	Consistent and efficient responses to inquiries.	Zewuze Ladzekpo, ABA	Natashia Craft/Coord, Fin 2
CASH HANDLING			

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1	Collecting cash, checks, etc.	Zewuze Ladzekpo, ABA	Natashia Craft/Coord, Fin 2
2	Reconciling cash, checks, etc. to receipts.	Zewuze Ladzekpo, ABA	Isaac Davis/Asst Bus Admin-Fin
3	Preparing deposits.	Zewuze Ladzekpo, ABA	Isaac Davis/Asst Bus Admin-Fin
4	Preparing Journal Entries.	Zewuze Ladzekpo, ABA	Isaac Davis/Asst Bus Admin-Fin
5	Verifying deposits posted correctly in the Finance System.	Zewuze Ladzekpo, ABA	Isaac Davis/Asst Bus Admin-Fin
6	Adequacy of physical safeguards.	Zewuze Ladzekpo, ABA	Isaac Davis/Asst Bus Admin-Fin
7	Transporting deposits to Student Financial Services.	Zewuze Ladzekpo, ABA	Isaac Davis/Asst Bus Admin-Fin
8	Ensuring deposits are made timely.	Zewuze Ladzekpo, ABA	Isaac Davis/Asst Bus Admin-Fin
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Zewuze Ladzekpo, ABA	Isaac Davis/Asst Bus Admin-Fin
10	Updating Cash Handling Procedures as needed.	Zewuze Ladzekpo, ABA	Isaac Davis/Asst Bus Admin-Fin
11	Distribution of Cash Handling Procedures to employees who handle cash.	Zewuze Ladzekpo, ABA	Isaac Davis/Asst Bus Admin-Fin
12	Consistent and efficient responses to inquiries.	Zewuze Ladzekpo, ABA	Isaac Davis/Asst Bus Admin-Fin
PETTY CASH			
1	Preparing petty cash disbursements.	NA	
2	Ensuring petty cash disbursements are not for more than \$100.	NA	
3	Ensuring petty cash disbursements are made for only authorized purposes.	NA	
4	Approving petty cash disbursements.	NA	
5	Replenishing the petty cash fund timely.	NA	
6	Ensuring the petty cash fund is balanced after each disbursement.	NA	
LONG DISTANCE CHARGES			
1	Manager review of long distance charges for unusual activity.	Zewuze Ladzekpo, ABA	Natashia Craft/Coord, Fin 2
2	Ensuring personal calls are reimbursed within 10 days from the billing date.	Zewuze Ladzekpo, ABA	Natashia Craft/Coord, Fin 2
CONTRACT ADMINISTRATION			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Zewuze Ladzekpo, ABA	Exec Director, College Business Operations (Andrea Short)
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Zewuze Ladzekpo, ABA	
2	Ensuring the annual inventory was completed correctly.	Zewuze Ladzekpo, ABA	
3	Tagging equipment.	Zewuze Ladzekpo, ABA	James Thurmond, Director
4	Approving requests for removal of equipment from campus.	Zewuze Ladzekpo, ABA	Isaac Davis/Asst Bus Admin-Fin
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Zewuze Ladzekpo, ABA	Natashia Craft/Coord, Fin 2

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2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Zewuze Ladzekpo, ABA	Natashia Craft/Coord, Fin 2
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Zewuze Ladzekpo, ABA	Natashia Craft/Coord, Fin 2
ACCOUNTS RECEIVABLE			
1	Extending of credit.	NA	
2	Billing.	NA	
3	Collection.	NA	
4	Recording.	NA	
5	Monitoring credit extended.	NA	
6	Approving write-offs.	NA	
NEGATIVE BALANCES			
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Zewuze Ladzekpo, ABA	James Thurmond, Director
2	Ensuring that research expenditures are covered by funds from sponsors.	Zewuze Ladzekpo, ABA	James Thurmond, Director
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Frank Houston/CLASS IT	
2	Ensuring that critical data back up occurs.	Frank Houston/CLASS IT	
3	Ensuring that procedures such as password controls are followed.	Frank Houston/CLASS IT	
4	Reporting of suspected security violations.	Frank Houston/CLASS IT	