

Sociology  
Baseline Standards  
FY 2014

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

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1	Collecting cash, checks, etc.	Zewuze Ladzekpo, ABA	
2	Reconciling cash, checks, etc. to receipts.	Zewuze Ladzekpo, ABA	
3	Preparing deposits.	Mary Partin, Office Coord	
4	Preparing Journal Entries.	Mary Partin, Office Coord	
5	Verifying deposits posted correctly in the Finance System.	Zewuze Ladzekpo, ABA	
6	Adequacy of physical safeguards.	Zewuze Ladzekpo, ABA	
7	Transporting deposits to Student Financial Services.	UHDPS	
8	Ensuring deposits are made timely.	Zewuze Ladzekpo, ABA	
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Zewuze Ladzekpo, ABA	Natashia Craft, Fin. Coord. 2
10	Updating Cash Handling Procedures as needed.	Zewuze Ladzekpo, ABA	Issac Davis, ACA-Finance
11	Distribution of Cash Handling Procedures to employees who handle cash.	Zewuze Ladzekpo, ABA	
12	Consistent and efficient responses to inquiries.	Zewuze Ladzekpo, ABA	
<b>PETTY CASH</b>			
1	Preparing petty cash disbursements.	N/A	
2	Ensuring petty cash disbursements are not for more than \$100.	N/A	
3	Ensuring petty cash disbursements are made for only authorized purposes.	N/A	
4	Approving petty cash disbursements.	N/A	
5	Replenishing the petty cash fund timely.	N/A	
6	Ensuring the petty cash fund is balanced after each disbursement.	N/A	
<b>LONG DISTANCE CHARGES</b>			
1	Manager review of long distance charges for unusual activity.	N/A	
2	Ensuring personal calls are reimbursed within 10 days from the billing date.	N/A	
<b>CONTRACT ADMINISTRATION</b>			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Shayne Lee, Int. CHAIR; Andrea Short, Exec. Dir., CBO	Zewuze Ladzekpo, ABA
<b>PROPERTY MANAGEMENT</b>			
1	Performing the annual inventory.	Mary Partin, Office Coord	Zewuze Ladzekpo, ABA
2	Ensuring the annual inventory was completed correctly.	Zewuze Ladzekpo, ABA	Shayne Lee, Int. CHAIR
3	Tagging equipment.	Zewuze Ladzekpo, ABA: Mary Partin, Office Coord.	PIs and DIRs
4	Approving requests for removal of equipment from campus.	Shayne Lee, Int. CHAIR	
<b>DISCLOSURE FORMS</b>			

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1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Zewuze Ladzekpo, ABA; Natasha Craft, Fin. Coord. 2	Shayne Lee, Int. CHAIR
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Zewuze Ladzekpo, ABA; Natasha Craft, Fin. Coord. 2	Shayne Lee, Int. CHAIR
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; Natasha Craft, Fin. Coord. 2	Shayne Lee, Int. CHAIR
ACCOUNTS RECEIVABLE			
1	Extending of credit.	N/A	
2	Billing.	N/A	
3	Collection.	N/A	
4	Recording.	N/A	
5	Monitoring credit extended.	N/A	
6	Approving write-offs.	N/A	
NEGATIVE BALANCES			
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Zewuze Ladzekpo, ABA	Issac Davis, ACA-Finance
2	Ensuring that research expenditures are covered by funds from sponsors.	Zewuze Ladzekpo, ABA; Mary Partin, Office Coord.	PIs and DIRs
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Shayne Lee, Int. CHAIR	
2	Ensuring that critical data back up occurs.	CLASS, College Information Systems	
3	Ensuring that procedures such as password controls are followed.	CLASS, College Information Systems	
4	Reporting of suspected security violations.	CLASS, College Information Systems	