

Women, Gender, Sexuality Studies Department
Baseline Standards Form
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.	Asst CBA_Finance (Isaac Davis)	DBA (Angela Williams)
2	Updating the Baseline Standards Form.	Asst CBA_Finance (Isaac Davis)	DBA (Angela Williams)
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	DBA (Angela Williams)	Asst CBA_Finance (Isaac Davis)
2	Reviewing cost center verifications.	Director (Elizabeth Gregory)	Exec Dir Bud/Admin (A. Short)
3	Approving cost center verifications.	Director (Elizabeth Gregory)	Exec Dir Bud/Admin (A. Short)
4	Ensuring all cost centers are verified/approved on a timely basis.	Asst CBA_Finance (Isaac Davis)	Exec Dir Bud/Admin (A. Short)
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Director (Elizabeth Gregory)	DBA (Angela Williams)
2	Ensuring the validity of travel and expense reimbursements.	DBA (Angela Williams)	Asst CBA_Finance (Isaac Davis)
3	Ensuring that goods and services are received and that timely payment is made.	DBA (Angela Williams)	Asst CBA_Finance (Isaac Davis)
4	Ensuring correct account coding on purchases documents.	DBA (Angela Williams)	Asst CBA_Finance (Isaac Davis)
5	Primary contact for inquiries to expenditure transactions.	DBA (Angela Williams)	Asst CBA_Finance (Isaac Davis)
PAYROLL / HUMAN RESOURCES			
1	Reconciling approved bi-weekly leave requests to time and effort reports.	DBA (Angela Williams)	CBA (Mary Duncan)
2	Reconciling bi-weekly leave accruals to the HR System.	DBA (Angela Williams)	CBA (Mary Duncan)
3	Ensuring all bi-weekly time and effort reports are submitted to Payroll.	DBA (Angela Williams)	CBA (Mary Duncan)
4	Ensuring all monthly leave is recorded and approved in the HR System.	DBA (Angela Williams)	CBA (Mary Duncan)
5	Reconciling time and effort reports (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll	DBA (Angela Williams)	CBA (Mary Duncan)
6	Completing termination clearance procedures.	DBA (Angela Williams)	CBA (Mary Duncan)
7	Ensuring terminated employees are no longer charged to departmental cost centers.	DBA (Angela Williams)	CBA (Mary Duncan)
8	Paycheck distribution.	NA	NA
9	Maintaining departmental Personnel files.	DBA (Angela Williams)	CBA (Mary Duncan)
10	Ensuring valid authorization of new hires.	DBA (Angela Williams)	CBA (Mary Duncan)
11	Ensuring valid authorization of changes in compensation rates.	DBA (Angela Williams)	CBA (Mary Duncan)
12	Ensuring the accurate input of changes to the HR System.	DBA (Angela Williams)	CBA (Mary Duncan)
13	Propriety of leave account classification on time records.	DBA (Angela Williams)	CBA (Mary Duncan)
14	Consistent and efficient responses to inquiries.	DBA (Angela Williams)	CBA (Mary Duncan)
CASH HANDLING			
1	Collecting cash, checks, etc.	Prg Coord (Amanda Moore)	DBA (Angela Williams)

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2	Reconciling cash, checks, etc. to receipts.	DBA (Angela Williams)	Asst CBA_Finance (Isaac Davis)
3	Preparing deposits.	DBA (Angela Williams)	Asst CBA_Finance (Isaac Davis)
4	Preparing Journal Entries.	DBA (Angela Williams)	Asst CBA_Finance (Isaac Davis)
5	Verifying deposits to the financial system.	DBA (Angela Williams)	Asst CBA_Finance (Isaac Davis)
6	Adequacy of physical safeguards.	DBA (Angela Williams)	Asst CBA_Finance (Isaac Davis)
7	Transporting deposits to Student Financial Services.	UHPD	N/A
8	Ensuring deposits are made timely.	DBA (Angela Williams)	Asst CBA_Finance (Isaac Davis)
9	Ensuring "Acknowledgement of Cash Handling Duties" form is completed by all appropriate employees.	DBA (Angela Williams)	Asst CBA_Finance (Isaac Davis)
10	Updating Cash Handling Procedures as needed.	DBA (Angela Williams)	Asst CBA_Finance (Isaac Davis)
11	Consistent and efficient responses to inquiries.	DBA (Angela Williams)	Asst CBA_Finance (Isaac Davis)
PETTY CASH			
1	Preparing petty cash disbursements.	N/A	N/A
2	Ensuring petty cash disbursements are not for more than \$100.	N/A	N/A
3	Ensuring petty cash disbursements are made for only authorized purposes.	N/A	N/A
4	Approving petty cash disbursements.	N/A	N/A
5	Replenishing the petty cash fund timely.	N/A	N/A
6	Ensuring the petty cash fund is balanced after each disbursement.	N/A	N/A
LONG DISTANCE / CELL PHONE CHARGES			
1	Forwarding employees long distance and cell phone charge reports.	DBA (Angela Williams)	Asst CBA_Finance (Isaac Davis)
2	Ensuring employees review their long distance and/or cell phone charge reports.	DBA (Angela Williams)	Asst CBA_Finance (Isaac Davis)
3	Ensuring personal calls are reimbursed within 10 days from the billing date.	DBA (Angela Williams)	Asst CBA_Finance (Isaac Davis)
CONTRACT ADMINISTRATION			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	DBA (Angela Williams)	Exec Dir Bud/Admin (A. Short)
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	CLASS IT Manager (Frank Houston)	
2	Ensuring the annual inventory was completed correctly.	CLASS IT Manager (Frank Houston)	
3	Tagging equipment.	DBA (Angela Williams)	CLASS IT Manager (Frank Houston)
4	Approving requests for removal of equipment from campus.	Director (Elizabeth Gregory)	CLASS IT Manager (Frank Houston)
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete a Related Party disclosure statement.	DBA (Angela Williams)	Asst CBA_Finance (Isaac Davis)
2	Ensuring all full time, benefits eligible, exempt staff complete a Consulting disclosure statement.	DBA (Angela Williams)	CBA (Mary Duncan)

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3	Ensuring that all Principal and Co-Principal Investigators complete a Conflict of Interest disclosure statement.	DBA (Angela Williams)	Asst CBA_Finance (Isaac Davis)
ACCOUNTS RECEIVABLE			
1	Extending of credit.	N/A	N/A
2	Billing.	N/A	N/A
3	Collection.	N/A	N/A
4	Recording.	N/A	N/A
5	Monitoring credit extended.	N/A	N/A
6	Approving write-offs.	N/A	N/A
NEGATIVE BALANCES			
1	Ensuring that all fund groups have positive fund equity at year-end.	DBA (Angela Williams)	Asst CBA_Finance (Isaac Davis)
2	Ensuring that research expenditures are covered by funds from sponsors.	DBA (Angela Williams)	Asst CBA_Finance (Isaac Davis)
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	CLASS IT Manager (Frank Houston)	
2	Ensuring that critical data back up occurs.	CLASS IT Manager (Frank Houston)	
3	Ensuring that procedures such as password controls are followed.	CLASS IT Manager (Frank Houston)	
4	Reporting of suspected security violations.	CLASS IT Manager (Frank Houston)	