

School of Art  
Baseline Standards  
FY 2015

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.	Staff uses Survival Guide	Karina Duran (Asst. Director)
2	Updating the Baseline Standards Form.	Edwin Rodas (DBA)	Karina Duran (Asst. Director)
<b>FINANCIAL REPORTING - COST CENTER VERIFICATIONS</b>			
1	Preparing cost center verifications.	Edwin Rodas (DBA)	
2	Reviewing cost center verifications.	Edwin Rodas (DBA)	Karina Duran (Asst. Director)
3	Approving cost center verifications.	Karina Duran (Asst. Director)	Rex Koontz (Director)
4	Ensuring all cost centers are verified/approved on a timely basis.	Edwin Rodas (DBA)	Karina Duran (Asst. Director)
<b>FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS</b>			
1	Ensuring valid authorization of purchase documents.	Andrea Johnson (Office Coord)	Edwin Rodas (DBA)
2	Ensuring the validity of travel and expense reimbursements.	Andrea Johnson (Office Coord)	Edwin Rodas (DBA)
3	Ensuring that goods and services are received and that timely payment is made.	Andrea Johnson (Office Coord)	Edwin Rodas (DBA)
4	Ensuring correct account coding on purchases documents.	Andrea Johnson (Office Coord)	Edwin Rodas (DBA)
5	Primary contact for inquiries to expenditure transactions.	Andrea Johnson (Office Coord)	Edwin Rodas (DBA)
<b>PAYROLL / HUMAN RESOURCES</b>			
1	Ensuring all bi-weekly reported time and leave are approved before the deadlines set by Payroll, so that the correct hours are recorded and paid on each bi-weekly paycheck.	Time Approvers/Edwin Rodas (DBA)	Time Approvers/Karina Duran (Asst. Director)
2	Ensuring all monthly leave is recorded accurately and approved before the deadlines set by Payroll.	Time Approvers/Edwin Rodas (DBA)	Time Approvers/Karina Duran (Asst. Director)
3	Ensuring all TRAM high level exceptions are corrected in a timely manner prior to Payroll deadlines.	Edwin Rodas (DBA)	Karina Duran (Asst. Director)
4	Ensuring all Time Reporters (new employees and transfers) are assigned to Time Approvers in TRAM.	Edwin Rodas (DBA)	Karina Duran (Asst. Director)
5	Reconciling approved reported time and leave (bi-weekly & monthly employees) and ePARs (biweekly & monthly employees) to the trial and final payroll verification reports and off-cycle payrolls	Edwin Rodas (DBA)	Karina Duran (Asst. Director)
6	Completing termination ePAR's within 24 hours of termination and completing the termination clearance form.	Edwin Rodas (DBA)	Andrea Johnson (Office Coord.)
7	Ensuring terminated employees are no longer charged to departmental cost centers.	Edwin Rodas (DBA)	
8	Maintaining departmental personnel files.	Edwin Rodas (DBA)	Karina Duran (Asst. Director)
9	Consistent and efficient responses to inquiries.	Edwin Rodas (DBA)	Karina Duran (Asst. Director)
10	Hire ePAR's should be processed at least 1 week prior to start date.	Edwin Rodas (DBA)	Andrea Johnson (Office Coord.)
11	Ensure all security access requests and training courses are completed 48 hours prior to necessary access changes.	Edwin Rodas (DBA)	

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<b>CASH HANDLING</b>			
1	Collecting cash, checks, etc.	Andrea Johnson (Office Coord)	Edwin Rodas (DBA)
2	Reconciling cash, checks, etc. to receipts.	Andrea Johnson (Office Coord)	Edwin Rodas (DBA)
3	Preparing deposits.	Andrea Johnson (Office Coord)	Edwin Rodas (DBA)
4	Preparing Journal Entries.	Andrea Johnson (Office Coord)	Edwin Rodas (DBA)
5	Verifying deposits posted correctly in the Finance System.	Edwin Rodas (DBA)	Karina Duran (Asst. Director)
6	Adequacy of physical safeguards of cash receipts and equivalent.	Andrea Johnson (Office Coord)	Edwin Rodas (DBA)
7	Secure deposits via UHDPS to Student Financial Services.	Andrea Johnson (Office Coord)	Edwin Rodas (DBA)
8	Ensuring deposits are made timely.	Andrea Johnson (Office Coord)	Edwin Rodas (DBA)
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Edwin Rodas (DBA)	Karina Duran (Asst. Director)
10	Updating Cash Handling Procedures as needed.	Edwin Rodas (DBA)	Karina Duran (Asst. Director)
11	Distribution of Cash Handling Procedures to employees who handle cash.	Edwin Rodas (DBA)	Karina Duran (Asst. Director)
12	Consistent and efficient responses to inquiries.	Edwin Rodas (DBA)	Andrea Johnson (Office Coord.)
<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>CONTRACT ADMINISTRATION</b>			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Edwin Rodas (DBA)	Karina Duran (Asst. Director)
<b>PROPERTY MANAGEMENT</b>			
1	Performing the annual inventory.	Joseph Lazzaro (Micro Analyst 2)	Karina Duran (Asst. Director)
2	Ensuring the annual inventory was completed correctly.	Joseph Lazzaro (Micro Analyst 2)	Karina Duran (Asst. Director)
3	Tagging equipment.	Karina Duran (Asst. Director)	Joseph Lazzaro (Micro Analyst 2)
4	Approving requests for removal of equipment from campus.	Karina Duran (Asst. Director)	Joseph Lazzaro (Micro Analyst 2)
<b>DISCLOSURE FORMS</b>			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Rex Koontz (Director)	Karina Duran (Asst. Director)
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Rex Koontz (Director)	Karina Duran (Asst. Director)
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Rex Koontz (Director)	Karina Duran (Asst. Director)

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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.	Edwin Rodas (DBA)	Karina Duran (Asst. Director)
2	Ensuring that research expenditures are covered by funds from sponsors.	Edwin Rodas (DBA)	Karina Duran (Asst. Director)
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Joseph Lazzaro (Micro Analyst 2)	
2	Ensuring that critical data back up occurs.	Joseph Lazzaro (Micro Analyst 2)	
3	Ensuring that procedures such as password controls are followed.	Joseph Lazzaro (Micro Analyst 2)	
4	Reporting of suspected security violations.	Joseph Lazzaro (Micro Analyst 2)	