Center for Public History
Baseline Standards
FY 2015

Description of Responsibility		Responsible Person(s) (Name/Title)	
		Primary (Required)	**Secondary (Optional)**
DEPARTMENTAL POLICIES & PROCEDURES / BASELINE STANDARDS		Wyndham Bailey	Isaac Davis
1	Ensuring the Departmental Policy and Procedures manual is current.	Wyndham Bailey	Isaac Davis
2	Updating the Baseline Standards Form.	Wyndham Bailey	Isaac Davis
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Wyndham Bailey	Isaac Davis
2	Reviewing cost center verifications.	Wyndham Bailey	Isaac Davis
3	Approving cost center verifications.	Wyndham Bailey	Isaac Davis
4	Ensuring all cost centers are verified/approved on a timely basis.	Wyndham Bailey	
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Wyndham Bailey	Isaac Davis
2	Ensuring the validity of travel and expense reimbursements.	Wyndham Bailey	Isaac Davis
3	Ensuring that goods and services are received and that timely payment is made.	Wyndham Bailey	Isaac Davis
4	Ensuring correct account coding on purchases documents.	Wyndham Bailey	Isaac Davis
5	Primary contact for inquiries to expenditure transactions.	Wyndham Bailey	Isaac Davis
PAYROLL / HUMAN RESOURCES			
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.	Debbie Harwell	Wyndham Bailey
2	Ensuring all monthly leave is recorded accurately and approved before the deadlines set by Payroll.	Wyndham Bailey	Isaac Davis
3	Ensuring all TRAM high level exceptions are corrected in a timely manner prior to Payroll deadlines.	Wyndham Bailey	Isaac Davis
4	Ensuring all Time Reporters (new employees and transfers) are assigned to Time Approvers in TRAM.	Wyndham Bailey	Isaac Davis
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	Wyndham Bailey	Isaac Davis
6	Completing termination ePAR's within 24 hours of termination and completing the termination clearance form.	Wyndham Bailey	Isaac Davis
7	Ensuring terminated employees are no longer charged to departmental cost centers.	Wyndham Bailey	Isaac Davis
8	Maintaining departmental personnel files.	Wyndham Bailey	Isaac Davis
9	Consistent and efficient responses to inquiries.	Wyndham Bailey	Isaac Davis
10	Hire ePAR's should be processed at least 1 week prior to start date.	Wyndham Bailey	Isaac Davis
11	Ensure all security access requests and training courses are completed 48 hours prior to necessary access changes.	Wyndham Bailey	Isaac Davis

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

Submitted: 8/27/14

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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 for each Dept ID have positive fund equity at year-end.	Wyndham Bailey	Isaac Davis
2	Ensuring that research expenditures are covered by funds from sponsors.	Wyndham Bailey	Isaac Davis
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Wyndham Bailey	John Lucci
2	Ensuring that critical data back up occurs.	Wyndham Bailey	John Lucci
3	Ensuring that procedures such as password controls are followed.	Wyndham Bailey	John Lucci
4	Reporting of suspected security violations.	Wyndham Bailey	John Lucci

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