

Department of English
Baseline Standards
FY 2015

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.	Carol Barr, Asst. Dir.Engl.; Joy Tesh, Director LCC	
2	Updating the Baseline Standards Form.	Carol Barr, Asst. Dir.Engl.; Joy Tesh, Director LCC	
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Andre Cobb, Financial Asst.; Tiffany Le, Financial Coord., LCC	Carol Barr, Asst. Dir. Engl.
2	Reviewing cost center verifications.	Carol Barr, Asst. Dir. Engl.	Wyman Herendeen, Chair
3	Approving cost center verifications.	Carol Barr, Asst. Dir. Engl.	Wyman Herendeen, Chair
4	Ensuring all cost centers are verified/approved on a timely basis.	Carol Barr, Asst. Dir.	Wyman Herendeen, Chair
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Andre Cobb, Financial Asst.; Tiffany Le, Financial Coord., LCC	Carol Barr, Asst. Dir. Engl.; Joy Tesh, Director LCC
2	Ensuring the validity of travel and expense reimbursements.	Andre Cobb, Financial Asst.; Tiffany Le, Financial Coord., LCC	Carol Barr, Asst. Dir. Engl.; Joy Tesh, Director LCC
3	Ensuring that goods and services are received and that timely payment is made.	Andre Cobb, Financial Asst.; Tiffany Le, Financial Coord., LCC	Carol Barr, Asst. Dir. Engl.; Joy Tesh, Director LCC
4	Ensuring correct account coding on purchases documents.	Andre Cobb, Financial Asst.; Tiffany Le, Financial Coord., LCC	Carol Barr, Asst. Dir. Engl.; Joy Tesh, Director LCC
5	Primary contact for inquiries to expenditure transactions.	Andre Cobb, Financial Asst.; Tiffany Le, Financial Coord., LCC	Carol Barr, Asst. Dir. Engl.; Joy Tesh, Director LCC
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.	Carol Barr, Asst. Dir., Tiffany Le, Financial Coordinator, LCC	
2	Ensuring all monthly leave is recorded accurately and approved before the deadlines set by Payroll.	Carol Barr, Asst. Dir., Tiffany Le, Financial Coordinator, LCC	
3	Ensuring all TRAM high level exceptions are corrected in a timely manner prior to Payroll deadlines.	Carol Barr, Asst. Dir., Tiffany Le, Financial Coordinator, LCC	
4	Ensuring all Time Reporters (new employees and transfers) are assigned to Time Approvers in TRAM.	Carol Barr, Asst. Dir., Tiffany Le, Financial Coordinator, LCC	
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	Carol Barr, Asst. Dir., Tiffany Le, Financial Coordinator, LCC	
6	Completing termination ePAR's within 24 hours of termination and completing the termination clearance form.	Carol Barr, Asst. Dir.; Tiffany Le, Financial Coordinator; LCC;	
7	Ensuring terminated employees are no longer charged to departmental cost centers.	Carol Barr, Asst. Dir.; Tiffany Le, Financial Coordinator; LCC;	
8	Maintaining departmental personnel files.	Carol Barr, Asst. Dir.; Tiffany Le, Financial Coordinator; LCC;	
9	Consistent and efficient responses to inquiries.	Carol Barr, Asst. Dir.; Tiffany Le, Financial Coordinator; LCC;	
10	Hire ePAR's should be processed at least 1 week prior to start date.	Carol Barr, Asst. Dir.; Tiffany Le, Financial Coordinator; LCC;	
11	Ensure all security access requests and training courses are completed 48 hours prior to necessary access changes.	Carol Barr, Asst. Dir.; Tiffany Le, Financial Coordinator; LCC;	

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

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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.	Carol Barr, Asst. Dir., Engl; Andrea Short, Exec. Dir. Col. Bus.	Wyman Herendeen, Chair
2	Ensuring that research expenditures are covered by funds from sponsors.	Carol Barr, Asst. Dir., Engl.	
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	George Barr, User Services Tech	Carol Barr, Asst. Dir. Engl.; Wyman H
2	Ensuring that critical data back up occurs.	George Barr, User Services Tech	Carol Barr, Asst. Dir. Engl.; Wyman H
3	Ensuring that procedures such as password controls are followed.	George Barr, User Services Tech	Carol Barr, Asst. Dir. Engl.; Wyman H
4	Reporting of suspected security violations.	George Barr, User Services Tech	Carol Barr, Asst. Dir. Engl.; Wyman H