

Hobby Center
Baseline Standards
FY 2015

H0128 HOBBY CENTER FOR PUBLIC POLICY		Responsible Person(s) (Name/Title)	
Description of Responsibility		Primary (Required)	Secondary (Optional)
DEPARTMENTAL POLICIES & PROCEDURES / BASELINE STANDARDS			
1	Ensuring the Departmental Policy and Procedures manual is current.	Zewuze Ladzekpo (Assistant Business Administrator (ABA))	
2	Updating the Baseline Standards Form.	Zewuze Ladzekpo (Assistant Business Administrator (ABA))	Andrea Short, Exec Dir, College Bus Ops
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Zewuze Ladzekpo (Assistant Business Administrator (ABA))	
2	Reviewing cost center verifications.	Zewuze Ladzekpo (Assistant Business Administrator (ABA))	Jim Granato (Director)
3	Approving cost center verifications.	Jim Granato (Director)	
4	Ensuring all cost centers are verified/approved on a timely basis.	Zewuze Ladzekpo (Assistant Business Administrator (ABA))	
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Zewuze Ladzekpo (Assistant Business Administrator (ABA))	
2	Ensuring the validity of travel and expense reimbursements.	Zewuze Ladzekpo (Assistant Business Administrator (ABA))	
3	Ensuring that goods and services are received and that timely payment is made.	Zewuze Ladzekpo (Assistant Business Administrator (ABA))	
4	Ensuring correct account coding on purchases documents.	Zewuze Ladzekpo (Assistant Business Administrator (ABA))	
5	Primary contact for inquiries to expenditure transactions.	Zewuze Ladzekpo (Assistant Business Administrator (ABA))	
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.	(Vacant)	Zewuze Ladzekpo (Assistant Business Administrator (ABA))
2	Ensuring all monthly leave is recorded accurately and approved before the deadlines set by Payroll.	(Vacant)	Zewuze Ladzekpo (Assistant Business Administrator (ABA))
3	Ensuring all TRAM high level exceptions are corrected in a timely manner prior to Payroll deadlines.	(Vacant)	Zewuze Ladzekpo (Assistant Business Administrator (ABA))
4	Ensuring all Time Reporters (new employees and transfers) are assigned to Time Approvers in TRAM.	(Vacant)	Zewuze Ladzekpo (Assistant Business Administrator (ABA))
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	(Vacant)	Zewuze Ladzekpo (Assistant Business Administrator (ABA))
6	Completing termination ePAR's within 24 hours of termination and completing the termination clearance form.	(Vacant)	Zewuze Ladzekpo (Assistant Business Administrator (ABA))
7	Ensuring terminated employees are no longer charged to departmental cost centers.	(Vacant)	Zewuze Ladzekpo (Assistant Business Administrator (ABA))
8	Maintaining departmental personnel files.	(Vacant)	Zewuze Ladzekpo (Assistant Business Administrator (ABA))
9	Consistent and efficient responses to inquiries.	(Vacant)	Zewuze Ladzekpo (Assistant Business Administrator (ABA))
10	Hire ePAR's should be processed at least 1 week prior to start date.	(Vacant)	Zewuze Ladzekpo (Assistant Business Administrator (ABA))
11	Ensure all security access requests and training courses are completed 48 hours prior to necessary access changes.	(Vacant)	Zewuze Ladzekpo (Assistant Business Administrator (ABA))

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CASH HANDLING			
1	Collecting cash, checks, etc.	Lauren Neely (Research Development Administrator)	Diana Benitez (Program Coord.)
2	Reconciling cash, checks, etc. to receipts.	Lauren Neely (Research Development Administrator)	Diana Benitez (Program Coord.)
3	Preparing deposits.	Lauren Neely (Research Development Administrator)	Diana Benitez (Program Coord.)
4	Preparing Journal Entries.	Lauren Neely (Research Development Administrator)	Diana Benitez (Program Coord.)
5	Verifying deposits posted correctly in the Finance System.	Lauren Neely (Research Development Administrator)	Zewuze Ladzekpo (Assistant Business Administrator (ABA))
6	Adequacy of physical safeguards of cash receipts and equivalent.	Lauren Neely (Research Development Administrator)	Jim Granato (Director)
7	Secure deposits via UHDPS to Student Financial Services.	Lauren Neely (Research Development Administrator)	Jim Granato (Director)
8	Ensuring deposits are made timely.	Lauren Neely (Research Development Administrator)	Jim Granato (Director)
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Zewuze Ladzekpo (Assistant Business Administrator (ABA))	Jim Granato (Director)
10	Updating Cash Handling Procedures as needed.	Lauren Neely (Research Development Administrator)	Zewuze Ladzekpo (Assistant Business Administrator (ABA))
11	Distribution of Cash Handling Procedures to employees who handle cash.	Lauren Neely (Research Development Administrator)	Zewuze Ladzekpo (Assistant Business Administrator (ABA))
12	Consistent and efficient responses to inquiries.	Lauren Neely (Research Development Administrator)	Zewuze Ladzekpo (Assistant Business Administrator (ABA))
PETTY CASH			
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	
CONTRACT ADMINISTRATION			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Lauren Neely (Research Development Administrator)	Andrea Short (Exec Dir, College Business Operations)
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Zewuze Ladzekpo (Assistant Business Administrator (ABA))	
2	Ensuring the annual inventory was completed correctly.	Zewuze Ladzekpo (Assistant Business Administrator (ABA))	
3	Tagging equipment.	Zewuze Ladzekpo (Assistant Business Administrator (ABA))	
4	Approving requests for removal of equipment from campus.	Jim Granato (Director)	

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DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Renee Cross, (Assoc Director)	Zewuze Ladzekpo (Assistant Business Administrator (ABA))
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Renee Cross, (Assoc Director)	Zewuze Ladzekpo (Assistant Business Administrator (ABA))
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Renee Cross, (Assoc Director)	Zewuze Ladzekpo (Assistant Business Administrator (ABA))
ACCOUNTS RECEIVABLE			
1	Extending of credit.	Asst VP, Academic Operations	Exec Dir, Acad Budgets & Admin
2	Billing.	Lauren Neely (Research Development Administrator)	Andrea Short (Exec Dir, College Business Operations)
3	Collection.	Lauren Neely (Research Development Administrator)	Andrea Short (Exec Dir, College Business Operations)
4	Recording.	Lauren Neely (Research Development Administrator)	Andrea Short (Exec Dir, College Business Operations)
5	Monitoring credit extended.	Lauren Neely (Research Development Administrator)	Andrea Short (Exec Dir, College Business Operations)
6	Approving write-offs.	Asst VP, Academic Operations	Exec Dir, Acad Budgets & Admin
NEGATIVE BALANCES			
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Zewuze Ladzekpo (Assistant Business Administrator (ABA))	Jim Granato (Director)
2	Ensuring that research expenditures are covered by funds from sponsors.	Zewuze Ladzekpo (Assistant Business Administrator (ABA))	Jim Granato (Director)
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Renee Cross, (Assoc Director)	
2	Ensuring that critical data back up occurs.	CLASS IT	
3	Ensuring that procedures such as password controls are followed.	CLASS IT	
4	Reporting of suspected security violations.	CLASS IT	