

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

Modern and Classical Languages
Baseline Standards
FY 2015

Description of Responsibility		Responsible Person(s) (Name/Title)	
		Primary (Required)	Secondary (Optional)
CASH HANDLING			
1	Collecting cash, checks, etc.	Rishika Harrylall	Devianee Vasanjee
2	Reconciling cash, checks, etc. to receipts.	Rishika Harrylall	Devianee Vasanjee
3	Preparing deposits.	Rishika Harrylall	Devianee Vasanjee
4	Preparing Journal Entries.	Rishika Harrylall	Devianee Vasanjee
5	Verifying deposits posted correctly in the Finance System.	Devianee Vasanjee	
6	Adequacy of physical safeguards of cash receipts and equivalent.	Devianee Vasanjee	Rishika Harrylall
7	Secure deposits via UHDPS to Student Financial Services.	Rishika Harrylall	Devianee Vasanjee
8	Ensuring deposits are made timely.	Rishika Harrylall	Devianee Vasanjee
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Devianee Vasanjee	
10	Updating Cash Handling Procedures as needed.	Devianee Vasanjee	
11	Distribution of Cash Handling Procedures to employees who handle cash.	Devianee Vasanjee	
12	Consistent and efficient responses to inquiries.	Devianee Vasanjee	Rishika Harrylall
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.	Devianee Vasanjee	
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Rishika Harrylall	
2	Ensuring the annual inventory was completed correctly.	Devianee Vasanjee	Rishika Harrylall
3	Tagging equipment.	Rishika Harrylall	
4	Approving requests for removal of equipment from campus.	Devianee Vasanjee	
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Devianee Vasanjee	
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Devianee Vasanjee	
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Devianee Vasanjee	

Modern and Classical Languages
Baseline Standards
FY 2015

Description of Responsibility		Responsible Person(s) (Name/Title)	
		Primary (Required)	Secondary (Optional)
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.	Devianee Vasanjee	
2	Ensuring that research expenditures are covered by funds from sponsors.	Devianee Vasanjee	
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Frank Houston	
2	Ensuring that critical data back up occurs.	Frank Houston	
3	Ensuring that procedures such as password controls are followed.	Frank Houston	
4	Reporting of suspected security violations.	Devianee Vasanjee	