

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

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CASH HANDLING			
1	Collecting cash, checks, etc.	Pamela Silva, Office Coord.	Zewuze Ladzekpo, ABA
2	Reconciling cash, checks, etc. to receipts.	Pamela Silva, Office Coord.	Zewuze Ladzekpo, ABA
3	Preparing deposits.	Pamela Silva, Office Coord.	Zewuze Ladzekpo, ABA
4	Preparing Journal Entries.	Pamela Silva, Office Coord.	Zewuze Ladzekpo, ABA
5	Verifying deposits posted correctly in the Finance System.	Pamela Silva, Office Coord.	Zewuze Ladzekpo, ABA
6	Adequacy of physical safeguards of cash receipts and equivalent.	Pamela Silva, Office Coord.	Zewuze Ladzekpo, ABA
7	Secure deposits via UHDPSS to Student Financial Services.	Pamela Silva, Office Coord.	Zewuze Ladzekpo, ABA
8	Ensuring deposits are made timely.	Pamela Silva, Office Coord.	Zewuze Ladzekpo, ABA
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Zewuze Ladzekpo, ABA	Pamela Silva, Office Coord.
10	Updating Cash Handling Procedures as needed.	Zewuze Ladzekpo, ABA	Pamela Silva, Office Coord.
11	Distribution of Cash Handling Procedures to employees who handle cash.	Zewuze Ladzekpo, ABA	Pamela Silva, Office Coord.
12	Consistent and efficient responses to inquiries.	Zewuze Ladzekpo, ABA	Pamela Silva, Office Coord.
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.	Zewuze Ladzekpo, ABA	Susan Scarrow, Chair
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Phuong Tran, User Serv Spec 2	Zewuze Ladzekpo, ABA
2	Ensuring the annual inventory was completed correctly.	Phuong Tran, User Serv Spec 2	Zewuze Ladzekpo, ABA
3	Tagging equipment.	Phuong Tran, User Serv Spec 2	Zewuze Ladzekpo, ABA
4	Approving requests for removal of equipment from campus.	Susan Scarrow, Chair	
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Pamela Silva, Office Coord.	Zewuze Ladzekpo, ABA
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Pamela Silva, Office Coord.	Zewuze Ladzekpo, ABA
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Pamela Silva, Office Coord.	Zewuze Ladzekpo, ABA

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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.	Zewuze Ladzekpo, ABA	Susan Scarrow, Chair
2	Ensuring that research expenditures are covered by funds from sponsors.	Zewuze Ladzekpo, ABA	Susan Scarrow, Chair
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Frank Houston, CLASS IT	Phuong Tran, User Serv Spec 2
2	Ensuring that critical data back up occurs.	Frank Houston, CLASS IT	Phuong Tran, User Serv Spec 2
3	Ensuring that procedures such as password controls are followed.	Frank Houston, CLASS IT	Phuong Tran, User Serv Spec 2
4	Reporting of suspected security violations.	Frank Houston, CLASS IT	Phuong Tran, User Serv Spec 2