Psychology Baseline Standards FY 2015 Dr. Suzanne Kieffer, Dir, Admin Academic Affairs

Dr. Suzanne Kieffer, Dir. Admin Academic Affairs						
Descrip	tion of Responsibility	Primary (Required)	Secondary (Optional)			
	TMENTAL POLICIES & PROCEDURES / BASELINE		, (·F ······)			
STAND		Ursula Ollivierre (DBA)	Dr. Suzanne Kieffer (Director)			
1	Ensuring the Departmental Policy and Procedures manual is	, , , , , , , , , , , , , , , , , , ,				
	current.	Dr. Suzanne Kieffer (Director)				
2	Updating the Baseline Standards Form.					
FINAN	CIAL REPORTING - COST CENTER VERIFICATIONS					
		Ursula Ollivierre (DBA)				
1						
	Preparing cost center verifications.	Ursula Ollivierre (DBA)				
2						
	Reviewing cost center verifications.	Ursula Ollivierre (DBA)	Dr. Suzanne Kieffer (Director)			
3						
	Approving cost center verifications.	Ursula Ollivierre (DBA)	Dr. Suzanne Kieffer (Director)			
4	Ensuring all cost centers are verified/approved on a timely basis.					
CINTANT						
FINAN	CIAL REPORTING - EXPENDITURE TRANSACTIONS					
1						
1	Ensuring valid authorization of purchase documents	Sharon Torroll (Einancial Coor)	Uroula Olliviarra (DPA)			
2	Ensuring valid authorization of purchase documents.	Sharon Terrell (Financial Coor.) Amy Aragon (Asst,	Ursula Ollivierre (DBA)			
2	Ensuring the validity of travel and expense reimbursements.	Administrative)	Uraula Olliviarra (DPA)			
3	Ensuring that goods and services are received and that timely	Administrative)	Ursula Ollivierre (DBA)			
5	payment is made.	Sharon Terrell (Financial Coor.)	Ursula Ollivierre (DBA)			
4	payment is made.	Sharon Terren (Tinanetar Coor.)				
-	Ensuring correct account coding on purchases documents.	Sharon Terrell (Financial Coor.)	Ursula Ollivierre (DBA)			
5	Ensuring correct account county on parchases documents.					
5	Primary contact for inquiries to expenditure transactions.	Sharon Terrell (Financial Coor.)	Ursula Ollivierre (DBA)			
PAYRC	DLL / 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.	Ursula Ollivierre (DBA)	Dr. Suzanne Kieffer (Director)			
2	Ensuring all monthly leave is recorded accurately and approved		Dr. Suzame Riener (Director)			
2	before the deadlines set by Payroll.	Ursula Ollivierre (DBA)	Dr. Suzanne Kieffer (Director)			
3	Ensuring all TRAM high level exceptions are corrected in a					
5	timely manner prior to Payroll deadlines.	Ursula Ollivierre (DBA)	Dr. Suzanne Kieffer (Director)			
4	Ensuring all Time Reporters (new employees and transfers) are					
	assigned to Time Approvers in TRAM.	Ursula Ollivierre (DBA)	Dr. Suzanne Kieffer (Director)			
5	Reconciling approved reported time and leave (bi-weekly &	Ì Ì				
	monthly employees) and ePARs (biweekly & monthly					
	employees) to the trial and final payroll verification reports and					
	off-cycle payrolls	Carolyn Watkins (ADBA)	Ursula Ollivierre (DBA)			
6	Completing termination ePAR's within 24 hours of termination	- , , , ,				
	and completing the termination clearance form.	Carolyn Watkins (ADBA)	Ursula Ollivierre (DBA)			
7	Ensuring terminated employees are no longer charged to					
	departmental cost centers.	Carolyn Watkins (ADBA)	Ursula Ollivierre (DBA)			
8						
	Maintaining departmental personnel files.	Carolyn Watkins (ADBA)				
9						
	Consistent and efficient responses to inquiries.	Carolyn Watkins (ADBA)	Ursula Ollivierre (DBA)			
10	Hire ePAR's should be processed at least 1 week prior to start					
	date.	Carolyn Watkins (ADBA)	Ursula Ollivierre (DBA)			
11	Ensure all security access requests and training courses are					
	completed 48 hours prior to necessary access changes.	Ursula Ollivierre (DBA)	Dr. Suzanne Kieffer (Director)			

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CASH HANDLING Amy Petesch,(Mgr, Program,) Sharon Terrell (Fin. Coordinator) Ursula Ollivierre (DBA) 2 Reconciling cash, checks, etc. to receipts. Ursula Ollivierre (DBA) 3 Preparing deposits. Sharon Terrell (Financial Coor.) Ursula Ollivierre (DBA) 4 Preparing Journal Entries. Sharon Terrell (Financial Coor.) Ursula Ollivierre (DBA) 5 Verifying deposits posted correctly in the Finance System Ursula Ollivierre (DBA) Ursula Ollivierre (DBA) 6 Adequacy of physical safeguards of cash receipts and Amy Petesch,(Mgr, Program,) Ursula Ollivierre (DBA) 7 Secure deposits via UHDPS to Student Financial Services. Sharon Terrell (Financial Coor.) Ursula Ollivierre (DBA) 8 Ensuring deposits are made timely. Sharon Terrell (Financial Coor.) Ursula Ollivierre (DBA) 9 Ensuring al employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training. Dr. Suzanne Kieffer (Director 10 Updating Cash Handling Procedures as needed. Ursula Ollivierre (DBA) Dr. Suzanne Kieffer (Director 10 Ensuring petty cash disbursements. Sharon Terrell (Financial Coor.) Dr. Suzanne Kieffer (Director 12 Consistent and efficient responses to inquiries.	Descri	ption of Responsibility	Primary (Required)	Secondary (Optional)
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Alex Botti (Microsystems Analyst) Carolyn Watkins (ADBA)	3	Tagging equipment		And Dotti (Microsystems Analyst,
	5	rubbing equipment.	Alex Botti (Microsystems Analyst)	Carolyn Watkins (ADBA)
	4	Approving requests for removal of equipment from campus	They both (microsystems Analyst,	
Dr. Suzanne Kieffer (Director)	7	reproving requests for removal or equipment from campus.	Dr. Suzanne Kieffer (Director)	

Psychology Baseline Standards FY 2015 Dr. Suzanne Kieffer, Dir, Admin Academic Affairs

Descrip	tion of Responsibility	Primary (Required)	Secondary (Optional)
DISCLO	OSURE FORMS		
1	Ensuring all employees with purchasing influence complete the		
	annual Related Party disclosure statement online.	Dr. Suzanne Kieffer (Director)	
2	Ensuring all full time, benefits eligible, exempt faculty and staff		
	complete the Consulting disclosure statement online.	Dr. Suzanne Kieffer (Director)	
3	Ensuring that all Principal and Co-Principal Investigators		
	complete the annual Conflict of Interest disclosure statement for		
	the Division of Research.	Dr. Suzanne Kieffer (Director)	
ACCOU	JNTS RECEIVABLE		
1			
	Extending of credit.	NA	
2			
	Billing.	Amy Petesch,(Mgr, Program,)	
3			
	Collection.	Amy Petesch,(Mgr, Program,)	
4			
	Recording.	Amy Petesch,(Mgr, Program,)	
5	Monitoring credit extended.	NA	
6			
	Approving write-offs.	NA	
NEGAT	TVE BALANCES		
1	Ensuring that all fund groups for each Dept ID have positive		
	fund equity at year-end.	Ursula Ollivierre (DBA)	
2	Ensuring that research expenditures are covered by funds from		
	sponsors.	Ursula Ollivierre (DBA)	
DEPAR	TMENTAL COMPUTING		
1	Management of the departments' information technology	Alex Botti (Microsystems Analyst)	
1	resources.	Alex Both (Wherosystems Allaryst)	
2	Ensuring that critical data back up occurs.	Alex Botti (Microsystems Analyst)	
<u></u>	Ensuring that efficial data back up occurs.	Alex Both (Wherosystems Allalyst)	
3	Ensuring that procedures such as password controls are	Alex Botti (Microsystems Analyst)	
	followed.		
4	Reporting of suspected security violations.	Alex Botti (Microsystems Analyst)	