

Psychology  
Baseline Standards  
FY 2015

Dr. Suzanne Kieffer, Dir. Admin Academic Affairs

Description of Responsibility		Primary (Required)	Secondary (Optional)
DEPARTMENTAL POLICIES & PROCEDURES / BASELINE STANDARDS			
		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.		
FINANCIAL 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.		
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Sharon Terrell (Financial Coord.)	Ursula Ollivierre (DBA)
2	Ensuring the validity of travel and expense reimbursements.	Amy Aragon (Asst. Administrative)	Ursula Ollivierre (DBA)
3	Ensuring that goods and services are received and that timely payment is made.	Sharon Terrell (Financial Coord.)	Ursula Ollivierre (DBA)
4	Ensuring correct account coding on purchases documents.	Sharon Terrell (Financial Coord.)	Ursula Ollivierre (DBA)
5	Primary contact for inquiries to expenditure transactions.	Sharon Terrell (Financial Coord.)	Ursula Ollivierre (DBA)
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.	Ursula Ollivierre (DBA)	Dr. Suzanne Kieffer (Director)
2	Ensuring all monthly leave is recorded accurately and approved before the deadlines set by Payroll.	Ursula Ollivierre (DBA)	Dr. Suzanne Kieffer (Director)
3	Ensuring all TRAM high level exceptions are corrected in a 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 & 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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<b>CASH HANDLING</b>			
1	Collecting cash, checks, etc.	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)	
6	Adequacy of physical safeguards of cash receipts and equivalent.	Amy Petesch,( Mgr, Program, ) Sharon Terrell (Fin. Coordinator)	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 all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Ursula Ollivierre (DBA)	Dr. Suzanne Kieffer (Director)
10	Updating Cash Handling Procedures as needed.	Ursula Ollivierre (DBA)	Dr. Suzanne Kieffer (Director)
11	Distribution of Cash Handling Procedures to employees who handle cash.	Ursula Ollivierre (DBA)	Dr. Suzanne Kieffer (Director)
12	Consistent and efficient responses to inquiries.	Ursula Ollivierre (DBA)	Dr. Suzanne Kieffer (Director)
<b>PETTY CASH</b>			
1	Preparing petty cash disbursements.	Sharon Terrell (Financial Coor.)	
2	Ensuring petty cash disbursements are not for more than \$100.	Sharon Terrell (Financial Coor.)	
3	Ensuring petty cash disbursements are made for only authorized purposes.	Ursula Ollivierre (DBA)	Dr. Suzanne Kieffer (Director)
4	Approving petty cash disbursements.	Ursula Ollivierre (DBA)	Dr. Suzanne Kieffer (Director)
5	Replenishing the petty cash fund timely.	Sharon Terrell (Financial Coor.)	
6	Ensuring the petty cash fund is balanced after each disbursement.	Sharon Terrell (Financial Coor.)	
<b>CONTRACT ADMINISTRATION</b>			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Ursula Ollivierre (DBA)	Dr. Suzanne Kieffer (Director)
<b>PROPERTY MANAGEMENT</b>			
1	Performing the annual inventory.	Carolyn Watkins (ADBA)	Alex Botti (Microsystems Analyst)
2	Ensuring the annual inventory was completed correctly.	Carolyn Watkins (ADBA)	Alex Botti (Microsystems Analyst)
3	Tagging equipment.	Alex Botti (Microsystems Analyst)	Carolyn Watkins (ADBA)
4	Approving requests for removal of equipment from campus.	Dr. Suzanne Kieffer (Director)	

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Description of Responsibility		Primary (Required)	Secondary (Optional)
<b>DISCLOSURE FORMS</b>			
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)	
<b>ACCOUNTS RECEIVABLE</b>			
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	
<b>NEGATIVE BALANCES</b>			
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)	
<b>DEPARTMENTAL COMPUTING</b>			
1	Management of the departments' information technology resources.	Alex Botti (Microsystems Analyst)	
2	Ensuring that critical data back up occurs.	Alex Botti (Microsystems Analyst)	
3	Ensuring that procedures such as password controls are followed.	Alex Botti (Microsystems Analyst)	
4	Reporting of suspected security violations.	Alex Botti (Microsystems Analyst)	