

Public Administration
Baseline Standards
FY 2015

H0514 PUBLIC ADMINISTRATION		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, ABA	
2	Updating the Baseline Standards Form.	Zewuze Ladzekpo, ABA	Exec Director, College Business Operations (Andrea Short)
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Zewuze Ladzekpo, ABA	
2	Reviewing cost center verifications.	James Thurmond, Director	
3	Approving cost center verifications.	James Thurmond, Director	
4	Ensuring all cost centers are verified/approved on a timely basis.	Zewuze Ladzekpo, ABA	Exec Director, College Business Operations (Andrea Short)
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Zewuze Ladzekpo, ABA	
2	Ensuring the validity of travel and expense reimbursements.	Zewuze Ladzekpo, ABA	
3	Ensuring that goods and services are received and that timely payment is made.	Zewuze Ladzekpo, ABA	
4	Ensuring correct account coding on purchases documents.	Zewuze Ladzekpo, ABA	
5	Primary contact for inquiries to expenditure transactions.	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.	(Vacant)	Zewuze Ladzekpo, ABA
2	Ensuring all monthly leave is recorded accurately and approved before the deadlines set by Payroll.	(Vacant)	Zewuze Ladzekpo, ABA
3	Ensuring all TRAM high level exceptions are corrected in a timely manner prior to Payroll deadlines.	(Vacant)	Zewuze Ladzekpo, ABA
4	Ensuring all Time Reporters (new employees and transfers) are assigned to Time Approvers in TRAM.	(Vacant)	Zewuze Ladzekpo, 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, ABA
6	Completing termination ePAR's within 24 hours of termination and completing the termination clearance form.	(Vacant)	Zewuze Ladzekpo, ABA
7	Ensuring terminated employees are no longer charged to departmental cost centers.	(Vacant)	Zewuze Ladzekpo, ABA
8	Maintaining departmental personnel files.	(Vacant)	Zewuze Ladzekpo, ABA
9	Consistent and efficient responses to inquiries.	(Vacant)	Zewuze Ladzekpo, ABA
10	Hire ePAR's should be processed at least 1 week prior to start date.	(Vacant)	Zewuze Ladzekpo, ABA
11	Ensure all security access requests and training courses are completed 48 hours prior to necessary access changes.	(Vacant)	Zewuze Ladzekpo, ABA

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CASH HANDLING			
1	Collecting cash, checks, etc.	Zewuze Ladzekpo, ABA	
2	Reconciling cash, checks, etc. to receipts.	Zewuze Ladzekpo, ABA	
3	Preparing deposits.	Zewuze Ladzekpo, ABA	
4	Preparing Journal Entries.	Zewuze Ladzekpo, ABA	
5	Verifying deposits posted correctly in the Finance System.	Zewuze Ladzekpo, ABA	
6	Adequacy of physical safeguards of cash receipts and equivalent.	Zewuze Ladzekpo, ABA	
7	Secure deposits via UHDPS to Student Financial Services.	Zewuze Ladzekpo, ABA	
8	Ensuring deposits are made timely.	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	
10	Updating Cash Handling Procedures as needed.	Zewuze Ladzekpo, ABA	
11	Distribution of Cash Handling Procedures to employees who handle cash.	Zewuze Ladzekpo, ABA	
12	Consistent and efficient responses to inquiries.	Zewuze Ladzekpo, 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.	Zewuze Ladzekpo, ABA	
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Zewuze Ladzekpo, ABA	
2	Ensuring the annual inventory was completed correctly.	Zewuze Ladzekpo, ABA	
3	Tagging equipment.	Zewuze Ladzekpo, ABA	James Thurmond, Director
4	Approving requests for removal of equipment from campus.	Zewuze Ladzekpo, ABA	
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Zewuze Ladzekpo, ABA	
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	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.	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	James Thurmond, Director
2	Ensuring that research expenditures are covered by funds from sponsors.	Zewuze Ladzekpo, ABA	James Thurmond, Director
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Frank Houston/CLASS IT	
2	Ensuring that critical data back up occurs.	Frank Houston/CLASS IT	
3	Ensuring that procedures such as password controls are followed.	Frank Houston/CLASS IT	
4	Reporting of suspected security violations.	Frank Houston/CLASS IT	