Band
Baseline Standards
FY 2015

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

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CASH HANDLING			
1	Collecting cash, checks, etc.	Carol Risinger, Admin. Coord.	Elizabeth Shepard, DBA
2	Reconciling cash, checks, etc. to receipts.	Carol Risinger, Admin. Coord.	Elizabeth Shepard, DBA
3	Preparing deposits.	Carol Risinger, Admin. Coord.	Elizabeth Shepard, DBA
4	Preparing Journal Entries.	Carol Risinger, Admin. Coord.	Elizabeth Shepard, DBA
5	Verifying deposits posted correctly in the Finance System.	Elizabeth Shepard, DBA	
6	Adequacy of physical safeguards of cash receipts and equivalent.	Carol Risinger, Admin. Coord.	Elizabeth Shepard, DBA
7	Secure deposits via UHDPS to Student Financial Services.	Carol Risinger, Admin. Coord.	Elizabeth Shepard, DBA
8	Ensuring deposits are made timely.	Carol Risinger, Admin. Coord.	Carol Risinger, Admin. Coord.
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Elizabeth Shepard, DBA	
10	Updating Cash Handling Procedures as needed.	Elizabeth Shepard, DBA	Carol Risinger, Admin. Coord.
11	Distribution of Cash Handling Procedures to employees who handle cash.	Elizabeth Shepard, DBA	Carol Risinger, Admin. Coord.
12	Consistent and efficient responses to inquiries.	Carol Risinger, Admin. Coord.	Elizabeth Shepard, DBA
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.	Carol Risinger, Admin. Coord.	Elizabeth Shepard, DBA
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Edwin Richardson, USS2	
2	Ensuring the annual inventory was completed correctly.	Edwin Richardson, USS2	Elizabeth Shepard, DBA
3	Tagging equipment.	Edwin Richardson, USS2	
4	Approving requests for removal of equipment from campus.	Edwin Richardson, USS2	Elizabeth Shepard, DBA
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Elizabeth Shepard, DBA	David Bertman, Director
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Elizabeth Shepard, DBA	David Bertman, Director
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Elizabeth Shepard, DBA	

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	ACCOUNTS RECEIVABLE		
1	Extending of credit.	N/A	
2	Billing.	N/A	
3	Collection.	Omar Sheikh, Admin. Coord.	Elizabeth Shepard, DBA
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.	David Bertman, Director	Elizabeth Shepard, DBA
2	Ensuring that research expenditures are covered by funds from sponsors.	Elizabeth Shepard, DBA	David Bertman, Director
	DEPARTMENTAL COMPUTING		
1	Management of the departments' information technology resources.	Edwin Richardson, USS2	
2	Ensuring that critical data back up occurs.	Edwin Richardson, USS2	
3	Ensuring that procedures such as password controls are followed.	Edwin Richardson, USS2	
4	Reporting of suspected security violations.	Edwin Richardson, USS2	