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.	Survival Guide	CLASS desk manual policies & procedures
2	Updating the Baseline Standards Form.	Karina Duran (Asst. Director)	
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Maggie Zarazua (Temp Staff)	Andrea Johnson (Office Coord)
2	Reviewing cost center verifications.	Maggie Zarazua (Temp Staff)	Andrea Johnson (Office Coord)
3	Approving cost center verifications.	Karina Duran (Asst. Director)	Rex Koontz (Director)
4	Ensuring all cost centers are verified/approved on a timely basis.	Karina Duran (Asst. Director)	Andrea Johnson (Office Coord)
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Maggie Zarazua (Temp Staff)	Andrea Johnson (Office Coord)
2	Ensuring the validity of travel and expense reimbursements.	Maggie Zarazua (Temp Staff)	Andrea Johnson (Office Coord)
3	Ensuring that goods and services are received and that timely payment is made.	Andrea Johnson (Office Coord)	Maggie Zarazua (Temp Staff)
4	Ensuring correct account coding on purchases documents.	Maggie Zarazua (Temp Staff)	Andrea Johnson (Office Coord)
5	Primary contact for inquiries to expenditure transactions.	Andrea Johnson (Office Coord)	Karina Duran (Asst. Director)
6	Ensuring access and use of P-Cards and T-Cards are secure.	Andrea Johnson (Office Coord)	Karina Duran (Asst. Director)
7	Ensuring P-Card transactions are adequately documented and benefit the university.	Andrea Johnson (Office Coord)	Karina Duran (Asst. Director)
8	Ensuring T-Card transactions are adequately documented and benefit the university.	Andrea Johnson (Office Coord)	Karina Duran (Asst. Director)
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.	Time Approvers	Andrea Johnson (Office Coord)
2	Ensuring all monthly leave is recorded accurately and approved before the deadlines set by Payroll.	Time Approvers	Karina Duran (Asst. Director)
3	Ensuring all TRAM high level exceptions are corrected in a timely manner prior to Payroll deadlines.	Andrea Johnson (Office Coord)	Karina Duran (Asst. Director)
4	Ensuring all Time Reporters (new employees and transfers) are assigned to Time Approvers in TRAM.	Karina Duran (Asst. 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	Andrea Johnson (Office Coord)	Karina Duran (Asst. Director)
6	Completing termination ePAR's within 24 hours of termination.	Karina Duran (Asst. Director)	Andrea Johnson (Office Coord)
7	Verifying that the eTerminatiion Checklist is completed by all required departments no more than two weeks after termination.	Karina Duran (Asst. Director)	Andrea Johnson (Office Coord)
8	Ensuring terminated employees are no longer charged to departmental cost centers.	Karina Duran (Asst. Director)	Andrea Johnson (Office Coord)
9	Maintaining departmental personnel files.	Andrea Johnson (Office Coord)	Maggie Zarazua (Temp Staff)
10	Consistent and efficient responses to inquiries.	Andrea Johnson (Office Coord)	Karina Duran (Asst. Director)
11	Hire ePAR's should be processed at least 1 week prior to start date.	Karina Duran (Asst. Director)	Andrea Johnson (Office Coord)
12	Ensure all security access requests and training courses are completed 48 hours prior to necessary access changes.	Karina Duran (Asst. Director)	Andrea Johnson (Office Coord)

		Responsible Person(s) (Name/Title)	
Description of Responsibility		**Primary (Required)**	**Secondary (Optional)**
CASH HANDLING			
1	Collecting cash, checks, etc.	Andrea Johnson (Office Coord)	Karina Duran (Asst. Director)
2	Reconciling cash, checks, etc. to receipts.	Andrea Johnson (Office Coord)	Karina Duran (Asst. Director)
3	Preparing deposits.	Andrea Johnson (Office Coord)	Karina Duran (Asst. Director)
4	Preparing Journal Entries.	Andrea Johnson (Office Coord)	Karina Duran (Asst. Director)
5	Verifying deposits posted correctly in the Finance System.	Andrea Johnson (Office Coord)	Karina Duran (Asst. Director)
6	Adequacy of physical safeguards of cash receipts and equivalent.	Andrea Johnson (Office Coord)	Karina Duran (Asst. Director)
7	Secure deposits via UHDPS to Student Financial Services.	Andrea Johnson (Office Coord)	Karina Duran (Asst. Director)
8	Ensuring deposits are made timely.	Andrea Johnson (Office Coord)	Karina Duran (Asst. Director)
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Karina Duran (Asst. Director)	Andrea Johnson (Office Coord)
10	Updating Cash Handling Procedures as needed.	Karina Duran (Asst. Director)	
11	Distribution of Cash Handling Procedures to employees who handle cash.	Karina Duran (Asst. Director)	Andrea Johnson (Office Coord)
12	Consistent and efficient responses to inquiries.	Andrea Johnson (Office Coord)	Karina Duran (Asst. Director)
13	Ensuring all employees who complete or approve credit card journals have completed the Credit Card Accounting training.	Karina Duran (Asst. Director)	
14	Ensuring all access and use of credit card information is secure.	Andrea Johnson (Office Coord)	Karina Duran (Asst. Director)
PETTY CASH / CHANGE FUNDS			
1	Submitting Annual Reauthorization for Petty Cash/Change Funds.	N/A	
2	Preparing petty cash disbursements.	N/A	
3	Ensuring petty cash disbursements are not for more than $100.	N/A	
4	Ensuring petty cash disbursements are made for only authorized purposes.	N/A	
5	Approving petty cash disbursements.	N/A	
6	Replenishing the petty cash fund timely.	N/A	
7	Ensuring the petty cash fund is balanced after each disbursement.	N/A	
8	Ensuring the change fund is balanced daily, weekly or monthly.	N/A	
CONTRACT ADMINISTRATION			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Karina Duran (Asst. Director)	Andrea Johnson (Office Coord)
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Joseph Lazzaro (Micro Analyst 2)	Karina Duran (Asst. Director)
2	Ensuring the annual inventory was completed correctly.	Joseph Lazzaro (Micro Analyst 2)	Karina Duran (Asst. Director)
3	Tagging equipment.	Karina Duran (Asst. Director)	Joseph Lazzaro (Micro Analyst 2)
4	Approving requests for removal of equipment from campus.	Karina Duran (Asst. Director)	Joseph Lazzaro (Micro Analyst 2)

		Responsible Person(s) (Name/Title)	
Description of Responsibility		**Primary (Required)**	**Secondary (Optional)**
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Rex Koontz (Director)	Karina Duran (Asst. Director)
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Rex Koontz (Director)	Karina Duran (Asst. Director)
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Rex Koontz (Director)	Karina Duran (Asst. Director)
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.	Karina Duran (Asst. Director)	Rex Koontz (Director)
2	Ensuring that research expenditures are covered by funds from sponsors.	Karina Duran (Asst. Director)	Rex Koontz (Director)
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Joseph Lazzaro (Micro Analyst 2)	CLASS IT
2	Ensuring that critical data back up occurs.	Joseph Lazzaro (Micro Analyst 2)	CLASS IT
3	Ensuring that procedures such as password controls are followed.	Joseph Lazzaro (Micro Analyst 2)	CLASS IT
4	Reporting of suspected security violations.	Joseph Lazzaro (Micro Analyst 2)	CLASS IT