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

Description of Responsibility		Responsible Person(s) (Name/Title)	
		Primary (Required)	**Secondary (Optional)**
CASH HANDLING			
1	Collecting cash, checks, etc.	Jerri Bourrous-Office Coordinator	Nellie Gonzalez - DBA
2	Reconciling cash, checks, etc. to receipts.	Nellie Gonzalez - DBA	
3	Preparing deposits.	Jerri Bourrous-Office Coordinator	Nellie Gonzalez - DBA
4	Preparing Journal Entries.	Jerri Bourrous-Office Coordinator	Nellie Gonzalez - DBA
5	Verifying deposits posted correctly in the Finance System.	Nellie Gonzalez - DBA	
6	Adequacy of physical safeguards of cash receipts and equivalent.	Jerri Bourrous-Office Coordinator	Nellie Gonzalez - DBA
7	Secure deposits via UHDPS to Student Financial Services.	Jerri Bourrous-Office Coordinator	Nellie Gonzalez - DBA
8	Ensuring deposits are made timely.	Jerri Bourrous-Office Coordinator	Nellie Gonzalez - DBA
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Nellie Gonzalez - DBA	
10	Updating Cash Handling Procedures as needed.	Jerri Bourrous-Office Coordinator	Nellie Gonzalez - DBA
11	Distribution of Cash Handling Procedures to employees who handle cash.	Nellie Gonzalez - DBA	
12	Consistent and efficient responses to inquiries.	Jerri Bourrous-Office Coordinator	Nellie Gonzalez - DBA
13	Ensuring all employees who complete or approve credit card journals have completed the Credit Card Accounting training.	Nellie Gonzalez - DBA	
14	Ensuring all access and use of credit card information is secure.	Jerri Bourrous-Office Coordinator	Nellie Gonzalez - DBA
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.	Jerri Bourrous-Office Coordinator	Nellie Gonzalez - DBA
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Jerri Bourrous-Office Coordinator	Nellie Gonzalez - DBA
2	Ensuring the annual inventory was completed correctly.	Nellie Gonzalez - DBA	
3	Tagging equipment.	Jerri Bourrous-Office Coordinator	Nellie Gonzalez - DBA
4	Approving requests for removal of equipment from campus.	Nellie Gonzalez - DBA	

Description of Responsibility		Responsible Person(s) (Name/Title)	
		Primary (Required)	**Secondary (Optional)**
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Nellie Gonzalez - DBA	
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Nellie Gonzalez - DBA	
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Nellie Gonzalez - DBA	
ACCOUNTS RECEIVABLE			
1	Extending of credit.	Sylvia Rodriguez - Financial Asst.	
2	Billing.	Sylvia Rodriguez - Financial Asst.	
3	Collection.	Sylvia Rodriguez - Financial Asst.	
4	Recording.	Sylvia Rodriguez - Financial Asst.	
5	Monitoring credit extended.	Sylvia Rodriguez - Financial Asst.	
6	Approving write-offs.	Nicolas Kanaellos - Director	
NEGATIVE BALANCES			
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Nellie Gonzalez - DBA	
2	Ensuring that research expenditures are covered by funds from sponsors.	Nellie Gonzalez - DBA	
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Nellie Gonzalez - DBA	
2	Ensuring that critical data back up occurs.	Nellie Gonzalez - DBA	
3	Ensuring that procedures such as password controls are followed.	Nellie Gonzalez - DBA	
4	Reporting of suspected security violations.	Nellie Gonzalez - DBA	