

Center for Public History  
Baseline Standards  
FY 2016

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

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<b>CASH HANDLING</b>			
1	Collecting cash, checks, etc.	Maria Corsi	Angela Williams
2	Reconciling cash, checks, etc. to receipts.	Maria Corsi	Angela Williams
3	Preparing deposits.	Maria Corsi	Angela Williams
4	Preparing Journal Entries.	Maria Corsi	Angela Williams
5	Verifying deposits posted correctly in the Finance System.	Maria Corsi	Angela Williams
6	Adequacy of physical safeguards of cash receipts and equivalent.	Maria Corsi	Angela Williams
7	Secure deposits via UHDPS to Student Financial Services.	Maria Corsi	Angela Williams
8	Ensuring deposits are made timely.	Maria Corsi	Angela Williams
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Maria Corsi	Angela Williams
10	Updating Cash Handling Procedures as needed.	Maria Corsi	Angela Williams
11	Distribution of Cash Handling Procedures to employees who handle cash.	Maria Corsi	Angela Williams
12	Consistent and efficient responses to inquiries.	Maria Corsi	Angela Williams
<b>PETTY CASH</b>			
1	Preparing petty cash disbursements.	n/a	n/a
2	Ensuring petty cash disbursements are not for more than \$100.	n/a	n/a
3	Ensuring petty cash disbursements are made for only authorized purposes.	n/a	n/a
4	Approving petty cash disbursements.	n/a	n/a
5	Replenishing the petty cash fund timely.	n/a	n/a
6	Ensuring the petty cash fund is balanced after each disbursement.	n/a	n/a
<b>CONTRACT ADMINISTRATION</b>			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Maria Corsi	Angela Williams
<b>PROPERTY MANAGEMENT</b>			
1	Performing the annual inventory.	Maria Corsi	Angela Williams
2	Ensuring the annual inventory was completed correctly.	Maria Corsi	Angela Williams
3	Tagging equipment.	Maria Corsi	Angela Williams
4	Approving requests for removal of equipment from campus.	Maria Corsi	Angela Williams

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<b>DISCLOSURE FORMS</b>			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Maria Corsi	Angela Williams
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Maria Corsi	Angela Williams
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Maria Corsi	Angela Williams
<b>ACCOUNTS RECEIVABLE</b>			
1	Extending of credit.	n/a	n/a
2	Billing.	n/a	n/a
3	Collection.	n/a	n/a
4	Recording.	n/a	n/a
5	Monitoring credit extended.	n/a	n/a
6	Approving write-offs.	n/a	n/a
<b>NEGATIVE BALANCES</b>			
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Maria Corsi	Angela Williams
2	Ensuring that research expenditures are covered by funds from sponsors.	Maria Corsi	Angela Williams
<b>DEPARTMENTAL COMPUTING</b>			
1	Management of the departments' information technology resources.	Maria Corsi	John Lucci
2	Ensuring that critical data back up occurs.	Maria Corsi	John Lucci
3	Ensuring that procedures such as password controls are followed.	Maria Corsi	John Lucci
4	Reporting of suspected security violations.	Maria Corsi	John Lucci