

Communication Sciences and Disorders - H0087
Baseline Standards
FY 2016

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

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CASH HANDLING			
1	Collecting cash, checks, etc.	Sharita Bourgeois-Clark, Clinic Coordinator	Michele Ozgen, Office Asst 2
2	Reconciling cash, checks, etc. to receipts.	Sharita Bourgeois-Clark, Clinic Coordinator	Elizabeth Shepard, DBA
3	Preparing deposits.	Elizabeth Shepard, DBA	Sharita Bourgeois-Clark, Clinic Coordinator
4	Preparing Journal Entries.	Elizabeth Shepard, DBA	Sharita Bourgeois-Clark, Clinic Coordinator
5	Verifying deposits posted correctly in the Finance System.	Elizabeth Shepard, DBA	Sharita Bourgeois-Clark, Clinic Coordinator
6	Adequacy of physical safeguards of cash receipts and equivalent.	Elizabeth Shepard, DBA	Sharita Bourgeois-Clark, Clinic Coordinator
7	Secure deposits via UHDPS to Student Financial Services.	Elizabeth Shepard, DBA	Sharita Bourgeois-Clark, Clinic Coordinator
8	Ensuring deposits are made timely.	Elizabeth Shepard, DBA	
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Elizabeth Shepard, DBA	Lynn Maher, Dept. Chair
10	Updating Cash Handling Procedures as needed.	Elizabeth Shepard, DBA	Lynn Maher, Dept. Chair
11	Distribution of Cash Handling Procedures to employees who handle cash.	Elizabeth Shepard, DBA	Lynn Maher, Dept. Chair
12	Consistent and efficient responses to inquiries.	Elizabeth Shepard, DBA	Lynn Maher, Dept. Chair
13	Ensuring all employees who complete or approve credit card journals have completed the Credit Card Accounting training.	Elizabeth Shepard, DBA	Lynn Maher, Dept. Chair
14	Ensuring all access and use of credit card information is secure.	Elizabeth Shepard, DBA	Lynn Maher, Dept. Chair
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.	Lynn Maher, Dept. Chair	Elizabeth Shepard, DBA
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Elizabeth Shepard, DBA	Samantha Ary, Program Manager
2	Ensuring the annual inventory was completed correctly.	Elizabeth Shepard, DBA	Samantha Ary, Program Manager
3	Tagging equipment.	Elizabeth Shepard, DBA	Samantha Ary, Program Manager
4	Approving requests for removal of equipment from campus.	Elizabeth Shepard, DBA	Samantha Ary, Program Manager

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DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Sharita Bourgeois-Clark, Clinic Coordinator	Elizabeth Shepard, DBA
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Sharita Bourgeois-Clark, Clinic Coordinator	Elizabeth Shepard, DBA
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Sharita Bourgeois-Clark, Clinic Coordinator	Elizabeth Shepard, DBA
ACCOUNTS RECEIVABLE			
1	Extending of credit.	N/A	
2	Billing.	Sharita Bourgeois-Clark, Clinic Coordinator; Michele Ozgen,	Elizabeth Shepard, DBA
3	Collection.	Sharita Bourgeois-Clark, Clinic Coordinator; Michele Ozgen,	Elizabeth Shepard, DBA
4	Recording.	Sharita Bourgeois-Clark, Clinic Coordinator; Michele Ozgen,	Elizabeth Shepard, DBA
5	Monitoring credit extended.	N/A	
6	Approving write-offs.	Elizabeth Shepard, DBA	Melissa Bruce, Clinic Director
NEGATIVE BALANCES			
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Elizabeth Shepard, DBA	Lynn Maher, Dept. Chair
2	Ensuring that research expenditures are covered by funds from sponsors.	Elizabeth Shepard, DBA	Lynn Maher, Dept. Chair
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	CLASS IT	
2	Ensuring that critical data back up occurs.	CLASS IT	
3	Ensuring that procedures such as password controls are followed.	CLASS IT	
4	Reporting of suspected security violations.	CLASS IT	Lynn Maher, Dept. Chair