

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

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CASH HANDLING			
1	Collecting cash, checks, etc.	Andre Cobb, Financial Coordinator, Tiffany Le, LCC	
2	Reconciling cash, checks, etc. to receipts.	Andre Cobb, Financial Coordinator, Tiffany Le, LCC	Carol Barr, Asst. Director
3	Preparing deposits.	Andre Cobb, Financial Coordinator, Tiffany Le, LCC	Carol Barr, Asst. Director
4	Preparing Journal Entries.	Andre Cobb, Financial Coordinator, Tiffany Le, LCC	Carol Barr, Asst. Director
5	Verifying deposits posted correctly in the Finance System.	Andre Cobb, Financial Coordinator, Tiffany Le, LCC	Carol Barr, Asst. Director
6	Adequacy of physical safeguards of cash receipts and equivalent.	Andre Cobb, Financial Coordinator, Tiffany Le, LCC	Carol Barr, Asst. Director
7	Secure deposits via UHDPS to Student Financial Services.	Andre Cobb, Financial Coordinator, Tiffany Le, LCC	Carol Barr, Asst. Director
8	Ensuring deposits are made timely.	Andre Cobb, Financial Coordinator, Tiffany Le, LCC	Carol Barr, Asst. Director
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Carol Barr, Asst. Director, Tiffany Le, LCC Financial Coordinator	Andre Cobb, Financial Coordinator
10	Updating Cash Handling Procedures as needed.	Carol Barr, Asst. Director; Tiffany Le, LCC Financial Coordinator	
11	Distribution of Cash Handling Procedures to employees who handle cash.	Carol Barr, Asst. Dir./Joy Tesh, Director, LCC	
12	Consistent and efficient responses to inquiries.	Carol Barr, Asst. Dir./Joy Tesh, Director, LCC	Andre Cobb, Financial Coordinator
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 Barr, Asst. Director/Joy Tesh, Director, LCC	Wyman Herendeen, Chair
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	George Barr, Dept. IT Specialist	
2	Ensuring the annual inventory was completed correctly.	Carol Barr, Asst. Director	
3	Tagging equipment.	George Barr, Dept. IT Specialist	
4	Approving requests for removal of equipment from campus.	Carol Barr, Asst. Director	

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