

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

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CASH HANDLING			
1	Collecting cash, checks, etc.	Stephanie Davis, ABA	Randi Betts, Director
2	Reconciling cash, checks, etc. to receipts.	Stephanie Davis, ABA	Randi Betts, Director
3	Preparing deposits.	Stephanie Davis, ABA	Randi Betts, Director
4	Preparing Journal Entries.	Stephanie Davis, ABA	Randi Betts, Director
5	Verifying deposits posted correctly in the Finance System.	Stephanie Davis, ABA	Randi Betts, Director
6	Adequacy of physical safeguards of cash receipts and equivalent.	Randi Betts, Director	Dr. Charles Layne, Chair
7	Secure deposits via UHDPS to Student Financial Services.	Stephanie Davis, ABA	Randi Betts, Director
8	Ensuring deposits are made timely.	Randi Betts, Director	Randi Betts, Director
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Randi Betts, Director	Dr. Charles Layne, Chair
10	Updating Cash Handling Procedures as needed.	Randi Betts, Director	Dr. Charles Layne, Chair
11	Distribution of Cash Handling Procedures to employees who handle cash.	Randi Betts, Director	Dr. Charles Layne, Chair
12	Consistent and efficient responses to inquiries.	Stephanie Davis, ABA	Randi Betts, Director
PETTY CASH			
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
CONTRACT ADMINISTRATION			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Randi Betts, Director	Dr. Charles Layne, Chair
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Jessica Wheeler, Program Director	Randi Betts, Director
2	Ensuring the annual inventory was completed correctly.	Randi Betts, Director	Dr. Charles Layne, Chair
3	Tagging equipment.	Jessica Wheeler, Program Director	Randi Betts, Director
4	Approving requests for removal of equipment from campus.	Randi Betts, Director	Dr. Charles Layne, Chair

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DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Stephanie Davis, ABA	Randi Betts, Director
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Stephanie Davis, ABA	Randi Betts, Director
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Stephanie Davis, ABA	Randi Betts, Director
ACCOUNTS RECEIVABLE			
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
NEGATIVE BALANCES			
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Randi Betts, Director	Stephanie Davis, ABA
2	Ensuring that research expenditures are covered by funds from sponsors.	Stephanie Davis, ABA	Randi Betts, Director
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Randi Betts, Director	Dr. Charles Layne, Chair
2	Ensuring that critical data back up occurs.	CLASS IT	Randi Betts, Director
3	Ensuring that procedures such as password controls are followed.	CLASS IT	Randi Betts, Director
4	Reporting of suspected security violations.	Randi Betts, Director	Dr. Charles Layne, Chair