

Department of History - H0089
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.	Lorena Lopez, DBA	Philip Howard, Chair
2	Updating the Baseline Standards Form.	Lorena Lopez, DBA	Philip Howard, Chair
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Donna Butler, Assitant DBA	Lorena Lopez, DBA
2	Reviewing cost center verifications.	Lorena Lopez, DBA	Philip Howard, Chair
3	Approving cost center verifications.	Lorena Lopez, DBA	Philip Howard, Chair
4	Ensuring all cost centers are verified/approved on a timely basis.	Lorena Lopez, DBA	Philip Howard, Chair
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Lorena Lopez, DBA	Philip Howard, Chair
2	Ensuring the validity of travel and expense reimbursements.	Lorena Lopez, DBA	Philip Howard, Chair
3	Ensuring that goods and services are received and that timely payment is made.	Lorena Lopez, DBA	Philip Howard, Chair
4	Ensuring correct account coding on purchases documents.	Donna Butler, Assitant DBA	Philip Howard, Chair
5	Primary contact for inquiries to expenditure transactions.	Lorena Lopez, DBA	Philip Howard, 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.	Donna Butler, Assitant DBA	Lorena Lopez, DBA
2	Ensuring all monthly leave is recorded accurately and approved before the deadlines set by Payroll.	Lorena Lopez, DBA	Philip Howard, Chair
3	Ensuring all TRAM high level exceptions are corrected in a timely manner prior to Payroll deadlines.	Donna Butler, Assitant DBA	Lorena Lopez, DBA
4	Ensuring all Time Reporters (new employees and transfers) are assigned to Time Approvers in TRAM.	Lorena Lopez, DBA	Donna Butler, Assistant 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	Donna Butler, Assitant DBA	Lorena Lopez, DBA
6	Completing termination ePAR's within 24 hours of termination and completing the termination clearance form.	Donna Butler, Assitant DBA	Lorena Lopez, DBA
7	Ensuring terminated employees are no longer charged to departmental cost centers.	Donna Butler, Assitant DBA	Lorena Lopez, DBA
8	Maintaining departmental personnel files.	Lorena Lopez, DBA	
9	Consistent and efficient responses to inquiries.	Lorena Lopez, DBA	Donna Butler, Assistant DBA
10	Hire ePAR's should be processed at least 1 week prior to start date.	Lorena Lopez, DBA	Donna Butler, Assistant DBA
11	Ensure all security access requests and training courses are completed 48 hours prior to necessary access changes.	Lorena Lopez, DBA	Donna Butler, Assistant DBA

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CASH HANDLING			
1	Collecting cash, checks, etc.	Daphyne Pitre, Graduate Advising Assistant and Gloria	Donna Butler, Assistant DBA
2	Reconciling cash, checks, etc. to receipts.	Donna Butler, Assitant DBA	Lorena Lopez, DBA
3	Preparing deposits.	Donna Butler, Assitant DBA	Lorena Lopez, DBA
4	Preparing Journal Entries.	Donna Butler, Assitant DBA	Lorena Lopez, DBA
5	Verifying deposits posted correctly in the Finance System.	Lorena Lopez, DBA	Philip Howard, Chair
6	Adequacy of physical safeguards of cash receipts and equivalent.	Lorena Lopez, DBA	Donna Butler, Assistant DBA
7	Secure deposits via UHDPS to Student Financial Services.	Donna Butler, Assitant DBA	Lorena Lopez, DBA
8	Ensuring deposits are made timely.	Donna Butler, Assitant DBA	Lorena Lopez, DBA
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Lorena Lopez, DBA	Philip Howard, Chair
10	Updating Cash Handling Procedures as needed.	Lorena Lopez, DBA	Philip Howard, Chair
11	Distribution of Cash Handling Procedures to employees who handle cash.	Lorena Lopez, DBA	Philip Howard, Chair
12	Consistent and efficient responses to inquiries.	Lorena Lopez, DBA	Philip Howard, Chair
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.	Lorena Lopez, DBA	Philip Howard, Chair
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Gloria Turner, Office Assistant	Philip Howard, Chair
2	Ensuring the annual inventory was completed correctly.	Gloria Turner, Office Assistant	Philip Howard, Chair
3	Tagging equipment.	Gloria Turner, Office Assistant	
4	Approving requests for removal of equipment from campus.	Philip Howard, Chair	

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DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Lorena Lopez, DBA	Philip Howard, Chair
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Lorena Lopez, DBA	Philip Howard, Chair
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Lorena Lopez, DBA	Philip Howard, Chair
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.	Lorena Lopez, DBA	Philip Howard, Chair
2	Ensuring that research expenditures are covered by funds from sponsors.	Lorena Lopez, DBA	Philip Howard, Chair
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Frank Houston, CLASS IT	
2	Ensuring that critical data back up occurs.	Frank Houston, CLASS IT	
3	Ensuring that procedures such as password controls are followed.	Frank Houston, CLASS IT	
4	Reporting of suspected security violations.	Lorena Lopez, DBA	Philip Howard, Chair