

Modern and Classical Language - H0092  
Baseline Standards  
FY 2016

| Description of Responsibility                                      |                                                                                                                                                                                                  | Responsible Person(s) (Name/Title) |                      |
|--------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|----------------------|
|                                                                    |                                                                                                                                                                                                  | Primary (Required)                 | Secondary (Optional) |
| <b>DEPARTMENTAL POLICIES &amp; PROCEDURES / BASELINE STANDARDS</b> |                                                                                                                                                                                                  |                                    |                      |
| 1                                                                  | Ensuring the Departmental Policy and Procedures manual is current.                                                                                                                               | Devianee Vasanjee                  |                      |
| 2                                                                  | Updating the Baseline Standards Form.                                                                                                                                                            | Devianee Vasanjee                  |                      |
| <b>FINANCIAL REPORTING - COST CENTER VERIFICATIONS</b>             |                                                                                                                                                                                                  |                                    |                      |
| 1                                                                  | Preparing cost center verifications.                                                                                                                                                             | Devianee Vasanjee                  |                      |
| 2                                                                  | Reviewing cost center verifications.                                                                                                                                                             | Devianee Vasanjee                  |                      |
| 3                                                                  | Approving cost center verifications.                                                                                                                                                             | Hildegard Glass                    |                      |
| 4                                                                  | Ensuring all cost centers are verified/approved on a timely basis.                                                                                                                               | Devianee Vasanjee                  |                      |
| <b>FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS</b>              |                                                                                                                                                                                                  |                                    |                      |
| 1                                                                  | Ensuring valid authorization of purchase documents.                                                                                                                                              | Rishika Harrylall                  | Devianee Vasanjee    |
| 2                                                                  | Ensuring the validity of travel and expense reimbursements.                                                                                                                                      | Rishika Harrylall                  | Devianee Vasanjee    |
| 3                                                                  | Ensuring that goods and services are received and that timely payment is made.                                                                                                                   | Rishika Harrylall                  |                      |
| 4                                                                  | Ensuring correct account coding on purchases documents.                                                                                                                                          | Rishika Harrylall                  | Devianee Vasanjee    |
| 5                                                                  | Primary contact for inquiries to expenditure transactions.                                                                                                                                       | Rishika Harrylall                  | Devianee Vasanjee    |
| 6                                                                  | Ensuring access and use of P-Cards and T-Cards are secure.                                                                                                                                       | Rishika Harrylall                  | Devianee Vasanjee    |
| 7                                                                  | Ensuring P-Card transactions are adequately documented and benefit the university.                                                                                                               | Rishika Harrylall                  | Devianee Vasanjee    |
| 8                                                                  | Ensuring T-Card transactions are adequately documented and benefit the university.                                                                                                               | Rishika Harrylall                  | Devianee Vasanjee    |
| <b>PAYROLL / HUMAN RESOURCES</b>                                   |                                                                                                                                                                                                  |                                    |                      |
| 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.                     | Rishika Harrylall                  | Devianee Vasanjee    |
| 2                                                                  | Ensuring all monthly leave is recorded accurately and approved before the deadlines set by Payroll.                                                                                              | Hildegard Glass                    | Devianee Vasanjee    |
| 3                                                                  | Ensuring all TRAM high level exceptions are corrected in a timely manner prior to Payroll deadlines.                                                                                             | Rishika Harrylall                  | Devianee Vasanjee    |
| 4                                                                  | Ensuring all Time Reporters (new employees and transfers) are assigned to Time Approvers in TRAM.                                                                                                | Devianee Vasanjee                  |                      |
| 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 | Devianee Vasanjee                  |                      |
| 6                                                                  | Completing termination ePAR's within 24 hours of termination.                                                                                                                                    | Rishika Harrylall                  | Devianee Vasanjee    |
| 7                                                                  | Verifying that the eTermination Checklist is completed by all required departments no more than two weeks after termination.                                                                     | Devianee Vasanjee                  |                      |
| 8                                                                  | Ensuring terminated employees are no longer charged to departmental cost centers.                                                                                                                | Devianee Vasanjee                  |                      |
| 9                                                                  | Maintaining departmental personnel files.                                                                                                                                                        | Devianee Vasanjee                  |                      |
| 10                                                                 | Consistent and efficient responses to inquiries.                                                                                                                                                 | Devianee Vasanjee                  | Rishika Harrylall    |
| 11                                                                 | Hire ePAR's should be processed at least 1 week prior to start date.                                                                                                                             | Rishika Harrylall                  | Devianee Vasanjee    |
| 12                                                                 | Ensure all security access requests and training courses are completed 48 hours prior to necessary access changes.                                                                               | Devianee Vasanjee                  |                      |

Modern and Classical Language - H0092  
Baseline Standards  
FY 2016

| Description of Responsibility    |                                                                                                                                  | Responsible Person(s) (Name/Title) |                      |
|----------------------------------|----------------------------------------------------------------------------------------------------------------------------------|------------------------------------|----------------------|
|                                  |                                                                                                                                  | Primary (Required)                 | Secondary (Optional) |
| <b>CASH HANDLING</b>             |                                                                                                                                  |                                    |                      |
| 1                                | Collecting cash, checks, etc.                                                                                                    | Rishika Harrylall                  | Devianee Vasanjee    |
| 2                                | Reconciling cash, checks, etc. to receipts.                                                                                      | Rishika Harrylall                  | Devianee Vasanjee    |
| 3                                | Preparing deposits.                                                                                                              | Rishika Harrylall                  | Devianee Vasanjee    |
| 4                                | Preparing Journal Entries.                                                                                                       | Rishika Harrylall                  | Devianee Vasanjee    |
| 5                                | Verifying deposits posted correctly in the Finance System.                                                                       | Rishika Harrylall                  | Devianee Vasanjee    |
| 6                                | Adequacy of physical safeguards of cash receipts and equivalent.                                                                 | Rishika Harrylall                  | Devianee Vasanjee    |
| 7                                | Secure deposits via UHDPS to Student Financial Services.                                                                         | Rishika Harrylall                  | Devianee Vasanjee    |
| 8                                | Ensuring deposits are made timely.                                                                                               | Rishika Harrylall                  | Devianee Vasanjee    |
| 9                                | Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training. | Devianee Vasanjee                  |                      |
| 10                               | Updating Cash Handling Procedures as needed.                                                                                     | Devianee Vasanjee                  |                      |
| 11                               | Distribution of Cash Handling Procedures to employees who handle cash.                                                           | Devianee Vasanjee                  |                      |
| 12                               | Consistent and efficient responses to inquiries.                                                                                 | Devianee Vasanjee                  | Rishika Harrylall    |
| 13                               | Ensuring all employees who complete or approve credit card journals have completed the Credit Card Accounting training.          | Devianee Vasanjee                  |                      |
| 14                               | Ensuring all access and use of credit card information is secure.                                                                | NA                                 |                      |
| <b>PETTY CASH / CHANGE FUNDS</b> |                                                                                                                                  |                                    |                      |
| 1                                | Submitting Annual Reauthorization for Petty Cash/Change Funds.                                                                   | NA                                 |                      |
| 2                                | Preparing petty cash disbursements.                                                                                              | NA                                 |                      |
| 3                                | Ensuring petty cash disbursements are not for more than \$100.                                                                   | NA                                 |                      |
| 4                                | Ensuring petty cash disbursements are made for only authorized purposes.                                                         | NA                                 |                      |
| 5                                | Approving petty cash disbursements.                                                                                              | NA                                 |                      |
| 6                                | Replenishing the petty cash fund timely.                                                                                         | NA                                 |                      |
| 7                                | Ensuring the petty cash fund is balanced after each disbursement.                                                                | NA                                 |                      |
| 8                                | Ensuring the change fund is balanced daily, weekly or monthly.                                                                   | NA                                 |                      |
| <b>CONTRACT ADMINISTRATION</b>   |                                                                                                                                  |                                    |                      |
| 1                                | Ensuring departmental personnel comply with contract administration policies/procedures.                                         | Devianee Vasanjee                  |                      |
| <b>PROPERTY MANAGEMENT</b>       |                                                                                                                                  |                                    |                      |
| 1                                | Performing the annual inventory.                                                                                                 | Rishika Harrylall                  |                      |
| 2                                | Ensuring the annual inventory was completed correctly.                                                                           | Devianee Vasanjee                  | Rishika Harrylall    |
| 3                                | Tagging equipment.                                                                                                               | Rishika Harrylall                  |                      |
| 4                                | Approving requests for removal of equipment from campus.                                                                         | Rishika Harrylall                  |                      |

Modern and Classical Language - H0092  
 Baseline Standards  
 FY 2016

| Description of Responsibility |                                                                                                                                                        | Responsible Person(s) (Name/Title) |                      |
|-------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|----------------------|
|                               |                                                                                                                                                        | Primary (Required)                 | Secondary (Optional) |
| DISCLOSURE FORMS              |                                                                                                                                                        |                                    |                      |
| 1                             | Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.                                        | Devianee Vasanjee                  |                      |
| 2                             | Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.                               | Devianee Vasanjee                  |                      |
| 3                             | Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research. | Devianee Vasanjee                  |                      |
| 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.                                                                  | Devianee Vasanjee                  |                      |
| 2                             | Ensuring that research expenditures are covered by funds from sponsors.                                                                                | Devianee Vasanjee                  |                      |
| DEPARTMENTAL COMPUTING        |                                                                                                                                                        |                                    |                      |
| 1                             | Management of the departments' information technology resources.                                                                                       | Frank Houston                      |                      |
| 2                             | Ensuring that critical data back up occurs.                                                                                                            | Frank Houston                      |                      |
| 3                             | Ensuring that procedures such as password controls are followed.                                                                                       | Frank Houston                      |                      |
| 4                             | Reporting of suspected security violations.                                                                                                            | Devianee Vasanjee                  |                      |