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

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Description of Responsibility		Responsible Person(s) (Name/Title)	
		Primary (Required)	Secondary (Optional)
CASH HANDLING			
1	Collecting cash, checks, etc.	Pamela Silva, Office Coord.	Linda Espino, ABA
2	Reconciling cash, checks, etc. to receipts.	Pamela Silva, Office Coord.	Linda Espino, ABA
3	Preparing deposits.	Pamela Silva, Office Coord.	Linda Espino, ABA
4	Preparing Journal Entries.	Pamela Silva, Office Coord.	Linda Espino, ABA
5	Verifying deposits posted correctly in the Finance System.	Pamela Silva, Office Coord.	Linda Espino, ABA
6	Adequacy of physical safeguards of cash receipts and equivalent.	Pamela Silva, Office Coord.	Linda Espino, ABA
7	Secure deposits via UHDPS to Student Financial Services.	Pamela Silva, Office Coord.	Linda Espino, ABA
8	Ensuring deposits are made timely.	Pamela Silva, Office Coord.	Linda Espino, ABA
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Linda Espino, ABA	Pamela Silva, Office Coord.
10	Updating Cash Handling Procedures as needed.	Linda Espino, ABA	Pamela Silva, Office Coord.
11	Distribution of Cash Handling Procedures to employees who handle cash.	Linda Espino, ABA	Pamela Silva, Office Coord.
12	Consistent and efficient responses to inquiries.	Linda Espino, ABA	Pamela Silva, Office Coord.
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.	Linda Espino, ABA	Susan Scarrow, Chair
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Phuong Tran, User Serv Spec 2	Linda Espino, ABA
2	Ensuring the annual inventory was completed correctly.	Phuong Tran, User Serv Spec 2	Linda Espino, ABA
3	Tagging equipment.	Phuong Tran, User Serv Spec 2	Linda Espino, ABA
4	Approving requests for removal of equipment from campus.	Susan Scarrow, Chair	

		Responsible Person(s) (Name/Title)	
Description of Responsibility		**Primary (Required)**	**Secondary (Optional)**
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Pamela Silva, Office Coord.	Linda Espino, ABA
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Pamela Silva, Office Coord.	Linda Espino, ABA
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Pamela Silva, Office Coord.	Linda Espino, ABA
ACCOUNTS RECEIVABLE			
1	Extending of credit.	N/A	
2	Billing.	N/A	
3	Collection.	N/A	
4	Recording.	N/A	
5	Monitoring credit extended.	N/A	
6	Approving write-offs.	N/A	
NEGATIVE BALANCES			
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Linda Espino, ABA	Susan Scarrow, Chair
2	Ensuring that research expenditures are covered by funds from sponsors.	Linda Espino, ABA	Susan Scarrow, Chair
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Frank Houston, CLASS IT	Phuong Tran, User Serv Spec 2
2	Ensuring that critical data back up occurs.	Frank Houston, CLASS IT	Phuong Tran, User Serv Spec 2
3	Ensuring that procedures such as password controls are followed.	Frank Houston, CLASS IT	Phuong Tran, User Serv Spec 2
4	Reporting of suspected security violations.	Frank Houston, CLASS IT	Phuong Tran, User Serv Spec 2

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