

Public Administration
Baseline Standards
FY 2016

H0514 PUBLIC ADMINISTRATION		Responsible Person(s) (Name/Title)	
Description of Responsibility		Primary (Required)	Secondary (Optional)
DEPARTMENTAL POLICIES & PROCEDURES / BASELINE STANDARDS			
1	Ensuring the Departmental Policy and Procedures manual is current.	Linda Espino, ABA	
2	Updating the Baseline Standards Form.	Linda Espino, ABA	Exec Director, College Business Operations (Andrea Short)
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Linda Espino, ABA	
2	Reviewing cost center verifications.	Linda Espino, ABA	
3	Approving cost center verifications.	Linda Espino, ABA	
4	Ensuring all cost centers are verified/approved on a timely basis.	Linda Espino, ABA	Exec Director, College Business Operations (Andrea Short)
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Linda Espino, ABA	
2	Ensuring the validity of travel and expense reimbursements.	Linda Espino, ABA	
3	Ensuring that goods and services are received and that timely payment is made.	Linda Espino, ABA	
4	Ensuring correct account coding on purchases documents.	Linda Espino, ABA	
5	Primary contact for inquiries to expenditure transactions.	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	
2	Ensuring all monthly leave is recorded accurately and approved before the deadlines set by Payroll.	Linda Espino, ABA	
3	Ensuring all TRAM high level exceptions are corrected in a timely manner prior to Payroll deadlines.	Linda Espino, ABA	
4	Ensuring all Time Reporters (new employees and transfers) are assigned to Time Approvers in TRAM.	Linda Espino, 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	Linda Espino, ABA	
6	Completing termination ePAR's within 24 hours of termination and completing the termination clearance form.	Linda Espino, ABA	
7	Ensuring terminated employees are no longer charged to departmental cost centers.	Linda Espino, ABA	
8	Maintaining departmental personnel files.	Linda Espino, ABA	
9	Consistent and efficient responses to inquiries.	Linda Espino, ABA	
10	Hire ePAR's should be processed at least 1 week prior to start date.	Linda Espino, ABA	
11	Ensure all security access requests and training courses are completed 48 hours prior to necessary access changes.	Linda Espino, ABA	

Public Administration
Baseline Standards
FY 2016

H0514 PUBLIC ADMINISTRATION		Responsible Person(s) (Name/Title)	
Description of Responsibility		Primary (Required)	Secondary (Optional)
CASH HANDLING			
1	Collecting cash, checks, etc.	Linda Espino, ABA	
2	Reconciling cash, checks, etc. to receipts.	Linda Espino, ABA	
3	Preparing deposits.	Linda Espino, ABA	
4	Preparing Journal Entries.	Linda Espino, ABA	
5	Verifying deposits posted correctly in the Finance System.	Linda Espino, ABA	
6	Adequacy of physical safeguards of cash receipts and equivalent.	Linda Espino, ABA	
7	Secure deposits via UHDPS to Student Financial Services.	Linda Espino, ABA	
8	Ensuring deposits are made timely.	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	
10	Updating Cash Handling Procedures as needed.	Linda Espino, ABA	
11	Distribution of Cash Handling Procedures to employees who handle cash.	Linda Espino, ABA	
12	Consistent and efficient responses to inquiries.	Linda Espino, ABA	
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.	Zewuze Ladzekpo, ABA	
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Linda Espino, ABA	
2	Ensuring the annual inventory was completed correctly.	Linda Espino, AB	
3	Tagging equipment.	Linda Espino, ABA	James Thurmond, Director
4	Approving requests for removal of equipment from campus.	Linda Espino, ABA	

Public Administration
Baseline Standards
FY 2016

H0514 PUBLIC ADMINISTRATION		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.	Linda Espino, ABA	
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	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.	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	James Thurmond, Director
2	Ensuring that research expenditures are covered by funds from sponsors.	Linda Espino, ABA	James Thurmond, Director
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.	Frank Houston/CLASS IT	