

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

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CASH HANDLING			
1	Collecting cash, checks, etc.	Carol Risinger, Admin. Coord.	Kristin Deville, DBA
2	Reconciling cash, checks, etc. to receipts.	Carol Risinger, Admin. Coord.	Kristin Deville, DBA
3	Preparing deposits.	Carol Risinger, Admin. Coord.	Kristin Deville, DBA
4	Preparing Journal Entries.	Carol Risinger, Admin. Coord.	Kristin Deville, DBA
5	Verifying deposits posted correctly in the Finance System.	Kristin Deville, DBA	
6	Adequacy of physical safeguards of cash receipts and equivalent.	Carol Risinger, Admin. Coord.	Kristin Deville, DBA
7	Secure deposits via UHDPS to Student Financial Services.	Carol Risinger, Admin. Coord.	Kristin Deville, DBA
8	Ensuring deposits are made timely.	Carol Risinger, Admin. Coord.	Carol Risinger, Admin. Coord.
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Kristin Deville, DBA	
10	Updating Cash Handling Procedures as needed.	Kristin Deville, DBA	Carol Risinger, Admin. Coord.
11	Distribution of Cash Handling Procedures to employees who handle cash.	Kristin Deville, DBA	Carol Risinger, Admin. Coord.
12	Consistent and efficient responses to inquiries.	Carol Risinger, Admin. Coord.	Kristin Deville, DBA
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.	Carol Risinger, Admin. Coord.	Kristin Deville, DBA
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Edwin Richardson, USS2	
2	Ensuring the annual inventory was completed correctly.	Edwin Richardson, USS2	Kristin Deville, DBA
3	Tagging equipment.	Edwin Richardson, USS2	
4	Approving requests for removal of equipment from campus.	Edwin Richardson, USS2	Kristin Deville, DBA

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DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Kristin Deville, DBA	David Bertman, Director
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Kristin Deville, DBA	David Bertman, Director
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Kristin Deville, DBA	
ACCOUNTS RECEIVABLE			
1	Extending of credit.	N/A	
2	Billing.	N/A	
3	Collection.	Carol Risinger, Admin. Coord.	Kristin Deville, DBA
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.	David Bertman, Director	Kristin Deville, DBA
2	Ensuring that research expenditures are covered by funds from sponsors.	Kristin Deville, DBA	David Bertman, Director
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Edwin Richardson, USS2	
2	Ensuring that critical data back up occurs.	Edwin Richardson, USS2	
3	Ensuring that procedures such as password controls are followed.	Edwin Richardson, USS2	
4	Reporting of suspected security violations.	Edwin Richardson, USS2	