Health Human Performance (H0065) Baseline Standards FY 2017

		Responsible Person(s) (Name/Title)	
	otion of Responsibility	Primary (Required)	Secondary (Optional)
DEPAI	RTMENTAL POLICIES & PROCEDURES / BASELINE		
TANI	DARDS		
1	Ensuring the Departmental Policy and Procedures manual is	Randi Betts, Director	
	current.		Dr. Daniel O'Connor, Chair
2	Updating the Baseline Standards Form.	Randi Betts, Director	
			Dr. Daniel O'Connor, Chair
INAN	CIAL REPORTING - COST CENTER VERIFICATIONS		
1	Preparing cost center verifications.		
1	repaining cost center verifications.	Stephanie Davis, ABA	Randi Betts, Director
2	Reviewing cost center verifications.		
		Stephanie Davis, ABA	Randi Betts, Director
3	Approving cost center verifications.		
		Stephanie Davis, ABA	Randi Betts, Director
4	Ensuring all cost centers are verified/approved on a timely basis.		
		Randi Betts, Director	Dr. Daniel O'Connor, Chair
INAN	CIAL REPORTING - EXPENDITURE TRANSACTIONS		
	T		
1	Ensuring valid authorization of purchase documents.		
		Randi Betts, Director	Dr. Daniel O'Connor, Chair
2	Ensuring the validity of travel and expense reimbursements.		
		Randi Betts, Director	Dr. Daniel O'Connor, Chair
3	Ensuring that goods and services are received and that timely		
	payment is made.	Stephanie Davis, ABA	Randi Betts, Director
4	Ensuring correct account coding on purchases documents.		
		Stephanie Davis, ABA	Randi Betts, Director
5	Primary contact for inquiries to expenditure transactions.		
		Stephanie Davis, ABA	Randi Betts, Director
PAYRO	OLL / HUMAN RESOURCES		
1	Ensuring all bi-weekly reported time and leave are approved	Randi Betts, Director	
1	before the deadlines set by Payroll, so that the correct hours are	Randi Betts, Director	
	recorded and paid on each bi-weekly paycheck.		Carabania Dania ADA
2		D 1: D 11 D: 1	Stephanie Davis, ABA
2	Ensuring all monthly leave is recorded and approved before the	Randi Betts, Director	Carabania Dania ADA
2	deadlines set by Payroll.	C. I . M.D D. II	Stephanie Davis, ABA
3	Reconciling approved reported time and leave (bi-weekly	Stephanie M. Davis, Payroll Coordinator	
	employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Coordinator	Stephanie Davis, ABA
4	Completing termination clearance procedures.	Randi Betts, Director	Stephanie Davis, ABA
4	Completing termination clearance procedures.	Kandi Detts, Director	Stanhania Davis ARA
5	Ensuring terminated employees are no longer charged to	Stephanie M. Davis, Payroll	Stephanie Davis, ABA
J	departmental cost centers.		Stanhania Davis APA
6	Maintaining departmental Personnel files.	Coordinator Randi Betts, Director	Stephanie Davis, ABA
U	ivianianing departmental i ersonner mes.	Kandi Betts, Difector	Stephanie Davis ARA
7	Ensuring valid authorization of new hires.	Randi Betts, Director	Stephanie Davis, ABA
,	Libering valid addictization of fiew filtes.	Randi Betts, Difector	Stephanie Davis, ABA
8	Ensuring valid authorization of changes in compensation rates.	Randi Betts, Director	Stephanic Davis, ADA
	Ensuring valid addition of changes in compensation rates.	Kandi Betts, Difector	Stephanie Davis ARA
9	Ensuring the accurate input of changes to the HR System.	Stanbania M. Davis, Davis 11	Stephanie Davis, ABA
	Ensuring the accurate input of changes to the rik System.	Stephanie M. Davis, Payroll	Stanhania Davis ARA
10	Consistent and efficient responses to inquiries.	Coordinator	Stephanie Davis, ABA Randi Betts, Director
10	Consistent and efficient responses to inquiries.	Stanbania Davis ADA	Kandi Betts, Director
		Stephanie Davis, ABA	

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	ption of Responsibility	Responsible Person(s) (Name/Title)	
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CASH I	HANDLING		
	lon e la la c	G. I. : M. D. : D. II	
1	Collecting cash, checks, etc.	Stephanie M. Davis, Payroll	Carlonia Dania ADA
	Reconciling cash, checks, etc. to receipts.	Coordinator Stephanie M. Davis, Payroll	Stephanie Davis, ABA
2	Reconciling cash, checks, etc. to receipts.	-	Stankania Davis ADA
3	Preparing deposits.	Coordinator Stephanie M. Davis, Payroll	Stephanie Davis, ABA
3	Preparing deposits.	Coordinator	Stephanie Davis, ABA
4	Preparing Journal Entries.	Stephanie M. Davis, Payroll	Stephanie Davis, ABA
4	Treparing Journal Entries.	Coordinator	Stephanie Davis, ABA
5	Verifying deposits posted correctly in the Finance System.	Stephanie M. Davis, Payroll	Stephanic Davis, ADA
3	verifying deposits posted correctly in the Finance System.	Coordinator	Stephanie Davis, ABA
6	Adequacy of physical safeguards of cash receipts and	Coordinator	Randi Betts, Director
Ü	equivalent.	Stephanie Davis, ABA	Tumar Bettis, Birector
7	Secure deposits via UHDPS to Student Financial Services.	Stephanie M. Davis, Payroll	
		Coordinator	Stephanie Davis, ABA
8	Ensuring deposits are made timely.		Randi Betts, Director
	8 . 1	Stephanie Davis, ABA	, , , , , , , , , , , , , , , , , , , ,
9	Ensuring all employees who handle cash have completed Cash	Randi Betts, Director	
	Security Procedures or Cash Deposit and Security Procedures	ŕ	
	training.		Stephanie Davis, ABA
10	Updating Cash Handling Procedures as needed.	Randi Betts, Director	
			Stephanie Davis, ABA
11	Distribution of Cash Handling Procedures to employees who	Randi Betts, Director	
	handle cash.		Stephanie Davis, ABA
12	Consistent and efficient responses to inquiries.		Randi Betts, Director
		Stephanie Davis, ABA	
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	27/4	27/4
4	purposes.	N/A	N/A
4	Approving petty cash disbursements.	NT/A	NI/A
5	Replenishing the petty cash fund timely.	N/A	N/A
3	Replemsning the petty cash rund timery.	N/A	N/A
6	Ensuring the petty cash fund is balanced after each	IN/A	N/A
U	disbursement.	N/A	N/A
CONTR	ACT ADMINISTRATION	IVA	IVA
COLVII			
1	Ensuring departmental personnel comply with contract	Randi Betts, Director	
-	administration policies/procedures.		Dr. Daniel O'Connor, Chair
PROPE	RTY MANAGEMENT		
1	Performing the annual inventory.	Jessica Wheeler, Program	
		Coordinator 2	Randi Betts, Director
2	Ensuring the annual inventory was completed correctly.	Randi Betts, Director	
			Dr. Daniel O'Connor, Chair
3	Tagging equipment.	Jessica Wheeler, Program	
		Coordinator 2	Randi Betts, Director
4	Approving requests for removal of equipment from campus.	Randi Betts, Director	
			Dr. Daniel O'Connor, Chair
DISCLO	OSURE FORMS		
	<u></u>		
1	Ensuring all employees with purchasing influence complete the	a	D 11D 11 21
	annual Related Party disclosure statement online.	Stephanie Davis, ABA	Randi Betts, Director
2	Ensuring all full time, benefits eligible, exempt faculty and staff	G. 1 . B	D UD W D
	complete the Consulting disclosure statement online.	Stephanie Davis, ABA	Randi Betts, Director
3	Ensuring that all Principal and Co-Principal Investigators		
	complete the annual Conflict of Interest disclosure statement for	Stankania Dania ABA	Dan di Datta Din d
	the Division of Research.	Stephanie Davis, ABA	Randi Betts, Director

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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
NEGA	TIVE BALANCES		
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Randi Betts, Director	Stephanie Davis, ABA
2	Ensuring that research expenditures are covered by funds from sponsors.	Stephanie Davis, ABA	Randi Betts, Director
DEPA	RTMENTAL COMPUTING		
1	Management of the departments' information technology resources.	Randi Betts, Director	Dr. Daniel O'Connor, Chair
2	Ensuring that critical data back up occurs.	CLASS IT	Randi Betts, Director
3	Ensuring that procedures such as password controls are followed.	CLASS IT	Randi Betts, Director
4	Reporting of suspected security violations.	Randi Betts, Director	Dr. Daniel O'Connor, Chair

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