

English Department - H0086  
Baseline Standards  
FY 2018

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.	Andre Cobb, DBA	NA
2	Updating the Baseline Standards Form.	Andre Cobb, DBA	NA
<b>FINANCIAL REPORTING - COST CENTER VERIFICATIONS</b>			
1	Preparing cost center verifications.	Tammie Florence, Financial Coordinator	Valeria Gonzalez, Secretary 1
2	Reviewing cost center verifications.	Andre Cobb, DBA	James Kastely
3	Approving cost center verifications.	Andre Cobb, DBA	James Kastely
4	Ensuring all cost centers are verified/approved on a timely basis.	Andre Cobb, DBA	James Kastely
<b>FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS</b>		Andre Cobb, DBA	
1	Ensuring valid authorization of purchase documents.	Andre Cobb, DBA	Tammie Florence, Financial Coordinator
2	Ensuring the validity of travel and expense reimbursements.	Andre Cobb, DBA	Tammie Florence, Financial Coordinator
3	Ensuring that goods and services are received and that timely payment is made.	Andre Cobb, DBA	Tammie Florence, Financial Coordinator
4	Ensuring correct account coding on purchases documents.	Andre Cobb, DBA	Tammie Florence, Financial Coordinator
5	Primary contact for inquiries to expenditure transactions.	Andre Cobb, DBA	Tammie Florence, Financial Coordinator
<b>PAYROLL / HUMAN RESOURCES</b>		Andre Cobb, DBA	Tammie Florence, Financial Coordinator
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.	Andre Cobb, DBA	Tammie Florence, Financial Coordinator
2	Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.	Andre Cobb, DBA	Tammie Florence, Financial Coordinator
3	Reconciling approved reported time and leave (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Andre Cobb, DBA	Tammie Florence, Financial Coordinator
4	Completing termination clearance procedures.	Andre Cobb, DBA	Tammie Florence, Financial Coordinator
5	Ensuring terminated employees are no longer charged to departmental cost centers.	Andre Cobb, DBA	Tammie Florence, Financial Coordinator
6	Maintaining departmental Personnel files.	Andre Cobb, DBA	Tammie Florence, Financial Coordinator
7	Ensuring valid authorization of new hires.	Andre Cobb, DBA	Tammie Florence, Financial Coordinator
8	Ensuring valid authorization of changes in compensation rates.	Andre Cobb, DBA	Tammie Florence, Financial Coordinator
9	Ensuring the accurate input of changes to the HR System.	Andre Cobb, DBA	Tammie Florence, Financial Coordinator
10	Consistent and efficient responses to inquiries.	Andre Cobb, DBA	Tammie Florence, Financial Coordinator

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<b>CASH HANDLING</b>			
1	Collecting cash, checks, etc.	Andre Cobb, DBA	Tammie Florence, Financial Coordinator
2	Reconciling cash, checks, etc. to receipts.	Andre Cobb, DBA	Tammie Florence, Financial Coordinator
3	Preparing deposits.	Andre Cobb, DBA	Tammie Florence, Financial Coordinator
4	Preparing Journal Entries.	Andre Cobb, DBA	Tammie Florence, Financial Coordinator
5	Verifying deposits posted correctly in the Finance System.	Andre Cobb, DBA	Tammie Florence, Financial Coordinator
6	Adequacy of physical safeguards of cash receipts and equivalent.	Andre Cobb, DBA	Tammie Florence, Financial Coordinator
7	Secure deposits via UHDPSS to Student Financial Services.	Andre Cobb, DBA	Tammie Florence, Financial Coordinator
8	Ensuring deposits are made timely.	Andre Cobb, DBA	Tammie Florence, Financial Coordinator
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Andre Cobb, DBA	Tammie Florence, Financial Coordinator
10	Updating Cash Handling Procedures as needed.	Andre Cobb, DBA	Tammie Florence, Financial Coordinator
11	Distribution of Cash Handling Procedures to employees who handle cash.	Andre Cobb, DBA	Tammie Florence, Financial Coordinator
12	Consistent and efficient responses to inquiries.	Andre Cobb, DBA	Tammie Florence, Financial Coordinator
<b>PETTY CASH</b>			
1	Preparing petty cash disbursements.	NA	NA
2	Ensuring petty cash disbursements are not for more than \$100.	NA	NA
3	Ensuring petty cash disbursements are made for only authorized purposes.	NA	NA
4	Approving petty cash disbursements.	NA	NA
5	Replenishing the petty cash fund timely.	NA	NA
6	Ensuring the petty cash fund is balanced after each disbursement.	NA	NA
<b>CONTRACT ADMINISTRATION</b>			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Andre Cobb, DBA	Tammie Florence, Financial Coordinator
<b>PROPERTY MANAGEMENT</b>			
1	Performing the annual inventory.	Jesus Perez, User Specialist 2	Andre Cobb, DBA
2	Ensuring the annual inventory was completed correctly.	Jesus Perez, User Specialist 2	Andre Cobb, DBA
3	Tagging equipment.	Jesus Perez, User Specialist 2	Andre Cobb, DBA
4	Approving requests for removal of equipment from campus.	Jesus Perez, User Specialist 2	Andre Cobb, DBA
<b>DISCLOSURE FORMS</b>			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Andre Cobb, DBA	NA
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Andre Cobb, DBA	NA
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Andre Cobb, DBA	NA

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ACCOUNTS RECEIVABLE			
1	Extending of credit.	NA	NA
2	Billing.	NA	NA
3	Collection.	NA	NA
4	Recording.	NA	NA
5	Monitoring credit extended.	NA	NA
6	Approving write-offs.	NA	NA
NEGATIVE BALANCES			
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Andre Cobb, DBA	Tammie Florence, Financial Coordinator
2	Ensuring that research expenditures are covered by funds from sponsors.	Andre Cobb, DBA	Tammie Florence, Financial Coordinator
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Jesus Perez, User Specialist 2	NA
2	Ensuring that critical data back up occurs.	Jesus Perez, User Specialist 2	NA
3	Ensuring that procedures such as password controls are followed.	Jesus Perez, User Specialist 2	NA
4	Reporting of suspected security violations.	Jesus Perez, User Specialist 2	NA