## History (H0089) Baseline Standards FY 2018

		Responsible Person(s) (Name/Title)		
Descrip	otion of Responsibility	Primary (Required)	Secondary (Optional)	
DEPAF	RTMENTAL POLICIES & PROCEDURES / BASELINE			
STANI	DARDS			
1	Ensuring the Departmental Policy and Procedures manual is	Donna Butler, DBA		
	current.		Philip Howard, Chair	
2	Updating the Baseline Standards Form.	Donna Butler, DBA	Dhillia Haasaad Chain	
DINI A NI	L CIAL REPORTING - COST CENTER VERIFICATIONS		Philip Howard, Chair	
FINAIN	CIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Gloria Turner, Office Asst. 1		
1	repairing cost center verifications.	Gioria Turner, Office 71331. 1	Donna Butler, DBA	
2	Reviewing cost center verifications.	Donna Butler, DBA		
	The vining cost contest vermountains.	Domini Butter, BB11	Philip Howard, Chair	
3	Approving cost center verifications.	Donna Butler, DBA	,	
		,	Philip Howard, Chair	
4	Ensuring all cost centers are verified/approved on a timely basis.	Donna Butler, DBA		
			Philip Howard, Chair	
FINAN	CIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Donna Butler, DBA		
			Philip Howard, Chair	
2	Ensuring the validity of travel and expense reimbursements.	Donna Butler, DBA		
		GI I TO OCC A 1 1	Philip Howard, Chair	
3	Ensuring that goods and services are received and that timely	Gloria Turner, Office Asst. 1	Dhilim Hayyand Chain	
4	payment is made.  Ensuring correct account coding on purchases documents.	Gloria Turner, Office Asst. 1	Philip Howard, Chair	
4	Ensuring correct account coding on purchases documents.	Gioria Turner, Office Asst. 1	Philip Howard, Chair	
5	Primary contact for inquiries to expenditure transactions.	Donna Butler, DBA	I miip Howard, Chan	
3	Timaly contact for inquiries to expenditure transactions.	Dollia Butier, DBA	Philip Howard, Chair	
PAYRO	DLL / HUMAN RESOURCES		I map 110 ward, chair	
1	Ensuring all bi-weekly reported time and leave are approved	Donna Butler, DBA		
	before the deadlines set by Payroll, so that the correct hours are			
	recorded and paid on each bi-weekly paycheck.		Donna Butler, DBA	
2	Ensuring all monthly leave is recorded and approved before the	Donna Butler, DBA	·	
	deadlines set by Payroll.		Philip Howard, Chair	
3	Reconciling approved reported time and leave (bi-weekly	Donna Butler, DBA		
	employees) and ePARs (monthly employees) to the trial and			
	final payroll verification reports.		Donna Butler, DBA	
4	Completing termination clearance procedures.	Gloria Turner, Office Asst. 1		
			Donna Butler, DBA	
5	Ensuring terminated employees are no longer charged to	Gloria Turner, Office Asst. 1	D D 4 DD4	
	departmental cost centers.	CI T COT A L	Donna Butler, DBA	
6	Maintaining departmental Personnel files.	Gloria Turner, Office Asst. 1	Donna Rutlar, DPA	
7	Ensuring valid authorization of new hires.	Donna Butler, DBA	Donna Butler, DBA	
	Lisuring valid addionzation of flew filles.	Domia Dutier, DBA	Philip Howard, Chair	
8	Ensuring valid authorization of changes in compensation rates.	Donna Butler, DBA	i mip Howard, Chan	
	Taile addiction of changes in compensation rates.	Somia Badot, BB/1	Philip Howard, Chair	
9	Ensuring the accurate input of changes to the HR System.	Gloria Turner, Office Asst. 1		
	g a same and a same		Donna Butler, DBA	
10	Consistent and efficient responses to inquiries.	Gloria Turner, Office Asst. 1		
	^ ^		Donna Butler, DBA	

Submitted: 5/4/17 1 of 3

## History (H0089) Baseline Standards FY 2018

		Responsible Pe	erson(s) (Name/Title)
Descrip	tion of Responsibility	Primary (Required)	Secondary (Optional)
	HANDLING	* * * /	
1	Collecting cash, checks, etc.	Daphyne Pitre, Grad. Advising	
		Asst.	Gloria Turner, Office Asst. 1
2	Reconciling cash, checks, etc. to receipts.	Donna Butler, DBA	Dhilin Hayyand Chain
3	Preparing deposits.	Gloria Turner, Office Asst. 1	Philip Howard, Chair
3	repaining deposits.	Gloria Turner, Office Asst. 1	Donna Butler, DBA
4	Preparing Journal Entries.	Gloria Turner, Office Asst. 1	
	1 8	, , , , , , , , , , , , , , , , , , , ,	Donna Butler, DBA
5	Verifying deposits posted correctly in the Finance System.	Donna Butler, DBA	
			Philip Howard, Chair
6	Adequacy of physical safeguards of cash receipts and	Donna Butler, DBA	Philip Howard, Chair
	equivalent.	GI : The Correction of the Cor	D D 1 DD1
7	Secure deposits via UHDPS to Student Financial Services.	Gloria Turner, Office Asst. 1	Donna Butler, DBA
8	Ensuring deposits are made timely.	Gloria Turner, Office Asst. 1	
0	Ensuring deposits are made timery.	Gioria Turner, Office Asst. 1	Donna Butler, DBA
9	Ensuring all employees who handle cash have completed Cash	Donna Butler, DBA	
	Security Procedures or Cash Deposit and Security Procedures		
	training.		Philip Howard, Chair
10	Updating Cash Handling Procedures as needed.	Donna Butler, DBA	
			Philip Howard, Chair
11	Distribution of Cash Handling Procedures to employees who	Donna Butler, DBA	
	handle cash.		Philip Howard, Chair
12	Consistent and efficient responses to inquiries.	Donna Butler, DBA	DITE II I CI :
PETTY	CACII		Philip Howard, Chair
PEIII	CASH		
1	Preparing petty cash disbursements.	N/A	
•	Troparing petty easi discursements.	1,111	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	N/A	
	purposes.	37/1	N/A
4	Approving petty cash disbursements.	N/A	NI/A
5	Replenishing the petty cash fund timely.	N/A	N/A
3	Repletitishing the petty cash fund timery.	IVA	N/A
6	Ensuring the petty cash fund is balanced after each	N/A	
	disbursement.		N/A
CONTR	ACT ADMINISTRATION		
1	Ensuring departmental personnel comply with contract	Donna Butler, DBA	DITE II I CI :
DDODE	administration policies/procedures.		Philip Howard, Chair
PROPE	RTY MANAGEMENT		
1	Performing the annual inventory.	Gloria Turner, Office Asst. 1	
1		Tarner, Office Figure 1	Philip Howard, Chair
2	Ensuring the annual inventory was completed correctly.	Gloria Turner, Office Asst. 1	
	• • •		Philip Howard, Chair
3	Tagging equipment.	Gloria Turner, Office Asst. 1	
		GI : M GGT :	Philip Howard, Chair
4	Approving requests for removal of equipment from campus.	Gloria Turner, Office Asst. 1	Philip Howard, Chair
DISCLO	DSURE FORMS		i miip Howard, Chan
איזיירדר	DOORE I ORIVID		
1	Ensuring all employees with purchasing influence complete the	Donna Butler, DBA	
-	annual Related Party disclosure statement online.	, - 2	Philip Howard, Chair
2	Ensuring all full time, benefits eligible, exempt faculty and staff	Donna Butler, DBA	
	complete the Consulting disclosure statement online.		Philip Howard, Chair
3	Ensuring that all Principal and Co-Principal Investigators	Donna Butler, DBA	
	complete the annual Conflict of Interest disclosure statement for		DI III II CI I
	the Division of Research.		Philip Howard, Chair

Submitted: 5/4/17 2 of 3

## History (H0089) Baseline Standards FY 2018

		Responsible Person(s) (Name/Title)	
Description of Responsibility		Primary (Required)	Secondary (Optional)
	UNTS 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.	Donna Butler, DBA	Philip Howard, Chair
2	Ensuring that research expenditures are covered by funds from sponsors.	Donna Butler, DBA	Philip Howard, Chair
DEPA	RTMENTAL 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.	Donna Butler, DBA	Philip Howard, Chair

Submitted: 5/4/17 3 of 3