Health and Human Performance Baseline Standards FY 2019

		Responsible Person(s) (Name/Title)	
Descrip	tion of Responsibility	Primary (Required)	Secondary (Optional)
DEPAR	TMENTAL POLICIES & PROCEDURES / BASELINE		
STAND	ARDS		
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
FINAN	CIAL REPORTING - COST CENTER VERIFICATIONS		
1	Preparing cost center verifications.		
1	repaining cost center verifications.	Stephanie Davis, DBA	Randi Betts, Director
2	Reviewing cost center verifications.	•	,
		Stephanie Davis, DBA	Randi Betts, Director
3	Approving cost center verifications.	_	
		Stephanie Davis, DBA	Randi Betts, Director
4	Ensuring all cost centers are verified/approved on a timely		
	basis.	Randi Betts, Director	Dr. Daniel O'Connor, Chair
FINAN	CIAL REPORTING - EXPENDITURE TRANSACTIONS		
1	Ensuring valid authorization of purchase documents.		
1	Ensuring valid additionzation of purchase documents.	Randi Betts, Director	Dr. Daniel O'Connor, Chair
2	Ensuring the validity of travel and expense reimbursements.	Kandi Detts, Difector	Di. Daniel O Collilot, Chall
4	Ensuring the valuaty of traver and expense remibursements.	Randi Betts, Director	Dr. Daniel O'Connor, Chair
3	Ensuring that goods and services are received and that timely	Tandi Betts, Director	Di. Damer O Comior, Chan
5	payment is made.	Stephanie Davis, DBA	Randi Betts, Director
4	Ensuring correct account coding on purchases documents.	Stephanie Buris, BB11	Tundi Betts, Brietts
•	Ensuring correct account country on parentages documents.	Stephanie Davis, DBA	Randi Betts, Director
5	Primary contact for inquiries to expenditure transactions.	,	
		Stephanie Davis, DBA	Randi Betts, Director
PAYRO	DLL / HUMAN RESOURCES		
1	Ensuring all bi-weekly reported time and leave are approved	Randi Betts, Director	
	before the deadlines set by Payroll, so that the correct hours are		
	recorded and paid on each bi-weekly paycheck.		Stephanie Davis, DBA
2	Ensuring all monthly leave is recorded and approved before the	Randi Betts, Director	
	deadlines set by Payroll.		Stephanie Davis, DBA
3	Reconciling approved reported time and leave (bi-weekly	Stephanie M. Davis, Payroll	
	employees) and ePARs (monthly employees) to the trial and	Coordinator	
	final payroll verification reports.		Stephanie Davis, DBA
4	Completing termination clearance procedures.	Randi Betts, Director	G. 1 . D . DD.
		G. I. : M.D. : D. "	Stephanie Davis, DBA
5	Ensuring terminated employees are no longer charged to	Stephanie M. Davis, Payroll	Carabania Dani BRA
	departmental cost centers.	Coordinator	Stephanie Davis, DBA
6	Maintaining departmental Personnel files.	Randi Betts, Director	Stanbania Davis DDA
7	Ensuring valid authorization of new hires.	Randi Betts, Director	Stephanie Davis, DBA
/	Ensuring valid addiorization of new nires.	Kandi Deus, Director	Stephanie Davis, DBA
8	Ensuring valid authorization of changes in compensation rates.	Randi Betts, Director	Stephanic Davis, DBA
o	ransuring valid additionzation of changes in compensation rates.	Randi Deus, Difector	Stephanie Davis, DBA
9	Ensuring the accurate input of changes to the HR System.	Stephanie M. Davis, Payroll	Deephanic Davis, DD/1
_	and the decurate input of changes to the The System.	Coordinator	Stephanie Davis, DBA
10	Consistent and efficient responses to inquiries.	Stephanie M. Davis, Payroll	Randi Betts, Director
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			erson(s) (Name/Title)
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CASH I	HANDLING		
1	Collecting cash, checks, etc.	Stephanie M. Davis, Payroll	
1	Confecting cash, checks, etc.	Coordinator	Stephanie Davis, DBA
2	Reconciling cash, checks, etc. to receipts.	Stephanie M. Davis, Payroll	Stephanie Davis, DBA
2	Reconcining cash, checks, etc. to receipts.		Stanbania Davis DRA
3	Preparing deposits.	Coordinator Stephanie M. Davis, Payroll	Stephanie Davis, DBA
3	Preparing deposits.		Stanbania Davis DDA
	D ' I IE ('	Coordinator	Stephanie Davis, DBA
4	Preparing Journal Entries.	Stephanie M. Davis, Payroll	G. I. I. D. I. DD.I.
		Coordinator	Stephanie Davis, DBA
5	Verifying deposits posted correctly in the Finance System.	Stephanie M. Davis, Payroll	
		Coordinator	Stephanie Davis, DBA
6	Adequacy of physical safeguards of cash receipts and		Randi Betts, Director
	equivalent.	Stephanie Davis, DBA	
7	Secure deposits via UHDPS to Student Financial Services.	Stephanie M. Davis, Payroll	
		Coordinator	Stephanie Davis, DBA
8	Ensuring deposits are made timely.		Randi Betts, Director
		Stephanie Davis, DBA	
9	Ensuring all employees who handle cash have completed Cash	Randi Betts, Director	
	Security Procedures or Cash Deposit and Security Procedures		
	training.		Stephanie Davis, DBA
10	Updating Cash Handling Procedures as needed.	Randi Betts, Director	
-		,	Stephanie Davis, DBA
11	Distribution of Cash Handling Procedures to employees who	Randi Betts, Director	<u> </u>
	handle cash.	The second second	Stephanie Davis, DBA
12	Consistent and efficient responses to inquiries.		Randi Betts, Director
12	Consistent and efficient responses to inquiries.	Stephanie Davis, DBA	Randi Betts, Director
ETTV	CASH	Stephanic Davis, DBA	
EIII	CASH		
1	Preparing petty cash disbursements.		
1	Preparing petty cash disbursements.	NT/A	NT/A
2	F	N/A	N/A
2	Ensuring petty cash disbursements are not for more than \$100.	NT/A	NI/A
		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.	27/4	27/4
		N/A	N/A
5	Replenishing the petty cash fund timely.		
		N/A	N/A
6	Ensuring the petty cash fund is balanced after each		
	disbursement.	N/A	N/A
CONTR	RACT ADMINISTRATION		
	,		
1	Ensuring departmental personnel comply with contract	Stephanie Davis, DBA	
	administration policies/procedures.		Dr. Daniel O'Connor, Chair
ROPE	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	
		ĺ	Dr. Daniel O'Connor, Chair
3	Tagging equipment.	Jessica Wheeler, Program	,
-	CC 3 T T	Coordinator 2	Randi Betts, Director
4	Approving requests for removal of equipment from campus.	Randi Betts, Director	
•		2000, 20000	Dr. Daniel O'Connor, Chair
ווארו ר	DSURE FORMS		Zume. O comor, Chan
, IOCL	DOOKE I OKING		
1	Ensuring all employees with purchasing influence complete the		
1		Stanbania Davis DRA	Pandi Patta Dinasta
	annual Related Party disclosure statement online.	Stephanie Davis, DBA	Randi Betts, Director
2	Ensuring all full time, benefits eligible, exempt faculty and staff	g. 1 · 5 · 5 · 5	D 11 D 11 D 11
	complete the Consulting disclosure statement online.	Stephanie Davis, DBA	Randi Betts, Director
3	Ensuring that all Principal and Co-Principal Investigators		
	complete the annual Conflict of Interest disclosure statement for		
	the Division of Research.	Stephanie Davis, DBA	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
NEGAT	IVE BALANCES		
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Randi Betts, Director	Stephanie Davis, DBA
2	Ensuring that research expenditures are covered by funds from sponsors.	Stephanie Davis, DBA	Randi Betts, Director
DEPAR	TMENTAL 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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