

DEPARTMENT
Baseline Standards
FY 2019

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.	Philip Howard - Dept. Chair	
2	Updating the Baseline Standards Form.	Donna Butler- DBA	
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Paul Scott - ABA	
2	Reviewing cost center verifications.	Philip Howard - Dept. Chair	Donna Butler - DBA
3	Approving cost center verifications.	Philip Howard - Dept. Chair	Donna Butler - DBA
4	Ensuring all cost centers are verified/approved on a timely basis.	Philip Howard - Dept. Chair	Donna Butler - DBA
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Donna Butler- DBA	
2	Ensuring the validity of travel and expense reimbursements.	Paul Scott - ABA	Donna Butler - DBA
3	Ensuring that goods and services are received and that timely payment is made.	Paul Scott - ABA	Donna Butler - DBA
4	Ensuring correct account coding on purchases documents.	Paul Scott - ABA	Donna Butler - DBA
5	Primary contact for inquiries to expenditure transactions.	Paul Scott - ABA	Donna Butler - 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.	Paul Scott - ABA Donna Butler- -DBA	
2	Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.	Philip Howard - Dept. Chair	
3	Reconciling approved reported time and leave (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Paul Scott	Donna Butler - DBA
4	Completing termination clearance procedures.	Donna Butler- DBA	
5	Ensuring terminated employees are no longer charged to departmental cost centers.	Donna Butler- DBA	
6	Maintaining departmental Personnel files.	Donna Butler- DBA	
7	Ensuring valid authorization of new hires.	Donna Butler- DBA	
8	Ensuring valid authorization of changes in compensation rates.	Donna Butler- DBA	
9	Ensuring the accurate input of changes to the HR System.	Donna Butler- DBA	

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10 Consistent and efficient responses to inquiries.	Philip Howard - Dept. Chair	Donna Butler - DBA
CASH HANDLING		
1 Collecting cash, checks, etc.		
2 Reconciling cash, checks, etc. to receipts.		
3 Preparing deposits.		
4 Preparing Journal Entries.		
5 Verifying deposits posted correctly in the Finance System.		
6 Adequacy of physical safeguards of cash receipts and equivalent.		
7 Secure deposits via UHDPS to Student Financial Services.		
8 Ensuring deposits are made timely.		
9 Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.		
10 Updating Cash Handling Procedures as needed.		
11 Distribution of Cash Handling Procedures to employees who handle cash.		
12 Consistent and efficient responses to inquiries.		
PETTY CASH		
1 Preparing petty cash disbursements.		
2 Ensuring petty cash disbursements are not for more than \$100.		
3 Ensuring petty cash disbursements are made for only authorized purposes.		
4 Approving petty cash disbursements.		
5 Replenishing the petty cash fund timely.		
6 Ensuring the petty cash fund is balanced after each disbursement.		
CONTRACT ADMINISTRATION		
1 Ensuring departmental personnel comply with contract administration policies/procedures.		
PROPERTY MANAGEMENT		
1 Performing the annual inventory.		

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2	Ensuring the annual inventory was completed correctly.	
3	Tagging equipment.	
4	Approving requests for removal of equipment from campus.	
DISCLOSURE FORMS		
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	
ACCOUNTS RECEIVABLE		
1	Extending of credit.	
2	Billing.	
3	Collection.	
4	Recording.	
5	Monitoring credit extended.	
6	Approving write-offs.	
NEGATIVE BALANCES		
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	
2	Ensuring that research expenditures are covered by funds from sponsors.	
DEPARTMENTAL COMPUTING		
1	Management of the departments' information technology resources.	
2	Ensuring that critical data back up occurs.	
3	Ensuring that procedures such as password controls are followed.	
4	Reporting of suspected security violations.	