

Conrad N Hilton College
Baseline Standards
FY 2016

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.	THOMAS P CHANDAPILLA CBA	THEODORE LIANG ABA
2	Updating the Baseline Standards Form.	THOMAS P CHANDAPILLA CBA	THEODORE LIANG ABA
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	BEVERLY NICHOLSON FIN. ASST 2	LINSEY HO. FIN. COORD.
2	Reviewing cost center verifications.	THOMAS P CHANDAPILLA CBA	THEODORE LIANG ABA
3	Approving cost center verifications.	THOMAS P CHANDAPILLA CBA	THEODORE LIANG ABA
4	Ensuring all cost centers are verified/approved on a timely basis.	THOMAS P CHANDAPILLA CBA	THEODORE LIANG ABA
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	THOMAS P CHANDAPILLA CBA	THEODORE LIANG ABA
2	Ensuring the validity of travel and expense reimbursements.	THOMAS P CHANDAPILLA CBA	THEODORE LIANG ABA
3	Ensuring that goods and services are received and that timely payment is made.	THOMAS P CHANDAPILLA CBA	THEODORE LIANG ABA
4	Ensuring correct account coding on purchases documents.	THOMAS P CHANDAPILLA CBA	THEODORE LIANG ABA
5	Primary contact for inquiries to expenditure transactions.	THOMAS P CHANDAPILLA CBA	THEODORE LIANG ABA
6	Ensuring access and use of P-Cards and T-Cards are secure.	THOMAS P CHANDAPILLA CBA	THEODORE LIANG ABA
7	Ensuring P-Card transactions are adequately documented and benefit the university.	THOMAS P CHANDAPILLA CBA	THEODORE LIANG ABA
8	Ensuring T-Card transactions are adequately documented and benefit the university.	THOMAS P CHANDAPILLA CBA	THEODORE LIANG ABA
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.	THOMAS P CHANDAPILLA CBA	THEODORE LIANG ABA
2	Ensuring all monthly leave is recorded accurately and approved before the deadlines set by Payroll	THOMAS P CHANDAPILLA CBA	THEODORE LIANG ABA
3	Ensuring all TRAM high level exceptions are corrected in a timely manner prior to Payroll deadlines.	THOMAS P CHANDAPILLA CBA	THEODORE LIANG ABA
4	Ensuring all Time Reporters (new employees and transfers) are assigned to Time Approvers in TRAM.	THOMAS P CHANDAPILLA CBA	THEODORE LIANG ABA
5	Reconciling approved reported time and leave (bi-weekly & monthly employees) and ePARs (biweekly & monthly employees) to the trial and final payroll verification reports and off-cycle payrolls	THOMAS P CHANDAPILLA CBA	THEODORE LIANG ABA
6	Completing termination ePAR's within 24 hours of termination.	THOMAS P CHANDAPILLA CBA	THEODORE LIANG ABA
7	Verifying that the eTermination Checklist is completed by all required departments no more than two weeks after termination.	THOMAS P CHANDAPILLA CBA	THEODORE LIANG ABA
8	Ensuring terminated employees are no longer charged to departmental cost centers.	THOMAS P CHANDAPILLA CBA	THEODORE LIANG ABA
9	Maintaining departmental personnel files.	THEODORE LIANG ABA	ALFREDO FERNANDEZ FIN. ASST 2
10	Consistent and efficient responses to inquiries.	THEODORE LIANG ABA	ALFREDO FERNANDEZ FIN. ASST 2
11	Hire ePAR's should be processed at least 1 week prior to start date.	THEODORE LIANG ABA	ALFREDO FERNANDEZ FIN. ASST 2
12	Ensure all security access requests and training courses are completed 48 hours prior to necessary access changes.	THOMAS P CHANDAPILLA CBA	THEODORE LIANG ABA

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CASH HANDLING			
1	Collecting cash, checks, etc.	ALFREDO FERNANDEZ FIN. ASST 2	THEODORE LIANG ABA
2	Reconciling cash, checks, etc. to receipts.	ALFREDO FERNANDEZ FIN. ASST 2	THEODORE LIANG ABA
3	Preparing deposits.	ALFREDO FERNANDEZ FIN. ASST 2	THEODORE LIANG ABA
4	Preparing Journal Entries.	ALFREDO FERNANDEZ FIN. ASST 2	THEODORE LIANG ABA
5	Verifying deposits posted correctly in the Finance System.	BEVERLY NICHOLSON FIN. ASST 2	LINSEY HO. FIN. COORD.
6	Adequacy of physical safeguards of cash receipts and equivalent.	ALFREDO FERNANDEZ FIN. ASST 2	THEODORE LIANG ABA
7	Secure deposits via UHDPS to Student Financial Services.	ALFREDO FERNANDEZ FIN. ASST 2	THEODORE LIANG ABA
8	Ensuring deposits are made timely.	ALFREDO FERNANDEZ FIN. ASST 2	THEODORE LIANG ABA
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	THEODORE LIANG ABA	THOMAS P CHANDAPILLA CBA
10	Updating Cash Handling Procedures as needed.	THEODORE LIANG ABA	THOMAS P CHANDAPILLA CBA
11	Distribution of Cash Handling Procedures to employees who handle cash.	THEODORE LIANG ABA	THOMAS P CHANDAPILLA CBA
12	Consistent and efficient responses to inquiries.	THEODORE LIANG ABA	THOMAS P CHANDAPILLA CBA
13	Ensuring all employees who complete or approve credit card journals have completed the Credit Card Accounting training.	THEODORE LIANG ABA	THOMAS P CHANDAPILLA CBA
14	Ensuring all access and use of credit card information is secure.	THEODORE LIANG ABA	THOMAS P CHANDAPILLA CBA
PETTY CASH / CHANGE FUNDS			
1	Submitting Annual Reauthorization for Petty Cash/Change Funds.	THEODORE LIANG ABA	THOMAS P CHANDAPILLA CBA
2	Preparing petty cash disbursements.	N/A	N/A
3	Ensuring petty cash disbursements are not for more than \$100.	N/A	N/A
4	Ensuring petty cash disbursements are made for only authorized purposes.	N/A	N/A
5	Approving petty cash disbursements.	N/A	N/A
6	Replenishing the petty cash fund timely.	N/A	N/A
7	Ensuring the petty cash fund is balanced after each disbursement.	N/A	N/A
8	Ensuring the change fund is balanced daily, weekly or monthly.	THEODORE LIANG ABA	THOMAS P CHANDAPILLA CBA
CONTRACT ADMINISTRATION			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	THEODORE LIANG ABA	LINSEY HO. FIN. COORD.
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	THEODORE LIANG ABA	ALFREDO FERNANDEZ FIN. ASST 2
2	Ensuring the annual inventory was completed correctly.	THEODORE LIANG ABA	ALFREDO FERNANDEZ FIN. ASST 2
3	Tagging equipment.	GAUTAM TANEJA	THEODORE LIANG ABA
4	Approving requests for removal of equipment from campus.	THEODORE LIANG ABA	THOMAS P CHANDAPILLA CBA

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DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	THOMAS P CHANDAPILLA CBA	THEODORE LIANG ABA
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	THOMAS P CHANDAPILLA CBA	THEODORE LIANG ABA
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	THEODORE LIANG ABA	THOMAS P CHANDAPILLA CBA
ACCOUNTS RECEIVABLE			
1	Extending of credit.	CASSIE MILLINGS FIN. ASST. 2	THEODORE LIANG ABA
2	Billing.	CASSIE MILLINGS FIN. ASST. 2	THEODORE LIANG ABA
3	Collection.	CASSIE MILLINGS FIN. ASST. 2	THEODORE LIANG ABA
4	Recording.	CASSIE MILLINGS FIN. ASST. 2	THEODORE LIANG ABA
5	Monitoring credit extended.	THEODORE LIANG ABA	THOMAS P CHANDAPILLA CBA
6	Approving write-offs.	THEODORE LIANG ABA	THOMAS P CHANDAPILLA CBA
NEGATIVE BALANCES			
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	THOMAS P CHANDAPILLA CBA	THEODORE LIANG ABA
2	Ensuring that research expenditures are covered by funds from sponsors.	THEODORE LIANG ABA	LINSEY HO. FIN. COORD.
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	MICHAEL SCOT DIR. EDU.TECH	GAUTAM TANEJA ASST. MGR. USER
2	Ensuring that critical data back up occurs.	MICHAEL SCOT DIR. EDU.TECH	GAUTAM TANEJA ASST. MGR. USER
3	Ensuring that procedures such as password controls are followed.	MICHAEL SCOT DIR. EDU.TECH	GAUTAM TANEJA ASST. MGR. USER
4	Reporting of suspected security violations.	MICHAEL SCOT DIR. EDU.TECH	GAUTAM TANEJA ASST. MGR. USER