

Center for Nuclear Receptors and Cell Signaling
Baseline Standards
FY 2014

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.	Estrella Weaver, DBA	
2	Updating the Baseline Standards Form.	Estrella Weaver, DBA	
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Emily Merrell, Program Manager	Estrella Weaver, DBA
2	Reviewing cost center verifications.	Cost Center Managers	Estrella Weaver, DBA
3	Approving cost center verifications.	Cost Center Managers	Estrella Weaver, DBA
4	Ensuring all cost centers are verified/approved on a timely basis.	Emily Merrell, Program Manager	Estrella Weaver, DBA
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Emily Merrell, Program Manager	Estrella Weaver, DBA
2	Ensuring the validity of travel and expense reimbursements.	Emily Merrell, Program Manager	Estrella Weaver, DBA
3	Ensuring that goods and services are received and that timely payment is made.	Samantha McKinney, Financial Assistant	Estrella Weaver, DBA
4	Ensuring correct account coding on purchases documents.	Samantha McKinney, Financial Assistant	Estrella Weaver, DBA
5	Primary contact for inquiries to expenditure transactions.	Samantha McKinney, Financial Assistant	Estrella Weaver, DBA
PAYROLL / HUMAN RESOURCES			
1	Reconciling approved bi-weekly leave requests to time and effort reports.	Estrella Weaver, DBA	Emily Merrell, Program Manager
2	Reconciling bi-weekly leave accruals to the HR System.	Estrella Weaver, DBA	Emily Merrell, Program Manager
3	Ensuring all bi-weekly time and effort reports are submitted to Payroll.	Estrella Weaver, DBA	Emily Merrell, Program Manager
4	Ensuring all monthly leave is recorded and approved in the HR System.	Estrella Weaver, DBA	Emily Merrell, Program Manager
5	Reconciling time and effort reports (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Estrella Weaver, DBA	Emily Merrell, Program Manager
6	Completing termination clearance procedures.	Estrella Weaver, DBA	Emily Merrell, Program Manager
7	Ensuring terminated employees are no longer charged to departmental cost centers.	Estrella Weaver, DBA	Emily Merrell, Program Manager
8	Paycheck distribution.	N/A	N/A
9	Maintaining departmental Personnel files.	Estrella Weaver, DBA	Emily Merrell, Program Manager
10	Ensuring valid authorization of new hires.	Estrella Weaver, DBA	Emily Merrell, Program Manager
11	Ensuring valid authorization of changes in compensation rates.	Estrella Weaver, DBA	Emily Merrell, Program Manager
12	Ensuring the accurate input of changes to the HR System.	Estrella Weaver, DBA	Emily Merrell, Program Manager
13	Propriety of leave account classification on time records.	Estrella Weaver, DBA	Emily Merrell, Program Manager
14	Consistent and efficient responses to inquiries.	Estrella Weaver, DBA	Emily Merrell, Program Manager
CASH HANDLING			

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1 Collecting cash, checks, etc.	Estrella Weaver, DBA	
2 Reconciling cash, checks, etc. to receipts.	Estrella Weaver, DBA	
3 Preparing deposits.	Estrella Weaver, DBA	
4 Preparing Journal Entries.	Estrella Weaver, DBA	
5 Verifying deposits posted correctly in the Finance System.	Estrella Weaver, DBA	
6 Adequacy of physical safeguards.	Estrella Weaver, DBA	
7 Transporting deposits to Student Financial Services.	Police (UHPD)	
8 Ensuring deposits are made timely.	Estrella Weaver, DBA	
9 Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Estrella Weaver, DBA	
10 Updating Cash Handling Procedures as needed.	Estrella Weaver, DBA	
11 Distribution of Cash Handling Procedures to employees who handle cash.	Estrella Weaver, DBA	
12 Consistent and efficient responses to inquiries.	Estrella Weaver, DBA	Emily Merrell, Program Manager
PETTY CASH		
1 Preparing petty cash disbursements.	N/A	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 purposes.	N/A	N/A
4 Approving petty cash disbursements.	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
LONG DISTANCE CHARGES		
1 Manager review of long distance charges for unusual activity.	N/A	N/A
2 Ensuring personal calls are reimbursed within 10 days from the billing date.	N/A	N/A
CONTRACT ADMINISTRATION		
1 Ensuring departmental personnel comply with contract administration policies/procedures.	Estrella Weaver, DBA	Edward Kuczynski, Executive Director
PROPERTY MANAGEMENT		
1 Performing the annual inventory.	Samantha McKinney, Financial Assistant	
2 Ensuring the annual inventory was completed correctly.	Samantha McKinney, Financial Assistant	
3 Tagging equipment.	Samantha McKinney, Financial Assistant	
4 Approving requests for removal of equipment from campus.	Samantha McKinney, Financial Assistant	
DISCLOSURE FORMS		

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1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Estrella Weaver, DBA	
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Estrella Weaver, DBA	
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Emily Merrell, Program Manager	Estrella Weaver, DBA
ACCOUNTS RECEIVABLE (Internal Only for Research Stores)			
1	Extending of credit.	N/A	
2	Billing.	N/A	
3	Collection.	N/A	
4	Recording.	N/A	
5	Monitoring credit extended.	N/A	
6	Approving write-offs.	N/A	
NEGATIVE BALANCES			
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Estrella Weaver, DBA	Emily Merrell, Program Manager
2	Ensuring that research expenditures are covered by funds from sponsors.	Estrella Weaver, DBA	Emily Merrell, Program Manager
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Adil Alvi, Systems Analyst	
2	Ensuring that critical data back up occurs.	Adil Alvi, Systems Analyst	
3	Ensuring that procedures such as password controls are followed.	Adil Alvi, Systems Analyst	
4	Reporting of suspected security violations.	Adil Alvi, Systems Analyst	