

Center for Nuclear Receptors and Cell Signaling
Baseline Standards
FY 2015

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.	Emily Merrell, DBA	
2	Updating the Baseline Standards Form.	Emily Merrell, DBA	
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Emily Merrell, DBA	Samantha McKinney, Office Coordinator
2	Reviewing cost center verifications.	Cost Center Managers	
3	Approving cost center verifications.	Cost Center Managers	
4	Ensuring all cost centers are verified/approved on a timely basis.	Emily Merrell, DBA	Samantha McKinney, Office Coordinator
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Samantha McKinney, Office Coordinator	Emily Merrell, DBA
2	Ensuring the validity of travel and expense reimbursements.	Holly Laurenzana, Administrative Assistant	Emily Merrell, DBA
3	Ensuring that goods and services are received and that timely payment is made.	Samantha McKinney, Office Coordinator	Emily Merrell, DBA
4	Ensuring correct account coding on purchases documents.	Samantha McKinney, Office Coordinator	Emily Merrell, DBA
5	Primary contact for inquiries to expenditure transactions.	Samantha McKinney, Office Coordinator	Emily Merrell, 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.	Holly Laurenzana, Administrative Assistant	Emily Merrell, DBA
2	Ensuring all monthly leave is recorded accurately and approved before the deadlines set by Payroll.	Holly Laurenzana, Administrative Assistant	Emily Merrell, DBA
3	Ensuring all TRAM high level exceptions are corrected in a timely manner prior to Payroll deadlines.	Holly Laurenzana, Administrative Assistant	Emily Merrell, DBA
4	Ensuring all Time Reporters (new employees and transfers) are assigned to Time Approvers in TRAM.	Holly Laurenzana, Administrative Assistant	Emily Merrell, DBA
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	Holly Laurenzana, Administrative Assistant	Emily Merrell, DBA
6	Completing termination ePAR's within 24 hours of termination and completing the termination clearance form.	Holly Laurenzana, Administrative Assistant	Emily Merrell, DBA
7	Ensuring terminated employees are no longer charged to departmental cost centers.	Holly Laurenzana, Administrative Assistant	Emily Merrell, DBA
8	Maintaining departmental personnel files.	Holly Laurenzana, Administrative Assistant	Emily Merrell, DBA
9	Consistent and efficient responses to inquiries.	Holly Laurenzana, Administrative Assistant	Emily Merrell, DBA
10	Hire ePAR's should be processed at least 1 week prior to start date.	Holly Laurenzana, Administrative Assistant	Emily Merrell, DBA
11	Ensure all security access requests and training courses are completed 48 hours prior to necessary access changes.	Holly Laurenzana, Administrative Assistant	Emily Merrell, DBA

Center for Nuclear Receptors and Cell Signaling
Baseline Standards
FY 2015

Description of Responsibility		Responsible Person(s) (Name/Title)	
		Primary (Required)	Secondary (Optional)
CASH HANDLING			
1	Collecting cash, checks, etc.	Samantha McKinney, Office Coordinator	Holly Laurenzana, Administrative Assistant
2	Reconciling cash, checks, etc. to receipts.	Emily Merrell, DBA	Holly Laurenzana, Administrative Assistant
3	Preparing deposits.	Samantha McKinney, Office Coordinator	Holly Laurenzana, Administrative Assistant
4	Preparing Journal Entries.	Samantha McKinney, Office Coordinator	Holly Laurenzana, Administrative Assistant
5	Verifying deposits posted correctly in the Finance System.	Samantha McKinney, Office Coordinator	Emily Merrell, DBA
6	Adequacy of physical safeguards of cash receipts and equivalent.	Samantha McKinney, Office Coordinator	Emily Merrell, DBA
7	Secure deposits via UHDPS to Student Financial Services.	Samantha McKinney, Office Coordinator	Holly Laurenzana, Administrative Assistant
8	Ensuring deposits are made timely.	Samantha McKinney, Office Coordinator	Holly Laurenzana, Administrative Assistant
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Emily Merrell, DBA	
10	Updating Cash Handling Procedures as needed.	Emily Merrell, DBA	
11	Distribution of Cash Handling Procedures to employees who handle cash.	Emily Merrell, DBA	
12	Consistent and efficient responses to inquiries.	Samantha McKinney, Office Coordinator	Emily Merrell, DBA
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
CONTRACT ADMINISTRATION			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Samantha McKinney, Office Coordinator	Emily Merrell, DBA
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Samantha McKinney, Office Coordinator	
2	Ensuring the annual inventory was completed correctly.	Samantha McKinney, Office Coordinator	
3	Tagging equipment.	Samantha McKinney, Office Coordinator	
4	Approving requests for removal of equipment from campus.	Samantha McKinney, Office Coordinator	
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Emily Merrell, DBA	
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Emily Merrell, 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, DBA	

Center for Nuclear Receptors and Cell Signaling
 Baseline Standards
 FY 2015

Description of Responsibility		Responsible Person(s) (Name/Title)	
		Primary (Required)	Secondary (Optional)
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
NEGATIVE BALANCES			
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Emily Merrell, DBA	Samantha McKinney, Office Coordinator
2	Ensuring that research expenditures are covered by funds from sponsors.	Emily Merrell, DBA	Samantha McKinney, Office Coordinator
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	