

Computer Science
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.	Barbara Murray	Debbi Davis
2	Updating the Baseline Standards Form.	Barbara Murray	Debbi Davis
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Leona Pham	
2	Reviewing cost center verifications.	Barbara Murray	Debbi Davis
3	Approving cost center verifications.	Cost Center Mgr	Barbara Murray
4	Ensuring all cost centers are verified/approved on a timely basis.	Barbara Murray	Debbi Davis
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Chris Pedraza	
2	Ensuring the validity of travel and expense reimbursements.	Brenda Stevens	Debbi Davis
3	Ensuring that goods and services are received and that timely payment is made.	Chris Pedraa	
4	Ensuring correct account coding on purchases documents.	Chris Pedraa	
5	Primary contact for inquiries to expenditure transactions.	Chris Pedraa	
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.	Debbi Davis	Barbara Murray
2	Ensuring all monthly leave is recorded accurately and approved before the deadlines set by Payroll.	Debbi Davis	Barbara Murray
3	Ensuring all TRAM high level exceptions are corrected in a timely manner prior to Payroll deadlines.	Debbi Davis	Barbara Murray
4	Ensuring all Time Reporters (new employees and transfers) are assigned to Time Approvers in TRAM.	Debbi Davis	Barbara Murray
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.	Debbi Davis	
6	Completing termination ePAR's within 24 hours of termination and completing the termination clearance form.	Debbi Davis	Mardreana Reed
7	Ensuring terminated employees are no longer charged to departmental cost centers.	Debbi Davis	
8	Maintaining departmental personnel files.	Debbi Davis	
9	Consistent and efficient responses to inquiries.	Debbi Davis	
10	Hire ePAR's should be processed at least 1 week prior to start date.	Debbi Davis	
11	Ensure all security access requests and training courses are completed 48 hours prior to necessary access changes.	Debbi Davis	
CASH HANDLING			
1	Collecting cash, checks, etc.	Elizabeth Faig	Debbi Davis
2	Reconciling cash, checks, etc. to receipts.	Mardreana Reed	
3	Preparing deposits.	Mardreana Reed	
4	Preparing Journal Entries.	Debbi Davis	Leona Pham
5	Verifying deposits posted correctly in the Finance System.	Leona Pham	Debbi Davis
6	Adequacy of physical safeguards of cash receipts and equivalent.	Barbara Murray	

Computer Science
Baseline Standards
FY 2015

Description of Responsibility	Responsible Person(s) (Name/Title)	
	Primary (Required)	Secondary (Optional)
7 Secure deposits via UHDPS to Student Financial Services.	Debbi Davis	
8 Ensuring deposits are made timely.	Debbi Davis	
9 Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Barbara Murray	Debbi Davis
10 Updating Cash Handling Procedures as needed.	Barbara Murray	
11 Distribution of Cash Handling Procedures to employees who handle cash.	Barbara Murray	
12 Consistent and efficient responses to inquiries.	Barbara Murray	Debbi Davis
PETTY CASH		
1 Preparing petty cash disbursements.	NA	
2 Ensuring petty cash disbursements are not for more than \$100.	NA	
3 Ensuring petty cash disbursements are made for only authorized purposes.	NA	
4 Approving petty cash disbursements.	NA	
5 Replenishing the petty cash fund timely.	NA	
6 Ensuring the petty cash fund is balanced after each disbursement.	NA	
CONTRACT ADMINISTRATION		
1 Ensuring departmental personnel comply with contract administration policies/procedures.	Barbara Murray	
PROPERTY MANAGEMENT		
1 Performing the annual inventory.	Chris Pedraza	Laura Miller
2 Ensuring the annual inventory was completed correctly.	Barbara Murray	
3 Tagging equipment.	Chris Pedraza	
4 Approving requests for removal of equipment from campus.	Barbara Murray and employee's supervisor	
DISCLOSURE FORMS		
1 Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Barbara Murray	Debbi Davis
2 Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Barbara Murray	Debbi Davis
3 Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Barbara Murray	Debbi Davis
ACCOUNTS RECEIVABLE		
1 Extending of credit.	NA	
2 Billing.	NA	
3 Collection.	NA	
4 Recording.	NA	
5 Monitoring credit extended.	NA	
6 Approving write-offs.	NA	
NEGATIVE BALANCES		
1 Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Barbara Murray	Leona Pham
2 Ensuring that research expenditures are covered by funds from sponsors.	Barbara Murray	Leona Pham

Computer Science
 Baseline Standards
 FY 2015

Description of Responsibility		Responsible Person(s) (Name/Title)	
		Primary (Required)	Secondary (Optional)
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Babu Sundaram	Tom Cumpain
2	Ensuring that critical data back up occurs.	Babu Sundaram	
3	Ensuring that procedures such as password controls are followed.	Babu Sundaram	Tom Cumpain
4	Reporting of suspected security violations.	Babu Sundaram	Tom Cumpain