

NSM Dean  
Baseline Standards  
FY 2015

Description of Responsibility		Responsible Person(s) (Name/Title)	
		Primary (Required)	Secondary (Optional)
<b>DEPARTMENTAL POLICIES &amp; PROCEDURES / BASELINE</b>			
1	Ensuring the Departmental Policy and Procedures manual is current.	Kristi Martin, Asst. Business Admin.	LaSaundra Cotright, College Administrator
2	Updating the Baseline Standards Form.	Kristi Martin, Asst. Business Admin.	LaSaundra Cotright, College Administrator
<b>FINANCIAL REPORTING - COST CENTER VERIFICATIONS</b>			
1	Preparing cost center verifications.	Jaleesa Washington, Financial Coord. 1	Kristi Martin, Asst. Business Admin.
2	Reviewing cost center verifications.	Kristi Martin, Asst. Business Admin.	LaSaundra Cotright, College Administrator
3	Approving cost center verifications.	Kristi Martin, Asst. Business Admin. or Cost center managers	LaSaundra Cotright, College Administrator
4	Ensuring all cost centers are verified/approved on a timely basis.	Jaleesa Washington, Financial Coord. 1	Kristi Martin, Asst. Business Admin.
<b>FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS</b>			
1	Ensuring valid authorization of purchase documents.	Jaleesa Washington, Financial Coord. 1	Kristi Martin, Asst. Business Admin.
2	Ensuring the validity of travel and expense reimbursements.	Jaleesa Washington, Financial Coord. 1	Kristi Martin, Asst. Business Admin.
3	Ensuring that goods and services are received and that timely payment is made.	Jaleesa Washington, Financial Coord. 1	Kristi Martin, Asst. Business Admin.
4	Ensuring correct account coding on purchases documents.	Jaleesa Washington, Financial Coord. 1	Kristi Martin, Asst. Business Admin.
5	Primary contact for inquiries to expenditure transactions.	Jaleesa Washington, Financial Coord. 1	Kristi Martin, Asst. Business Admin.
<b>PAYROLL / HUMAN RESOURCES</b>			
1	before the deadlines set by Payroll, so that the correct hours are recorded and paid on each bi-weekly paycheck.	Jaleesa Washington, Financial Coord. 1	Kristi Martin, Asst. Business Admin.
2	Ensuring all monthly leave is recorded accurately and approved before the deadlines set by Payroll.	Jaleesa Washington, Financial Coord. 1	Kristi Martin, Asst. Business Admin.
3	Ensuring all TRAM high level exceptions are corrected in a timely manner prior to Payroll deadlines.	Jaleesa Washington, Financial Coord. 1	Kristi Martin, Asst. Business Admin.
4	Ensuring all Time Reporters (new employees and transfers) are assigned to Time Approvers in TRAM.	Jaleesa Washington, Financial Coord. 1	Kristi Martin, Asst. Business Admin.
5	monthly employees) and ePARs (biweekly & monthly employees) to the trial and final payroll verification reports	Jaleesa Washington, Financial Coord. 1	Kristi Martin, Asst. Business Admin.
6	Completing termination ePAR's within 24 hours of termination and completing the termination clearance form.	Jaleesa Washington, Financial Coord. 1	Kristi Martin, Asst. Business Admin.
7	Ensuring terminated employees are no longer charged to departmental cost centers.	Jaleesa Washington, Financial Coord. 1	Kristi Martin, Asst. Business Admin.
8	Maintaining departmental personnel files.	Jaleesa Washington, Financial Coord. 1	Kristi Martin, Asst. Business Admin.
9	Consistent and efficient responses to inquiries.	Jaleesa Washington, Financial Coord. 1	Kristi Martin, Asst. Business Admin.
10	Hire ePAR's should be processed at least 1 week prior to start date.	Jaleesa Washington, Financial Coord. 1	Kristi Martin, Asst. Business Admin.
11	Ensure all security access requests and training courses are completed 48 hours prior to necessary access changes.	Jaleesa Washington, Financial Coord. 1	Kristi Martin, Asst. Business Admin.

NSM Dean  
Baseline Standards  
FY 2015

Description of Responsibility		Responsible Person(s) (Name/Title)	
		Primary (Required)	Secondary (Optional)
<b>CASH HANDLING</b>			
1	Collecting cash, checks, etc.	<i>Gifts:</i> D'Juana Pittman, Ex Sec / <i>Non-gifts:</i> Jaleesa Washington, Financial Coord	Jaleesa Washington, Financial Coord. 1
2	Reconciling cash, checks, etc. to receipts.	D'Juana Pittman, Executive Secretary / Kristi Martin, Asst. Business Admin.	Jaleesa Washington, Financial Coord. 1
3	Preparing deposits.	<i>Gifts:</i> D'Juana Pittman, Ex Sec / <i>Non-gifts:</i> Jaleesa Washington (preparer), Kristi Martin (approver)	Jaleesa Washington, Financial Coord. 1 / Kristi Martin, Asst. Business Admin.
4	Preparing Journal Entries.	Jaleesa Washington, Financial Coord.	Kristi Martin, Asst. Business Admin.
5	Verifying deposits posted correctly in the Finance System.	Jaleesa Washington, Financial Coord.	Kristi Martin, Asst. Business Admin.
6	Adequacy of physical safeguards of cash receipts and equivalent.	D'Juana Pittman, Ex Sec / Jaleesa Washington, Financial Coord	Kristi Martin, Asst. Business Admin.
7	Secure deposits via UHDPS to Student Financial Services.	D'Juana Pittman, Ex Sec / Jaleesa Washington, Financial Coord	Kristi Martin, Asst. Business Admin.
8	Ensuring deposits are made timely.	D'Juana Pittman, Ex Sec / Jaleesa Washington, Financial Coord	Kristi Martin, Asst. Business Admin.
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security	Kristi Martin, Asst. Business Admin.	LaSaundra Cotright, College Administrator
10	Updating Cash Handling Procedures as needed.	Kristi Martin, Asst. Business Admin	LaSaundra Cotright, College Administrator
11	Distribution of Cash Handling Procedures to employees who handle cash.	Kristi Martin, Asst. Business Admin	LaSaundra Cotright, College Administrator
12	Consistent and efficient responses to inquiries.	D'Juana Pittman, Executive Secretary (gifts) Jaleesa Washington Financial Coord. 1 (non-gifts)	Kristi Martin, Asst. Business Admin.
<b>PETTY CASH</b>			
1	Preparing petty cash disbursements.	N/A	
2	Ensuring petty cash disbursements are not for more than \$100.	N/A	
3	Ensuring petty cash disbursements are made for only authorized purposes.	N/A	
4	Approving petty cash disbursements.	N/A	
5	Replenishing the petty cash fund timely.	N/A	
6	Ensuring the petty cash fund is balanced after each disbursement.	N/A	
<b>CONTRACT ADMINISTRATION</b>			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Kristi Martin, Asst. Business Admin.	Shaki Commissariat, Asst. Business Admin.
<b>PROPERTY MANAGEMENT</b>			
1	Performing the annual inventory.	Michael Mahanay, Program Manager	Jaleesa Washington, Financial Coord. 1
2	Ensuring the annual inventory was completed correctly.	Michael Mahanay, Program Manager	Jaleesa Washington, Financial Coord. 1
3	Tagging equipment.	Michael Mahanay, Program Manager	Jaleesa Washington, Financial Coord. 1
4	Approving requests for removal of equipment from campus.	Michael Mahanay, Program Manager and employee's supervisor.	Jaleesa Washington, Financial Coord. 1

NSM Dean  
Baseline Standards  
FY 2015

Description of Responsibility		Responsible Person(s) (Name/Title)	
		Primary (Required)	Secondary (Optional)
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Kristi Martin, Asst. Business Admin	LaSaundra Cotright, College Administrator
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Kristi Martin, Asst. Business Admin	LaSaundra Cotright, College Administrator
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement	Huan-Yi "Greg" Chu, Research Administrator	Kristi Martin, Asst. Business Admin.
ACCOUNTS RECEIVABLE			
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.	Fred McGhee, Director	
2	Ensuring that research expenditures are covered by funds from sponsors.	Fred McGhee, Director	
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Gosfrey Gutierrez, Systems Admin	Salvador Baez-Franceschi, College IT Manager
2	Ensuring that critical data back up occurs.	Gosfrey Gutierrez, Systems Admin	Salvador Baez-Franceschi, College IT Manager
3	Ensuring that procedures such as password controls are followed.	Gosfrey Gutierrez, Systems Admin	Salvador Baez-Franceschi, College IT Manager
4	Reporting of suspected security violations.	Gosfrey Gutierrez, Systems Admin	Salvador Baez-Franceschi, College IT Manager