

Physics  
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.	Jennifer Chin-Davis (AD)	Summer Pao (Accountant I)
2	Updating the Baseline Standards Form.	Jennifer Chin-Davis (AD)	
<b>FINANCIAL REPORTING - COST CENTER VERIFICATIONS</b>			
1	Preparing cost center verifications.	Summer Pao (Accountant I)	Jennifer Chin-Davis (AD)
2	Reviewing cost center verifications.	Cost Center Manger	Jennifer Chin-Davis (AD)
3	Approving cost center verifications.	Cost Center Manger	Jennifer Chin-Davis (AD)
4	Ensuring all cost centers are verified/approved on a timely basis.	Summer Pao (Accountant I)	Jennifer Chin-Davis (AD)
<b>FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS</b>			
1	Ensuring valid authorization of purchase documents.	Linda Joki (Fin. Asst. II)	Jackuelin Ownes (Fin. Asst. I) Summer Pao (Accountant I)
2	Ensuring the validity of travel and expense reimbursements.	Ian Wright (Fin. Coord II)	Jackuelin Ownes (Fin. Asst. I) Summer Pao (Accountant I)
3	Ensuring that goods and services are received and that timely payment is made.	Linda Joki (Fin. Asst. II)	Jackuelin Ownes (Fin. Asst. I) Summer Pao (Accountant I)
4	Ensuring correct account coding on purchases documents.	Linda Joki (Fin. Asst. II)	Jackuelin Ownes (Fin. Asst. I) Summer Pao (Accountant I)
5	Primary contact for inquiries to expenditure transactions.	Summer Pao (Accountant I)	Jennifer Chin-Davis (AD)
<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.	Jennifer Chin-Davis (AD)	
2	Ensuring all monthly leave is recorded accurately and approved before the deadlines set by Payroll.	Jennifer Chin-Davis (AD)	
3	Ensuring all TRAM high level exceptions are corrected in a timely manner prior to Payroll deadlines.	Jennifer Chin-Davis (AD)	
4	Ensuring all Time Reporters (new employees and transfers) are assigned to Time Approvers in TRAM.	Jennifer Chin-Davis (AD)	
5	monthly employees) and ePARs (biweekly & monthly employees) to the trial and final payroll verification reports and	Jennifer Chin-Davis (AD)	
6	Completing termination ePAR's within 24 hours of termination and completing the termination clearance form.	Jennifer Chin-Davis (AD)	
7	Ensuring terminated employees are no longer charged to departmental cost centers.	Jennifer Chin-Davis (AD)	
8	Maintaining departmental personnel files.	Jennifer Chin-Davis (AD)	
9	Consistent and efficient responses to inquiries.	Jennifer Chin-Davis (AD)	
10	Hire ePAR's should be processed at least 1 week prior to start date.	Jennifer Chin-Davis (AD)	
11	Ensure all security access requests and training courses are completed 48 hours prior to necessary access changes.	Jennifer Chin-Davis (AD)	

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<b>CASH HANDLING</b>			
1	Collecting cash, checks, etc.	Linda Joki (Fin. Asst. II)	Ian Wright (Fin. Coord II) Summer Pao (Accountant I)
2	Reconciling cash, checks, etc. to receipts.	Linda Joki (Fin. Asst. II)	Ian Wright (Fin. Coord II) Summer Pao (Accountant I)
3	Preparing deposits.	Linda Joki (preparer) and Jennifer Chin-Davis (approver)	Ian Wright (Fin. Coord II) Summer Pao (Accountant I)
4	Preparing Journal Entries.	Linda Joki (Fin. Asst. II)	Ian Wright (Fin. Coord II) Summer Pao (Accountant I)
5	Verifying deposits posted correctly in the Finance System.	Summer Pao (Accountant I)	Jennifer Chin-Davis (AD)
6	Adequacy of physical safeguards of cash receipts and equivalent.	Linda Joki (Fin. Asst. II)	Ian Wright (Fin. Coord II) Summer Pao (Accountant I)
7	Secure deposits via UHDPS to Student Financial Services.	Linda Joki (Fin. Asst. II)	Ian Wright (Fin. Coord II) Summer Pao (Accountant I)
8	Ensuring deposits are made timely.	Linda Joki (Fin. Asst. II)	Jennifer Chin-Davis (AD)
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures	Jennifer Chin-Davis (AD)	
10	Updating Cash Handling Procedures as needed.	Jennifer Chin-Davis (AD)	
11	Distribution of Cash Handling Procedures to employees who handle cash.	Jennifer Chin-Davis (AD)	
12	Consistent and efficient responses to inquiries.	Jennifer Chin-Davis (AD)	
<b>PETTY CASH</b>			
1	Preparing petty cash disbursements.	NA	NA
2	Ensuring petty cash disbursements are not for more than \$100.	NA	NA
3	Ensuring petty cash disbursements are made for only authorized purposes.	NA	NA
4	Approving petty cash disbursements.	NA	NA
5	Replenishing the petty cash fund timely.	NA	NA
6	Ensuring the petty cash fund is balanced after each disbursement.	NA	NA
<b>CONTRACT ADMINISTRATION</b>			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Jennifer Chin-Davis (AD)	
<b>PROPERTY MANAGEMENT</b>			
1	Performing the annual inventory.	Salena Shaw (Office Asst I)	Andrew Fortney (IT)
2	Ensuring the annual inventory was completed correctly.	Salena Shaw (Office Asst I)	Andrew Fortney (IT)
3	Tagging equipment.	Salena Shaw (Office Asst I)	Andrew Fortney (IT)
4	Approving requests for removal of equipment from campus.	Salena Shaw (Office Asst I) and employee's supervisor.	Andrew Fortney (IT)

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DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Jennifer Chin-Davis (AD)	
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Jennifer Chin-Davis (AD)	
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement	Jennifer Chin-Davis (AD)	
ACCOUNTS RECEIVABLE			
1	Extending of credit.	NA	NA
2	Billing.	NA	NA
3	Collection.	NA	NA
4	Recording.	NA	NA
5	Monitoring credit extended.	NA	NA
6	Approving write-offs.	NA	NA
NEGATIVE BALANCES			
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Summer Pao (Accountant I)	Jennifer Chin-Davis (AD)
2	Ensuring that research expenditures are covered by funds from sponsors.	Summer Pao (Accountant I)	Jennifer Chin-Davis (AD)
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Andrew Fortney (IT)	
2	Ensuring that critical data back up occurs.	Andrew Fortney (IT)	
3	Ensuring that procedures such as password controls are followed.	Andrew Fortney (IT)	
4	Reporting of suspected security violations.	Andrew Fortney (IT)	