

Biology Biochemistry - H0104  
Baseline Standards  
FY 2016

Description of Responsibility		Responsible Person(s) (Name/Title)	
		Primary (Required)	Secondary (Optional)
<b>DEPARTMENTAL POLICIES &amp; PROCEDURES / BASELINE STANDARDS</b>			
1	Ensuring the Departmental Policy and Procedures manual is current.	Shaki Commissariat, DBA	
2	Updating the Baseline Standards Form.	Shaki Commissariat, DBA	
<b>FINANCIAL REPORTING - COST CENTER VERIFICATIONS</b>			
1	Preparing cost center verifications.	Chau Phan, Financial Analyst	Thuy Nguyen, Financial Coordinator
2	Reviewing cost center verifications.	Cost Center Managers	Shaki Commissariat, DBA
3	Approving cost center verifications.	Cost Center Managers	Shaki Commissariat, DBA
4	Ensuring all cost centers are verified/approved on a timely basis.	Shaki Commissariat, DBA	Chau Phan, Financial Analyst
<b>FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS</b>			
1	Ensuring valid authorization of purchase documents.	Yonia Pulido, Asst. DBA	Quang Hau, Financial Coordinator
2	Ensuring the validity of travel and expense reimbursements.	Yonia Pulido, Asst. DBA	Quang Hau, Financial Coordinator
3	Ensuring that goods and services are received and that timely payment is made.	Yonia Pulido, Asst. DBA	Quang Hau, Financial Coordinator
4	Ensuring correct account coding on purchases documents.	Quang Hau, Financial Coordinator	Shaki Commissariat, DBA
5	Primary contact for inquiries to expenditure transactions.	Yonia Pulido, Asst. DBA	Quang Hau, Financial Coordinator
6	Ensuring access and use of P-Cards and T-Cards are secure.	Yonia Pulido, Asst. DBA	Shaki Commissariat, DBA
7	Ensuring P-Card transactions are adequately documented and benefit the university.	Yonia Pulido, Asst. DBA	Shaki Commissariat, DBA
8	Ensuring T-Card transactions are adequately documented and benefit the university.	Yonia Pulido, Asst. DBA	Shaki Commissariat, DBA
<b>PAYROLL / HUMAN RESOURCES</b>			
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.	Mallory Travis, Administrative Coordinator	Yonia Pulido, Asst. DBA
2	Ensuring all monthly leave is recorded accurately and approved before the deadlines set by Payroll.	Chau Phan, Financial Analyst	Shaki Commissariat, DBA
3	Ensuring all TRAM high level exceptions are corrected in a timely manner prior to Payroll deadlines.	Mallory Travis, Administrative Coordinator	Shaki Commissariat, DBA
4	Ensuring all Time Reporters (new employees and transfers) are assigned to Time Approvers in TRAM.	Mallory Travis, Administrative Coordinator	Shaki Commissariat, 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	Mallory Travis, Administrative Coordinator	Shaki Commissariat, DBA
6	Completing termination ePAR's within 24 hours of termination.	Mallory Travis, Administrative Coordinator	Shaki Commissariat, DBA
7	Verifying that the eTermination Checklist is completed by all required departments no more than two weeks after termination.	Mallory Travis, Administrative Coordinator	Shaki Commissariat, DBA
8	Ensuring terminated employees are no longer charged to departmental cost centers.	Mallory Travis, Administrative Coordinator	Shaki Commissariat, DBA
9	Maintaining departmental personnel files.	Mallory Travis, Administrative Coordinator	Shaki Commissariat, DBA
10	Consistent and efficient responses to inquiries.	Mallory Travis, Administrative Coordinator	Shaki Commissariat, DBA
11	Hire ePAR's should be processed at least 1 week prior to start date.	Mallory Travis, Administrative Coordinator	Shaki Commissariat, DBA
12	Ensure all security access requests and training courses are completed 48 hours prior to necessary access changes.	Mallory Travis, Administrative Coordinator	Shaki Commissariat, DBA

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<b>CASH HANDLING</b>			
1	Collecting cash, checks, etc.	Quang Hau, Financial Coordinator	Yonia Pulido, Asst. DBA
2	Reconciling cash, checks, etc. to receipts.	Yonia Pulido, Asst. DBA	Thuy Nguyen, Financial Coordinator
3	Preparing deposits.	Quang Hau, Financial Coordinator	Yonia Pulido, Asst. DBA
4	Preparing Journal Entries.	Quang Hau, Financial Coordinator	Yonia Pulido, Asst. DBA
5	Verifying deposits posted correctly in the Finance System.	Chau Phan, Financial Analyst	Thuy Nguyen, Financial Coordinator
6	Adequacy of physical safeguards of cash receipts and equivalent.	Shaki Commissariat, DBA	Yonia Pulido, Asst. DBA
7	Secure deposits via UHDPS to Student Financial Services.	Quang Hau, Financial Coordinator	Shaki Commissariat, DBA
8	Ensuring deposits are made timely.	Quang Hau, Financial Coordinator	Shaki Commissariat, DBA
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Shaki Commissariat, DBA	
10	Updating Cash Handling Procedures as needed.	Shaki Commissariat, DBA	
11	Distribution of Cash Handling Procedures to employees who handle cash.	Shaki Commissariat, DBA	
12	Consistent and efficient responses to inquiries.	Quang Hau, Financial Coordinator	Yonia Pulido, Asst. DBA
13	Ensuring all employees who complete or approve credit card journals have completed the Credit Card Accounting training.	Shaki Commissariat, DBA	
14	Ensuring all access and use of credit card information is secure.	Shaki Commissariat, DBA	
<b>PETTY CASH / CHANGE FUNDS</b>			
1	Submitting Annual Reauthorization for Petty Cash/Change Funds.	N/A	N/A
2	Preparing petty cash disbursements.	N/A	N/A
3	Ensuring petty cash disbursements are not for more than \$100.	N/A	N/A
4	Ensuring petty cash disbursements are made for only authorized purposes.	N/A	N/A
5	Approving petty cash disbursements.	N/A	N/A
6	Replenishing the petty cash fund timely.	N/A	N/A
7	Ensuring the petty cash fund is balanced after each disbursement.	N/A	N/A
8	Ensuring the change fund is balanced daily, weekly or monthly.	N/A	N/A
<b>CONTRACT ADMINISTRATION</b>			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Yonia Pulido, Asst. DBA	Shaki Commissariat, DBA
<b>PROPERTY MANAGEMENT</b>			
1	Performing the annual inventory.	George Benham, Building Maintenance Supervisor	
2	Ensuring the annual inventory was completed correctly.	George Benham, Building Maintenance Supervisor	
3	Tagging equipment.	George Benham, Building Maintenance Supervisor	
4	Approving requests for removal of equipment from campus.	George Benham, Building Maintenance Supervisor	

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<b>DISCLOSURE FORMS</b>			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Shaki Commissariat, DBA	Chau Phan, Financial Analyst
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Shaki Commissariat, DBA	Chau Phan, Financial Analyst
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Shaki Commissariat, DBA	Chau Phan, Financial Analyst
<b>ACCOUNTS RECEIVABLE</b>			
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
<b>NEGATIVE BALANCES</b>			
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Shaki Commissariat, DBA	Chau Phan, Financial Analyst
2	Ensuring that research expenditures are covered by funds from sponsors.	Shaki Commissariat, DBA	Chau Phan, Financial Analyst
<b>DEPARTMENTAL COMPUTING</b>			
1	Management of the departments' information technology resources.	Hoang Hoang, Systems Admin.	Javier Diaz, Systems Analyst
2	Ensuring that critical data back up occurs.	Hoang Hoang, Systems Admin.	Javier Diaz, Systems Analyst
3	Ensuring that procedures such as password controls are followed.	Hoang Hoang, Systems Admin.	Javier Diaz, Systems Analyst
4	Reporting of suspected security violations.	Hoang Hoang, Systems Admin.	Javier Diaz, Systems Analyst