

Chemistry - H0107
Baseline Standards
FY 2016

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.	Elsie Myers, DBA	Sylvia Harris, Asst. DBA
2	Updating the Baseline Standards Form.	Elsie Myers, DBA	Sylvia Harris, Asst. DBA
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Sylvia Harris, Asst. DBA	Olivia Nixon, Financial Analyst
2	Reviewing cost center verifications.	Cost Center Managers	Elsie Myers, DBA
3	Approving cost center verifications.	Cost Center Managers	Elsie Myers, DBA
4	Ensuring all cost centers are verified/approved on a timely basis.	Elsie Myers, DBA	Sylvia Harris, Asst. DBA
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Chris Muscarello, Financial Coord. 2	Anh Nash, Office Coord
2	Ensuring the validity of travel and expense reimbursements.	Caleb Prestridge, Financial Coord	Sylvia Harris, Asst. DBA
3	Ensuring that goods and services are received and that timely payment is made.	Chris Muscarello, Financial Coord. 2	Anh Nash, Office Coord
4	Ensuring correct account coding on purchases documents.	Chris Muscarello, Financial Coord. 2	Anh Nash, Office Coord
5	Primary contact for inquiries to expenditure transactions.	Chris Muscarello, Financial Coord. 2	Anh Nash, Office Coord
6	Ensuring access and use of P-Cards and T-Cards are secure.	Elsie Myers, DBA	Sylvia Harris, Asst. DBA
7	Ensuring P-Card transactions are adequately documented and benefit the university.	Elsie Myers, DBA	Sylvia Harris, Asst. DBA
8	Ensuring T-Card transactions are adequately documented and benefit the university.	Elsie Myers, DBA	Sylvia Harris, Asst. 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.	Crystal Gonzalez, Administrative Coordinator	Vacant, Financial Coord (payroll)
2	Ensuring all monthly leave is recorded accurately and approved before the deadlines set by Payroll.	Crystal Gonzalez, Administrative Coordinator	Vacant, Financial Coord (payroll)
3	Ensuring all TRAM high level exceptions are corrected in a timely manner prior to Payroll deadlines.	Crystal Gonzalez, Administrative Coordinator	Vacant, Financial Coord (payroll)
4	Ensuring all Time Reporters (new employees and transfers) are assigned to Time Approvers in TRAM.	Crystal Gonzalez, Administrative Coordinator	Vacant, Financial Coord (payroll)
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.	Crystal Gonzalez, Administrative Coordinator	Vacant, Financial Coord (payroll)
6	Completing termination ePAR's within 24 hours of termination.	Crystal Gonzalez, Administrative Coordinator	Vacant, Financial Coord (payroll)
7	Verifying that the eTermination Checklist is completed by all required departments no more than two weeks after termination.	Elsie Myers, DBA	Crystal Gonzalez, Administrative Coordinator
8	Ensuring terminated employees are no longer charged to departmental cost centers.	Crystal Gonzalez, Administrative Coordinator	Vacant, Financial Coord (payroll)
9	Maintaining departmental personnel files.	Crystal Gonzalez, Administrative Coordinator	Vacant, Financial Coord (payroll)
10	Consistent and efficient responses to inquiries.	Crystal Gonzalez, Administrative Coordinator	Vacant, Financial Coord (payroll)
11	Hire ePAR's should be processed at least 1 week prior to start date.	Crystal Gonzalez, Administrative Coordinator	Vacant, Financial Coord (payroll)
12	Ensure all security access requests and training courses are completed 48 hours prior to necessary access changes.	Crystal Gonzalez, Administrative Coordinator	Vacant, Financial Coord (payroll)

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CASH HANDLING			
1	Collecting cash, checks, etc.	Olivia Nixon, Financial Analyst	Sylvia Harris, Asst. DBA
2	Reconciling cash, checks, etc. to receipts.	Caleb Prestridge, Financial Coord	Sylvia Harris, Asst. DBA
3	Preparing deposits.	Caleb Prestridge, Financial Coord	Sylvia Harris, Asst. DBA
4	Preparing Journal Entries.	Caleb Prestridge, Financial Coord	Sylvia Harris, Asst. DBA
5	Verifying deposits posted correctly in the Finance System.	Olivia Nixon, Financial Analyst / Sylvia Harris, Asst DBA (formal cost center reconciliation)	Sylvia Harris, Asst. DBA
6	Adequacy of physical safeguards of cash receipts and equivalent.	Elsie Myers, DBA	Sylvia Harris, Asst. DBA
7	Secure deposits via UHDPS to Student Financial Services.	Caleb Prestridge, Financial Coord	Sylvia Harris, Asst. DBA
8	Ensuring deposits are made timely.	Olivia Nixon, Financial Analyst Caleb Prestridge, Financial Coord	Elsie Myers, DBA
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Elsie Myers, DBA	Sylvia Harris, Asst. DBA
10	Updating Cash Handling Procedures as needed.	Elsie Myers, DBA	Caleb Prestridge, Financial Coord
11	Distribution of Cash Handling Procedures to employees who handle cash.	Elsie Myers, DBA	Sylvia Harris, Asst. DBA
12	Consistent and efficient responses to inquiries.	Elsie Myers, DBA	Caleb Prestridge, Financial Coord
13	Ensuring all employees who complete or approve credit card journals have completed the Credit Card Accounting training.	Elsie Myers, DBA	Sylvia Harris, Asst. DBA
14	Ensuring all access and use of credit card information is secure.	Elsie Myers, DBA	Sylvia Harris, Asst. DBA
PETTY CASH / CHANGE FUNDS			
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
CONTRACT ADMINISTRATION			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Chris Muscarello, Financial Coord. 2	Elsie Myers, DBA
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Mark Bushman, Property Custodian	Chris Muscarello, Financial Coord. 2
2	Ensuring the annual inventory was completed correctly.	Mark Bushman, Property Custodian	Chris Muscarello, Financial Coord. 2
3	Tagging equipment.	Chris Muscarello, Financial Coord. 2	Mark Bushman, Property Custodian
4	Approving requests for removal of equipment from campus.	Mark Bushman, Property Custodian	Elsie Myers, DBA

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DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Olivia Nixon, Financial Analyst	Sylvia Harris, Asst. DBA
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Olivia Nixon, Financial Analyst	Sylvia Harris, Asst. DBA
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Olivia Nixon, Financial Analyst	Sylvia Harris, Asst. DBA
ACCOUNTS RECEIVABLE			
1	Extending of credit.	Elsie Myers, DBA	
2	Billing.	Caleb Prestridge, Financial Coord	
3	Collection.	Caleb Prestridge, Financial Coord	
4	Recording.	Caleb Prestridge, Financial Coord	
5	Monitoring credit extended.	Elsie Myers, DBA	
6	Approving write-offs.	Elsie Myers, DBA	
NEGATIVE BALANCES			
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Elsie Myers, DBA	Sylvia Harris, Asst. DBA
2	Ensuring that research expenditures are covered by funds from sponsors.	Elsie Myers, DBA	Sylvia Harris, Asst DBA, Olivia Nixon, Financial Analyst
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Jerry Do, User Svs Spec	NSM IT Dept
2	Ensuring that critical data back up occurs.	Jerry Do, User Svs Spec	NSM IT Dept
3	Ensuring that procedures such as password controls are followed.	Jerry Do, User Svs Spec	NSM IT Dept
4	Reporting of suspected security violations.	Jerry Do, User Svs Spec	NSM IT Dept