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

Revised: August 1, 2015

Description of Responsibility		Responsible Person(s) (Name/Title)	
		Primary (Required)	Secondary (Optional)
CASH HANDLING			
1	Collecting cash, checks, etc.	Debbi Davis, Asst. DBA	Chris Pedraza, Fin. Asst.
2	Reconciling cash, checks, etc. to receipts.	Leona Pham, Accountant	Chris Pedraza, Fin. Asst.
3	Preparing deposits.	Debbi Davis, Asst. DBA	Chris Pedraza, Fin. Asst.
4	Preparing Journal Entries.	Debbi Davis, Asst. DBA	Chris Pedraza, Fin. Asst.
5	Verifying deposits posted correctly in the Finance System.	Leona Pham, Accountant	Chris Pedraza, Fin. Asst.
6	Adequacy of physical safeguards of cash receipts and equivalent.	Debbi Davis, Asst. DBA	Chris Pedraza, Fin. Asst.
7	Secure deposits via UHDPS to Student Financial Services.	Debbi Davis, Asst. DBA	Chris Pedraza, Fin. Asst.
8	Ensuring deposits are made timely.	Debbi Davis, Asst. DBA	Chris Pedraza, Fin. Asst.
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Desi Miller, DBA	
10	Updating Cash Handling Procedures as needed.	Desi Miller, DBA	
11	Distribution of Cash Handling Procedures to employees who handle cash.	Desi Miller, DBA	
12	Consistent and efficient responses to inquiries.	Debbi Davis, Asst. DBA	Chris Pedraza, Fin. Asst.
13	Ensuring all employees who complete or approve credit card journals have completed the Credit Card Accounting training.	N/A	
14	Ensuring all access and use of credit card information is secure.	N/A	
PETTY CASH / CHANGE FUNDS			
1	Submitting Annual Reauthorization for Petty Cash/Change Funds.	N/A	
2	Preparing petty cash disbursements.	N/A	
3	Ensuring petty cash disbursements are not for more than $100.	N/A	
4	Ensuring petty cash disbursements are made for only authorized purposes.	N/A	
5	Approving petty cash disbursements.	N/A	
6	Replenishing the petty cash fund timely.	N/A	
7	Ensuring the petty cash fund is balanced after each disbursement.	N/A	
8	Ensuring the change fund is balanced daily, weekly or monthly.	N/A	
CONTRACT ADMINISTRATION			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Desi Miller, DBA	
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Chris Pedraza, Fin. Asst.	
2	Ensuring the annual inventory was completed correctly.	Chris Pedraza, Fin. Asst.	Desi Miller, DBA
3	Tagging equipment.	Chris Pedraza, Fin. Asst.	
4	Approving requests for removal of equipment from campus.	Chris Pedraza, Fin. Asst.	Desi Miller, DBA

Revised: August 1, 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.	Desi Miller, DBA	
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Desi Miller, DBA	
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Desi Miller, DBA	
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.	Leona Pham, Accountant	Desi Miller, DBA
2	Ensuring that research expenditures are covered by funds from sponsors.	Leona Pham, Accountant	Desi Miller, DBA
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Babu Sundaram, Sys. Admin.	Hyen Ngyen, Sys. Admin
2	Ensuring that critical data back up occurs.	Babu Sundaram, Sys. Admin.	Hyen Ngyen, Sys. Admin
3	Ensuring that procedures such as password controls are followed.	Babu Sundaram, Sys. Admin.	Laura Miller, Microsystems Analyst
4	Reporting of suspected security violations.	Babu Sundaram, Sys. Admin.	Hyen Ngyen, Sys. Admin

Revised: August 1, 2015