

Center for Nuclear Receptors Cell Signaling - H0515
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.	Emily Merrell, DBA	Heidi Scheier, Financial Coordinator 2
2	Updating the Baseline Standards Form.	Emily Merrell, DBA	Heidi Scheier, Financial Coordinator 2
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Emily Merrell, DBA	Heidi Scheier, Financial Coordinator 2
2	Reviewing cost center verifications.	Cost Center Managers	
3	Approving cost center verifications.	Cost Center Managers	
4	Ensuring all cost centers are verified/approved on a timely basis.	Emily Merrell, DBA	Heidi Scheier, Financial Coordinator 2
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Heidi Scheier, Financial Coordinator 2	Emily Merrell, DBA
2	Ensuring the validity of travel and expense reimbursements.	Holly Laurenzana, Administrative Assistant	Emily Merrell, DBA
3	Ensuring that goods and services are received and that timely payment is made.	Heidi Scheier, Financial Coordinator 2	Emily Merrell, DBA
4	Ensuring correct account coding on purchases documents.	Heidi Scheier, Financial Coordinator 2	Emily Merrell, DBA
5	Primary contact for inquiries to expenditure transactions.	Heidi Scheier, Financial Coordinator 2	Emily Merrell, DBA
6	Ensuring access and use of P-Cards and T-Cards are secure.	Heidi Scheier, Financial Coordinator 2	Emily Merrell, DBA
7	Ensuring P-Card transactions are adequately documented and benefit the university.	Heidi Scheier, Financial Coordinator 2	Emily Merrell, DBA
8	Ensuring T-Card transactions are adequately documented and benefit the university.	Heidi Scheier, Financial Coordinator 2	Emily Merrell, 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.	Holly Laurenzana, Administrative Assistant	Emily Merrell, DBA
2	Ensuring all monthly leave is recorded accurately and approved before the deadlines set by Payroll.	Holly Laurenzana, Administrative Assistant	Emily Merrell, DBA
3	Ensuring all TRAM high level exceptions are corrected in a timely manner prior to Payroll deadlines.	Holly Laurenzana, Administrative Assistant	Emily Merrell, DBA
4	Ensuring all Time Reporters (new employees and transfers) are assigned to Time Approvers in TRAM.	Holly Laurenzana, Administrative Assistant	Emily Merrell, 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	Holly Laurenzana, Administrative Assistant	Emily Merrell, DBA
6	Completing termination ePAR's within 24 hours of termination.	Holly Laurenzana, Administrative Assistant	Emily Merrell, DBA
7	Verifying that the eTermination Checklist is completed by all required departments no more than two weeks after termination.	Holly Laurenzana, Administrative Assistant	Emily Merrell, DBA
8	Ensuring terminated employees are no longer charged to departmental cost centers.	Holly Laurenzana, Administrative Assistant	Emily Merrell, DBA
9	Maintaining departmental personnel files.	Holly Laurenzana, Administrative Assistant	Emily Merrell, DBA
10	Consistent and efficient responses to inquiries.	Holly Laurenzana, Administrative Assistant	Emily Merrell, DBA
11	Hire ePAR's should be processed at least 1 week prior to start date.	Holly Laurenzana, Administrative Assistant	Emily Merrell, DBA
12	Ensure all security access requests and training courses are completed 48 hours prior to necessary access changes.	Holly Laurenzana, Administrative Assistant	Emily Merrell, DBA

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CASH HANDLING			
1	Collecting cash, checks, etc.	Heidi Scheier, Financial Coordinator 2	Holly Laurenzana, Administrative Assistant
2	Reconciling cash, checks, etc. to receipts.	Emily Merrell, DBA	Holly Laurenzana, Administrative Assistant
3	Preparing deposits.	Heidi Scheier, Financial Coordinator 2	Holly Laurenzana, Administrative Assistant
4	Preparing Journal Entries.	Heidi Scheier, Financial Coordinator 2	Holly Laurenzana, Administrative Assistant
5	Verifying deposits posted correctly in the Finance System.	Emily Merrell, DBA	Holly Laurenzana, Administrative Assistant
6	Adequacy of physical safeguards of cash receipts and equivalent.	Heidi Scheier, Financial Coordinator 2	Emily Merrell, DBA
7	Secure deposits via UHDPS to Student Financial Services.	Heidi Scheier, Financial Coordinator 2	Holly Laurenzana, Administrative Assistant
8	Ensuring deposits are made timely.	Heidi Scheier, Financial Coordinator 2	Holly Laurenzana, Administrative Assistant
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Emily Merrell, DBA	Heidi Scheier, Financial Coordinator 2
10	Updating Cash Handling Procedures as needed.	Emily Merrell, DBA	Heidi Scheier, Financial Coordinator 2
11	Distribution of Cash Handling Procedures to employees who handle cash.	Emily Merrell, DBA	Heidi Scheier, Financial Coordinator 2
12	Consistent and efficient responses to inquiries.	Heidi Scheier, Financial Coordinator 2	Emily Merrell, DBA
13	Ensuring all employees who complete or approve credit card journals have completed the Credit Card Accounting training.	N/A	N/A
14	Ensuring all access and use of credit card information is secure.	N/A	N/A
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.	Heidi Scheier, Financial Coordinator 2	Emily Merrell, DBA
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Katrina Woods, Financial Assistant 2	Emily Merrell, DBA
2	Ensuring the annual inventory was completed correctly.	Katrina Woods, Financial Assistant 2	Emily Merrell, DBA
3	Tagging equipment.	Katrina Woods, Financial Assistant 2	Emily Merrell, DBA
4	Approving requests for removal of equipment from campus.	Katrina Woods, Financial Assistant 2	Emily Merrell, DBA

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