

Dean - H0102
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.	Kristi Martin, Asst. Business Administrator	LaSaundra Cotright, College Administrator
2	Updating the Baseline Standards Form.	Kristi Martin, Asst. Business Administrator	LaSaundra Cotright, College Administrator
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Justin Patrick, Financial Coord.	Jaleesa Washington, Financial Coord.
2	Reviewing cost center verifications.	Kristi Martin, Asst. Business Administrator	LaSaundra Cotright, College Administrator
3	Approving cost center verifications.	Kristi Martin, Asst. Business Administrator	LaSaundra Cotright, College Administrator
4	Ensuring all cost centers are verified/approved on a timely basis.	Justin Patrick, Financial Coord.	Jaleesa Washington, Financial Coord.
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Justin Patrick, Financial Coord.	Jaleesa Washington, Financial Coord.
2	Ensuring the validity of travel and expense reimbursements.	Justin Patrick, Financial Coord.	Jaleesa Washington, Financial Coord.
3	Ensuring that goods and services are received and that timely payment is made.	Justin Patrick, Financial Coord.	Jaleesa Washington, Financial Coord.
4	Ensuring correct account coding on purchases documents.	Justin Patrick, Financial Coord.	Jaleesa Washington, Financial Coord.
5	Primary contact for inquiries to expenditure transactions.	Justin Patrick, Financial Coord.	Jaleesa Washington, Financial Coord.
6	Ensuring access and use of P-Cards and T-Cards are secure.	Jaleesa Washington, Financial Coord.	Kristi Martin, Asst. Business Administrator
7	Ensuring P-Card transactions are adequately documented and benefit the university.	Jaleesa Washington, Financial Coord.	Kristi Martin, Asst. Business Administrator
8	Ensuring T-Card transactions are adequately documented and benefit the university.	Jaleesa Washington, Financial Coord.	Kristi Martin, Asst. Business Administrator
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.	Jaleesa Washington, Financial Coord.	Justin Patrick, Financial Coord.
2	Ensuring all monthly leave is recorded accurately and approved before the deadlines set by Payroll.	Jaleesa Washington, Financial Coord.	Justin Patrick, Financial Coord.
3	Ensuring all TRAM high level exceptions are corrected in a timely manner prior to Payroll deadlines.	Jaleesa Washington, Financial Coord.	Justin Patrick, Financial Coord.
4	Ensuring all Time Reporters (new employees and transfers) are assigned to Time Approvers in TRAM.	Jaleesa Washington, Financial Coord.	Justin Patrick, Financial Coord.
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	Jaleesa Washington, Financial Coord.	Justin Patrick, Financial Coord.
6	Completing termination ePAR's within 24 hours of termination.	Jaleesa Washington, Financial Coord.	Justin Patrick, Financial Coord.
7	Verifying that the eTermination Checklist is completed by all required departments no more than two weeks after termination.	Kristi Martin, Asst. Business Administrator	Jaleesa Washington, Financial Coord.
8	Ensuring terminated employees are no longer charged to departmental cost centers.	Jaleesa Washington, Financial Coord.	Kristi Martin, Asst. Business Administrator
9	Maintaining departmental personnel files.	Jaleesa Washington, Financial Coord.	Justin Patrick, Financial Coord.
10	Consistent and efficient responses to inquiries.	Jaleesa Washington, Financial Coord.	Kristi Martin, Asst. Business Administrator
11	Hire ePAR's should be processed at least 1 week prior to start date.	Jaleesa Washington, Financial Coord.	Justin Patrick, Financial Coord.
12	Ensure all security access requests and training courses are completed 48 hours prior to necessary access changes.	Jaleesa Washington, Financial Coord.	Kristi Martin, Asst. Business Administrator

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CASH HANDLING			
1	Collecting cash, checks, etc.	Justin Patrick, Financial Coord.	Jaleesa Washington, Financial Coord.
2	Reconciling cash, checks, etc. to receipts.	Jaleesa Washington, Financial Coord.	Kristi Martin, Asst. Business Administrator
3	Preparing deposits.	Justin Patrick, Financial Coord.	Jaleesa Washington, Financial Coord.
4	Preparing Journal Entries.	Jaleesa Washington, Financial Coord.	Kristi Martin, Asst. Business Administrator
5	Verifying deposits posted correctly in the Finance System.	Justin Patrick, Financial Coord. / Kristi Martin, Asst Bus. Admin	Jaleesa Washington, Financial Coord.
6	Adequacy of physical safeguards of cash receipts and equivalent.	Kristi Martin, Asst. Business Administrator	Jaleesa Washington, Financial Coord.
7	Secure deposits via UHDPS to Student Financial Services.	Justin Patrick, Financial Coord.	Jaleesa Washington, Financial Coord.
8	Ensuring deposits are made timely.	Justin Patrick, Financial Coord.	Jaleesa Washington, Financial Coord.
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Kristi Martin, Asst. Business Administrator	LaSaundra Cotright, College Administrator
10	Updating Cash Handling Procedures as needed.	Kristi Martin, Asst. Business Administrator	LaSaundra Cotright, College Administrator
11	Distribution of Cash Handling Procedures to employees who handle cash.	Kristi Martin, Asst. Business Administrator	LaSaundra Cotright, College Administrator
12	Consistent and efficient responses to inquiries.	Kristi Martin, Asst. Business Administrator	Jaleesa Washington, Financial Coord.
13	Ensuring all employees who complete or approve credit card journals have completed the Credit Card Accounting training.	Kristi Martin, Asst. Business Administrator	LaSaundra Cotright, College Administrator
14	Ensuring all access and use of credit card information is secure.	Karen Le, Technical Services Specialist	Kristi Martin, Asst. Business Administrator
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.	Kristi Martin, Asst. Business Administrator	LaSaundra Cotright, College Administrator
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Mike Mahanay, Program Manager	Justin Patrick, Financial Coord.
2	Ensuring the annual inventory was completed correctly.	Mike Mahanay, Program Manager	Kristi Martin, Asst. Business Administrator
3	Tagging equipment.	Mike Mahanay, Program Manager	Justin Patrick, Financial Coord.
4	Approving requests for removal of equipment from campus.	Mike Mahanay, Program Manager	Kristi Martin, Asst. Business Administrator

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DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Kristi Martin, Asst. Business Administrator	Jaleesa Washington, Financial Coord.
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Kristi Martin, Asst. Business Administrator	Jaleesa Washington, Financial Coord.
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Kristi Martin, Asst. Business Administrator	Jaleesa Washington, Financial Coord.
ACCOUNTS RECEIVABLE			
1	Extending of credit.	N/A	
2	Billing.	Karen Le, Technical Services Specialist	Salvador Baez-Franceschi, College Info. Services Manager
3	Collection.	Karen Le, Technical Services Specialist	Salvador Baez-Franceschi, College Info. Services Manager
4	Recording.	Justin Patrick, Financial Coord.	Jaleesa Washington, Financial Coord.
5	Monitoring credit extended.	N/A	
6	Approving write-offs.	Salvador Baez-Franceschi, College Info. Services Manager	Kristi Martin, Asst. Business Administrator
NEGATIVE BALANCES			
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Fred McGhee, Executive Director of Business Operations	Kristi Martin, Asst. Business Administrator
2	Ensuring that research expenditures are covered by funds from sponsors.	Kristi Martin, Asst. Business Administrator	Jaleesa Washington, Financial Coord.
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Gosfrey Gutierrez, Systems Administrator	Salvador Baez-Franceschi, College Info. Services Manager
2	Ensuring that critical data back up occurs.	Gosfrey Gutierrez, Systems Administrator	Salvador Baez-Franceschi, College Info. Services Manager
3	Ensuring that procedures such as password controls are followed.	Gosfrey Gutierrez, Systems Administrator	Salvador Baez-Franceschi, College Info. Services Manager
4	Reporting of suspected security violations.	Luan Ho, Systems Administrator	Salvador Baez-Franceschi, College Info. Services Manager