

Physics - H0112
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.	Jennifer Chin-Davis	NA
2	Updating the Baseline Standards Form.	Jennifer Chin-Davis	NA
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Tan-Feng Pao	Jennifer Chin-Davis
2	Reviewing cost center verifications.	Cost Center Manger	Jennifer Chin-Davis
3	Approving cost center verifications.	Cost Center Manger	NA
4	Ensuring all cost centers are verified/approved on a timely basis.	Tan-Feng Pao	Jennifer Chin-Davis
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	LaTonya McQuillon Jackqueline Owens	Tan-Feng Pao Jennifer Chin-Davis
2	Ensuring the validity of travel and expense reimbursements.	Melissa Ieans Jackqueline Owens	Tan-Feng Pao Jennifer Chin-Davis
3	Ensuring that goods and services are received and that timely payment is made.	LaTonya McQuillon Jackqueline Owens	Tan-Feng Pao Jennifer Chin-Davis
4	Ensuring correct account coding on purchases documents.	LaTonya McQuillon Jackqueline Owens	Jennifer Chin-Davis
5	Primary contact for inquiries to expenditure transactions.	LaTonya McQuillon Jackqueline Owens	Jennifer Chin-Davis
6	Ensuring access and use of P-Cards and T-Cards are secure.	LaTonya McQuillon Jackqueline Owens Melissa Ieans	Jennifer Chin-Davis
7	Ensuring P-Card transactions are adequately documented and benefit the university.	LaTonya McQuillon Jackqueline Owens	Jennifer Chin-Davis
8	Ensuring T-Card transactions are adequately documented and benefit the university.	Melissa Ieans Jackqueline Owens	Jennifer Chin-Davis
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.	Charmaine Escobido	Jennifer Chin-Davis
2	Ensuring all monthly leave is recorded accurately and approved before the deadlines set by Payroll.	Charmaine Escobido	Jennifer Chin-Davis
3	Ensuring all TRAM high level exceptions are corrected in a timely manner prior to Payroll deadlines.	Charmaine Escobido	Jennifer Chin-Davis
4	Ensuring all Time Reporters (new employees and transfers) are assigned to Time Approvers in TRAM.	Charmaine Escobido	Jennifer Chin-Davis
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	Charmaine Escobido	Jennifer Chin-Davis
6	Completing termination ePAR's within 24 hours of termination.	Charmaine Escobido	Jennifer Chin-Davis
7	Verifying that the eTermination Checklist is completed by all required departments no more than two weeks after termination.	Jennifer Chin-Davis	Jennifer Chin-Davis
8	Ensuring terminated employees are no longer charged to departmental cost centers.	Charmaine Escobido	Tan-Feng Pao Jennifer Chin-Davis
9	Maintaining departmental personnel files.	Charmaine Escobido	Jennifer Chin-Davis
10	Consistent and efficient responses to inquiries.	Charmaine Escobido	Jennifer Chin-Davis
11	Hire ePAR's should be processed at least 1 week prior to start date.	Charmaine Escobido	Jennifer Chin-Davis
12	Ensure all security access requests and training courses are completed 48 hours prior to necessary access changes.	Charmaine Escobido	Jennifer Chin-Davis

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CASH HANDLING			
1	Collecting cash, checks, etc.	LaTonya McQuillon Melissa Ieans	Jackqueline Owens Jennifer Chin-Davis
2	Reconciling cash, checks, etc. to receipts.	Tan-Feng Pao	Jackqueline Owens Jennifer Chin-Davis
3	Preparing deposits.	LaTonya McQuillon Melissa Ieans	Jackqueline Owens Jennifer Chin-Davis
4	Preparing Journal Entries.	LaTonya McQuillon Melissa Ieans	Jackqueline Owens Jennifer Chin-Davis
5	Verifying deposits posted correctly in the Finance System.	Tan-Feng Pao	Jennifer Chin-Davis
6	Adequacy of physical safeguards of cash receipts and equivalent.	LaTonya McQuillon Melissa Ieans	Jackqueline Owens Jennifer Chin-Davis
7	Secure deposits via UHDPS to Student Financial Services.	LaTonya McQuillon Melissa Ieans	Jackqueline Owens Jennifer Chin-Davis
8	Ensuring deposits are made timely.	LaTonya McQuillon Melissa Ieans	Jackqueline Owens Jennifer Chin-Davis
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Jennifer Chin-Davis	NA
10	Updating Cash Handling Procedures as needed.	Jennifer Chin-Davis	NA
11	Distribution of Cash Handling Procedures to employees who handle cash.	Jennifer Chin-Davis	NA
12	Consistent and efficient responses to inquiries.	LaTonya McQuillon Melissa Ieans	Jackqueline Owens Jennifer Chin-Davis
13	Ensuring all employees who complete or approve credit card journals have completed the Credit Card Accounting training.	NA	NA
14	Ensuring all access and use of credit card information is secure.	NA	NA
PETTY CASH / CHANGE FUNDS			
1	Submitting Annual Reauthorization for Petty Cash/Change Funds.	NA	NA
2	Preparing petty cash disbursements.	NA	NA
3	Ensuring petty cash disbursements are not for more than \$100.	NA	NA
4	Ensuring petty cash disbursements are made for only authorized purposes.	NA	NA
5	Approving petty cash disbursements.	NA	NA
6	Replenishing the petty cash fund timely.	NA	NA
7	Ensuring the petty cash fund is balanced after each disbursement.	NA	NA
8	Ensuring the change fund is balanced daily, weekly or monthly.	NA	NA
CONTRACT ADMINISTRATION			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Melissa Ieans	Jennifer Chin-Davis
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Jackqueline Owens	Jennifer Chin-Davis
2	Ensuring the annual inventory was completed correctly.	Jackqueline Owens	Jennifer Chin-Davis
3	Tagging equipment.	Jackqueline Owens	Jennifer Chin-Davis
4	Approving requests for removal of equipment from campus.	Jackqueline Owens	Supervisors

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DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Charmaine Escobido	Jennifer Chin-Davis
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Charmaine Escobido	Jennifer Chin-Davis
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Charmaine Escobido	Jennifer Chin-Davis
ACCOUNTS RECEIVABLE			
1	Extending of credit.	NA	NA
2	Billing.	NA	NA
3	Collection.	NA	NA
4	Recording.	NA	NA
5	Monitoring credit extended.	NA	NA
6	Approving write-offs.	NA	NA
NEGATIVE BALANCES			
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Tan-Feng Pao	Jennifer Chin-Davis
2	Ensuring that research expenditures are covered by funds from sponsors.	Tan-Feng Pao	Jennifer Chin-Davis
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Jennifer Chin-Davis	NA
2	Ensuring that critical data back up occurs.	Jennifer Chin-Davis	NA
3	Ensuring that procedures such as password controls are followed.	Jennifer Chin-Davis	NA
4	Reporting of suspected security violations.	Jennifer Chin-Davis	NA