Physics - H0112 Baseline Standards FY 2017

| | | Responsible Per | rson(s) (Name/Title) |
|---------|--|---|---|
| Descri | ption of Responsibility | Primary (Required) | Secondary (Optional) |
| | RTMENTAL POLICIES & PROCEDURES / BASELINE | · · · · · | |
| STAN | DARDS | | |
| 1 | Ensuring the Departmental Policy and Procedures manual is | Jennifer Chin-Davis, | NTA. |
| | current. | (Associate Director) | NA |
| 2 | Updating the Baseline Standards Form. | Jennifer Chin-Davis, | 274 |
| | | (Associate Director) | NA |
| FINAN | ICIAL REPORTING - COST CENTER VERIFICATIONS | | |
| | | | |
| 1 | Preparing cost center verifications. | Tan-Fang Pao, | Jennifer Chin-Davis, |
| | 1 0 | (Accountant 1) | (Associate Director) |
| 2 | Reviewing cost center verifications. | × / | Jennifer Chin-Davis, |
| _ | C | Cost Center Manager | (Associate Director) |
| 3 | Approving cost center verifications. | | |
| | | Cost Center Manager | NA |
| 4 | Ensuring all cost centers are verified/approved on a timely basis. | Tan-Fang Pao, | Jennifer Chin-Davis, |
| • | | (Accountant 1) | (Associate Director) |
| FINAN | ICIAL REPORTING - EXPENDITURE TRANSACTIONS | (recountail 1) | (Hissoenite Director) |
| | | | |
| 1 | Ensuring valid authorization of purchase documents. | LaTonya McQuillon, (Financial Asst. 2) | Tan-Feng Pao (Accountant 1) |
| | Ensuring valid automentor of parenase documents. | Jackqueline Owens (Financial Asst. 2) | Jennifer Chin-Davis (Associate Director) |
| 2 | Ensuring the validity of travel and expense reimbursements. | LaTonya McQuillon, (Financial Asst. 2) | Tan-Feng Pao (Accountant 1) |
| 2 | Ensuring the validity of traver and expense reinibursements. | Jackqueline Owens (Financial Asst. 2) | Jennifer Chin-Davis (Associate Director) |
| 3 | Ensuring that goods and services are received and that timely | LaTonya McQuillon, (Financial Asst. 2) | Tan-Feng Pao (Accountant 1) |
| 3 | payment is made. | Jackqueline Owens (Financial Asst. 2) | Jennifer Chin-Davis (Associate Director) |
| 4 | Ensuring correct account coding on purchases documents. | - | |
| 4 | Ensuring correct account county on purchases documents. | LaTonya McQuillon, (Financial Asst. 2) Jackqueline Owens (Financial Asst. 2) | Tan-Feng Pao (Accountant 1) Jennifer Chin-Davis (Associate Director) |
| 5 | Primary contact for inquiries to expenditure transactions. | LaTonya McQuillon, (Financial Asst. 2) | |
| 5 | I maily contact for inquiries to expenditure transactions. | Jackqueline Owens (Financial Asst. 2) | Tan-Feng Pao (Accountant 1) Jennifer Chin-Davis (Associate Director) |
| DAVD | OLL / HUMAN RESOURCES | | Jennier Chini-Davis (Associate Director) |
| AIK | OLL / HOWAN RESOURCES | | |
| 1 | Ensuring all bi-weekly reported time and leave are approved | | |
| 1 | before the deadlines set by Payroll, so that the correct hours are | Marcus Collins | Jennifer Chin-Davis, |
| | | (Dept. HR/Payroll Coord. 2) | (Associate Director) |
| | recorded and paid on each bi-weekly paycheck. | | |
| 2 | Ensuring all monthly leave is recorded and approved before the | Marcus Collins | Jennifer Chin-Davis, |
| | deadlines set by Payroll. | (Dept. HR/Payroll Coord. 2) | (Associate Director) |
| 3 | Reconciling approved reported time and leave (bi-weekly | Marcus Collins | Jennifer Chin-Davis, |
| | employees) and ePARs (monthly employees) to the trial and | (Dept. HR/Payroll Coord. 2) | (Associate Director) |
| | final payroll verification reports. | (20pt. 1101 ujion Coold. 2) | . , |
| 4 | Completing termination clearance procedures. | Employee | Marcus Collins |
| | | | (Dept. HR/Payroll Coord. 2) |
| 5 | Ensuring terminated employees are no longer charged to | Marcus Collins | Tan-Feng Pao (Accountant 1) |
| | departmental cost centers. | (Dept. HR/Payroll Coord. 2) | Jennifer Chin-Davis (Associate Director) |
| 6 | Maintaining departmental Personnel files. | Marcus Collins | Jennifer Chin-Davis, |
| | | (Dept. HR/Payroll Coord. 2) | (Associate Director) |
| 7 | Ensuring valid authorization of new hires. | Marcus Collins | Jennifer Chin-Davis, |
| | | (Dept. HR/Payroll Coord. 2) | (Associate Director) |
| 8 | Ensuring valid authorization of changes in compensation rates. | Marcus Collins | Jennifer Chin-Davis, |
| | - C X | (Dept. HR/Payroll Coord. 2) | (Associate Director) |
| 9 | Ensuring the accurate input of changes to the HR System. | Marcus Collins | Jennifer Chin-Davis, |
| 9 | Ensuring the accurate input of changes to the rift bystem. | | |
| 9 | Ensuring the accurate input of changes to the fire System. | (Dept. HR/Payroll Coord. 2) | (Associate Director) |
| 9 10 | Consistent and efficient responses to inquiries. | (Dept. HR/Payroll Coord. 2) Marcus Collins | (Associate Director) Jennifer Chin-Davis, |

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| | | - | rson(s) (Name/Title) |
|-------|---|--|--|
| | ption of Responsibility | Primary (Required) | Secondary (Optional) |
| CASH | HANDLING | | |
| 1 | Collecting cash, checks, etc. | Melissa Ieans (Financial Coord. 2) | Jackqueline Owens (Financial Asst. 2) |
| | | LaTonya McQuillon (Financial Asst. 2) | Jennifer Chin-Davis (Associate Director) |
| 2 | Reconciling cash, checks, etc. to receipts. | Tan-Fang Pao, | Jennifer Chin-Davis, |
| | | (Accountant 1) | (Associate Director) |
| 3 | Preparing deposits. | Melissa Ieans (Financial Coord. 2) | Jackqueline Owens (Financial Asst. 2) |
| | | LaTonya McQuillon (Financial Asst. 2) | Jennifer Chin-Davis (Associate Director) |
| 4 | Preparing Journal Entries. | Melissa Ieans (Financial Coord. 2) | Jackqueline Owens (Financial Asst. 2) |
| | | LaTonya McQuillon (Financial Asst. 2) | Jennifer Chin-Davis (Associate Director) |
| 5 | Verifying deposits posted correctly in the Finance System. | Tan-Fang Pao, | Jennifer Chin-Davis, |
| | | (Accountant 1) | (Associate Director) |
| 6 | Adequacy of physical safeguards of cash receipts and | Melissa Ieans (Financial Coord. 2) | Jackqueline Owens (Financial Asst. 2) |
| | equivalent. | LaTonya McQuillon (Financial Asst. 2) | Jennifer Chin-Davis (Associate Director) |
| 7 | Secure deposits via UHDPS to Student Financial Services. | Melissa Ieans (Financial Coord. 2) | Jackqueline Owens (Financial Asst. 2) |
| | | LaTonya McQuillon (Financial Asst. 2) | Jennifer Chin-Davis (Associate Director) |
| 8 | Ensuring deposits are made timely. | Melissa Ieans (Financial Coord. 2) | Jackqueline Owens (Financial Asst. 2) |
| | | LaTonya McQuillon (Financial Asst. 2) | Jennifer Chin-Davis (Associate Director) |
| 9 | Ensuring all employees who handle cash have completed Cash | Jannifon Chin Dovio | |
| | Security Procedures or Cash Deposit and Security Procedures | Jennifer Chin-Davis, | NA |
| | training. | (Associate Director) | |
| 10 | Updating Cash Handling Procedures as needed. | Jennifer Chin-Davis, | |
| | | (Associate Director) | NA |
| 11 | Distribution of Cash Handling Procedures to employees who | Jennifer Chin-Davis, | |
| | handle cash. | (Associate Director) | NA |
| 12 | Consistent and efficient responses to inquiries. | Melissa Ieans (Financial Coord. 2) | Jackqueline Owens (Financial Asst. 2) |
| | | LaTonya McQuillon (Financial Asst. 2) | Jennifer Chin-Davis (Associate Director) |
| PETTY | CASH | | |
| | - · · · · · · · · · · · · · · · · · · · | | |
| 1 | Preparing petty cash disbursements. | NA | NA |
| | | | |
| 2 | Ensuring petty cash disbursements are not for more than \$100. | NA | NA |
| | | | |
| 3 | Ensuring petty cash disbursements are made for only authorized | NA | NA |
| 4 | purposes. | | |
| 4 | Approving petty cash disbursements. | NA | NA |
| 5 | Deslegishing the active cosh for ditionship | | |
| 3 | Replenishing the petty cash fund timely. | NA | NA |
| 6 | Ensuring the petty cash fund is balanced after each | | |
| 0 | | NA | NA |
| CONT | disbursement. RACT ADMINISTRATION | | |
| CONT | XACT ADMINISTRATION | | |
| 1 | Ensuring departmental personnel comply with contract | | Lengifer Chin Derie |
| 1 | | Melissa Ieans (Financial Coord. 2) Tan-Fang Pao, (Accountant 1) | Jennifer Chin-Davis, |
| | administration policies/procedures. ERTY MANAGEMENT | Tail-Tailg Tao, (Accountain T) | (Associate Director) |
| PROPE | CRIYMANAGEMENI | | |
| 1 | Denforming the energy linguation: | Instrumelin - O | Inneifon Chie Dereis |
| 1 | Performing the annual inventory. | Jackqueline Owens | Jennifer Chin-Davis, |
| | Enouring the opposed investory was a second state of a second | (Financial Asst. 2) | (Associate Director) |
| 2 | Ensuring the annual inventory was completed correctly. | Jackqueline Owens | Jennifer Chin-Davis, |
| 2 | The stine continues of | (Financial Asst. 2) | (Associate Director) |
| 3 | Tagging equipment. | Jackqueline Owens | Jennifer Chin-Davis, |
| | | (Financial Asst. 2) | (Associate Director) |
| 4 | Approving requests for removal of equipment from campus. | Supervisors | Jackqueline Owens |
| DIGCI | | • | (Financial Asst. 2) |
| DISCL | OSURE FORMS | | |
| 1 | Ensuring all employees with purchasing influence complete the | Marcus Collins | Jennifer Chin-Davis, |
| 1 | | | |
| ~ | annual Related Party disclosure statement online. | (Dept. HR/Payroll Coord. 2) | (Associate Director) |
| 2 | Ensuring all full time, benefits eligible, exempt faculty and staff | Marcus Collins | Jennifer Chin-Davis, |
| 2 | complete the Consulting disclosure statement online. | (Dept. HR/Payroll Coord. 2) | (Associate Director) |
| 3 | Ensuring that all Principal and Co-Principal Investigators | Marcus Collins | Jennifer Chin-Davis, |
| | complete the annual Conflict of Interest disclosure statement for | (Dept. HR/Payroll Coord. 2) | (Associate Director) |
| | the Division of Research. | · · · · · · · · · · · · · · · · · · · | |

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| | | Responsible Per | son(s) (Name/Title) |
|---|---|-------------------------------------|--|
| Description of Responsibility ACCOUNTS RECEIVABLE | | Primary (Required) | Secondary (Optional) |
| | | | |
| 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 |
| NEGA | TIVE BALANCES | | |
| 1 | Ensuring that all fund groups for each Dept ID have positive fund equity at year-end. | Tan-Fang Pao, (Accountant 1) | Jennifer Chin-Davis, (Associate Director) |
| 2 | Ensuring that research expenditures are covered by funds from sponsors. | Tan-Fang Pao, (Accountant 1) | Jennifer Chin-Davis, (Associate Director) |
| DEPA | RTMENTAL COMPUTING | (Accountant 1) | (Associate Director) |
| 1 | Management of the departments' information technology resources. | Michael Smith (System Analyst 2) | Jennifer Chin-Davis, (Associate Director) |
| 2 | Ensuring that critical data back up occurs. | Michael Smith (System Analyst 2) | Jennifer Chin-Davis, (Associate Director) |
| 3 | Ensuring that procedures such as password controls are followed. | Michael Smith (System Analyst 2) | Jennifer Chin-Davis, (Associate Director) |
| 4 | Reporting of suspected security violations. | Michael Smith (System Analyst 2) | Jennifer Chin-Davis, (Associate Director) |