

Biology and Biochemistry - H0104

Baseline Standards

FY 2018

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.	Shaki Commissariat, DBA	
2	Updating the Baseline Standards Form.	Shaki Commissariat, DBA	
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Chau Bush, Financial Analyst	Thuy Nguyen, Financial Coordinator
2	Reviewing cost center verifications.	Cost Center Managers	Shaki Commissariat, DBA
3	Approving cost center verifications.	Cost Center Managers	Shaki Commissariat, DBA
4	Ensuring all cost centers are verified/approved on a timely basis.	Chau Bush, Financial Analyst	Shaki Commissariat, DBA
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Yonia Pulido, Asst. DBA	Quang Hau, Financial Coordinator
2	Ensuring the validity of travel and expense reimbursements.	Yonia Pulido, Asst. DBA	Quang Hau, Financial Coordinator
3	Ensuring that goods and services are received and that timely payment is made.	Yonia Pulido, Asst. DBA	Thuy Nguyen, Financial Coordinator
4	Ensuring correct account coding on purchases documents.	Quang Hau, Financial Coordinator	Shaki Commissariat, DBA
5	Primary contact for inquiries to expenditure transactions.	Yonia Pulido, Asst. DBA	Quang Hau, Financial Coordinator
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.	Mallory Travis, Asst. DBA	Yonia Pulido, Asst. DBA
2	Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.	Mallory Travis, Asst. DBA	Shaki Commissariat, DBA
3	Reconciling approved reported time and leave (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Mallory Travis, Asst. DBA	Shaki Commissariat, DBA
4	Completing termination clearance procedures.	Mallory Travis, Asst. DBA	Shaki Commissariat, DBA
5	Ensuring terminated employees are no longer charged to departmental cost centers.	Mallory Travis, Asst. DBA	Shaki Commissariat, DBA
6	Maintaining departmental Personnel files.	Mallory Travis, Asst. DBA	Shaki Commissariat, DBA
7	Ensuring valid authorization of new hires.	Mallory Travis, Asst. DBA	Shaki Commissariat, DBA
8	Ensuring valid authorization of changes in compensation rates.	Mallory Travis, Asst. DBA	Shaki Commissariat, DBA
9	Ensuring the accurate input of changes to the HR System.	Mallory Travis, Asst. DBA	Shaki Commissariat, DBA
10	Consistent and efficient responses to inquiries.	Mallory Travis, Asst. DBA	Shaki Commissariat, DBA
CASH HANDLING			
1	Collecting cash, checks, etc.	Quang Hau, Financial Coordinator	Yonia Pulido, Asst. DBA

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2	Reconciling cash, checks, etc. to receipts.	Thuy Nguyen, Financial Coordinator	Shaki Commissariat, DBA
3	Preparing deposits.	Quang Hau, Financial Coordinator	
4	Preparing Journal Entries.	Quang Hau, Financial Coordinator	Shaki Commissariat, DBA
5	Verifying deposits posted correctly in the Finance System.	Thuy Nguyen, Financial Coordinator	Chau Bush, Financial Analyst
6	Adequacy of physical safeguards of cash receipts and equivalent.	Quang Hau, Financial Coordinator	Shaki Commissariat, DBA
7	Secure deposits via UHDPS to Student Financial Services.	Quang Hau, Financial Coordinator	Shaki Commissariat, DBA
8	Ensuring deposits are made timely.	Quang Hau, Financial Coordinator	Shaki Commissariat, DBA
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Shaki Commissariat, DBA	
10	Updating Cash Handling Procedures as needed.	Shaki Commissariat, DBA	
11	Distribution of Cash Handling Procedures to employees who handle cash.	Shaki Commissariat, DBA	
12	Consistent and efficient responses to inquiries.	Quang Hau, Financial Coordinator	Shaki Commissariat, DBA
PETTY CASH			
1	Preparing petty cash disbursements.	N/A	N/A
2	Ensuring petty cash disbursements are not for more than \$100.	N/A	N/A
3	Ensuring petty cash disbursements are made for only authorized purposes.	N/A	N/A
4	Approving petty cash disbursements.	N/A	N/A
5	Replenishing the petty cash fund timely.	N/A	N/A
6	Ensuring the petty cash fund is balanced after each disbursement.	N/A	N/A
CONTRACT ADMINISTRATION			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Shaki Commissariat, DBA	Yonia Pulido, Asst. DBA
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Josh Lawson, Building Supervisor	
2	Ensuring the annual inventory was completed correctly.	Josh Lawson, Building Supervisor	
3	Tagging equipment.	Josh Lawson, Building Supervisor	
4	Approving requests for removal of equipment from campus.	Josh Lawson, Building Supervisor	
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online	Thuy Nguyen, Financial Coordinator	Shaki Commissariat, DBA
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online	Thuy Nguyen, Financial Coordinator	Shaki Commissariat, DBA

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3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research	Thuy Nguyen, Financial Coordinator	Shaki Commissariat, DBA
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.	Chau Bush, Financial Analyst	Shaki Commissariat, DBA
2	Ensuring that research expenditures are covered by funds from sponsors.	Chau Bush, Financial Analyst	Shaki Commissariat, DBA
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Hoang Hoang, Systems Admin.	
2	Ensuring that critical data back up occurs.	Hoang Hoang, Systems Admin.	
3	Ensuring that procedures such as password controls are followed.	Hoang Hoang, Systems Admin.	
4	Reporting of suspected security violations.	Hoang Hoang, Systems Admin.	