

Computer Science - H0108
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.	Desi Miller, DBA	Debbi Davis, Asst DBA
2	Updating the Baseline Standards Form.	Desi Miller, DBA	
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Hanh Nguyen, Accountant	Debbi Davis, DBA
2	Reviewing cost center verifications.	Cost Center Managers	Desi Miller, DBA
3	Approving cost center verifications.	Cost Center Managers	Desi Miller, DBA
4	Ensuring all cost centers are verified/approved on a timely basis.	Cost Center Managers\ Hanh Nguyen, Accountant	Desi Miller, DBA
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Hanh Ngutyen, Accountant	Debbi Davis, Asst DBA
2	Ensuring the validity of travel and expense reimbursements.	Brenda Stevens, Financial Coordinator	Desi Miller, DBA
3	Ensuring that goods and services are received and that timely payment is made.	Hanh Ngutyen, Accountant	Debbi Davis, Asst DBA
4	Ensuring correct account coding on purchases documents.	Hanh Ngutyen, Accountant	Debbi Davis, Asst DBA
5	Primary contact for inquiries to expenditure transactions.	Hanh Ngutyen, Accountant	Debbi Davis, Asst 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.	Debbi Davis, Asst DBA	Desi Miller, DBA
2	Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.	Debbi Davis, Asst DBA	Desi Miller, DBA
3	Reconciling approved reported time and leave (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Debbi Davis, Asst DBA	Desi Miller, DBA
4	Completing termination clearance procedures.	Desi Miller, DBA	
5	Ensuring terminated employees are no longer charged to departmental cost centers.	Debbi Davis, Asst DBA	Desi Miller, DBA
6	Maintaining departmental Personnel files.	Debbi Davis, Asst DBA	Desi Miller, DBA
7	Ensuring valid authorization of new hires.	Debbi Davis, Asst DBA	Desi Miller, DBA
8	Ensuring valid authorization of changes in compensation rates.	Debbi Davis, Asst DBA	Desi Miller, DBA
9	Ensuring the accurate input of changes to the HR System.	Debbi Davis, Asst DBA	Desi Miller, DBA
10	Consistent and efficient responses to inquiries.	Debbi Davis, Asst DBA	Desi Miller, DBA
CASH HANDLING			
1	Collecting cash, checks, etc.	Hanh Nguyen, Accountant	Gillian Bautista, Dept Secretary
2	Reconciling cash, checks, etc. to receipts.	Debbi Davis, Asst DBA	Desi Miller, DBA
3	Preparing deposits.	Hanh Nguyen, Accountant	Gillian Bautista, Dept Secretary
4	Preparing Journal Entries.	Hanh Nguyen, Accountant	Gillian Bautista, Dept Secretary
5	Verifying deposits posted correctly in the Finance System.	Debbi Davis, Asst DBA	Desi Miller, DBA

Computer Science - H0108
Baseline Standards
FY 2018

6	Adequacy of physical safeguards of cash receipts and equivalent.	Desi Miller, DBA	Debbi Davis, Asst DBA
7	Secure deposits via UHDPS to Student Financial Services.	Hanh Nguyen, Accountant	Debbi Davis, Asst DBA
8	Ensuring deposits are made timely.	Hanh Nguyen, Accountant	Debbi Davis, Asst DBA & Desi Miller, DBA
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training	Desi Miller, DBA	Debbi Davis, Asst DBA
10	Updating Cash Handling Procedures as needed.	Desi Miller, DBA	Debbi Davis, Asst DBA
11	Distribution of Cash Handling Procedures to employees who handle cash.	Desi Miller, DBA	Debbi Davis, Asst DBA
12	Consistent and efficient responses to inquiries.	Hanh Nguyen, Accountant	Debbi Davis, Asst DBA
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 purposes.	NA	NA
4	Approving petty cash disbursements.	NA	NA
5	Replenishing the petty cash fund timely.	NA	NA
6	Ensuring the petty cash fund is balanced after each disbursement.	NA	NA
CONTRACT ADMINISTRATION			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Desi Miller, DBA	Debbi Davis, Asst DBA
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Babu Sundaram,, Systems Manager	Laura Miller, Computer Technician
2	Ensuring the annual inventory was completed correctly.	Babu Sundaram,, Systems Manager	Desi Miller, DBA
3	Tagging equipment.	Babu Sundaram,, Systems Manager	Laura Miller, Computer Technician
4	Approving requests for removal of equipment from campus.	Babu Sundaram,, Systems Manager	Desi Miller, DBA
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Debbi Davis, Asst DBA	Desi Miller, DBA
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Brenda Stevens, Financial Coordinator	Debbi Davis, Asst DBA & Desi Miller, DBA
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research	Brenda Stevens, Financial Coordinator	Desi Miller, DBA
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

Computer Science - H0108
Baseline Standards
FY 2018

NEGATIVE BALANCES			
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Desi Miller, DBA	Hanh Nguyen, Accountant, Debbi Davis, Asst DBA
2	Ensuring that research expenditures are covered by funds from sponsors.	Desi Miller, DBA	Hanh Nguyen, Accountant, Debbi Davis, Asst DBA
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Babu Sundaranam, Systems Manager	NSM IT - Salvador Baez
2	Ensuring that critical data back up occurs.	Babu Sundaranam, Systems Manager	NSM IT - Salvador Baez
3	Ensuring that procedures such as password controls are followed.	Babu Sundaranam, Systems Manager	NSM IT - Salvador Baez
4	Reporting of suspected security violations.	Babu Sundaranam, Systems Manager	NSM IT - Salvador Baez