

Physics - H0112
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.	Jennifer Chin-Davis / Associate Director	Tan-Feng (Summer) Pao / Accountant I
2	Updating the Baseline Standards Form.	Jennifer Chin-Davis / Associate Director	Tan-Feng (Summer) Pao / Accountant I
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Tan-Feng Pao / Accountant I Nancy DO / Department Business Administrator	Jennifer Chin-Daivs / Associate Director
2	Reviewing cost center verifications.	Jennifer Chin-Davis / Associate Director, Cost Center Mangers	Nancy Do / Department Business Administrator
3	Approving cost center verifications.	Jennifer Chin-Davis / Associate Director, Cost Center Mangers	Nancy Do / Department Business Administrator
4	Ensuring all cost centers are verified/approved on a timely basis.	Tan-Feng (Summer) Pao / Accountant I	Jennifer Chin-Davis / Associate Director
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	LaTonya McQuillon / Financial Assistant II Jackqueline Ownes / Financial Assistant I	Candace Guy Anzaldua / Office Assistant I
2	Ensuring the validity of travel and expense reimbursements.	Melissa Ieans / Financial Coordinator II Jackqueline Owens / Financial Assistant I	Jennifer Chin-Daivs / Associate Director
3	Ensuring that goods and services are received and that timely payment is made.	LaTonya McQuillon / Financial Assistant II Jackqueline Ownes / Financial Assistant I	Candace Guy Anzaldua / Office Assistant I
4	Ensuring correct account coding on purchases documents.	LaTonya McQuillon / Financial Assistant II Jackqueline Ownes / Financial Assistant I	Tan-Feng (Summer) Pao / Accountant I
5	Primary contact for inquiries to expenditure transactions.	LaTonya McQuillon / Financial Assistant II Jackqueline Ownes / Financial Assistant I	Jennifer Chin-Daivs / Associate Director
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.	Marcus Collins / Department Payroll Coordinator II Nancy Do / Department Business Administrator	Jennifer Chin-Davis / Associate Director
2	Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.	Marcus Collins / Department Payroll Coordinator II Nancy Do / Department Business Administrator	Jennifer Chin-Davis / Associate Director
3	Reconciling approved reported time and leave (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Marcus Collins / Department Payroll Coordinator II Nancy Do / Department Business Administrator	Jennifer Chin-Davis / Associate Director
4	Completing termination clearance procedures.	Marcus Collins / Department Payroll Coordinator II Nancy Do / Department Business Administrator	Jennifer Chin-Davis / Associate Director
5	Ensuring terminated employees are no longer charged to departmental cost centers.	Marcus Collins / Department Payroll Coordinator II Nancy Do / Department Business Administrator	Jennifer Chin-Davis / Associate Director
6	Maintaining departmental Personnel files.	Marcus Collins / Department Payroll Coordinator II Nancy Do / Department Business Administrator	Jennifer Chin-Davis / Associate Director
7	Ensuring valid authorization of new hires.	Marcus Collins / Department Payroll Coordinator II Nancy Do / Department Business Administrator	Jennifer Chin-Davis / Associate Director
8	Ensuring valid authorization of changes in compensation rates.	Marcus Collins / Department Payroll Coordinator II Nancy Do / Department Business Administrator	Jennifer Chin-Davis / Associate Director

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9	Ensuring the accurate input of changes to the HR System.	Marcus Collins / Department Payroll Coordinator II Nancy Do / Department Business Administrator	Jennifer Chin-Davis / Associate Director
10	Consistent and efficient responses to inquiries.	Marcus Collins / Department Payroll Coordinator II Nancy Do / Department Business Administrator	Jennifer Chin-Davis / Associate Director
CASH HANDLING			
1	Collecting cash, checks, etc.	Melissa Ieans / Financial Coordinator II Jackqueline Owens / Financial Assistant I	LaTonya McQuillon / Financial Assistant II
2	Reconciling cash, checks, etc. to receipts.	Tan-Feng (Summer) Pao / Accountant I	Nancy Do / Department Business Administrator
3	Preparing deposits.	Melissa Ieans / Financial Coordinator II Jackqueline Owens / Financial Assistant I	LaTonya McQuillon / Financial Assistant II
4	Preparing Journal Entries.	Melissa Ieans / Financial Coordinator II Jackqueline Owens / Financial Assistant I	LaTonya McQuillon / Financial Assistant II
5	Verifying deposits posted correctly in the Finance System.	Tan-Feng (Summer) Pao / Accountant I	Nancy Do / Department Business Administrator
6	Adequacy of physical safeguards of cash receipts and equivalent.	Melissa Ieans / Financial Coordinator II Jackqueline Owens / Financial Assistant I	LaTonya McQuillon / Financial Assistant II
7	Secure deposits via UHDPSS to Student Financial Services.	Melissa Ieans / Financial Coordinator II Jackqueline Owens / Financial Assistant I	LaTonya McQuillon / Financial Assistant II
8	Ensuring deposits are made timely.	Melissa Ieans / Financial Coordinator II Jackqueline Owens / Financial Assistant I	LaTonya McQuillon / Financial Assistant II
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Jennifer Chin-Davis / Associate Director	Nancy Do / Department Business Administrator
10	Updating Cash Handling Procedures as needed.	Jennifer Chin-Davis / Associate Director	Nancy Do / Department Business Administrator
11	Distribution of Cash Handling Procedures to employees who handle cash.	Jennifer Chin-Davis / Associate Director	Nancy Do / Department Business Administrator
12	Consistent and efficient responses to inquiries.	Jennifer Chin-Davis / Associate Director	Nancy Do / Department Business Administrator
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.	Tan-Feng (Summer) Pao / Accountant I Melissa Ieans / Financial Coordinator II	Jennifer Chin-Davis / Associate Director
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Jackqueline Owens / Financial Assistant I	Jennifer Chin-Davis / Associate Director
2	Ensuring the annual inventory was completed correctly.	Jackqueline Owens / Financial Assistant I	Jennifer Chin-Davis / Associate Director
3	Tagging equipment.	Jackqueline Owens / Financial Assistant I	Jennifer Chin-Davis / Associate Director
4	Approving requests for removal of equipment from campus.	Jackqueline Owens / Financial Assistant I	Jennifer Chin-Davis / Associate Director

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DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Marcus Collins / Department Payroll Coordinator II Nancy Do / Department Business Administrator	Jennifer Chin-Davis / Associate Director
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Marcus Collins / Department Payroll Coordinator II Nancy Do / Department Business Administrator	Jennifer Chin-Davis / Associate Director
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Marcus Collins / Department Payroll Coordinator II Nancy Do / Department Business Administrator	Jennifer Chin-Davis / Associate Director
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 (Summer) Pao / Accountant I	Jennifer Chin-Davis / Associate Director
2	Ensuring that research expenditures are covered by funds from sponsors.	Tan-Feng (Summer) Pao / Accountant I	Jennifer Chin-Davis / Associate Director
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Michael Smith / Systems Analyst II	Jennifer Chin-Davis / Associate Director
2	Ensuring that critical data back up occurs.	Michael Smith / Systems Analyst II	Jennifer Chin-Davis / Associate Director
3	Ensuring that procedures such as password controls are followed.	Michael Smith / Systems Analyst II	Jennifer Chin-Davis / Associate Director
4	Reporting of suspected security violations.	Michael Smith / Systems Analyst II	Jennifer Chin-Davis / Associate Director