Public Safety
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.	Carol Aikels/DBA	
2	Updating the Baseline Standards Form.	Carol Aikels/DBA	
	FINANCIAL REPORTING - COST CENTER VERIFICATIONS		
1	Preparing cost center verifications.	Erica Pen/Accountant	Carol Aikels/DBA
2	Reviewing cost center verifications.	Malcolm Davis/Asst VC/VP, Public Safety, Ceaser Moore/Chief of Police, Joseph Tremont/Dir EHLS,Kelly Boysen/Dir Emerg Mgmt, David Sarkozi/Mgr Public Safety Systems	
3	Approving cost center verifications.	Malcolm Davis/Asst VC/VP, Public Safety, Ceaser Moore/Chief of Police, Joseph Tremont/Dir EHLS,Kelly Boysen/Dir Emerg Mgmt, David Sarkozi/Mgr Public Safety Systems	
4	Ensuring all cost centers are verified/approved on a timely basis.	Carol Aikels/DBA	
	FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS		
1	Ensuring valid authorization of purchase documents.	Carol Aikels/DBA	Sharon Pellas/Fin Coord 2
2	Ensuring the validity of travel and expense reimbursements.	Sharon Pellas/Fin Coord 2	Carol Aikels/DBA
3	Ensuring that goods and services are received and that timely payment is made.	Sharon Pellas/Fin Coord 2	Carol Aikels/DBA
4	Ensuring correct account coding on purchases documents.	Carol Aikels/DBA	
5	Primary contact for inquiries to expenditure transactions.	Carol Aikels/DBA	
6	Ensuring access and use of P-Cards and T-Cards are secure.	Cardholders and Designated Travel Card Custodians	
7	Ensuring P-Card transactions are adequately documented and benefit the university.	Sharon Pellas/Fin Coord 2 Jessica Rivera/Financial Assist 1	Carol Aikels/DBA
8	Ensuring T-Card transactions are adequately documented and benefit the university.	Sharon Pellas/Fin Coord 2	Carol Aikels/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.	Chareese Isaacs/HR Payroll Coord 2	Carol Aikels/DBA
2	Ensuring all monthly leave is recorded accurately and approved before the deadlines set by Payroll.	Chareese Isaacs/HR Payroll Coord 2	Carol Aikels/DBA
3	Ensuring all TRAM high level exceptions are corrected in a timely manner prior to Payroll deadlines.	Chareese Isaacs/HR Payroll Coord 2	Carol Aikels/DBA
4	Ensuring all Time Reporters (new employees and transfers) are assigned to Time Approvers in TRAM.	Chareese Isaacs/HR Payroll Coord 2	Carol Aikels/DBA
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.	Chareese Isaacs/HR Payroll Coord 2	Carol Aikels/DBA
6	Completing termination ePAR's within 24 hours of termination.	Chareese Isaacs/HR Payroll Coord 2	Carol Aikels/DBA
7	Verifying that the eTerminatiion Checklist is completed by all required departments no more than two weeks after termination.	Carol Aikels/DBA	
8	Ensuring terminated employees are no longer charged to departmental cost centers.	Carol Aikels/DBA	
9	Maintaining departmental personnel files.	Chareese Isaacs/HR Payroll Coord. 2, Ambroshia Hunter-	Jessica Rivera/Fin. Assist 1
10	Consistent and efficient responses to inquiries.	Chareese Isaacs/HR Payroll Coord 2	Carol Aikels/DBA
11	Hire ePAR's should be processed at least 1 week prior to start date.	Chareese Isaacs/ HR Payroll Coord 2 Jessica Rivera/Fin	Carol Aikels/DBA
12	Ensure all security access requests and training courses are completed 48 hours prior to necessary access changes.	Chareese Isaacs/HR Payroll Coord 2	Carol Aikels/DBA

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CASH HANDLING			
1	Collecting cash, checks, etc.	Sharon Pellas/Fin Coord 2	Jessica Rivera/Fin. Assist 1
2	Reconciling cash, checks, etc. to receipts.	Sharon Pellas/Fin Coord 2	Jessica Rivera/Fin. Assist 1
3	Preparing deposits.	Sharon Pellas/Fin Coord 2	Jessica Rivera/Fin. Assist 1
4	Preparing Journal Entries.	Sharon Pellas/Fin Coord 2	Jessica Rivera/Fin. Assist 1
5	Verifying deposits posted correctly in the Finance System.	Carol Aikels/DBA	Sharon Pellas/Fin Coord 2
6	Adequacy of physical safeguards of cash receipts and equivalent.	Sharon Pellas/Fin Coord 2	Carol Aikels/DBA
7	Secure deposits via UHDPS to Student Financial Services.	Sharon Pellas/Fin Coord 2	Carol Aikels/DBA
8	Ensuring deposits are made timely.	Sharon Pellas/Fin Coord 2	Carol Aikels/DBA
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Carol Aikels/DBA	
10	Updating Cash Handling Procedures as needed.	Carol Aikels/DBA	
11	Distribution of Cash Handling Procedures to employees who handle cash.	Carol Aikels/DBA	
12	Consistent and efficient responses to inquiries.	Sharon Pellas/Fin Coord 2	Carol Aikels/DBA
13	Ensuring all employees who complete or approve credit card journals have completed the Credit Card Accounting training.	N/A	
14	Ensuring all access and use of credit card information is secure.	N/A	
PETTY CASH / CHANGE FUNDS			
1	Submitting Annual Reauthorization for Petty Cash/Change Funds.	N/A	
2	Preparing petty cash disbursements.	N/A	
3	Ensuring petty cash disbursements are not for more than $100.	N/A	
4	Ensuring petty cash disbursements are made for only authorized purposes.	N/A	
5	Approving petty cash disbursements.	N/A	
6	Replenishing the petty cash fund timely.	N/A	
7	Ensuring the petty cash fund is balanced after each disbursement.	N/A	
8	Ensuring the change fund is balanced daily, weekly or monthly.	N/A	
CONTRACT ADMINISTRATION			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Sharon Pellas/Fin Coord 2	Carol Aikels/DBA
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Leslie Gremillion/Police Sergeant, David Sarkozi/Mgr Public Safety Systems, Kelly Boysen/Dir Emerg Mgmt	
2	Ensuring the annual inventory was completed correctly.	Carol Aikels/DBA	
3	Tagging equipment.	Leslie Gremillion/Police Sergeant, David Sarkozi/Mgr Public Safety Systems, Kelly Boysen/Dir Emerg Mgmt	
4	Approving requests for removal of equipment from campus.	Carol Aikels/DBA	

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DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Chareese Isaacs/HR Payroll Coord 2	Carol Aikels/DBA
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Chareese Isaacs/HR Payroll Coord 2	Carol Aikels/DBA
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	N/A	
ACCOUNTS RECEIVABLE			
1	Extending of credit.	N/A	
2	Billing.	Sharon Pellas/Fin Coord 2	Jessica Rivera/Fin. Coord 1
3	Collection.	Sharon Pellas/Fin Coord 2	Jessica Rivera/Fin. Coord 1
4	Recording.	Sharon Pellas/Fin Coord 2	Jessica Rivera/Fin. Coord 1
5	Monitoring credit extended.	N/A	
6	Approving write-offs.	N/A	
NEGATIVE BALANCES			
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Carol Aikels/DBA	Linda Garza/Dir Bus Svcs
2	Ensuring that research expenditures are covered by funds from sponsors.	Cydney Rax/Admin Asst	Carol Aikels/DBA
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	David Sarkozi/Mgr Public Safety Systems	
2	Ensuring that critical data back up occurs.	David Sarkozi/Mgr Public Safety Systems	
3	Ensuring that procedures such as password controls are followed.	David Sarkozi/Mgr Public Safety Systems	
4	Reporting of suspected security violations.	All staff	
For Departments Listed Below			
Dept ID	Dept Name		
H0169	Police		
H0173	Environmental Health & Life Safety		
H0609	Dept of Public Safety Administration		
H0611	Public Safety Systems		
H0612	Emergency Management		