

**Student Business Services - H0167  
Baseline Standards  
FY 2016**

Description of Responsibility		Responsible Person(s) (Name/Title)	
		Primary (Required)	Secondary (Optional)
<b>DEPARTMENTAL POLICIES &amp; PROCEDURES / BASELINE STANDARDS</b>			
1	Ensuring the Departmental Policy and Procedures manual is current.	Andy Startz/Bursar	Nancy Tran/Associate Director
2	Updating the Baseline Standards Form.	Andy Startz/Bursar	Nancy Tran/Associate Director
<b>FINANCIAL REPORTING - COST CENTER VERIFICATIONS</b>			
1	Preparing cost center verifications.	Nancy Tran/Associate Director	Andy Startz/Bursar
2	Reviewing cost center verifications.	Nancy Tran/Associate Director	Andy Startz/Bursar
3	Approving cost center verifications.	Nancy Tran/Associate Director	Andy Startz/Bursar
4	Ensuring all cost centers are verified/approved on a timely basis.	Nancy Tran/Associate Director	Andy Startz/Bursar
<b>FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS</b>			
1	Ensuring valid authorization of purchase documents.	Thuy Truong/Financial Analyst 2	Nancy Tran/Associate Director; Andy Startz/Bursar
2	Ensuring the validity of travel and expense reimbursements.	Thuy Truong/Financial Analyst 2	Nancy Tran/Associate Director; Andy Startz/Bursar
3	Ensuring that goods and services are received and that timely payment is made.	Thuy Truong/Financial Analyst 2	Nancy Tran/Associate Director; Andy Startz/Bursar
4	Ensuring correct account coding on purchases documents.	Thuy Truong/Financial Analyst 2	Nancy Tran/Associate Director; Andy Startz/Bursar
5	Primary contact for inquiries to expenditure transactions.	Thuy Truong/Financial Analyst 2	Nancy Tran/Associate Director; Andy Startz/Bursar
6	Ensuring access and use of P-Cards and T-Cards are secure.	Thuy Truong/Financial Analyst 2	Nancy Tran/Associate Director; Andy Startz/Bursar
7	Ensuring P-Card transactions are adequately documented and benefit the university.	Thuy Truong/Financial Analyst 2	Nancy Tran/Associate Director; Andy Startz/Bursar
8	Ensuring T-Card transactions are adequately documented and benefit the university.	Thuy Truong/Financial Analyst 2	Nancy Tran/Associate Director; Andy Startz/Bursar
<b>PAYROLL / HUMAN RESOURCES</b>			
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.	Thuy Truong/Financial Analyst 2	Nancy Tran/Associate Director; Andy Startz/Bursar
2	Ensuring all monthly leave is recorded accurately and approved before the deadlines set by Payroll.	Thuy Truong/Financial Analyst 2	Nancy Tran/Associate Director; Andy Startz/Bursar
3	Ensuring all TRAM high level exceptions are corrected in a timely manner prior to Payroll deadlines.	Thuy Truong/Financial Analyst 2	Nancy Tran/Associate Director; Andy Startz/Bursar
4	Ensuring all Time Reporters (new employees and transfers) are assigned to Time Approvers in TRAM.	Thuy Truong/Financial Analyst 2	Nancy Tran/Associate Director; Andy Startz/Bursar
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.	Thuy Truong/Financial Analyst 2	Nancy Tran/Associate Director; Andy Startz/Bursar
6	Completing termination ePAR's within 24 hours of termination.	Thuy Truong/Financial Analyst 2	Nancy Tran/Associate Director; Andy Startz/Bursar
7	Verifying that the eTermination Checklist is completed by all required departments no more than two weeks after termination.	Thuy Truong/Financial Analyst 2	Nancy Tran/Associate Director; Andy Startz/Bursar
8	Ensuring terminated employees are no longer charged to departmental cost centers.	Thuy Truong/Financial Analyst 2	Nancy Tran/Associate Director; Andy Startz/Bursar
9	Maintaining departmental personnel files.	Thuy Truong/Financial Analyst 2	Nancy Tran/Associate Director; Andy Startz/Bursar
10	Consistent and efficient responses to inquiries.	Thuy Truong/Financial Analyst 2	Nancy Tran/Associate Director; Andy Startz/Bursar
11	Hire ePAR's should be processed at least 1 week prior to start date.	Thuy Truong/Financial Analyst 2	Nancy Tran/Associate Director; Andy Startz/Bursar
12	Ensure all security access requests and training courses are completed 48 hours prior to necessary access changes.	Thuy Truong/Financial Analyst 2	Nancy Tran/Associate Director; Andy Startz/Bursar

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<b>CASH HANDLING</b>			
1	Collecting cash, checks, etc.	Pamela Journet, Yelesina Hernandez and Sarah Rowland / Cashier; Melissa	Warren Douglas, Basmah Talib/ Financial Coordinator 2
2	Reconciling cash, checks, etc. to receipts.	Warren Douglas, Basmah Talib/ Financial Coordinator 2	Thuy Truong, Thu Van /Financia Analyst 2; Christopher Hubbard/Cash Control
3	Preparing deposits.	Warren Douglas, Basmah Talib/ Financial Coordinator 2	Thuy Truong, Thu Van /Financia Analyst 2; Christopher Hubbard/Cash Control
4	Preparing Journal Entries.	Warren Douglas, Basmah Talib/ Financial Coordinator 2	Warren Douglas, Basmah Talib/ Financial Coordinator 2; Thuy Truong, Thu Van
5	Verifying deposits posted correctly in the Finance System.	Thuy Truong, Thu Van /Financia Analyst 2	Nancy Tran/ Associate Director; Andy Startz/Bursar
6	Adequacy of physical safeguards of cash receipts and equivalent.	Thuy Truong, Thu Van /Financia Analyst 2; Christopher Hubbard/Cash	Nancy Tran/ Associate Director; Andy Startz/Bursar
7	Secure deposits via UHDPSS to Student Business Services.	N/A	N/A
8	Ensuring deposits are made timely.	Warren Douglas, Basmah Talib/ Financial Coordinator 2; Christopher	Thuy Truong, Thu Van /Financia Analyst 2; Nancy Tran/ Associate Director; Andy
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Nancy Tran/Associate Director	Andy Startz/Bursar
10	Updating Cash Handling Procedures as needed.	Nancy Tran/Associate Director	Andy Startz/Bursar
11	Distribution of Cash Handling Procedures to employees who handle cash.	Christopher Hubbard/Cash Control Supervisor; Nancy Tran/ Associate	Andy Startz/Bursar
12	Consistent and efficient responses to inquiries.	Nancy Tran/Associate Director	Andy Startz/Bursar
13	Ensuring all employees who complete or approve credit card journals have completed the Credit Card Accounting training.	Nancy Tran/Associate Director	Andy Startz/Bursar
14	Ensuring all access and use of credit card information is secure.	Nancy Tran/Associate Director	Andy Startz/Bursar
<b>PETTY CASH / CHANGE FUNDS</b>			
1	Submitting Annual Reauthorization for Petty Cash/Change Funds.	N/A	N/A
2	Preparing petty cash disbursements.	N/A	N/A
3	Ensuring petty cash disbursements are not for more than \$100.	N/A	N/A
4	Ensuring petty cash disbursements are made for only authorized purposes.	N/A	N/A
5	Approving petty cash disbursements.	N/A	N/A
6	Replenishing the petty cash fund timely.	N/A	N/A
7	Ensuring the petty cash fund is balanced after each disbursement.	N/A	N/A
8	Ensuring the change fund is balanced daily, weekly or monthly.	N/A	N/A
<b>CONTRACT ADMINISTRATION</b>			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Nancy Tran/Associate Director	Andy Startz/Bursar
<b>PROPERTY MANAGEMENT</b>			
1	Performing the annual inventory.	Christopher Durham/Appl Dvlp 3	Brandon Bob/Functional Analyst
2	Ensuring the annual inventory was completed correctly.	Christopher Durham/Appl Dvlp 3	Brandon Bob/Functional Analyst
3	Tagging equipment.	Christopher Durham/Appl Dvlp 3	Brandon Bob/Functional Analyst
4	Approving requests for removal of equipment from campus.	Christopher Durham/Appl Dvlp 3	Brandon Bob/Functional Analyst

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<b>DISCLOSURE FORMS</b>			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Andy Startz/Bursar	Nancy Tran/Associate Director
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Andy Startz/Bursar	Nancy Tran/Associate Director
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Andy Startz/Bursar	Nancy Tran/Associate Director
<b>ACCOUNTS RECEIVABLE</b>			
1	Extending of credit.	N/A	N/A
2	Billing.	N/A	N/A
3	Collection.	Kevin Burns/Collection Analyst	Thu Van/Financial Analyst 2
4	Recording.	N/A	N/A
5	Monitoring credit extended.	N/A	N/A
6	Approving write-offs.	N/A	N/A
<b>NEGATIVE BALANCES</b>			
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Thuy Truong/Financial Analyst 2	Nancy Tran/Associate Director; Andy Startz/Bursar
2	Ensuring that research expenditures are covered by funds from sponsors.	Thuy Truong/Financial Analyst 2	Nancy Tran/Associate Director; Andy Startz/Bursar
<b>DEPARTMENTAL COMPUTING</b>			
1	Management of the departments' information technology resources.	Christopher Durham/Appl Dvlp 3	Brandon Bob/Functional Analyst
2	Ensuring that critical data back up occurs.	Christopher Durham/Appl Dvlp 3	Brandon Bob/Functional Analyst
3	Ensuring that procedures such as password controls are followed.	Christopher Durham/Appl Dvlp 3	Brandon Bob/Functional Analyst
4	Reporting of suspected security violations.	All Staff	