University Band (H0447) Baseline Standards FY 2017

		Responsible P	erson(s) (Name/Title)
Descrip	tion of Responsibility	Primary (Required)	Secondary (Optional)
	TMENTAL POLICIES & PROCEDURES / BASELINE		
STAND	ARDS		
1	Ensuring the Departmental Policy and Procedures manual is	Kristin Deville, DBA	
	current.		Carol Risinger, Admin. Coo
2	Updating the Baseline Standards Form.	Kristin Deville, DBA	
FINAN	CIAL REPORTING - COST CENTER VERIFICATIONS		
1	Preparing cost center verifications.	Kristin Deville, DBA	
2	Reviewing cost center verifications.	Kristin Deville, DBA	
3	Approving cost center verifications.	David Bertman, Director	
4	Ensuring all cost centers are verified/approved on a timely basis.	Kristin Deville, DBA	
FINAN	CIAL REPORTING - EXPENDITURE TRANSACTIONS		
1	Ensuring valid authorization of purchase documents.	Kristin Deville, DBA	
			Carol Risinger, Admin. Coo
2	Ensuring the validity of travel and expense reimbursements.	Carol Risinger, Admin Coord.	
			Kristin Deville, DBA
3	Ensuring that goods and services are received and that timely	Carol Risinger, Admin Coord.	
	payment is made.		Kristin Deville, DBA
4	Ensuring correct account coding on purchases documents.	Carol Risinger, Admin Coord.	
			Kristin Deville, DBA
5	Primary contact for inquiries to expenditure transactions.	Carol Risinger, Admin Coord.	Will D. W. DD.
DATE	AT AND AND DESCRIPTIONS		Kristin Deville, DBA
PAYRO	LL / HUMAN RESOURCES		
1	F	Maintin Destille DDA	
1	Ensuring all bi-weekly reported time and leave are approved	Kristin Deville, DBA	
	before the deadlines set by Payroll, so that the correct hours are		
	recorded and paid on each bi-weekly paycheck.		Carol Risinger, Admin. Coo
2		Kristin Deville, DBA	
	deadlines set by Payroll.		Carol Risinger, Admin. Coo
3	Reconciling approved reported time and leave (bi-weekly	Kristin Deville, DBA	
	employees) and ePARs (monthly employees) to the trial and		Const Disinger Admir Co
1	final payroll verification reports. Completing termination clearance procedures.	Kristin Deville, DBA	Carol Risinger, Admin. Coo
4	Completing termination clearance procedures.	KIISIIII Deville, DBA	Carol Bisingar Admin Cas
5	Ensuring terminated employees are no longer charged to	Kristin Davilla, DDA	Carol Risinger, Admin. Coo
)		Kristin Deville, DBA	Carol Risinger, Admin. Coo
6	departmental cost centers. Maintaining departmental Personnel files.	Kristin Deville, DBA	Carol Kishiger, Auffilli. Coo
0	ivianitaning departmental i ersonner mes.	Misum Deville, DDA	Carol Risinger, Admin. Coo
7	Ensuring valid authorization of new hires.	Kristin Deville, DBA	Carol Risinger, Autilii. Coo
l '	Entering valid additionzation of flew filles.	Tanadii Devine, DDA	Carol Risinger, Admin. Coo
8	Ensuring valid authorization of changes in compensation rates.	Kristin Deville, DBA	
٥	zame rand damonzation of enanges in compensation rates.	Tanam Berme, BBN	Carol Risinger, Admin. Coo
9	Ensuring the accurate input of changes to the HR System.	Kristin Deville, DBA	Table St. Franklin.
	and the decarate input of changes to the fire bystelli.	Tanada Dovino, DDA	Carol Risinger, Admin. Coo
10	Consistent and efficient responses to inquiries.	Kristin Deville, DBA	
	The state of the s		Carol Risinger, Admin. Coo
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			erson(s) (Name/Title)
	ption of Responsibility	Primary (Required)	Secondary (Optional)
CASH	HANDLING		
1	Collecting cash, checks, etc.	Carol Risinger, Admin Coord.	
•		zo. mgor, riamin coord.	Kristin Deville, DBA
2	Reconciling cash, checks, etc. to receipts.	Carol Risinger, Admin Coord.	,
			Kristin Deville, DBA
3	Preparing deposits.	Carol Risinger, Admin Coord.	
- 4	D ' I I I I	G IB:: Al: G I	Kristin Deville, DBA
4	Preparing Journal Entries.	Carol Risinger, Admin Coord.	Kristin Deville, DBA
5	Verifying deposits posted correctly in the Finance System.	Kristin Deville, DBA	Kristili Deville, DBA
Ü	verifying deposits posted correctly in the rimance system.		Carol Risinger, Admin. Coo
6	Adequacy of physical safeguards of cash receipts and	Carol Risinger, Admin Coord.	Kristin Deville, DBA
	equivalent.	-	
7	Secure deposits via UHDPS to Student Financial Services.	Carol Risinger, Admin Coord.	Kristin Deville, DBA
0			
8	Ensuring deposits are made timely.	Carol Risinger, Admin Coord.	Vaiotia Dovillo DDA
9	Ensuring all employees who handle cash have completed Cash	Kristin Deville, DBA	Kristin Deville, DBA
	Security Procedures or Cash Deposit and Security Procedures	Kristin Bevine, BB/1	
	training.		Carol Risinger, Admin. Coo
10	Updating Cash Handling Procedures as needed.	Kristin Deville, DBA	
			Carol Risinger, Admin. Coo
11	Distribution of Cash Handling Procedures to employees who	Kristin Deville, DBA	
10	handle cash.	G IB:: Al : G I	Carol Risinger, Admin. Coo
12	Consistent and efficient responses to inquiries.	Carol Risinger, Admin Coord.	Veietin Daville, DRA
PETTY	I 7 CASH		Kristin Deville, DBA
LLIII	Chili		
1	Preparing petty cash disbursements.	N/A	
2	Ensuring petty cash disbursements are not for more than \$100.	N/A	
3	Ensuring petty cash disbursements are made for only authorized	N/A	
4	purposes. Approving petty cash disbursements.	N/A	
7	reproving petry cash disoursements.	1771	
5	Replenishing the petty cash fund timely.	N/A	
6	Ensuring the petty cash fund is balanced after each	N/A	
	disbursement.		
CONT	RACT ADMINISTRATION		
1	Ensuring departmental personnel comply with contract	Carol Risinger, Admin Coord.	
1	administration policies/procedures.	Carol Risinger, Aunilli Coold.	Kristin Deville, DBA
PROPE	ERTY MANAGEMENT		,, , , , , , , , , , , , , , , , ,
1	Performing the annual inventory.	Ric Richardson, User Services	
		Spec 2	
2	Ensuring the annual inventory was completed correctly.	Ric Richardson, User Services	Kaistin Danilla, DDA
3	Tagging equipment.	Spec 2 Ric Richardson, User Services	Kristin Deville, DBA
3	ragging equipment.	Spec 2	
4	Approving requests for removal of equipment from campus.	Ric Richardson, User Services	<u> </u>
	TI O T	Spec 2	
DISCL	OSURE FORMS		
	1		
1	Ensuring all employees with purchasing influence complete the	Kristin Deville, DBA	5 .15 . 5.
2	annual Related Party disclosure statement online.	Vaiotia Deville DDA	David Bertman, Director
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Kristin Deville, DBA	David Bertman, Director
3	Ensuring that all Principal and Co-Principal Investigators	Kristin Deville, DBA	David Detunan, Director
	complete the annual Conflict of Interest disclosure statement for	-	
	the Division of Research.		Carol Risinger, Admin. Coo
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		Responsible Person(s) (Name/Title)	
Description of Responsibility		Primary (Required)	Secondary (Optional)
ACCO	UNTS RECEIVABLE		
1	Extending of credit.	N/A	
2	Billing.	N/A	
3	Collection.	Carol Risinger, Admin Coord.	Kristin Deville, DBA
4	Recording.	N/A	
5	Monitoring credit extended.	N/A	
6	Approving write-offs.	N/A	
NEGA'	TIVE BALANCES		
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	David Bertman, Director	Kristin Deville, DBA
2	Ensuring that research expenditures are covered by funds from sponsors.	Kristin Deville, DBA	David Bertman, Director
DEPAI	RTMENTAL COMPUTING		
1	Management of the departments' information technology resources.	Ric Richardson, User Services Spec 2	
2	Ensuring that critical data back up occurs.	Ric Richardson, User Services Spec 2	
3	Ensuring that procedures such as password controls are followed.	Ric Richardson, User Services Spec 2	
4	Reporting of suspected security violations.	Ric Richardson, User Services Spec 2	

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