

Dean's Office - H0041
Baseline Standards
FY 2016

Description of Responsibility		Primary (Required)	Secondary (Optional)
DEPARTMENTAL POLICIES & PROCEDURES / BASELINE STANDARDS			
1	Ensuring the Departmental Policy and Procedures manual is current.	Melissa Niles, College Business Administrator	Sara Brown, Executive Director, College Business Operations
2	Updating the Baseline Standards Form.	Sara Brown, Executive Director, College Business Op	Terrolyn Gunter, Asst Business Administrator - Finance
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Khanh Nguyen, Financial Analyst 2	Sara Brown, Executive Director, College Business Operations
2	Reviewing cost center verifications.	Sara Brown, Executive Director, College Business Op	Latha Ramchand, Dean
3	Approving cost center verifications.	Sara Brown, Executive Director, College Business Op	Latha Ramchand, Dean
4	Ensuring all cost centers are verified/approved on a timely basis.	Sara Brown, Executive Director, College Business Op	Latha Ramchand, Dean
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Sarah Kole, Asst Business Administrator	Terrolyn Gunter, Asst Business Administrator - Finance
2	Ensuring the validity of travel and expense reimbursements.	Sarah Kole, Asst Business Administrator	Terrolyn Gunter, Asst Business Administrator - Finance
3	Ensuring that goods and services are received and that timely payment is made.	Sarah Kole, Asst Business Administrator	Terrolyn Gunter, Asst Business Administrator - Finance
4	Ensuring correct account coding on purchases documents.	Sarah Kole, Asst Business Administrator	Terrolyn Gunter, Asst Business Administrator - Finance
5	Primary contact for inquiries to expenditure transactions.	Sarah Kole, Asst Business Administrator	Terrolyn Gunter, Asst Business Administrator - Finance
6	Ensuring access and use of P-Cards and T-Cards are secure.	Sarah Kole, Asst Business Administrator	Terrolyn Gunter, Asst Business Administrator - Finance
7	Ensuring P-Card transactions are adequately documented and benefit the university.	Sarah Kole, Asst Business Administrator	Terrolyn Gunter, Asst Business Administrator - Finance
8	Ensuring T-Card transactions are adequately documented and benefit the university.	Sarah Kole, Asst Business Administrator	Terrolyn Gunter, Asst Business Administrator - Finance
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.	Alejandra Rodriguez, Asst Business Administrator	Rebecca Guzman, Asst Business Administrator - Admin
2	Ensuring all monthly leave is recorded accurately and approved before the deadlines set by Payroll.	Alejandra Rodriguez, Asst Business Administrator	Rebecca Guzman, Asst Business Administrator - Admin
3	Ensuring all TRAM high level exceptions are corrected in a timely manner prior to Payroll deadlines.	Alejandra Rodriguez, Asst Business Administrator	Rebecca Guzman, Asst Business Administrator - Admin
4	Ensuring all Time Reporters (new employees and transfers) are assigned to Time Approvers in TRAM.	Alejandra Rodriguez, Asst Business Administrator	Rebecca Guzman, Asst Business Administrator - Admin
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.	Alejandra Rodriguez, Asst Business Administrator	Rebecca Guzman, Asst Business Administrator - Admin
6	Completing termination ePAR's within 24 hours of termination.	Alejandra Rodriguez, Asst Business Administrator	Rebecca Guzman, Asst Business Administrator - Admin
7	Verifying that the eTermination Checklist is completed by all required departments no more than two weeks after termination.	Alejandra Rodriguez, Asst Business Administrator	Rebecca Guzman, Asst Business Administrator - Admin
8	Ensuring terminated employees are no longer charged to departmental cost centers.	Khanh Nguyen, Financial Analyst 2	Sara Brown - Executive Director, Business Operations
9	Maintaining departmental personnel files.	Rebecca Guzman, Asst Business Administrator - Admi	Melissa Niles, College Business Administrator
10	Consistent and efficient responses to inquiries.	Rebecca Guzman, Asst Business Administrator - Admi	Melissa Niles, College Business Administrator
11	Hire ePAR's should be processed at least 1 week prior to start date.	Rebecca Guzman, Asst Business Administrator - Admi	Melissa Niles, College Business Administrator
12	Ensure all security access requests and training courses are completed 48 hours prior to necessary access changes.	Rebecca Guzman, Asst Business Administrator - Admi	Melissa Niles, College Business Administrator

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Description of Responsibility		Primary (Required)	Secondary (Optional)
CASH HANDLING			
1	Collecting cash, checks, etc.	Lonnie Deggins, Development Coordinator Lori Watley, Department Business Administrator	Terrolyn Gunter, Asst Business Administrator - Finance
2	Reconciling cash, checks, etc. to receipts.	Terrolyn Gunter, Asst Business Administrator - Finance	Sarah Kole, Asst Business Administrator
3	Preparing deposits.	Terrolyn Gunter, Asst Business Administrator - Finance	Sarah Kole, Asst Business Administrator
4	Preparing Journal Entries.	Terrolyn Gunter, Asst Business Administrator - Finance	Sarah Kole, Asst Business Administrator
5	Verifying deposits posted correctly in the Finance System.	Khanh Nguyen, Financial Analyst 2	Sara Brown - Executive Director, Business Operations
6	Adequacy of physical safeguards of cash receipts and equivalent.	Terrolyn Gunter, Asst Business Administrator - Finance	Sarah Kole, Asst Business Administrator
7	Secure deposits via UHDPS to Student Financial Services.	Terrolyn Gunter, Asst Business Administrator - Finance	Sarah Kole, Asst Business Administrator
8	Ensuring deposits are made timely.	Terrolyn Gunter, Asst Business Administrator - Finance	Sarah Kole, Asst Business Administrator
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Terrolyn Gunter, Asst Business Administrator - Finance	Sara Brown - Executive Director, Business Operations
10	Updating Cash Handling Procedures as needed.	Terrolyn Gunter, Asst Business Administrator - Finance	Sara Brown - Executive Director, Business Operations
11	Distribution of Cash Handling Procedures to employees who handle cash.	Terrolyn Gunter, Asst Business Administrator - Finance	Sara Brown - Executive Director, Business Operations
12	Consistent and efficient responses to inquiries.	Terrolyn Gunter, Asst Business Administrator - Finance	Sara Brown - Executive Director, Business Operations
13	Ensuring all employees who complete or approve credit card journals have completed the Credit Card Accounting training.	Terrolyn Gunter, Asst Business Administrator - Finance	Sara Brown - Executive Director, Business Operations
14	Ensuring all access and use of credit card information is secure.	Terrolyn Gunter, Asst Business Administrator - Finance	Sara Brown - Executive Director, Business Operations
PETTY CASH / CHANGE FUNDS			
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
CONTRACT ADMINISTRATION			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Sarah Kole, Asst Business Administrator	Terrolyn Gunter, Asst Business Administrator - Finance
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Lori Watley, Dept Business Administrator	Melissa Niles, College Business Administrator
2	Ensuring the annual inventory was completed correctly.	Lori Watley, Dept Business Administrator	Melissa Niles, College Business Administrator
3	Tagging equipment.	Lori Watley, Dept Business Administrator	Melissa Niles, College Business Administrator
4	Approving requests for removal of equipment from campus.	Melissa Niles, College Business Administrator	Sara Brown, Executive Director, College Business Operations

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Description of Responsibility		Primary (Required)	Secondary (Optional)
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Terrolyn Gunter, Asst Business Administrator - Finance	Sara Brown, Executive Director, College Business Operations
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Melissa Niles, College Business Administrator	Sara Brown, Executive Director, College Business Operations
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Melissa Niles, College Business Administrator	Sara Brown, Executive Director, College Business Operations
ACCOUNTS RECEIVABLE			
1	Extending of credit.	Fallon Levenson, Asst Business Administrator	Sara Brown, Executive Director, College Business Operations
2	Billing.	Fallon Levenson, Asst Business Administrator	Sara Brown, Executive Director, College Business Operations
3	Collection.	Fallon Levenson, Asst Business Administrator	Sara Brown, Executive Director, College Business Operations
4	Recording.	Fallon Levenson, Asst Business Administrator	Sara Brown, Executive Director, College Business Operations
5	Monitoring credit extended.	Fallon Levenson, Asst Business Administrator	Sara Brown, Executive Director, College Business Operations
6	Approving write-offs.	Fallon Levenson, Asst Business Administrator	Sara Brown, Executive Director, College Business Operations
NEGATIVE BALANCES			
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Khanh Nguyen, Financial Analyst 2	Sara Brown, Executive Director, College Business Operations
2	Ensuring that research expenditures are covered by funds from sponsors.	Khanh Nguyen, Financial Analyst 2	Sara Brown, Executive Director, College Business Operations
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Peter Truong, Network Control Mgr, Bauer Div of Tec	Thomas J. George, Sr. Associate Dean for Faculty Affairs
2	Ensuring that critical data back up occurs.	Peter Truong, Network Control Mgr, Bauer Div of Tec	Thomas J. George, Sr. Associate Dean for Faculty Affairs
3	Ensuring that procedures such as password controls are followed.	Peter Truong, Network Control Mgr, Bauer Div of Tec	Thomas J. George, Sr. Associate Dean for Faculty Affairs
4	Reporting of suspected security violations.	Peter Truong, Network Control Mgr, Bauer Div of Tec	Thomas J. George, Sr. Associate Dean for Faculty Affairs

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Description of Responsibility		Primary (Required)	Secondary (Optional)
DEPARTMENTAL POLICIES & PROCEDURES / BASELINE STANDARDS			
1	Ensuring the Departmental Policy and Procedures manual is current.	Linda Guerrero, DBA	Kaye Newberry, Chair
2	Updating the Baseline Standards Form.	Linda Guerrero, DBA	Sara Brown, Executive Director, Business Operations
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Khanh Nguyen, Financial Analyst 2	Sara Brown, Executive Director, Business Operations
2	Reviewing cost center verifications.	Linda Guerrero, DBA/ Kaye Newberry/ Chair	Sara Brown, Executive Director, Business Operations
3	Approving cost center verifications.	Linda Guerrero, DBA/ Kaye Newberry/ Chair	Sara Brown, Executive Director, Business Operations
4	Ensuring all cost centers are verified/approved on a timely basis.	Sara Brown, Executive Director Business Operations	Latha Ramchand, Dean
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Linda Guerrero, DBA	Sarah Kole - Asst Business Administrator
2	Ensuring the validity of travel and expense reimbursements.	Linda Guerrero, DBA	Sarah Kole - Asst Business Administrator
3	Ensuring that goods and services are received and that timely payment is made.	Linda Guerrero, DBA	Sarah Kole - Asst Business Administrator
4	Ensuring correct account coding on purchases documents.	Linda Guerrero, DBA	Sarah Kole - Asst Business Administrator
5	Primary contact for inquiries to expenditure transactions.	Linda Guerrero, DBA	Sarah Kole - Asst Business Administrator
6	Ensuring access and use of P-Cards and T-Cards are secure.	Linda Guerrero, DBA	Terrolyn Gunter, Asst Business Administrator - Finance
7	Ensuring P-Card transactions are adequately documented and benefit the university.	Linda Guerrero, DBA	Terrolyn Gunter, Asst Business Administrator - Finance
8	Ensuring T-Card transactions are adequately documented and benefit the university.	Linda Guerrero, DBA	Terrolyn Gunter, Asst Business Administrator - Finance
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.	Cecilia Pittman, OC/Linda Guerrero, DBA	Rebecca Guzman, Asst. Business Administrator - Admin
2	Ensuring all monthly leave is recorded accurately and approved before the deadlines set by Payroll.	Linda Guerrero, DBA	Rebecca Guzman, Asst. Business Administrator - Admin
3	Ensuring all TRAM high level exceptions are corrected in a timely manner prior to Payroll deadlines.	Cecilia Pittman, OC/Linda Guerrero, DBA	Rebecca Guzman, Asst. Business Administrator - Admin
4	Ensuring all Time Reporters (new employees and transfers) are assigned to Time Approvers in TRAM.	Cecilia Pittman, OC/ Linda Guerrero, DBA	Rebecca Guzman, Asst. Business Administrator - Admin
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.	Cecilia Pittman, OC/Linda Guerrero, DBA	Rebecca Guzman, Asst. Business Administrator - Admin
6	Completing termination ePAR's within 24 hours of termination.	Cecilia Pittman, OC/ Linda Guerrero, DBA	Rebecca Guzman, Asst. Business Administrator - Admin
7	Verifying that the eTermination Checklist is completed by all required departments no more than two weeks after termination.	Cecilia Pittman, OC/ Linda Guerrero, DBA	Rebecca Guzman, Asst. Business Administrator - Admin
8	Ensuring terminated employees are no longer charged to departmental cost centers.	Linda Guerrero, DBA	Khanh Nguyen, Financial Analyst 2
9	Maintaining departmental personnel files.	Cecilia Pittman, OC/ Linda Guerrero, DBA	Melissa Niles, College Business Administrator
10	Consistent and efficient responses to inquiries.	Linda Guerrero, DBA	Melissa Niles, College Business Administrator
11	Hire ePAR's should be processed at least 1 week prior to start date.	Cecilia Pittman, OC/ Linda Guerrero, DBA	Melissa Niles, College Business Administrator
12	Ensure all security access requests and training courses are completed 48 hours prior to necessary access changes.	Linda Guerrero, DBA	Melissa Niles, College Business Administrator

Accounting Department - H0046
Baseline Standards
FY 2016

CASH HANDLING			
1	Collecting cash, checks, etc.	N/A	Terrolyn Gunter, Asst Business Administrator - Finance
2	Reconciling cash, checks, etc. to receipts.	Terrolyn Gunter, Asst Business Administrator - Finance	Sarah Kole, Asst Business Administrator
3	Preparing deposits.	Terrolyn Gunter, Asst Business Administrator - Finance	Sarah Kole, Asst Business Administrator
4	Preparing Journal Entries.	Terrolyn Gunter, Asst Business Administrator - Finance	Sarah Kole, Asst Business Administrator
5	Verifying deposits posted correctly in the Finance System.	Khanh Nguyen, Financial Analyst 2	Sara Brown, Executive Director, Business Operations
6	Adequacy of physical safeguards of cash receipts and equivalent.	N/A	Terrolyn Gunter, Asst Business Administrator - Finance
7	Secure deposits via UHDPS to Student Financial Services.	Terrolyn Gunter, Asst Business Administrator - Finance	Sarah Kole, Asst Business Administrator
8	Ensuring deposits are made timely.	N/A	Terrolyn Gunter, Asst Business Administrator - Finance
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Linda Guerrero, DBA	Terrolyn Gunter, Asst Business Administrator - Finance
10	Updating Cash Handling Procedures as needed.	N/A	Terrolyn Gunter, Asst Business Administrator - Finance
11	Distribution of Cash Handling Procedures to employees who handle cash.	N/A	Terrolyn Gunter, Asst Business Administrator - Finance
12	Consistent and efficient responses to inquiries.	Linda Guerrero, DBA	Terrolyn Gunter, Asst Business Administrator - Finance
13	Ensuring all employees who complete or approve credit card journals have completed the Credit Card Accounting training.	N/A	Terrolyn Gunter, Asst Business Administrator - Finance
14	Ensuring all access and use of credit card information is secure.	N/A	Terrolyn Gunter, Asst Business Administrator - Finance
PETTY CASH / CHANGE FUNDS			
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
CONTRACT ADMINISTRATION			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Linda Guerrero, DBA	Sarah Kole, Asst Business Administrator/ - Asst Business Administrator - Finance Terrolyn Gunter
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Cecilia Pittman, OC/ Linda Guerrero, DBA	Linda Guerrero, DBA
2	Ensuring the annual inventory was completed correctly.	Cecilia Pittman, OC/ Linda Guerrero, DBA	Melissa Niles, College Business Administrator
3	Tagging equipment.	Cecilia Pittman, OC/ Linda Guerrero, DBA	Linda Guerrero, DBA
4	Approving requests for removal of equipment from campus.	Linda Guerrero/Kaye Newberry, Chair	Melissa Niles, College Business Administrator
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Linda Guerrero, DBA	Sara Brown, Executive Director, Business Operations
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Linda Guerrero, DBA	Melissa Niles, College Business Administrator
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Linda Guerrero, DBA	Melissa Niles, College Business Administrator
ACCOUNTS RECEIVABLE			
1	Extending of credit.	N/A	N/A
2	Billing.	N/A	N/A
3	Collection.	N/A	N/A
4	Recording.	N/A	N/A
5	Monitoring credit extended.	N/A	N/A
6	Approving write-offs.	N/A	N/A
NEGATIVE BALANCES			
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Khanh Nguyen, Financial Analyst 2	Sara Brown, Executive Director, Business Operations
2	Ensuring that research expenditures are covered by funds from sponsors.	Khanh Nguyen, Financial Analyst 2	Sara Brown, Executive Director, Business Operations
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Peter Truong, Mgr, Network Control	Thomas J. George, Sr. Associate Dean for Faculty Affairs
2	Ensuring that critical data back up occurs.	Peter Truong, Mgr, Network Control	Thomas J. George, Sr. Associate Dean for Faculty Affairs
3	Ensuring that procedures such as password controls are followed.	Peter Truong, Mgr, Network Control	Thomas J. George, Sr. Associate Dean for Faculty Affairs
4	Reporting of suspected security violations.	Peter Truong, Mgr, Network Control	Thomas J. George, Sr. Associate Dean for Faculty Affairs

Description of Responsibility		Primary (Required)	Secondary (Optional)
DEPARTMENTAL POLICIES & PROCEDURES / BASELINE STANDARDS			
1	Ensuring the Departmental Policy and Procedures manual is current.	Calyon Lewis, DBA	Steve Werner, Chair
2	Updating the Baseline Standards Form.	Calyon Lewis, DBA	Sara Brown, Executive Director, Business Operations
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Khanh Nguyen, Financial Analyst 2	Sara Brown, Executive Director, Business Operations
2	Reviewing cost center verifications.	Calyon Lewis, DBA/ Steve Werner, Chair	Sara Brown, Executive Director, Business Operations
3	Approving cost center verifications.	Calyon Lewis, DBA/ Steve Werner, Chair	Sara Brown, Executive Director, Business Operations
4	Ensuring all cost centers are verified/approved on a timely basis.	Sara Brown, Executive Director, Business Operations	Latha Ramchand, Dean
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Calyon Lewis, DBA	Sarah Kole - Asst Business Administrator
2	Ensuring the validity of travel and expense reimbursements.	Calyon Lewis, DBA	Sarah Kole - Asst Business Administrator
3	Ensuring that goods and services are received and that timely payment is made.	Calyon Lewis, DBA	Sarah Kole - Asst Business Administrator
4	Ensuring correct account coding on purchases documents.	Calyon Lewis, DBA	Sarah Kole - Asst Business Administrator
5	Primary contact for inquiries to expenditure transactions.	Calyon Lewis, DBA	Sarah Kole - Asst Business Administrator
6	Ensuring access and use of P-Cards and T-Cards are secure.	Calyon Lewis, DBA	Terrolyn Gunter, Asst Business Administrator - Finance
7	Ensuring P-Card transactions are adequately documented and benefit the university.	Calyon Lewis, DBA	Terrolyn Gunter, Asst Business Administrator - Finance
8	Ensuring T-Card transactions are adequately documented and benefit the university.	Calyon Lewis, DBA	Terrolyn Gunter, Asst Business Administrator - Finance
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.	Calyon Lewis, DBA	Rebecca Guzman, Asst Business Administrator - Admin
2	Ensuring all monthly leave is recorded accurately and approved before the deadlines set by Payroll.	Calyon Lewis, DBA	Rebecca Guzman, Asst Business Administrator - Admin
3	Ensuring all TRAM high level exceptions are corrected in a timely manner prior to Payroll deadlines.	Calyon Lewis, DBA	Rebecca Guzman, Asst Business Administrator - Admin
4	Ensuring all Time Reporters (new employees and transfers) are assigned to Time Approvers in TRAM.	Calyon Lewis, DBA	Rebecca Guzman, Asst Business Administrator - Admin
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.	Calyon Lewis, DBA	Rebecca Guzman, Asst Business Administrator - Admin
6	Completing termination ePAR's within 24 hours of termination.	Calyon Lewis, DBA	Rebecca Guzman, Asst Business Administrator - Admin
7	Verifying that the eTermination Checklist is completed by all required departments no more than two weeks after termination.	Calyon Lewis, DBA	Rebecca Guzman, Asst Business Administrator - Admin
8	Ensuring terminated employees are no longer charged to departmental cost centers.	Calyon Lewis, DBA	Khanh Nguyen - Financial Analyst 2
9	Maintaining departmental personnel files.	Calyon Lewis, DBA	Melissa Niles, College Business Administrator
10	Consistent and efficient responses to inquiries.	Calyon Lewis, DBA	Melissa Niles, College Business Administrator
11	Hire ePAR's should be processed at least 1 week prior to start date.	Calyon Lewis, DBA	Melissa Niles, College Business Administrator
12	Ensure all security access requests and training courses are completed 48 hours prior to necessary access changes.	Calyon Lewis, DBA	Melissa Niles, College Business Administrator

Management Department - H0048
Baseline Standards
FY 2016

CASH HANDLING			
1	Collecting cash, checks, etc.	Terrolyn Gunter, Asst Business Administrator - Finance	Sara Kole, Asst Business Administrator
2	Reconciling cash, checks, etc. to receipts.	Terrolyn Gunter, Asst Business Administrator - Finance	Sara Kole, Asst Business Administrator
3	Preparing deposits.	Terrolyn Gunter, Asst Business Administrator - Finance	Sara Kole, Asst Business Administrator
4	Preparing Journal Entries.	Terrolyn Gunter, Asst Business Administrator - Finance	Sara Kole, Asst Business Administrator
5	Verifying deposits posted correctly in the Finance System.	Khanh Nguyen, Financial Analyst 2	Sara Brown, Executive Director, Business Operations
6	Adequacy of physical safeguards of cash receipts and equivalent.	Calyon Lewis, DBA	Terrolyn Gunter, Asst Business Administrator - Finance
7	Secure deposits via UHDPS to Student Financial Services.	Terrolyn Gunter, Asst Business Administrator - Finance	Sara Kole, Asst Business Administrator
8	Ensuring deposits are made timely.	Terrolyn Gunter, Asst Business Administrator - Finance	Sara Kole, Asst Business Administrator
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Calyon Lewis, DBA	Terrolyn Gunter, Asst Business Administrator - Finance
10	Updating Cash Handling Procedures as needed.	Terrolyn Gunter, Asst Business Administrator - Finance	Sara Brown, Executive Director, Business Operations
11	Distribution of Cash Handling Procedures to employees who handle cash.	Calyon Lewis, DBA	Terrolyn Gunter, Asst Business Administrator - Finance
12	Consistent and efficient responses to inquiries.	Calyon Lewis, DBA	Terrolyn Gunter, Asst Business Administrator - Finance
13	Ensuring all employees who complete or approve credit card journals have completed the Credit Card Accounting training	N/A	Terrolyn Gunter, Asst Business Administrator - Finance
14	Ensuring all access and use of credit card information is secure.	Calyon Lewis, DBA	Terrolyn Gunter, Asst Business Administrator - Finance
PETTY CASH / CHANGE FUNDS			
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
CONTRACT ADMINISTRATION			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Calyon Lewis, DBA	Sarah Kole, Asst Business Administrator/ Terrolyn Gunter - Asst Business Administrator - Finance
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Calyon Lewis, DBA	Melissa Niles, College Business Administrator
2	Ensuring the annual inventory was completed correctly.	Calyon Lewis, DBA	Melissa Niles, College Business Administrator
3	Tagging equipment.	Calyon Lewis, DBA	Melissa Niles, College Business Administrator
4	Approving requests for removal of equipment from campus.	Steve Werner, Chair	Sara Brown, Executive Director, College Business Operations
DISCLOSURE FORMS			
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3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research	N/A	Melissa Niles, College Business Administrator
ACCOUNTS RECEIVABLE			
1	Extending of credit	N/A	N/A
2	Billing	N/A	N/A
3	Collection	N/A	N/A
4	Recording	N/A	N/A
5	Monitoring credit extended	N/A	N/A
6	Approving write-offs	N/A	N/A
NEGATIVE BALANCES			
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Khanh Nguyen, Financial Analyst 2	Sara Brown, Executive Director, Business Operations
2	Ensuring that research expenditures are covered by funds from sponsors.	Khanh Nguyen, Financial Analyst 2	Sara Brown, Executive Director, Business Operations
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Peter Truong, Mgr, Network Control	Thomas J. George, Sr. Associate Dean for Faculty Affairs
2	Ensuring that critical data back up occurs.	Peter Truong, Mgr, Network Control	Thomas J. George, Sr. Associate Dean for Faculty Affairs
3	Ensuring that procedures such as password controls are followed.	Peter Truong, Mgr, Network Control	Thomas J. George, Sr. Associate Dean for Faculty Affairs
4	Reporting of suspected security violations.	Peter Truong, Mgr, Network Control	Thomas J. George, Sr. Associate Dean for Faculty Affairs

Description of Responsibility		Primary (Required)	Secondary (Optional)
DEPARTMENTAL POLICIES & PROCEDURES / BASELINE STANDARDS			
1	Ensuring the Departmental Policy and Procedures manual is current.	LaToya Brannon, Department Business Administrator, Decision and Information Science	Everette Gardner, Chair, Decision and Information Sciences
2	Updating the Baseline Standards Form.	LaToya Brannon, Department Business Administrator, Decision and Information Science	Sara Brown, Executive Director, College Business Operations
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Khanh Nguyen, Financial Analyst 2	Sara Brown, Executive Director, Business Operations
2	Reviewing cost center verifications.	LaToya Brannon, Department Business Administrator, Decision and Information Science	Sara Brown, Executive Director, Business Operations
3	Approving cost center verifications.	LaToya Brannon, Department Business Administrator, Decision and Information Science	Sara Brown, Executive Director, Business Operations
4	Ensuring all cost centers are verified/approved on a timely basis	Sara Brown, Executive Director, Business Operations	Latha Ramchand, Dean
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	LaToya Brannon, Department Business Administrator, Decision and Information Science	Sarah Kole - Asst Business Administrator
2	Ensuring the validity of travel and expense reimbursements.	LaToya Brannon, Department Business Administrator, Decision and Information Science	Sarah Kole - Asst Business Administrator
3	Ensuring that goods and services are received and that timely payment is made	LaToya Brannon, Department Business Administrator, Decision and Information Science	Sarah Kole - Asst Business Administrator
4	Ensuring correct account coding on purchases documents.	LaToya Brannon, Department Business Administrator, Decision and Information Science	Sarah Kole - Asst Business Administrator
5	Primary contact for inquiries to expenditure transactions.	LaToya Brannon, Department Business Administrator, Decision and Information Science	Sarah Kole - Asst Business Administrator
6	Ensuring access and use of P-Cards and T-Cards are secure.	LaToya Brannon, Department Business Administrator, Decision and Information Science	Terrolyn Gunter, Asst Business Administrator - Finance
7	Ensuring P-Card transactions are adequately documented and benefit the university	LaToya Brannon, Department Business Administrator, Decision and Information Science	Terrolyn Gunter, Asst Business Administrator - Finance
8	Ensuring T-Card transactions are adequately documented and benefit the university	LaToya Brannon, Department Business Administrator, Decision and Information Science	Terrolyn Gunter, Asst Business Administrator - Finance
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.	LaToya Brannon, Department Business Administrator, Decision and Information Sciences	Rebecca Guzman, Asst Business Administrator - Admin
2	Ensuring all monthly leave is recorded accurately and approved before the deadlines set by Payroll.	LaToya Brannon, Department Business Administrator, Decision and Information Science	Rebecca Guzman, Asst Business Administrator - Admin
3	Ensuring all TRAM high level exceptions are corrected in a timely manner prior to Payroll deadlines.	Zak Bond - OC LaToya Brannon, DBA	Rebecca Guzman, Asst Business Administrator - Admin
4	Ensuring all Time Reporters (new employees and transfers) are assigned to Time Approvers in TRAM.	Zak Bond - OC LaToya Brannon, DBA	Rebecca Guzman, Asst Business Administrator - Admin
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.	Zak Bond - OC LaToya Brannon, DBA	Rebecca Guzman, Asst Business Administrator - Admin
6	Completing termination ePAR's within 24 hours of termination	Zak Bond - OC LaToya Brannon, DBA	Rebecca Guzman, Asst Business Administrator - Admin
7	Verifying that the eTermination Checklist is completed by all required departments no more than two weeks after termination	Zak Bond - OC LaToya Brannon, DBA	Rebecca Guzman, Asst Business Administrator - Admin
8	Ensuring terminated employees are no longer charged to departmental cost centers.	LaToya Brannon, Department Business Administrator, Decision and Information Science	Khanh Nguyen; Financial Analyst 2
9	Maintaining departmental personnel files.	LaToya Brannon, Department Business Administrator, Decision and Information Science	Melissa Niles, College Business Administrator
10	Consistent and efficient responses to inquiries.	LaToya Brannon, Department Business Administrator, Decision and Information Science	Melissa Niles, College Business Administrator
11	Hire ePAR's should be processed at least 1 week prior to start date.	LaToya Brannon, Department Business Administrator, Decision and Information Science	Melissa Niles, College Business Administrator
12	Ensure all security access requests and training courses are completed 48 hours prior to necessary access changes.	LaToya Brannon, Department Business Administrator, Decision and Information Science	Melissa Niles, College Business Administrator

DISC Department - H0050
Baseline Standards
FY2016

CASH HANDLING			
1	Collecting cash, checks, etc.	N/A	Terrolyn Gunter, Asst Business Administrator - Finance
2	Reconciling cash, checks, etc. to receipts.	N/A	Terrolyn Gunter, Asst Business Administrator - Finance
3	Preparing deposits.	N/A	Terrolyn Gunter, Asst Business Administrator - Finance
4	Preparing Journal Entries.	N/A	Terrolyn Gunter, Asst Business Administrator - Finance
5	Verifying deposits posted correctly in the Finance System.	Khanh Nguyen, Financial Analyst 2	Sara Brown - Executive Director, Business Operations
6	Adequacy of physical safeguards of cash receipts and equivalent.	N/A	Terrolyn Gunter, Asst Business Administrator - Finance
7	Secure deposits via UHDPS to Student Financial Services.	Terrolyn Gunter, Asst Business Administrator - Finance	Sarah Kole - Asst Business Administrator
8	Ensuring deposits are made timely.	N/A	Terrolyn Gunter, Asst Business Administrator - Finance
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	LaToya Brannon, Department Business Administrator, Decision and Information Sciences	Terrolyn Gunter, Asst Business Administrator - Finance
10	Updating Cash Handling Procedures as needed.	N/A	Terrolyn Gunter, Asst Business Administrator - Finance
11	Distribution of Cash Handling Procedures to employees who handle cash.	N/A	Terrolyn Gunter, Asst Business Administrator - Finance
12	Consistent and efficient responses to inquiries.	LaToya Brannon, Department Business Administrator, Decision and Information Science	Terrolyn Gunter, Asst Business Administrator - Finance
13	Ensuring all employees who complete or approve credit card journals have completed the Credit Card Accounting training.	N/A	Terrolyn Gunter, Asst Business Administrator - Finance
14	Ensuring all access and use of credit card information is secure.	N/A	Terrolyn Gunter, Asst Business Administrator - Finance
PETTY CASH / CHANGE FUNDS			
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
CONTRACT ADMINISTRATION			
1	Ensuring departmental personnel comply with contract administration policies/procedures	LaToya Brannon, Department Business Administrator, Decision and Information Science	Sarah Kole, Asst Business Administrator/ Terrolyn Gunter - Asst Business Administrator - Finance
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Zak Bond - OC LaToya Brannon, DBA	LaToya Brannon, Department Business Administrator, Decision and Information Sciences
2	Ensuring the annual inventory was completed correctly.	Zak Bond - OC LaToya Brannon, DBA	Melissa Niles, College Business Administrator
3	Tagging equipment.	Zak Bond - OC LaToya Brannon, DBA	LaToya Brannon, Department Business Administrator, Decision and Information Sciences
4	Approving requests for removal of equipment from campus.	Everette Gardner, Chair, Decision and Information Science	Sara Brown - Executive Director, Business Operations
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online	Terrolyn Gunter, Asst Business Administrator - Finance	Sara Brown, Executive Director, Business Operations
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online	Melissa Niles, College Business Administrator	Melissa Niles, College Business Administrator
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research	Melissa Niles, College Business Administrator	Melissa Niles, College Business Administrator
ACCOUNTS RECEIVABLE			
1	Extending of credit.	N/A	N/A
2	Billing.	N/A	N/A
3	Collection.	N/A	N/A
4	Recording.	N/A	N/A
5	Monitoring credit extended.	N/A	N/A
6	Approving write-offs.	N/A	N/A
NEGATIVE BALANCES			
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end	Khanh Nguyen, Financial Analyst 2	Sara Brown, Executive Director, Business Operations
2	Ensuring that research expenditures are covered by funds from sponsors.	Khanh Nguyen, Financial Analyst 2	Sara Brown, Executive Director, Business Operations
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Peter Truong, Mgr, Network Control	Thomas J. George, Sr. Associate Dean for Faculty Affairs
2	Ensuring that critical data back up occurs.	Peter Truong, Mgr, Network Control	Thomas J. George, Sr. Associate Dean for Faculty Affairs
3	Ensuring that procedures such as password controls are followed.	Peter Truong, Mgr, Network Control	Thomas J. George, Sr. Associate Dean for Faculty Affairs
4	Reporting of suspected security violations.	Peter Truong, Mgr, Network Control	Thomas J. George, Sr. Associate Dean for Faculty Affairs

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Description of Responsibility		Primary (Required)	Secondary (Optional)
DEPARTMENTAL POLICIES & PROCEDURES / BASELINE STANDARDS			
1	Ensuring the Departmental Policy and Procedures manual is current.	Fallon Levenson, Assistant Business Administrator	Michelle Poullard, Director, Academic Operations
2	Updating the Baseline Standards Form.	Fallon Levenson, Assistant Business Administrator	Sara Brown, Executive Director, College Business Operations
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Khanh Nguyen, Financial Analyst 2	Sara Brown, Executive Director, College Business Operations
2	Reviewing cost center verifications.	Fallon Levenson, Assistant Business Administrator	Sara Brown, Executive Director, College Business Operations
3	Approving cost center verifications.	Michelle Poullard, Director, Academic Operations	Sara Brown, Executive Director, College Business Operations
4	Ensuring all cost centers are verified/approved on a timely basis	Sara Brown, Executive Director, College Business	Latha Ramchand, Dean
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Fallon Levenson, Assistant Business Administrator	Sarah Kole - Asst Business Administrator
2	Ensuring the validity of travel and expense reimbursements.	Fallon Levenson, Assistant Business Administrator	Sarah Kole - Asst Business Administrator
3	Ensuring that goods and services are received and that timely payment is made.	Fallon Levenson, Assistant Business Administrator	Sarah Kole - Asst Business Administrator
4	Ensuring correct account coding on purchases documents.	Fallon Levenson, Assistant Business Administrator	Sarah Kole - Asst Business Administrator
5	Primary contact for inquiries to expenditure transactions.	Fallon Levenson, Assistant Business Administrator	Sarah Kole - Asst Business Administrator
6	Ensuring access and use of P-Cards and T-Cards are secure.	Fallon Levenson, Assistant Business Administrator	Terrolyn Gunter, Asst Business Administrator - Finance
7	Ensuring P-Card transactions are adequately documented and benefit the university	Fallon Levenson, Assistant Business Administrator	Terrolyn Gunter, Asst Business Administrator - Finance
8	Ensuring T-Card transactions are adequately documented and benefit the university	Fallon Levenson, Assistant Business Administrator	Terrolyn Gunter, Asst Business Administrator - Finance
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.	Fallon Levenson, Assistant Business Administrator	Rebecca Guzman, Asst Business Administrator - Admin
2	Ensuring all monthly leave is recorded accurately and approved before the deadlines set by Payroll.	Fallon Levenson, Assistant Business Administrator	Rebecca Guzman, Asst Business Administrator - Admin
3	Ensuring all TRAM high level exceptions are corrected in a timely manner prior to Payroll deadlines.	Fallon Levenson, Assistant Business Administrator	Rebecca Guzman, Asst Business Administrator - Admin
4	Ensuring all Time Reporters (new employees and transfers) are assigned to Time Approvers in TRAM.	Fallon Levenson, Assistant Business Administrator	Rebecca Guzman, Asst Business Administrator - Admin
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.	Fallon Levenson, Assistant Business Administrator	Rebecca Guzman, Asst Business Administrator - Admin
6	Completing termination ePAR's within 24 hours of termination.	Fallon Levenson, Assistant Business Administrator	Rebecca Guzman, Asst Business Administrator - Admin
7	Verifying that the eTermination Checklist is completed by all required departments no more than two weeks after termination.	Fallon Levenson, Assistant Business Administrator	Rebecca Guzman, Asst Business Administrator - Admin
8	Ensuring terminated employees are no longer charged to departmental cost centers.	Fallon Levenson, Assistant Business Administrator	Khanh Nguyen; Financial Analyst 2
9	Maintaining departmental personnel files.	Fallon Levenson, Assistant Business Administrator	Melissa Niles, College Business Administrator
10	Consistent and efficient responses to inquiries.	Fallon Levenson, Assistant Business Administrator	Melissa Niles, College Business Administrator
11	Hire ePAR's should be processed at least 1 week prior to start date.	Fallon Levenson, Assistant Business Administrator	Melissa Niles, College Business Administrator
12	Ensure all security access requests and training courses are completed 48 hours prior to necessary access changes.	Fallon Levenson, Assistant Business Administrator	Melissa Niles, College Business Administrator

Graduate Professional Programs - H0051/ H0272
Baseline Standards
FY 2016

CASH HANDLING			
1	Collecting cash, checks, etc.	Fallon Levenson, Assistant Business Administrator	Terrolyn Gunter, Asst Business Administrator - Finance
2	Reconciling cash, checks, etc. to receipts.	Terrolyn Gunter, Asst Business Administrator - Finance	Sarah Kole - Asst Business Administrator
3	Preparing deposits.	Terrolyn Gunter, Asst Business Administrator - Finance	Sarah Kole - Asst Business Administrator
4	Preparing Journal Entries.	Terrolyn Gunter, Asst Business Administrator - Finance	Sarah Kole - Asst Business Administrator
5	Verifying deposits posted correctly in the Finance System.	Fallon Levenson, Assistant Business Administrator	Khanh Nguyen, Financial Analyst 2
6	Adequacy of physical safeguards of cash receipts and equivalent.	Fallon Levenson, Assistant Business Administrator	Terrolyn Gunter, Asst Business Administrator - Finance
7	Secure deposits via UHDPS to Student Financial Services.	Terrolyn Gunter, Asst Business Administrator - Finance	Sarah Kole - Asst Business Administrator
8	Ensuring deposits are made timely.	Fallon Levenson, Assistant Business Administrator	Terrolyn Gunter, Asst Business Administrator - Finance
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Fallon Levenson, Assistant Business Administrator	Terrolyn Gunter, Asst Business Administrator - Finance
10	Updating Cash Handling Procedures as needed.	Fallon Levenson, Assistant Business Administrator	Terrolyn Gunter, Asst Business Administrator - Finance
11	Distribution of Cash Handling Procedures to employees who handle cash.	Fallon Levenson, Assistant Business Administrator	Terrolyn Gunter, Asst Business Administrator - Finance
12	Consistent and efficient responses to inquiries.	Fallon Levenson, Assistant Business Administrator	Terrolyn Gunter, Asst Business Administrator - Finance
13	Ensuring all employees who complete or approve credit card journals have completed the Credit Card Accounting training.	Fallon Levenson, Assistant Business Administrator	Terrolyn Gunter, Asst Business Administrator - Finance
14	Ensuring all access and use of credit card information is secure.	Fallon Levenson, Assistant Business Administrator	Terrolyn Gunter, Asst Business Administrator - Finance
PETTY CASH/ CHANGE FUNDS			
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
CONTRACT ADMINISTRATION			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Fallon Levenson, Assistant Business Administrator	Sarah Kole, Asst Business Administrator/ Asst Business Administrator - Finance Terrolyn Gunter
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Ramona Taylor, Program Director, EMBA	Fallon Levenson, Assistant Business Administrator
2	Ensuring the annual inventory was completed correctly.	Fallon Levenson, Assistant Business Administrator	Melissa Niles, College Business Administrator
3	Tagging equipment.	Fallon Levenson, Assistant Business Administrator	Melissa Niles, College Business Administrator
4	Approving requests for removal of equipment from campus.	Michelle Poullard, Director, Academic Operations	Melissa Niles, College Business Administrator
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online	Terrolyn Gunter, Asst Business Administrator - Finance	Sara Brown, Executive Director, Business Operations
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online	Melissa Niles, College Business Administrator	Melissa Niles, College Business Administrator
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Melissa Niles, College Business Administrator	Melissa Niles, College Business Administrator
ACCOUNTS RECEIVABLE			
1	Extending of credit.	Fallon Levenson, Assistant Business Administrator	Michelle Poullard, Director, Academic Operations
2	Billing.	Fallon Levenson, Assistant Business Administrator	Michelle Poullard, Director, Academic Operations
3	Collection.	Fallon Levenson, Assistant Business Administrator	Michelle Poullard, Director, Academic Operations
4	Recording.	Fallon Levenson, Assistant Business Administrator	Michelle Poullard, Director, Academic Operations
5	Monitoring credit extended.	Fallon Levenson, Assistant Business Administrator	Michelle Poullard, Director, Academic Operations
6	Approving write-offs.	Fallon Levenson, Assistant Business Administrator	Michelle Poullard, Director, Academic Operations
NEGATIVE BALANCES			
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end	Khanh Nguyen, Financial Analyst 2	Sara Brown - Executive Director, College Business Operations
2	Ensuring that research expenditures are covered by funds from sponsors.	Khanh Nguyen, Financial Analyst 2	Sara Brown - Executive Director, College Business Operations
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Peter Truong, Mgr, Network Control	Thomas J. George, Sr. Associate Dean for Faculty Affairs
2	Ensuring that critical data back up occurs.	Peter Truong, Mgr, Network Control	Thomas J. George, Sr. Associate Dean for Faculty Affairs
3	Ensuring that procedures such as password controls are followed.	Peter Truong, Mgr, Network Control	Thomas J. George, Sr. Associate Dean for Faculty Affairs
4	Reporting of suspected security violations.	Peter Truong, Mgr, Network Control	Thomas J. George, Sr. Associate Dean for Faculty Affairs

Description of Responsibility		Primary (Required)	Secondary (Optional)
DEPARTMENTAL POLICIES & PROCEDURES / BASELINE STANDARDS			
1	Ensuring the Departmental Policy and Procedures manual is current.	Anesia Lamont Finance Dept Business Administrator	Praveen Kumar, Chair
2	Updating the Baseline Standards Form.	Anesia Lamont Finance Dept Business Administrator	Sara Brown, Executive Director, Business Operations
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Khanh Nguyen, Financial Analyst 2	Sara Brown, Executive Director, Business Operations
2	Reviewing cost center verifications.	Anesia Lamont Finance Dept Business Administrator/Praveen Kumar Chairperson, Department	Sara Brown, Executive Director, Business Operations
3	Approving cost center verifications.	Anesia Lamont Finance Dept Business Administrator/Praveen Kumar Chairperson, Department	Sara Brown, Executive Director, Business Operations
4	Ensuring all cost centers are verified/approved on a timely basis.	Sara Brown, Executive Director, Business Operations	Latha Ramchand, Dean
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Anesia Lamont Finance Dept Business Administrator	Sarah Kole - Asst Business Administrator
2	Ensuring the validity of travel and expense reimbursements.	Anesia Lamont Finance Dept Business Administrator	Sarah Kole - Asst Business Administrator
3	Ensuring that goods and services are received and that timely payment is made.	Anesia Lamont Finance Dept Business Administrator	Sarah Kole - Asst Business Administrator
4	Ensuring correct account coding on purchases documents.	Anesia Lamont Finance Dept Business Administrator	Sarah Kole - Asst Business Administrator
5	Primary contact for inquiries to expenditure transactions.	Anesia Lamont Finance Dept Business Administrator	Sarah Kole - Asst Business Administrator
6	Ensuring access and use of P-Cards and T-Cards are secure.	Anesia Lamont Finance Dept Business Administrator	Terrolyn Gunter, Asst Business Administrator - Finance
7	Ensuring P-Card transactions are adequately documented and benefit the university.	Anesia Lamont Finance Dept Business Administrator	Terrolyn Gunter, Asst Business Administrator - Finance
8	Ensuring T-Card transactions are adequately documented and benefit the university.	Anesia Lamont Finance Dept Business Administrator	Terrolyn Gunter, Asst Business Administrator - Finance
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.	Anesia Lamont Finance Dept Business Administrator/ Ieshia Deal Finance Dept Office Coordinator	Rebecca Guzman, Asst Business Administrator - Admin
2	Ensuring all monthly leave is recorded accurately and approved before the deadlines set by Payroll.	Anesia Lamont Finance Dept Business Administrator	Rebecca Guzman, Asst Business Administrator - Admin
3	Ensuring all TRAM high level exceptions are corrected in a timely manner prior to Payroll deadlines.	Anesia Lamont Finance Dept Business Administrator	Rebecca Guzman, Asst Business Administrator - Admin
4	Ensuring all Time Reporters (new employees and transfers) are assigned to Time Approvers in TRAM.	Anesia Lamont Finance Dept Business Administrator	Rebecca Guzman, Asst Business Administrator - Admin
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.	Anesia Lamont Finance Dept Business Administrator	Rebecca Guzman, Asst Business Administrator - Admin
6	Completing termination ePAR's within 24 hours of termination.	Anesia Lamont Finance Dept Business Administrator	Rebecca Guzman, Asst Business Administrator - Admin
7	Verifying that the eTermination Checklist is completed by all required departments no more than two weeks after termination.	Anesia Lamont Finance Dept Business Administrator	Rebecca Guzman, Asst Business Administrator - Admin
8	Ensuring terminated employees are no longer charged to departmental cost centers.	Anesia Lamont Finance Dept Business Administrator	Khanh Nguyen; Financial Analyst 2
9	Maintaining departmental personnel files.	Anesia Lamont Finance Dept Business Administrator	Melissa Niles, College Business Administrator
10	Consistent and efficient responses to inquiries.	Anesia Lamont Finance Dept Business Administrator	Melissa Niles, College Business Administrator
11	Hire ePAR's should be processed at least 1 week prior to start date.	Anesia Lamont Finance Dept Business Administrator	Melissa Niles, College Business Administrator
12	Ensure all security access requests and training courses are completed 48 hours prior to necessary access changes.	Anesia Lamont Finance Dept Business Administrator	Melissa Niles, College Business Administrator

CASH HANDLING			
1	Collecting cash, checks, etc.	Terrolyn Gunter, Asst Business Administrator - Finance	Sara Kole, Asst Business Administrator
2	Reconciling cash, checks, etc. to receipts.	Terrolyn Gunter, Asst Business Administrator - Finance	Sara Kole, Asst Business Administrator
3	Preparing deposits.	Terrolyn Gunter, Asst Business Administrator - Finance	Sara Kole, Asst Business Administrator
4	Preparing Journal Entries.	Terrolyn Gunter, Asst Business Administrator - Finance	Sara Kole, Asst Business Administrator
5	Verifying deposits posted correctly in the Finance System.	Terrolyn Gunter, Asst Business Administrator - Finance	Sara Brown, Executive Director, Business Operations
6	Adequacy of physical safeguards of cash receipts and equivalent.	Anesia Lamont - Dept Business Administrator	Terrolyn Gunter, Asst Business Administrator - Finance
7	Secure deposits via UHDPDS to Student Financial Services.	Terrolyn Gunter, Asst Business Administrator - Finance	Sara Kole, Asst Business Administrator
8	Ensuring deposits are made timely.	Terrolyn Gunter, Asst Business Administrator - Finance	Sara Kole, Asst Business Administrator
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Anesia Lamont - Dept Business Administrator	Terrolyn Gunter, Asst Business Administrator - Finance
10	Updating Cash Handling Procedures as needed.	Terrolyn Gunter, Asst Business Administrator - Finance	Sara Brown, Executive Director, Business Operations
11	Distribution of Cash Handling Procedures to employees who handle cash.	Anesia Lamont - Dept Business Administrator	Terrolyn Gunter, Asst Business Administrator - Finance
12	Consistent and efficient responses to inquiries.	Anesia Lamont - Dept Business Administrator	Terrolyn Gunter, Asst Business Administrator - Finance
13	Ensuring all employees who complete or approve credit card journals have completed the Credit Card Accounting training.	Anesia Lamont - Dept Business Administrator	Terrolyn Gunter, Asst Business Administrator - Finance
14	Ensuring all access and use of credit card information is secure.	Anesia Lamont - Dept Business Administrator	Terrolyn Gunter, Asst Business Administrator - Finance
PETTY CASH / CHANGE FUNDS			
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
CONTRACT ADMINISTRATION			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Anesia Lamont - Dept Business Administrator	Sarah Kole, Asst Business Administrator/ Terrolyn Gunter - Asst Business Administrator - Finance
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Anesia Lamont Finance Dept Business Administrator/ Jeshia Deal Finance Dept Office Coordinator	Anesia Lamont - Dept Business Administrator
2	Ensuring the annual inventory was completed correctly.	Anesia Lamont Finance Dept Business Administrator/ Jeshia Deal Finance Dept Office Coordinator	Melissa Niles, College Business Administrator
3	Tagging equipment.	Anesia Lamont Finance Dept Business Administrator/ Jeshia Deal Finance Dept Office Coordinator	Melissa Niles, College Business Administrator
4	Approving requests for removal of equipment from campus.	Praveen Kumar Chairperson, Department of Finance	Melissa Niles, College Business Administrator
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Terrolyn Gunter, Asst Business Administrator - Finance	Sara Brown, Executive Director, Business Operations
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Melissa Niles, College Business Administrator	Melissa Niles, College Business Administrator
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Melissa Niles, College Business Administrator	Melissa Niles, College Business Administrator
ACCOUNTS RECEIVABLE			
1	Extending of credit.	N/A	N/A
2	Billing.	N/A	N/A
3	Collection.	N/A	N/A
4	Recording.	N/A	N/A
5	Monitoring credit extended.	N/A	N/A
6	Approving write-offs.	N/A	N/A
NEGATIVE BALANCES			
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Khanh Nguyen, Financial Analyst 2	Sara Brown, Executive Director, Business Operations
2	Ensuring that research expenditures are covered by funds from sponsors.	Khanh Nguyen, Financial Analyst 2	Sara Brown, Executive Director, Business Operations
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Peter Truong, Mgr, Network Control	Thomas J. George, Sr. Associate Dean for Faculty Affairs
2	Ensuring that critical data back up occurs.	Peter Truong, Mgr, Network Control	Thomas J. George, Sr. Associate Dean for Faculty Affairs
3	Ensuring that procedures such as password controls are followed.	Peter Truong, Mgr, Network Control	Thomas J. George, Sr. Associate Dean for Faculty Affairs
4	Reporting of suspected security violations.	Peter Truong, Mgr, Network Control	Thomas J. George, Sr. Associate Dean for Faculty Affairs

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Description of Responsibility		Primary (Required)	Secondary (Optional)
DEPARTMENTAL POLICIES & PROCEDURES / BASELINE STANDARDS			
1	Ensuring the Departmental Policy and Procedures manual is current.	Melissa Niles, College Business Administrator	Peter Truong, Interim Director, Bauer Div of Technology
2	Updating the Baseline Standards Form.	Lori Watley, DBA	Sara Brown, Executive Director, College Business Operations
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Khanh Nguyen, Financial Analyst 2	Sara Brown, Executive Director, College Business Operations
2	Reviewing cost center verifications.	Lori Watley, DBA	Sara Brown, Executive Director, College Business Operations
3	Approving cost center verifications.	Melissa Niles, College Business Administrator	Sara Brown, Executive Director, College Business Operations
4	Ensuring all cost centers are verified/approved on a timely basis.	Sara Brown, Executive Director, Business Operations	Latha Ramchand, Dean
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Lori Watley, DBA	Sarah Kole - Asst Business Administrator
2	Ensuring the validity of travel and expense reimbursements.	Lori Watley, DBA	Sarah Kole - Asst Business Administrator
3	Ensuring that goods and services are received and that timely payment is made.	Lori Watley, DBA	Sarah Kole - Asst Business Administrator
4	Ensuring correct account coding on purchases documents.	Lori Watley, DBA	Sarah Kole - Asst Business Administrator
5	Primary contact for inquiries to expenditure transactions.	Lori Watley, DBA	Sarah Kole - Asst Business Administrator
6	Ensuring access and use of P-Cards and T-Cards are secure.	Lori Watley, DBA	Terrolyn Gunter, Asst Business Administrator - Finance
7	Ensuring P-Card transactions are adequately documented and benefit the university.	Lori Watley, DBA	Terrolyn Gunter, Asst Business Administrator - Finance
8	Ensuring T-Card transactions are adequately documented and benefit the university.	Lori Watley, DBA	Terrolyn Gunter, Asst Business Administrator - Finance
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.	DeAnn Ardoin, Office Coordinator / Alejandra Rodriguez, Asst Business Administrator	Melissa Niles, College Business Administrator
2	Ensuring all monthly leave is recorded accurately and approved before the deadlines set by Payroll.	Alejandra Rodriguez, Asst Business Administrator	Melissa Niles, College Business Administrator
3	Ensuring all TRAM high level exceptions are corrected in a timely manner prior to Payroll deadlines.	Alejandra Rodriguez, Asst Business Administrator	Melissa Niles, College Business Administrator
4	Ensuring all Time Reporters (new employees and transfers) are assigned to Time Approvers in TRAM.	Alejandra Rodriguez, Asst Business Administrator	Melissa Niles, College Business Administrator
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.	Lori Watley, DBA	Melissa Niles, College Business Administrator
6	Completing termination ePAR's within 24 hours of termination.	Alejandra Rodriguez, Asst Business Administrator	Melissa Niles, College Business Administrator
7	Verifying that the eTermination Checklist is completed by all required departments no more than two weeks after termination.	Alejandra Rodriguez, Asst Business Administrator	Melissa Niles, College Business Administrator
8	Ensuring terminated employees are no longer charged to departmental cost centers.	Alejandra Rodriguez, Asst Business Administrator	Khanh Nguyen, Financial Analyst 2
9	Maintaining departmental personnel files.	Alejandra Rodriguez, Asst Business Administrator	Melissa Niles, College Business Administrator
10	Consistent and efficient responses to inquiries.	Alejandra Rodriguez, Asst Business Administrator	Melissa Niles, College Business Administrator
11	Hire ePAR's should be processed at least 1 week prior to start date.	Alejandra Rodriguez, Asst Business Administrator	Melissa Niles, College Business Administrator
12	Ensure all security access requests and training courses are completed 48 hours prior to necessary access changes.	Alejandra Rodriguez, Asst Business Administrator	Melissa Niles, College Business Administrator

Bauer IT Department - H0043
Baseline Standards
FY 2016

CASH HANDLING			
1	Collecting cash, checks, etc.	Lori Watley, DBA	Terrolyn Gunter, Asst Business Administrator - Finance
2	Reconciling cash, checks, etc. to receipts.	Lori Watley, DBA	Terrolyn Gunter, Asst Business Administrator - Finance
3	Preparing deposits.	Terrolyn Gunter, Asst Business Administrator - Finance	Sarah Kole, Asst Business Administrator
4	Preparing Journal Entries.	Terrolyn Gunter, Asst Business Administrator - Finance	Sarah Kole, Asst Business Administrator
5	Verifying deposits posted correctly in the Finance System.	Khanh Nguyen, Financial Analyst 2	Sara Brown, Executive Director, College Business Operations
6	Adequacy of physical safeguards of cash receipts and equivalent.	Terrolyn Gunter, Asst Business Administrator - Finance	Sarah Kole, Asst Business Administrator
7	Secure deposits via UHDPS to Student Financial Services.	Terrolyn Gunter, Asst Business Administrator - Finance	Sarah Kole, Asst Business Administrator
8	Ensuring deposits are made timely.	Terrolyn Gunter, Asst Business Administrator - Finance	Sarah Kole, Asst Business Administrator
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Terrolyn Gunter, Asst Business Administrator - Finance	Sara Brown, Executive Director, College Business Operations
10	Updating Cash Handling Procedures as needed.	Terrolyn Gunter, Asst Business Administrator - Finance	Sara Brown, Executive Director, College Business Operations
11	Distribution of Cash Handling Procedures to employees who handle cash.	Terrolyn Gunter, Asst Business Administrator - Finance	Sara Brown, Executive Director, College Business Operations
12	Consistent and efficient responses to inquiries.	Lori Watley, DBA	Terrolyn Gunter, Asst Business Administrator - Finance
13	Ensuring all employees who complete or approve credit card journals have completed the Credit Card Accounting training.	Terrolyn Gunter, Asst Business Administrator - Finance	Sara Brown, Executive Director, College Business Operations
14	Ensuring all access and use of credit card information is secure.	Terrolyn Gunter, Asst Business Administrator - Finance	Sara Brown, Executive Director, College Business Operations
PETTY CASH / CHANGE FUNDS			
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
CONTRACT ADMINISTRATION			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Lori Watley, DBA	Sarah Kole, Asst Business Administrator/ Terrolyn Gunter - Asst Business Administrator - Finance
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Melissa Niles, College Business Administrator	Sara Brown, Executive Director, College Business Operations
2	Ensuring the annual inventory was completed correctly.	Melissa Niles, College Business Administrator	Sara Brown, Executive Director, College Business Operations
3	Tagging equipment.	Melissa Niles, College Business Administrator	Sara Brown, Executive Director, College Business Operations
4	Approving requests for removal of equipment from campus.	Melissa Niles, College Business Admin	Sara Brown, Executive Director, College Business Operations
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Terrolyn Gunter, Asst Business Administrator - Finance	Sara Brown, Executive Director, Business Operations
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Melissa Niles, College Business Admin	Melissa Niles, College Business Administrator
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Melissa Niles, College Business Admin	Melissa Niles, College Business Administrator
ACCOUNTS RECEIVABLE			
1	Extending of credit.	N/A	N/A
2	Billing.	N/A	N/A
3	Collection.	N/A	N/A
4	Recording.	N/A	N/A
5	Monitoring credit extended.	N/A	N/A
6	Approving write-offs.	N/A	N/A
NEGATIVE BALANCES			
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Khanh Nguyen, Financial Analyst 2	Sara Brown, Executive Director, College Business Operations
2	Ensuring that research expenditures are covered by funds from sponsors.	Khanh Nguyen, Financial Analyst 2	Sara Brown, Executive Director, College Business Operations
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Peter Truong, Mgr, Network Control	Thomas J. George, Sr. Associate Dean for Faculty Affairs
2	Ensuring that critical data back up occurs.	Peter Truong, Mgr, Network Control	Thomas J. George, Sr. Associate Dean for Faculty Affairs
3	Ensuring that procedures such as password controls are followed.	Peter Truong, Mgr, Network Control	Thomas J. George, Sr. Associate Dean for Faculty Affairs
4	Reporting of suspected security violations.	Peter Truong, Mgr, Network Control	Thomas J. George, Sr. Associate Dean for Faculty Affairs

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Description of Responsibility		Primary (Required)	Secondary (Optional)
DEPARTMENTAL POLICIES & PROCEDURES / BASELINE STANDARDS			
1	Ensuring the Departmental Policy and Procedures manual is current.	Frank Kelley, Associate Dean	Kathy Dominguez, Dept Business Administrator
2	Updating the Baseline Standards Form.	Kathy Dominguez, Dept Business Administrator	Sara Brown, Executive Director, Business Operations
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Khanh Nguyen, Financial Analyst 2	Sara Brown, Executive Director, Business Operations
2	Reviewing cost center verifications.	Kathy Dominguez, Dept Business Administrator	Sara Brown, Executive Director, Business Operations
3	Approving cost center verifications.	Frank Kelley, Associate Dean	Sara Brown, Executive Director, Business Operations
4	Ensuring all cost centers are verified/approved on a timely basis.	Sara Brown, Director, College Business Operations	Latha Ramchand, Dean
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Amy Tran, Administrative Coordinator	Sarah Kole - Asst Business Administrator
2	Ensuring the validity of travel and expense reimbursements.	Amy Tran, Administrative Coordinator	Sarah Kole - Asst Business Administrator
3	Ensuring that goods and services are received and that timely payment is made.	Amy Tran, Administrative Coordinator	Sarah Kole - Asst Business Administrator
4	Ensuring correct account coding on purchases documents.	Kathy Dominguez, Dept Business Administrator	Sarah Kole - Asst Business Administrator
5	Primary contact for inquiries to expenditure transactions.	Kathy Dominguez, Dept Business Administrator	Sarah Kole - Asst Business Administrator
6	Ensuring access and use of P-Cards and T-Cards are secure.	Kathy Dominguez, Dept Business Administrator	Terrolyn Gunter, Asst Business Administrator - Finance
7	Ensuring P-Card transactions are adequately documented and benefit the university.	Kathy Dominguez, Dept Business Administrator	Terrolyn Gunter, Asst Business Administrator - Finance
8	Ensuring T-Card transactions are adequately documented and benefit the university.	Kathy Dominguez, Dept Business Administrator	Terrolyn Gunter, Asst Business Administrator - Finance
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.	Kathy Dominguez, Dept Business Administrator	Rebecca Guzman, Asst. Business Administrator - Admin
2	Ensuring all monthly leave is recorded accurately and approved before the deadlines set by Payroll.	Kathy Dominguez, Dept Business Administrator	Rebecca Guzman, Asst. Business Administrator - Admin
3	Ensuring all TRAM high level exceptions are corrected in a timely manner prior to Payroll deadlines.	Kathy Dominguez, Dept Business Administrator	Rebecca Guzman, Asst. Business Administrator - Admin
4	Ensuring all Time Reporters (new employees and transfers) are assigned to Time Approvers in TRAM.	Kathy Dominguez, Dept Business Administrator	Rebecca Guzman, Asst. Business Administrator - Admin
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.	Kathy Dominguez, Dept Business Administrator	Rebecca Guzman, Asst. Business Administrator - Admin
6	Completing termination ePAR's within 24 hours of termination.	Kathy Dominguez, Dept Business Administrator	Rebecca Guzman, Asst. Business Administrator - Admin
7	Verifying that the eTermination Checklist is completed by all required departments no more than two weeks after termination.	Kathy Dominguez, Dept Business Administrator	Rebecca Guzman, Asst. Business Administrator - Admin
8	Ensuring terminated employees are no longer charged to departmental cost centers.	Kathy Dominguez, Dept Business Administrator	Khanh Nguyen, Financial Analyst 2
9	Maintaining departmental personnel files.	Kathy Dominguez, Dept Business Administrator	Melissa Niles, College Business Administrator
10	Consistent and efficient responses to inquiries.	Kathy Dominguez, Dept Business Administrator	Melissa Niles, College Business Administrator
11	Hire ePARs should be processed at least 1 week prior to start date.	Kathy Dominguez, Dept Business Administrator	Melissa Niles, College Business Administrator
12	Ensure all security access requests and training courses are completed 48 hours prior to necessary access changes.	Kathy Dominguez, Dept Business Administrator	Melissa Niles, College Business Administrator

CASH HANDLING			
1	Collecting cash, checks, etc.	Amy Tran, Administrative Coordinator	Terrolyn Gunter, Asst Business Administrator - Finance
2	Reconciling cash, checks, etc. to receipts.	Amy Tran, Administrative Coordinator	Sarah Kole, Asst Business Administrator
3	Preparing deposits.	Terrolyn Gunter, Asst Business Administrator - Finance	Sarah Kole, Asst Business Administrator
4	Preparing Journal Entries.	Terrolyn Gunter, Asst Business Administrator - Finance	Sarah Kole, Asst Business Administrator
5	Verifying deposits posted correctly in the Finance System.	Amy Tran, Administrative Coordinator	Sara Brown, Executive Director, Business Operations
6	Adequacy of physical safeguards of cash receipts and equivalent.	Amy Tran, Administrative Coordinator	Terrolyn Gunter, Asst Business Administrator - Finance
7	Secure deposits via UHDPSS to Student Financial Services.	Terrolyn Gunter, Asst Business Administrator - Finance	Sarah Kole, Asst Business Administrator
8	Ensuring deposits are made timely.	Kathy Dominguez, Dept Business Administrator	Terrolyn Gunter, Asst Business Administrator - Finance
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Kathy Dominguez, Dept Business Administrator	Terrolyn Gunter, Asst Business Administrator - Finance
10	Updating Cash Handling Procedures as needed.	Kathy Dominguez, Dept Business Administrator	Terrolyn Gunter, Asst Business Administrator - Finance
11	Distribution of Cash Handling Procedures to employees who handle cash.	Kathy Dominguez, Dept Business Administrator	Terrolyn Gunter, Asst Business Administrator - Finance
12	Consistent and efficient responses to inquiries.	Kathy Dominguez, Dept Business Administrator	Terrolyn Gunter, Asst Business Administrator - Finance
13	Ensuring all employees who complete or approve credit card journals have completed the Credit Card Accounting training.	Kathy Dominguez, Dept Business Administrator	Terrolyn Gunter, Asst Business Administrator - Finance
14	Ensuring all access and use of credit card information is secure.	Kathy Dominguez, Dept Business Administrator	Terrolyn Gunter, Asst Business Administrator - Finance
PETTY CASH / CHANGE FUNDS			
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
CONTRACT ADMINISTRATION			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Kathy Dominguez, Dept Business Administrator	Sarah Kole, Asst Business Administrator/ Gunter - Asst Business Administrator - Finance Terrolyn
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Amy Tran, Administrative Coordinator	Kathy Dominguez, Dept Business Administrator
2	Ensuring the annual inventory was completed correctly.	Kathy Dominguez, Dept Business Administrator	Frank Kelley
3	Tagging equipment.	Amy Tran, Administrative Coordinator	Kathy Dominguez, Dept Business Administrator
4	Approving requests for removal of equipment from campus.	Frank Kelley, Associate Dean	Sara Brown - Executive Director, Business Operations
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Terrolyn Gunter, Asst Business Administrator - Finance	Sara Brown, Executive Director, Business Operations
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Melissa Niles, College Business Administrator	Melissa Niles, College Business Administrator
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Melissa Niles, College Business Administrator	Melissa Niles, College Business Administrator
ACCOUNTS RECEIVABLE			
1	Extending of credit.	N/A	N/A
2	Billing.	N/A	N/A
3	Collection.	N/A	N/A
4	Recording.	N/A	N/A
5	Monitoring credit extended.	N/A	N/A
6	Approving write-offs.	N/A	N/A
NEGATIVE BALANCES			
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Khanh Nguyen, Financial Analyst 2	Sara Brown, Executive Director, College Business Operations
2	Ensuring that research expenditures are covered by funds from sponsors.	Khanh Nguyen, Financial Analyst 2	Sara Brown, Executive Director, College Business Operations
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Peter Truong, Mgr, Network Control	Thomas J. George, Sr. Associate Dean for Faculty Affairs
2	Ensuring that critical data back up occurs.	Peter Truong, Mgr, Network Control	Thomas J. George, Sr. Associate Dean for Faculty Affairs
3	Ensuring that procedures such as password controls are followed.	Peter Truong, Mgr, Network Control	Thomas J. George, Sr. Associate Dean for Faculty Affairs
4	Reporting of suspected security violations.	Peter Truong, Mgr, Network Control	Thomas J. George, Sr. Associate Dean for Faculty Affairs

Description of Responsibility		Primary (Required)	Secondary (Optional)
DEPARTMENTAL POLICIES & PROCEDURES / BASELINE STANDARDS			
1	Ensuring the Departmental Policy and Procedures manual is current.	Marie Tighe - Department Business Administrator	Ed Blair, Chair
2	Updating the Baseline Standards Form.	Ed Blair, Chair/Marie Tighe - Department Business Administrator	Sara Brown - Executive Director, Business Operations
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Khanh Nguyen, Financial Analyst 2	Sara Brown, Executive Director, Business Operations
2	Reviewing cost center verifications.	Ed Blair, Chair/Marie Tighe, DBA (H0049);Ed Blair/Saira Nadeem, Prog. Mgr. (H0435), Ed Blair/Mary Partin, Admin. Coord. (H0056)	Sara Brown, Executive Director, Business Operations
3	Approving cost center verifications.	Ed Blair, Chair	Sara Brown, Executive Director, Business Operations
4	Ensuring all cost centers are verified/approved on a timely basis.	Sara Brown, Executive Director, Business Operations	Latha Ramchand, Dean
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Marie Tighe - Department Business Administrator	Sarah Kole - Asst Business Administrator
2	Ensuring the validity of travel and expense reimbursements.	Marie Tighe, DBA/Linda Monita, Ofc. Coord.(H0049);Saira Nadeem, Prog. Mgr.(H0435);Mary Partin, Admin. Coord. (H0056);Ed Blair, Chair - all	Sarah Kole - Asst Business Administrator
3	Ensuring that goods and services are received and that timely payment is made	Marie Tighe, DBA/Linda Monita, Ofc. Coord. (H0049);Saira Nadeem, Prog. Mgr. (H0435), Mary Partin, Admin. Coord. (H0056)	Sarah Kole - Asst Business Administrator
4	Ensuring correct account coding on purchases documents.	Marie Tighe, DBA/Linda Monita, Ofc. Coord. (H0049);Saira Nadeem, Prog. Mgr. (H0435), Mary Partin, Admin. Coord. (H0056)	Sarah Kole - Asst Business Administrator
5	Primary contact for inquiries to expenditure transactions.	Marie Tighe, DBA/Linda Monita, Ofc. Coord. (H0049);Saira Nadeem, Prog. Mgr. (H0435), Mary Partin, Admin. Coord. (H0056)	Sarah Kole - Asst Business Administrator
6	Ensuring access and use of P-Cards and T-Cards are secure.	Marie Tighe, DBA/Linda Monita, Ofc. Coord. (H0049);Saira Nadeem, Prog. Mgr. (H0435), Mary Partin, Admin. Coord. (H0056)	Terrolyn Gunter, Asst Business Administrator - Finance
7	Ensuring P-Card transactions are adequately documented and benefit the university	Marie Tighe, DBA/Linda Monita, Ofc. Coord. (H0049);Saira Nadeem, Prog. Mgr. (H0435), Mary Partin, Admin. Coord. (H0056)	Terrolyn Gunter, Asst Business Administrator - Finance
8	Ensuring T-Card transactions are adequately documented and benefit the university	Marie Tighe, DBA/Linda Monita, Ofc. Coord. (H0049);Saira Nadeem, Prog. Mgr. (H0435), Mary Partin, Admin. Coord. (H0056)	Terrolyn Gunter, Asst Business Administrator - Finance
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.	Marie Tighe, DBA/Linda Monita, Ofc. Coord. (H0049);Saira Nadeem, Prog. Mgr. (H0435), Mary Partin, Admin. Coord. (H0056)	Rebecca Guzman, Asst Business Administrator - Admin
2	Ensuring all monthly leave is recorded accurately and approved before the deadlines set by Payroll.	Marie Tighe, DBA/Linda Monita, Ofc. Coord. (H0049);Saira Nadeem, Prog. Mgr. (H0435), Mary Partin, Admin. Coord. (H0056)	Rebecca Guzman, Asst Business Administrator - Admin
3	Ensuring all TRAM high level exceptions are corrected in a timely manner prior to Payroll deadlines.	Marie Tighe, DBA/Linda Monita, Ofc. Coord. (H0049);Saira Nadeem, Prog. Mgr. (H0435), Mary Partin, Admin. Coord. (H0056)	Rebecca Guzman, Asst Business Administrator - Admin
4	Ensuring all Time Reporters (new employees and transfers) are assigned to Time Approvers in TRAM.	Marie Tighe, DBA/Linda Monita, Ofc. Coord. (H0049);Saira Nadeem, Prog. Mgr. (H0435), Mary Partin, Admin. Coord. (H0056)	Rebecca Guzman, Asst Business Administrator - Admin
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.	Marie Tighe, DBA/Linda Monita, Ofc. Coord. (H0049);Saira Nadeem, Prog. Mgr. (H0435), Mary Partin, Admin. Coord. (H0056)	Rebecca Guzman, Asst Business Administrator - Admin
6	Completing termination ePAR's within 24 hours of termination.	Marie Tighe, DBA/Linda Monita, Ofc. Coord. (H0049);Saira Nadeem, Prog. Mgr. (H0435), Mary Partin, Admin. Coord. (H0056)	Rebecca Guzman, Asst Business Administrator - Admin
7	Verifying that the eTermination Checklist is completed by all required departments no more than two weeks after termination.	Marie Tighe, DBA/Linda Monita, Ofc. Coord. (H0049);Saira Nadeem, Prog. Mgr. (H0435), Mary Partin, Admin. Coord. (H0056)	Rebecca Guzman, Asst Business Administrator - Admin
8	Ensuring terminated employees are no longer charged to departmental cost centers.	Marie Tighe, DBA/Linda Monita, Ofc. Coord. (H0049);Saira Nadeem, Prog. Mgr. (H0435), Mary Partin, Admin. Coord. (H0056)	Khanh Nguyen; Financial Analyst 2
9	Maintaining departmental personnel files.	Marie Tighe, DBA/Linda Monita, Ofc. Coord. (H0049);Saira Nadeem, Prog. Mgr. (H0435), Mary Partin, Admin. Coord. (H0056)	Melissa Niles, College Business Administrator
10	Consistent and efficient responses to inquiries.	Marie Tighe, DBA/Linda Monita, Ofc. Coord. (H0049);Saira Nadeem, Prog. Mgr. (H0435), Mary Partin, Admin. Coord. (H0056)	Melissa Niles, College Business Administrator
11	Hire ePAR's should be processed at least 1 week prior to start date.	Marie Tighe, DBA;Saira Nadeem, Prog. Mgr. (H0435), Mary Partin, Admin. Coord. (H0056)	Melissa Niles, College Business Administrator
12	Ensure all security access requests and training courses are completed 48 hours prior to necessary access changes.	Marie Tighe, DBA (H0049);Saira Nadeem, Prog. Mgr. (H0435), Mary Partin, Admin. Coord. (H0056)	Melissa Niles, College Business Administrator

Marketing Department - H0049/H0435/H0056
Baseline Standards
FY2016

CASH HANDLING			
1	Collecting cash, checks, etc.	Marie Tighe, DBA; Saira Nadeem, Prog. Mgr. (H0435), Mary Partin (H0056)	Terrolyn Gunter, Asst Business Administrator - Finance
2	Reconciling cash, checks, etc. to receipts.	Marie Tighe, DBA; Saira Nadeem, Prog. Mgr. (H0435), Mary Partin (H0056)	Terrolyn Gunter, Asst Business Administrator - Finance
3	Preparing deposits.	Terrolyn Gunter, Asst Business Administrator - Finance	Sarah Kole - Asst Business Administrator
4	Preparing Journal Entries.	Terrolyn Gunter, Asst Business Administrator - Finance	Sarah Kole - Asst Business Administrator
5	Verifying deposits posted correctly in the Finance System.	Khanh Nguyen, Financial Analyst 2	Sara Brown - Executive Director, Business Operations
6	Adequacy of physical safeguards of cash receipts and equivalent.	Marie Tighe, DBA; Saira Nadeem, Prog. Mgr. (H0435), Mary Partin (H0056)	Terrolyn Gunter, Asst Business Administrator - Finance
7	Secure deposits via UHDDS to Student Financial Services.	Terrolyn Gunter, Asst Business Administrator - Finance	Sarah Kole - Asst Business Administrator
8	Ensuring deposits are made timely.	Marie Tighe, DBA; Saira Nadeem, Prog. Mgr. (H0435), Annepha Pemberton (H0056)	Terrolyn Gunter, Asst Business Administrator - Finance
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Marie Tighe, DBA; Saira Nadeem, Prog. Mgr. (H0435), Mary Partin (H0056)	Terrolyn Gunter, Asst Business Administrator - Finance
10	Updating Cash Handling Procedures as needed.	Marie Tighe, DBA; Saira Nadeem, Prog. Mgr. (H0435), Mary Partin (H0056)	Terrolyn Gunter, Asst Business Administrator - Finance
11	Distribution of Cash Handling Procedures to employees who handle cash.	Marie Tighe, DBA; Saira Nadeem, Prog. Mgr. (H0435), Mary Partin (H0056)	Terrolyn Gunter, Asst Business Administrator - Finance
12	Consistent and efficient responses to inquiries.	Marie Tighe, DBA; Saira Nadeem, Prog. Mgr. (H0435), Mary Partin (H0056)	Terrolyn Gunter, Asst Business Administrator - Finance
13	Ensuring all employees who complete or approve credit card journals have completed the Credit Card Accounting training.	Marie Tighe, DBA; Saira Nadeem, Prog. Mgr. (H0435), Mary Partin (H0056)	Terrolyn Gunter, Asst Business Administrator - Finance
14	Ensuring all access and use of credit card information is secure.	Marie Tighe, DBA; Saira Nadeem, Prog. Mgr. (H0435), Mary Partin (H0056)	Terrolyn Gunter, Asst Business Administrator - Finance
PETTY CASH / CHANGE FUNDS			
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
CONTRACT ADMINISTRATION			
1	Ensuring departmental personnel comply with contract administration policies/procedures	Marie Tighe, DBA; Saira Nadeem, Prog. Mgr. (H0435), Mary Partin (H0056)	Sarah Kole, Asst Business Administrator/ Terrolyn Gunter - Asst Business Administrator - Finance
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Linda Monita, Ofc. Coord. (H0049), Saira Nadeem, Prog. Mgr. (H0435); Mary Partin, Admin. Coord. (H0056)	Marie Tighe, Department Business Administrator
2	Ensuring the annual inventory was completed correctly.	Marie Tighe, DBA/Linda Monita, Ofc. Coord. (H0049); Saira Nadeem, Prog. Mgr. (H0435), Mary Partin, Admin. Coord. (H0056)	Melissa Niles - College Business Administrator
3	Tagging equipment.	Linda Monita, Ofc. Coord. (H0049), Saira Nadeem, Prog. Mgr. (H0435); Mary Partin, Admin. Coord. (H0056)	Melissa Niles - College Business Administrator
4	Approving requests for removal of equipment from campus.	Ed Blair, Dept. Chair	Sara Brown, Executive Director, Business Operations
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online	Terrolyn Gunter, Asst Business Administrator - Finance	Sara Brown, Executive Director, Business Operations
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online	Melissa Niles, College Business Administrator	Melissa Niles, College Business Administrator
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Melissa Niles, College Business Administrator	Melissa Niles, College Business Administrator
ACCOUNTS RECEIVABLE			
1	Extending of credit.	N/A	N/A
2	Billing.	N/A	N/A
3	Collection.	N/A	N/A
4	Recording.	N/A	N/A
5	Monitoring credit extended.	N/A	N/A
6	Approving write-offs.	N/A	N/A
NEGATIVE BALANCES			
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end	Khanh Nguyen, Financial Analyst 2	Sara Brown, Executive Director, Business Operations
2	Ensuring that research expenditures are covered by funds from sponsors.	Khanh Nguyen, Financial Analyst 2	Sara Brown, Executive Director, Business Operations
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Peter Truong, Mgr, Network Control	Thomas J. George, Sr. Associate Dean for Faculty Affairs
2	Ensuring that critical data back up occurs.	Peter Truong, Mgr, Network Control	Thomas J. George, Sr. Associate Dean for Faculty Affairs
3	Ensuring that procedures such as password controls are followed	Peter Truong, Mgr, Network Control	Thomas J. George, Sr. Associate Dean for Faculty Affairs
4	Reporting of suspected security violations.	Peter Truong, Mgr, Network Control	Thomas J. George, Sr. Associate Dean for Faculty Affairs

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Description of Responsibility		Primary (Required)	Secondary (Optional)
DEPARTMENTAL POLICIES & PROCEDURES / BASELINE STANDARDS			
1	Ensuring the Departmental Policy and Procedures manual is current.	Jeremy Warren, DBA	Jamie Belinne, Assistant Dean
2	Updating the Baseline Standards Form.	Jeremy Warren, DBA	Sara Brown, Executive Director, Business Operations
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Khanh Nguyen, Financial Analyst 2	Sara Brown, Executive Director, Business Operations
2	Reviewing cost center verifications.	Jeremy Warren, DBA	Sara Brown, Executive Director, Business Operations
3	Approving cost center verifications.	Jeremy Warren, DBA / Jamie Belinne, Asst. Dean	Sara Brown, Executive Director, Business Operations
4	Ensuring all cost centers are verified/approved on a timely basis.	Sara Brown, Director, College Business Operations	Latha Ramchand, Dean
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Jeremy Warren, DBA	Sarah Kole - Asst Business Administrator
2	Ensuring the validity of travel and expense reimbursements.	Jeremy Warren, DBA	Sarah Kole - Asst Business Administrator
3	Ensuring that goods and services are received and that timely payment is made.	Jeremy Warren, DBA	Sarah Kole - Asst Business Administrator
4	Ensuring correct account coding on purchases documents.	Jeremy Warren, DBA	Sarah Kole - Asst Business Administrator
5	Primary contact for inquiries to expenditure transactions.	Jeremy Warren, DBA	Sarah Kole - Asst Business Administrator
6	Ensuring access and use of P-Cards and T-Cards are secure.	Jeremy Warren, DBA	Terrolyn Gunter, Asst Business Administrator - Finance
7	Ensuring P-Card transactions are adequately documented and benefit the university.	Jeremy Warren, DBA	Terrolyn Gunter, Asst Business Administrator - Finance
8	Ensuring T-Card transactions are adequately documented and benefit the university.	Jeremy Warren, DBA	Terrolyn Gunter, Asst Business Administrator - Finance
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.	Jeremy Warren, DBA	Rebecca Guzman, Asst Business Administrator - Admin
2	Ensuring all monthly leave is recorded accurately and approved before the deadlines set by Payroll.	Jeremy Warren, DBA	Rebecca Guzman, Asst Business Administrator - Admin
3	Ensuring all TRAM high level exceptions are corrected in a timely manner prior to Payroll deadlines.	Jeremy Warren, DBA	Rebecca Guzman, Asst Business Administrator - Admin
4	Ensuring all Time Reporters (new employees and transfers) are assigned to Time Approvers in TRAM.	Jeremy Warren, DBA	Rebecca Guzman, Asst Business Administrator - Admin
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.	Jeremy Warren, DBA	Rebecca Guzman, Asst Business Administrator - Admin
6	Completing termination ePAR's within 24 hours of termination.	Jeremy Warren, DBA	Rebecca Guzman, Asst Business Administrator - Admin
7	Verifying that the eTermination Checklist is completed by all required departments no more than two weeks after termination.	Jeremy Warren, DBA	Rebecca Guzman, Asst Business Administrator - Admin
8	Ensuring terminated employees are no longer charged to departmental cost centers.	Jeremy Warren, DBA	Khanh Nguyen - Financial Analyst 2
9	Maintaining departmental personnel files.	Jeremy Warren, DBA	Melissa Niles, College Business Administrator
10	Consistent and efficient responses to inquiries.	Jeremy Warren, DBA	Melissa Niles, College Business Administrator
11	Hire ePAR's should be processed at least 1 week prior to start date.	Jeremy Warren, DBA	Melissa Niles, College Business Administrator
12	Ensure all security access requests and training courses are completed 48 hours prior to necessary access changes.	Jeremy Warren, DBA	Melissa Niles, College Business Administrator

Career Services Center - H0045
Baseline Standards
FY 2016

CASH HANDLING			
1	Collecting cash, checks, etc.	Jeremy Warren, DBA	Terrolyn Gunter, Asst Business Administrator - Finance
2	Reconciling cash, checks, etc. to receipts.	Jeremy Warren, DBA	Terrolyn Gunter, Asst Business Administrator - Finance
3	Preparing deposits.	Terrolyn Gunter - Asst Business Administrator - Finance	Terrolyn Gunter, Asst Business Administrator - Finance
4	Preparing Journal Entries.	Terrolyn Gunter - Asst Business Administrator - Finance	Terrolyn Gunter, Asst Business Administrator - Finance
5	Verifying deposits posted correctly in the Finance System.	Khanh Nguyen, Financial Analyst 2	Sara Brown - Executive Director, Business Operations
6	Adequacy of physical safeguards of cash receipts and equivalent.	Jeremy Warren, DBA	Terrolyn Gunter, Asst Business Administrator - Finance
7	Secure deposits via UHDPS to Student Financial Services.	Terrolyn Gunter - Asst Business Administrator - Finance	Sarah Kole - Asst Business Administrator
8	Ensuring deposits are made timely.	Jeremy Warren, DBA	Terrolyn Gunter, Asst Business Administrator - Finance
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Jeremy Warren, DBA	Terrolyn Gunter, Asst Business Administrator - Finance
10	Updating Cash Handling Procedures as needed.	Jeremy Warren, DBA	Terrolyn Gunter, Asst Business Administrator - Finance
11	Distribution of Cash Handling Procedures to employees who handle cash.	Jeremy Warren, DBA	Terrolyn Gunter, Asst Business Administrator - Finance
12	Consistent and efficient responses to inquiries.	Jeremy Warren, DBA	Terrolyn Gunter, Asst Business Administrator - Finance
13	Ensuring all employees who complete or approve credit card journals have completed the Credit Card Accounting training.	Jeremy Warren, DBA	Terrolyn Gunter, Asst Business Administrator - Finance
14	Ensuring all access and use of credit card information is secure.	Jeremy Warren, DBA	Terrolyn Gunter, Asst Business Administrator - Finance
PETTY CASH / CHANGE FUNDS			
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
CONTRACT ADMINISTRATION			
1	Ensuring departmental personnel comply with contract administration policies/procedures	Jeremy Warren, DBA	Sarah Kole, Asst Business Administrator/ Gunter - Asst Business Administrator - Finance Terrolyn
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Jeremy Warren, DBA	Melissa Niles, College Business Administrator
2	Ensuring the annual inventory was completed correctly.	Jeremy Warren, DBA	Melissa Niles, College Business Administrator
3	Tagging equipment.	Jeremy Warren, DBA	Melissa Niles, College Business Administrator
4	Approving requests for removal of equipment from campus.	Jamie Belinne, Asst. Dean	Melissa Niles, College Business Administrator
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online	Terrolyn Gunter, Asst Business Administrator - Finance	Sara Brown, Executive Director, Business Operations
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online	Melissa Niles, College Business Administrator	Melissa Niles, College Business Administrator
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research	Melissa Niles, College Business Administrator	Melissa Niles, College Business Administrator
ACCOUNTS RECEIVABLE			
1	Extending of credit.	N/A	N/A
2	Billing.	N/A	N/A
3	Collection.	N/A	N/A
4	Recording.	N/A	N/A
5	Monitoring credit extended.	N/A	N/A
6	Approving write-offs.	N/A	N/A
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