## CSC - H0045 Baseline Standards FY 2017

		Responsible Person(s) (Name/Title)		
Descrip	otion of Responsibility	Primary (Required)	Secondary (Optional)	
	RTMENTAL POLICIES & PROCEDURES / BASELINE			
	DARDS			
1	Ensuring the Departmental Policy and Procedures manual is	Jeremy Warren, DBA	Jamie Belinne, Assistant Dean	
2	Updating the Baseline Standards Form.	Jeremy Warren, DBA	Jamie Bennie, Assistant Dean	
2	opulating the baseline standards Form.	Jeremy Warren, DBA	Sara Brown, Executive Director, Business Operations	
FINAN	CIAL REPORTING - COST CENTER VERIFICATIONS			
	In			
1	Preparing cost center verifications.	Khanh Nguyen	Sara Brown, Executive Director, Business Operations	
2	Reviewing cost center verifications.	Jeremy Warren, DBA	Sala Brown, Executive Director, Business Operations	
	Tevrewing cost center verifications.	Seremy Warren, BB11	Sara Brown, Executive Director, Business Operations	
3	Approving cost center verifications.	Jeremy Warren, DBA		
		-	Sara Brown, Executive Director, Business Operations	
4	Ensuring all cost centers are verified/approved on a timely basis	Sara Brown		
			Latha Ramchand, Dean	
FINAN	CIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Jeremy Warren, DBA		
*			Terrolyn Gunter, Asst Business Administrator	
2	Ensuring the validity of travel and expense reimbursements.	Jeremy Warren, DBA		
			Terrolyn Gunter, Asst Business Administrator	
3	Ensuring that goods and services are received and that timely	Jeremy Warren, DBA		
- 4	payment is made.	, W. DD.	Terrolyn Gunter, Asst Business Administrator	
4	Ensuring correct account coding on purchases documents.	Jeremy Warren, DBA	Townslaw Country Asst Dusiness Administrates	
5	Primary contact for inquiries to expenditure transactions.	Jeremy Warren, DBA	Terrolyn Gunter, Asst Business Administrator	
3	Timaly condict for inquiries to expenditure transactions.	Jeremy Warren, DB/1	Terrolyn Gunter, Asst Business Administrator	
PAYRO	DLL / HUMAN RESOURCES			
	T=			
1	Ensuring all bi-weekly reported time and leave are approved	Jeremy Warren, DBA		
	before the deadlines set by Payroll, so that the correct hours are			
2	recorded and paid on each bi-weekly paycheck.	I W DDA	Melissa Niles, College Business Administrator	
2	Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.	Jeremy Warren, DBA	Melissa Niles, College Business Administrator	
3	Reconciling approved reported time and leave (bi-weekly	Jeremy Warren, DBA	Menssa Mies, Conege Business Administrator	
3	employees) and ePARs (monthly employees) to the trial and	Seremy Warren, BB11		
	final payroll verification reports.		Melissa Niles, College Business Administrator	
4	Completing termination clearance procedures.	Jeremy Warren, DBA		
			Melissa Niles, College Business Administrator	
5	Ensuring terminated employees are no longer charged to	Jeremy Warren, DBA		
_	departmental cost centers.	I	Melissa Niles, College Business Administrator	
6	Maintaining departmental Personnel files.	Jeremy Warren, DBA	Maliasa Nilas Callaga Pusinasa Administratas	
7	Ensuring valid authorization of new hires.	Jeremy Warren, DBA	Melissa Niles, College Business Administrator	
,	Ensuring varie authorization of new fines.	Joining Wallell, DDA	Melissa Niles, College Business Administrator	
9	Ensuring valid authorization of changes in compensation rates.	Jeremy Warren, DBA	, , , , , , , , , , , , , , , , , , , ,	
			Melissa Niles, College Business Administrator	
	Ensuring the accurate input of changes to the HR System.	Jeremy Warren, DBA		
			Melissa Niles, College Business Administrator	
10	Consistent and efficient responses to inquiries.	Jeremy Warren, DBA	Maliana Nilana Callana Davida	
		1	Melissa Niles, College Business Administrator	

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CASH	HANDLING		
1	Collection and dealer at	Language Warrang DDA	
1	Collecting cash, checks, etc.	Jeremy Warren, DBA	Wanneth Wathing French Darle Commission
2	December 11 manuals and the state of the second state	I W DD 4	Kenneth Watkins, Front Desk Supervisor
2	Reconciling cash, checks, etc. to receipts.	Jeremy Warren, DBA	Wannath Wathing Front Dada Commission
2	Donasias Israeles	Townslaw Country And Design	Kenneth Watkins, Front Desk Supervisor
3	Preparing deposits.	Terrolyn Gunter, Asst Business Administrator	Sans Brown Everytive Director Business Operations
- 1	December 1 1 Entries	Terrolyn Gunter, Asst Business	Sara Brown, Executive Director, Business Operations
4	Preparing Journal Entries.	Administrator	Sans Brown Everytive Director Business Operations
5	Verifying deposits posted correctly in the Finance System.	Khanh Nguyen	Sara Brown, Executive Director, Business Operations
3	verifying deposits posted correctly in the Finance System.	Kilaliii Nguyeli	Sara Brown, Executive Director, Business Operations
6	Adequacy of physical safeguards of cash receipts and	Jeremy Warren, DBA	Terrolyn Gunter, Asst Business Administrator
U		Jeremy Warren, DBA	Terroryii Guinter, Asst Business Administrator
7	equivalent.  Secure deposits via UHDPS to Student Financial Services.	Terrolyn Gunter	Sara Brown, Executive Director, Business Operations
,	Secure deposits via OHDFS to Student Financial Services.	Terroryii Guiner	Sala Brown, Executive Director, Business Operations
8	Ensuring deposits are made timely.	Jeremy Warren, DBA	
O	Ensuring deposits are made unicry.	Jeremy Warren, DBA	Kenneth Watkins, Front Desk Supervisor
9	Ensuring all employees who handle cash have completed Cash	Jeremy Warren, DBA	Keinietti Watkins, Front Desk Supervisor
7	Security Procedures or Cash Deposit and Security Procedures	Jeremy Warren, DBA	
	training.		Terrolyn Gunter, Asst Business Administrator
10	Updating Cash Handling Procedures as needed.	Jeremy Warren, DBA	Terroryii Guiner, Asst Business Administrator
10	opdating Cash Handring Procedures as needed.	Jeremy Warren, DBA	Terrolyn Gunter, Asst Business Administrator
11	Distribution of Cash Handling Procedures to employees who	Jeremy Warren, DBA	Terroryii Guiller, Asst Business Administrator
11	handle cash.	Jeremy Warren, DBA	Terrolyn Gunter, Asst Business Administrator
12	Consistent and efficient responses to inquiries.	Jeremy Warren, DBA	Terroryii Guitter, Asst Business Administrator
12	Consistent and efficient responses to inquiries.	Jeremy Warren, DBA	Terrolyn Gunter, Asst Business Administrator
FTTV	CASH		Terroryii Guitter, Asst Business Administrator
LIII	CASII		
1	Preparing petty cash disbursements.	N/A	N/A
1	repairing petry easif disoursements.	17/1	17/1
2	Ensuring petty cash disbursements are not for more than \$100.	N/A	N/A
_	Ensuring perty cash disoursements are not for more than \$100.	17/1	17/1
3	Ensuring petty cash disbursements are made for only authorized	N/A	N/A
	purposes.	1 1 1 1	
4	Approving petty cash disbursements.	N/A	N/A
5	Replenishing the petty cash fund timely.	N/A	N/A
6	Ensuring the petty cash fund is balanced after each	N/A	N/A
	disbursement.		
ONTE	RACT ADMINISTRATION		
1	Ensuring departmental personnel comply with contract	Jeremy Warren, DBA	
	administration policies/procedures.		Terrolyn Gunter, Asst Business Administrator
ROPE	RTY MANAGEMENT		
1	Performing the annual inventory.	Jeremy Warren, DBA	
			Kenneth Watkins, Front Desk Supervisor
2	Ensuring the annual inventory was completed correctly.	Jeremy Warren, DBA	
			Lori Watley, DBA
3	Tagging equipment.	Jeremy Warren, DBA	
			Lori Watley, DBA
4	Approving requests for removal of equipment from campus.	Jamie Belinne, Assistant Dean	
			Sara Brown, Executive Director, Business Operations
DISCL	OSURE FORMS		
1	Ensuring all employees with purchasing influence complete the	Terrolyn Gunter, Asst Business	
	annual Related Party disclosure statement online.	Administrator	Sara Brown, Executive Director, Business Operations
2	Ensuring all full time, benefits eligible, exempt faculty and staff	Melissa Niles, College Business	
	complete the Consulting disclosure statement online.	Administrator	Sara Brown, Executive Director, Business Operations
3	Ensuring that all Principal and Co-Principal Investigators	Melissa Niles, College Business	
	complete the annual Conflict of Interest disclosure statement for	Administrator	
	the Division of Research.		Sara Brown, Executive Director, Business Operations

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Descri	ption of Responsibility	Primary (Required)	Secondary (Optional)
ACCO	UNTS RECEIVABLE		
	T		
1	Extending of credit.	N/A	N/A
2	Billing.	N/A	N/A
3	Collection.	N/A	N/A
3	Conceion.	17/1	17/1
4	Recording.	N/A	N/A
5	Monitoring credit extended.	N/A	N/A
6	Approving write-offs.	N/A	N/A
NEGA	TIVE BALANCES		
1	Ensuring that all fund groups for each Dept ID have positive	Khanh Nguyen	
	fund equity at year-end.		Sara Brown, Executive Director, Business Operations
2	Ensuring that research expenditures are covered by funds from	Khanh Nguyen	
DEDA	sponsors. RTMENTAL COMPUTING		Sara Brown, Executive Director, Business Operations
DEPA	RIMENTAL COMPUTING		
1	Management of the departments' information technology		
	resources.	Peter Truong, Mgr, Network Contr	Thomas J. George, Sr. Associate Dean for Faculty Affairs
2	Ensuring that critical data back up occurs.		
		Peter Truong, Mgr, Network Contr	Thomas J. George, Sr. Associate Dean for Faculty Affairs
3	Ensuring that procedures such as password controls are		
	followed.	Peter Truong, Mgr, Network Contr	Thomas J. George, Sr. Associate Dean for Faculty Affairs
4	Reporting of suspected security violations.	Peter Truong, Mgr, Network Contr	Thomas J. George, Sr. Associate Dean for Faculty Affairs

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