

CSC Department - H0045
Baseline Standards
FY 2018

Description of Responsibility		Responsible Person(s) (Name/Title)	
		Primary (Required)	Secondary (Optional)
DEPARTMENTAL POLICIES & PROCEDURES / BASELINE STANDARDS			
1	Ensuring the Departmental Policy and Procedures manual is current.	Jeremy Warren, DBA	Jamie Belinne, Assistant Dean
2	Updating the Baseline Standards Form.	Jeremy Warren, DBA	Melissa Niles, CBA
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	
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.	Khanh Nguyen, Financial Analyst 2	Sara Brown, Executive Director, Business operations
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Jeremy Warren, DBA	Kenneth Watkins, Front Desk Supervisor
2	Ensuring the validity of travel and expense reimbursements.	Jeremy Warren, DBA	Kenneth Watkins, Front Desk Supervisor
3	Ensuring that goods and services are received and that timely payment is made.	Jeremy Warren, DBA	Kenneth Watkins, Front Desk Supervisor
4	Ensuring correct account coding on purchases documents.	Jeremy Warren, DBA	Kenneth Watkins, Front Desk Supervisor
5	Primary contact for inquiries to expenditure transactions.	Jeremy Warren, DBA	Kenneth Watkins, Front Desk Supervisor
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	
2	Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.	Jeremy Warren, DBA	
3	Reconciling approved reported time and leave (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Jeremy Warren, DBA	
4	Completing termination clearance procedures.	Jeremy Warren, DBA	
5	Ensuring terminated employees are no longer charged to departmental cost centers.	Jeremy Warren, DBA	Khanh Nguyen, Financial Analyst 2
6	Maintaining departmental Personnel files.	Jeremy Warren, DBA	
7	Ensuring valid authorization of new hires.	Jeremy Warren, DBA	
8	Ensuring valid authorization of changes in compensation rates.	Jeremy Warren, DBA	
9	Ensuring the accurate input of changes to the HR System.	Jeremy Warren, DBA	
10	Consistent and efficient responses to inquiries.	Jeremy Warren, DBA	

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CASH HANDLING			
1	Collecting cash, checks, etc.	Jeremy Warren, DBA	Kenneth Watkins, Front Desk Supervisor
2	Reconciling cash, checks, etc. to receipts.	Jeremy Warren, DBA	Kenneth Watkins, Front Desk Supervisor
3	Preparing deposits.	Jeremy Warren, DBA	Kenneth Watkins, Front Desk Supervisor
4	Preparing Journal Entries.	Jeremy Warren, DBA	Kenneth Watkins, Front Desk Supervisor
5	Verifying deposits posted correctly in the Finance System.	Khanh Nguyen	
6	Adequacy of physical safeguards of cash receipts and equivalent.	Jeremy Warren, DBA	Kenneth Watkins, Front Desk Supervisor
7	Secure deposits via UHDPS to Student Financial Services.	Terrolyn Gunter, Asst. Business Administrator	Andrew Nguyen - Financial Assistant II
8	Ensuring deposits are made timely.	Jeremy Warren, DBA	Kenneth Watkins, Front Desk Supervisor
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Jeremy Warren, DBA	
10	Updating Cash Handling Procedures as needed.	Jeremy Warren, DBA	
11	Distribution of Cash Handling Procedures to employees who handle cash.	Jeremy Warren, DBA	
12	Consistent and efficient responses to inquiries.	Jeremy Warren, DBA	
PETTY CASH			
1	Preparing petty cash disbursements.	NA	NA
2	Ensuring petty cash disbursements are not for more than \$100.	NA	NA
3	Ensuring petty cash disbursements are made for only authorized purposes.	NA	NA
4	Approving petty cash disbursements.	NA	NA
5	Replenishing the petty cash fund timely.	NA	NA
6	Ensuring the petty cash fund is balanced after each disbursement.	NA	NA
CONTRACT ADMINISTRATION			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Jeremy Warren, DBA	
PROPERTY 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	Francisco Lopez, DBA
3	Tagging equipment.	Jeremy Warren, DBA	
4	Approving requests for removal of equipment from campus.	Jamie Belinne, Assistant 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	Sara Brown, Executive Director, 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, Business operations

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ACCOUNTS RECEIVABLE			
1	Extending of credit.	NA	NA
2	Billing.	NA	NA
3	Collection.	NA	NA
4	Recording.	NA	NA
5	Monitoring credit extended.	NA	NA
6	Approving write-offs.	NA	NA
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.	Charles Morgan, Director of IT	Hina Khan, Systems Analyst 3
2	Ensuring that critical data back up occurs.	Charles Morgan, Director of IT	Hina Khan, Systems Analyst 3
3	Ensuring that procedures such as password controls are followed.	Charles Morgan, Director of IT	Hina Khan, Systems Analyst 3
4	Reporting of suspected security violations.	Charles Morgan, Director of IT	