

Dean's Office - H0041
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.	Francisco Lopez, Department Business Administrator	Melissa Niles, College Business Administrator
2	Updating the Baseline Standards Form.	Melissa Niles, College Business Administrator	
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Khanh Nguyen, Financial Analyst 2	Sara Brown, Executive Director, College of Business Operations
2	Reviewing cost center verifications.	Khanh Nguyen, Financial Analyst 2	Sara Brown, Executive Director, College of Business Operations
3	Approving cost center verifications.	Khanh Nguyen, Financial Analyst 2	Sara Brown, Executive Director, College of Business Operations
4	Ensuring all cost centers are verified/approved on a timely basis.	Khanh Nguyen, Financial Analyst 2	Sara Brown, Executive Director, College of Business Operations
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Francisco Lopez, Department Business Administrator	Valentina O'Brien, Office Coordinator
2	Ensuring the validity of travel and expense reimbursements.	Francisco Lopez, Department Business Administrator	Valentina O'Brien, Office Coordinator
3	Ensuring that goods and services are received and that timely payment is made.	Francisco Lopez, Department Business Administrator	Valentina O'Brien, Office Coordinator
4	Ensuring correct account coding on purchases documents.	Francisco Lopez, Department Business Administrator	Valentina O'Brien, Office Coordinator
5	Primary contact for inquiries to expenditure transactions.	Francisco Lopez, Department Business Administrator	Melissa Niles, College Business Administrator
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.	Francisco Lopez, Department Business Administrator	Melissa Niles, College Business Administrator
2	Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.	Francisco Lopez, Department Business Administrator	Melissa Niles, College Business Administrator
3	Reconciling approved reported time and leave (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Francisco Lopez, Department Business Administrator	Melissa Niles, College Business Administrator
4	Completing termination clearance procedures.	Francisco Lopez, Department Business Administrator	Melissa Niles, College Business Administrator
5	Ensuring terminated employees are no longer charged to departmental cost centers.	Khanh Nguyen, Financial Analyst 2	Sara Brown, Executive Director, College of Business Operations
6	Maintaining departmental Personnel files.	Francisco Lopez, Department Business Administrator	Melissa Niles, College Business Administrator
7	Ensuring valid authorization of new hires.	Francisco Lopez, Department Business Administrator	Melissa Niles, College Business Administrator
8	Ensuring valid authorization of changes in compensation rates.	Melissa Niles, College Business Administrator	Alejandra Rodriguez, Asst. Bus. Admin
9	Ensuring the accurate input of changes to the HR System.	Francisco Lopez, Department Business Administrator	Melissa Niles, College Business Administrator
10	Consistent and efficient responses to inquiries.	Francisco Lopez, Department Business Administrator	Melissa Niles, College Business Administrator

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CASH HANDLING			
1	Collecting cash, checks, etc.	Francisco Lopez, Department Business Administrator	
2	Reconciling cash, checks, etc. to receipts.	Andrew Nguyen - Financial Assistant II	Terrolyn Gunter, Asst Business Administrator - Finance
3	Preparing deposits.	Andrew Nguyen - Financial Assistant II	Terrolyn Gunter, Asst Business Administrator - Finance
4	Preparing Journal Entries.	Andrew Nguyen - Financial Assistant II	Terrolyn Gunter, Asst Business Administrator - Finance
5	Verifying deposits posted correctly in the Finance System.	Khanh Nguyen, Financial Analyst 2	Terrolyn Gunter, Asst Business Administrator - Finance
6	Adequacy of physical safeguards of cash receipts and equivalent.	Terrolyn Gunter, Asst Business Administrator - Finance	Andrew Nguyen - Financial Assistant II
7	Secure deposits via UHDPS to Student Financial Services.	Terrolyn Gunter, Asst Business Administrator - Finance	Andrew Nguyen - Financial Assistant II
8	Ensuring deposits are made timely.	Terrolyn Gunter, Asst Business Administrator - Finance	Andrew Nguyen - Financial Assistant II
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Francisco Lopez, Department Business Administrator	Melissa Niles, College Business Administrator
10	Updating Cash Handling Procedures as needed.	Francisco Lopez, Department Business Administrator	Terrolyn Gunter, Asst Business Administrator - Finance
11	Distribution of Cash Handling Procedures to employees who handle cash.	Francisco Lopez, Department Business Administrator	Terrolyn Gunter, Asst Business Administrator - Finance
12	Consistent and efficient responses to inquiries.	Francisco Lopez, Department Business Administrator	Terrolyn Gunter, Asst Business Administrator - Finance
PETTY CASH			
1	Preparing petty cash disbursements.	N/A	N/A
2	Ensuring petty cash disbursements are not for more than \$100.	N/A	N/A
3	Ensuring petty cash disbursements are made for only authorized purposes.	N/A	N/A
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 disbursement.	N/A	N/A
CONTRACT ADMINISTRATION			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Francisco Lopez, Department Business Administrator	Terrolyn Gunter, Asst Business Administrator - Finance
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Francisco Lopez, Department Business Administrator	Melissa Niles, College Business Administrator
2	Ensuring the annual inventory was completed correctly.	Francisco Lopez, Department Business Administrator	Melissa Niles, College Business Administrator
3	Tagging equipment.	Francisco Lopez, Department 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 of Business Operations
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Francisco Lopez, Department Business Administrator	Melissa Niles, College Business Administrator
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 of 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 of Business Operations

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ACCOUNTS RECEIVABLE			
1	Extending of credit.	N/A	
2	Billing.	Bree Bilstein, Customer Service Rep 2	Melissa Niles, College Business Administrator
3	Collection.	Francisco Lopez, Department Business Administrator	Melissa Niles, College Business Administrator
4	Recording.	Bree Bilstein, Customer Service Rep 2	Melissa Niles, College Business Administrator
5	Monitoring credit extended.	N/A	
6	Approving write-offs.	Melissa Niles, College Business Administrator	Sara Brown, Executive Director, College of 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 of Business Operations
2	Ensuring that research expenditures are covered by funds from sponsors.	Khanh Nguyen, Financial Analyst 2	Sara Brown, Executive Director, College of Business Operations
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Charles Morgan, Director of Bauer Technology	Hina Khan, Systems Analyst 3
2	Ensuring that critical data back up occurs.	Charles Morgan, Director of Bauer Technology	Hina Khan, Systems Analyst 3
3	Ensuring that procedures such as password controls are followed.	Charles Morgan, Director of Bauer Technology	Hina Khan, Systems Analyst 3
4	Reporting of suspected security violations.	Charles Morgan, Director of Bauer Technology	Hina Khan, Systems Analyst 3