Decision and Information Sciences
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.	LaToya Brannon, Department Business Administrator, Decision and Information Sciences	Norman Johnson, Chair, Decision and Information Sciences
2	Updating the Baseline Standards Form.	LaToya Brannon, Department Business Administrator, Decision and Information Sciences	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 Business Operations
2	Reviewing cost center verifications.	LaToya Brannon, DBA, DISC; Norman Johnson, Chair, DISC	
3	Approving cost center verifications.	Norman Johnson, Chair, DISC	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 Operations	Latha Ramchand, Dean
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	LaToya Brannon, Department Business Administrator, Decision and Information Sciences	Terrolyn Gunter, Asst Business Administrator - Finance
2	Ensuring the validity of travel and expense reimbursements.	LaToya Brannon, Department Business Administrator, Decision and Information Sciences	Terrolyn Gunter, Asst Business Administrator - Finance
3	Ensuring that goods and services are received and that timely payment is made.	LaToya Brannon, Department Business Administrator, Decision and Information Sciences	Terrolyn Gunter, Asst Business Administrator - Finance
4	Ensuring correct account coding on purchases documents.	LaToya Brannon, Department Business Administrator, Decision and Information Sciences	Terrolyn Gunter, Asst Business Administrator - Finance
5	Primary contact for inquiries to expenditure transactions.	LaToya Brannon, Department Business Administrator, Decision and Information Sciences	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	
2	Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.	LaToya Brannon, Department Business Administrator, Decision and Information Sciences	
3	Reconciling approved reported time and leave (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	LaToya Brannon, Department Business Administrator, Decision and Information Sciences	
4	Completing termination clearance procedures.	LaToya Brannon, Department Business Administrator, Decision and Information Sciences	Alejandra Rodriguez , Asst Business Administrator - Admin
5	Ensuring terminated employees are no longer charged to departmental cost centers.	LaToya Brannon, Department Business Administrator, Decision and Information Sciences	Khanh Nguyen; Financial Analyst 2
6	Maintaining departmental Personnel files.	LaToya Brannon, Department Business Administrator, Decision and Information Sciences	Zak Bond, Office Coordinator
7	Ensuring valid authorization of new hires.	LaToya Brannon, Department Business Administrator, Decision and Information Sciences	Melissa Niles, College Business Administrator
8	Ensuring valid authorization of changes in compensation rates.	LaToya Brannon, Department Business Administrator, Decision and Information Sciences	Melissa Niles, College Business Administrator
9	Ensuring the accurate input of changes to the HR System.	LaToya Brannon, Department Business Administrator, Decision and Information Sciences	Melissa Niles, College Business Administrator
10	Consistent and efficient responses to inquiries.	LaToya Brannon, Department Business Administrator, Decision and Information Sciences	Melissa Niles, College Business Administrator

Description of Responsibility		Responsible Person(s) (Name/Title)	
		Primary (Required)	Secondary (Optional)
CASH HANDLING			
1	Collecting cash, checks, etc.	Terrolyn Gunter, Asst Business Administrator - Finance	Andrew Nguyen - Financial Assistant II
2	Reconciling cash, checks, etc. to receipts.	Terrolyn Gunter, Asst Business Administrator - Finance	Andrew Nguyen - Financial Assistant II
3	Preparing deposits.	Terrolyn Gunter, Asst Business Administrator - Finance	Andrew Nguyen - Financial Assistant II
4	Preparing Journal Entries.	Terrolyn Gunter, Asst Business Administrator - Finance	Andrew Nguyen - Financial Assistant II
5	Verifying deposits posted correctly in the Finance System.	Khanh Nguyen, Financial Analyst 2	Andrew Nguyen - Financial Assistant II
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.	LaToya Brannon, Department Business Administrator, Decision and Information Sciences	Terrolyn Gunter, Asst Business Administrator - Finance
10	Updating Cash Handling Procedures as needed.	Terrolyn Gunter, Asst Business Administrator - Finance	
11	Distribution of Cash Handling Procedures to employees who handle cash.	Terrolyn Gunter, Asst Business Administrator - Finance	
12	Consistent and efficient responses to inquiries.	Terrolyn Gunter, Asst Business Administrator - Finance	
PETTY CASH			
1	Preparing petty cash disbursements.	N/A	
2	Ensuring petty cash disbursements are not for more than $100.	N/A	
3	Ensuring petty cash disbursements are made for only authorized purposes.	N/A	
4	Approving petty cash disbursements.	N/A	
5	Replenishing the petty cash fund timely.	N/A	
6	Ensuring the petty cash fund is balanced after each disbursement.	N/A	
CONTRACT ADMINISTRATION			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	LaToya Brannon, Department Business Administrator, Decision and Information Sciences	
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Zak Bond - OC LaToya Brannon, DBA	
2	Ensuring the annual inventory was completed correctly.	Zak Bond - OC LaToya Brannon, DBA	Francisco Lopez, DBA
3	Tagging equipment.	Zak Bond - OC LaToya Brannon, DBA	
4	Approving requests for removal of equipment from campus.	Norman Johnson, Chair, Decision and Information Sciences	
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 of Business Operations

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	ACCOUNTS RECEIVABLE		
1	Extending of credit.	N/A	
2	Billing.	N/A	
3	Collection.	N/A	
4	Recording.	N/A	
5	Monitoring credit extended.	N/A	
6	Approving write-offs.	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.	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	