

Department of Marketing and Entrepreneurship, Wolff Center for Entrepreneurship - H0056
 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.	Mary Partin, Admin. Coord. (H0056)	Ed Blair, Dept. Chair
2	Updating the Baseline Standards Form.	Mary Partin, Admin. Coord. (H0056)	Ed Blair, Dept. Chair
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Khanh Nguyen; Financial Analyst 2	
2	Reviewing cost center verifications.	Ed Blair, Dept. Chair	Mary Partin, Admin. Coord. (H0056)
3	Approving cost center verifications.	Ed Blair, Chair	Sara Brown, Executive Director, College of Business Operations
4	Ensuring all cost centers are verified/approved on a timely basis.	Khanh Nguyen; Fin. Analyst 2	Sara Brown, Executive Director, College of Business Operations
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Mary Partin, Admin. Coord. (H0056)	Marie Tighe, DBA
2	Ensuring the validity of travel and expense reimbursements.	Mary Partin, Admin. Coord. (H0056)	Marie Tighe, DBA
3	Ensuring that goods and services are received and that timely payment is made.	Mary Partin, Admin. Coord. (H0056)	Marie Tighe, DBA
4	Ensuring correct account coding on purchases documents.	Mary Partin, Admin. Coord. (H0056)	Marie Tighe, DBA
5	Primary contact for inquiries to expenditure transactions.	Mary Partin, Admin. Coord. (H0056)	Marie Tighe, DBA
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.	Mary Partin, Admin. Coord. (H0056)	Marie Tighe, DBA
2	Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.	Mary Partin, Admin. Coord. (H0056)	Marie Tighe, DBA
3	Reconciling approved reported time and leave (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Mary Partin, Admin. Coord. (H0056)	Marie Tighe, DBA
4	Completing termination clearance procedures.	Mary Partin, Admin. Coord. (H0056)	Marie Tighe, DBA
5	Ensuring terminated employees are no longer charged to departmental cost centers.	Mary Partin, Admin. Coord. (H0056)	Marie Tighe, DBA
6	Maintaining departmental Personnel files.	Mary Partin, Admin. Coord. (H0056)	
7	Ensuring valid authorization of new hires.	Mary Partin, Admin. Coord. (H0056)	Alejandra Rodriguez, Asst. Bus. Adm., Lilia Canas, Mgr. College Acad. Affairs
8	Ensuring valid authorization of changes in compensation rates.	Mary Partin, Admin. Coord. (H0056)	Melissa Niles, CBA
9	Ensuring the accurate input of changes to the HR System.	Mary Partin, Admin. Coord. (H0056)	Alejandra Rodriguez, Asst. Bus. Adm., Lilia Canas, Mgr. College Acad. Affairs
10	Consistent and efficient responses to inquiries.	Mary Partin, Admin. Coord. (H0056)	Alejandra Rodriguez, Asst. Bus. Adm., Lilia Canas, Mgr. College Acad. Affairs

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CASH HANDLING			
1	Collecting cash, checks, etc.	Mary Partin, Admin. Coord. & Melissa Comperry, Program	Terrolyn Gunter, Asst Business Administrator - Finance
2	Reconciling cash, checks, etc. to receipts.	Mary Partin, Admin. Coord. & Melissa Comperry, Program	Terrolyn Gunter, Asst Business Administrator - Finance
3	Preparing deposits.	Mary Partin, Admin. Coord. & Melissa Comperry, Program	Terrolyn Gunter, Asst Business Administrator - Finance
4	Preparing Journal Entries.	NA	Terrolyn Gunter, Asst Business Administrator - Finance
5	Verifying deposits posted correctly in the Finance System.	Mary Partin, Admin. Coord. (H0056)	Khanh Nguyen; Financial Analyst 2
6	Adequacy of physical safeguards of cash receipts and equivalent.	Mary Partin, Admin. Coord.; Melissa Comperry, Program	Terrolyn Gunter, Asst Business Administrator - Finance
7	Secure deposits via UHDPS to Student Financial Services.	NA	Terrolyn Gunter, Asst Business Administrator - Finance
8	Ensuring deposits are made timely.	Mary Partin, Admin. Coord. & Melissa Comperry, Program	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/Mary Partin, Admin. Coord. (H0056)	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.	Mary Partin, Admin. Coord. (H0056)	Terrolyn Gunter, Asst Business Administrator - Finance
12	Consistent and efficient responses to inquiries.	Mary Partin, Admin. Coord. (H0056)	Terrolyn Gunter, Asst Business Administrator - Finance
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.	Mary Partin, Admin. Coord. (H0056)	Terrolyn Gunter, Asst Business Administrator - Finance
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Mary Partin, Admin. Coord. (H0056)	
2	Ensuring the annual inventory was completed correctly.	Mary Partin, Admin. Coord. (H0056)	Francisco Lopez, DBA
3	Tagging equipment.	Mary Partin, Admin. Coord. (H0056)	
4	Approving requests for removal of equipment from campus.	Ed Blair, Department Chair	
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Mary Partin, Admin. Coord. (H0056)	Melissa Niles, CBA
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Mary Partin, Admin. Coord. (H0056)	Melissa Niles, CBA
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Mary Partin, Admin. Coord. (H0056)	Melissa Niles, CBA

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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	
2	Ensuring that research expenditures are covered by funds from sponsors.	Khanh Nguyen; Financial Analyst 2	
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Charles Morgan, Director, Information Technology	Hina Khan, Systems Analyst 3
2	Ensuring that critical data back up occurs.	Charles Morgan, Director, Information Technology	Hina Khan, Systems Analyst 3
3	Ensuring that procedures such as password controls are followed.	Charles Morgan, Director, Information Technology	Hina Khan, Systems Analyst 3
4	Reporting of suspected security violations.	Charles Morgan, Director, Information Technology	