

WCE - H0056  
Baseline Standards  
FY 2019

Description of Responsibility		Responsible Person(s) (Name/Title)	
		Primary (Required)	Secondary (Optional)
<b>DEPARTMENTAL POLICIES &amp; PROCEDURES / BASELINE STANDARDS</b>			
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
<b>FINANCIAL REPORTING - COST CENTER VERIFICATIONS</b>			
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, Dept. Chair	
4	Ensuring all cost centers are verified/approved on a timely basis.	Khanh Nguyen; Financial Analyst 2	
<b>FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS</b>			
1	Ensuring valid authorization of purchase documents.	Mary Partin, Admin. Coord. (H0056)	Marie Tighe, Program Manager
2	Ensuring the validity of travel and expense reimbursements.	Mary Partin, Admin. Coord. (H0056)	Marie Tighe, Program Manager
3	Ensuring that goods and services are received and that timely payment is made.	Mary Partin, Admin. Coord. (H0056)	Marie Tighe, Program Manager
4	Ensuring correct account coding on purchases documents.	Mary Partin, Admin. Coord. (H0056)	Marie Tighe, Program Manager
5	Primary contact for inquiries to expenditure transactions.	Mary Partin, Admin. Coord. (H0056)	Marie Tighe, Program Manager
<b>PAYROLL / HUMAN RESOURCES</b>			
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, Program Manager	Alejandra Rodriguez, Asst. Bus. Adm.
2	Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.	Mary Partin, Admin. Coord. (H0056) & Marie Tighe, Program Manager	Alejandra Rodriguez, Asst. Bus. Adm.
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, Program Manager	Alejandra Rodriguez, Asst. Bus. Adm.
4	Completing termination clearance procedures.	Mary Partin, Admin. Coord. (H0056)	Alejandra Rodriguez, Asst. Bus. Adm.
5	Ensuring terminated employees are no longer charged to departmental cost centers.	Mary Partin, Admin. Coord. (H0056)	Alejandra Rodriguez, Asst. Bus. Adm.
6	Maintaining departmental Personnel files.	Mary Partin, Admin. Coord. (H0056)	Alejandra Rodriguez, Asst. Bus. Adm., Lilia Canas, Mgr. College Acad. Affairs
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)	Alejandra Rodriguez, Asst. Bus. Adm., Lilia Canas, Mgr. College Acad. Affairs
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
<b>CASH HANDLING</b>			
1	Collecting cash, checks, etc.	Terrolyn Gunter, Asst Business Administrator - Finance	Andrew Nguyen - Financial Assistant II
2	Reconciling cash, checks, etc. to receipts.	Andrew Nguyen - Financial Assistant II	Terrolyn Gunter, Asst Business Administrator - Finance

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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.	Andrew Nguyen - Financial Assistant II	Terrolyn Gunter, Asst Business Administrator - Finance
8	Ensuring deposits are made timely.	Terrolyn Gunter, Asst Business Administrator - Finance	Sara Brown, Executive Director, Business Operations
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Terrolyn Gunter, Asst Business Administrator - Finance	Sara Brown, Executive Director, Business Operations
10	Updating Cash Handling Procedures as needed.	Terrolyn Gunter, Asst Business Administrator - Finance	Andrew Nguyen - Financial Assistant II
11	Distribution of Cash Handling Procedures to employees who handle cash.	Terrolyn Gunter, Asst Business Administrator - Finance	NA
12	Consistent and efficient responses to inquiries.	Terrolyn Gunter, Asst Business Administrator - Finance	NA
<b>PETTY CASH</b>			
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
<b>CONTRACT ADMINISTRATION</b>			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Mary Partin, Admin. Coord. (H0056)	Terrolyn Gunter, Asst Business Administrator - Finance
<b>PROPERTY MANAGEMENT</b>			
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, Dept. Chair	
<b>DISCLOSURE FORMS</b>			
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	
2	Ensuring that critical data back up occurs.	Charles Morgan, Director, Information Technology	
3	Ensuring that procedures such as password controls are followed.	Charles Morgan, Director, Information Technology	
4	Reporting of suspected security violations.	Charles Morgan, Director, Information Technology	