

Sales Excellence Institute Department - H0435
Baseline Standards
FY 2019

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.	Saira Nadeem, Prog. Mgr. Ed Blair, Dept. Chair
2	Updating the Baseline Standards Form.	Saira Nadeem, Prog. Mgr. Ed Blair, Dept. Chair
FINANCIAL REPORTING - COST CENTER VERIFICATIONS		
1	Preparing cost center verifications.	Khanh Nguyen, Financial Anlayst 2
2	Reviewing cost center verifications.	Saira Nadeem, Prog. Mgr. Ed Blair, Dept. Chair
3	Approving cost center verifications.	Ed Blair, Dept. Chair
4	Ensuring all cost centers are verified/approved on a timely basis.	Khanh Nguyen, Financial Anlayst 2
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS		
1	Ensuring valid authorization of purchase documents.	Saira Nadeem, Prog. Mgr. Terrolyn Gunter, Asst. Bus. Admin.
2	Ensuring the validity of travel and expense reimbursements.	Saira Nadeem, Prog. Mgr. Terrolyn Gunter, Asst. Bus. Admin.
3	Ensuring that goods and services are received and that timely payment is made.	Saira Nadeem, Prog. Mgr. Terrolyn Gunter, Asst. Bus. Admin.
4	Ensuring correct account coding on purchases documents.	Saira Nadeem, Prog. Mgr. Terrolyn Gunter, Asst. Bus. Admin.
5	Primary contact for inquiries to expenditure transactions.	Saira Nadeem, Prog. Mgr. Terrolyn Gunter, Asst. Bus. Admin.
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.	Saira Nadeem, Prog. Mgr. Alejandra Rodriguez, Asst. Bus. Adm.
2	Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.	Saira Nadeem, Prog. Mgr. 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.	Saira Nadeem, Prog. Mgr. Alejandra Rodriguez, Asst. Bus. Adm.
4	Completing termination clearance procedures.	Saira Nadeem, Prog. Mgr. Alejandra Rodriguez, Asst. Bus. Adm.
5	Ensuring terminated employees are no longer charged to departmental cost centers.	Saira Nadeem, Prog. Mgr. Alejandra Rodriguez, Asst. Bus. Adm.
6	Maintaining departmental Personnel files.	Saira Nadeem, Prog. Mgr. Alejandra Rodriguez, Asst. Bus. Adm.
7	Ensuring valid authorization of new hires.	Saira Nadeem, Prog. Mgr. Alejandra Rodriguez, Asst. Bus. Adm.
8	Ensuring valid authorization of changes in compensation rates.	Saira Nadeem, Prog. Mgr. Alejandra Rodriguez, Asst. Bus. Adm.
9	Ensuring the accurate input of changes to the HR System.	Saira Nadeem, Prog. Mgr. Alejandra Rodriguez, Asst. Bus. Adm.

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10 Consistent and efficient responses to inquiries.	Saira Nadeem, Prog. Mgr.	Alejandra Rodriguez, Asst. Bus. Adm.
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.	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.	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	Andrew Nguyen - Financial Assistant II
12 Consistent and efficient responses to inquiries.	Terrolyn Gunter, Asst Business Administrator - Finance	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.	Saira Nadeem, Prog. Mgr.	Ed Blair, Dept. Chair
PROPERTY MANAGEMENT		
1 Performing the annual inventory.	Saira Nadeem, Prog. Mgr.	

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2	Ensuring the annual inventory was completed correctly.	Francisco Lopez, DBA	
3	Tagging equipment.	Saira Nadeem, Prog. Mgr.	
4	Approving requests for removal of equipment from campus.	Ed Blair, Dept. Chair	
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Saira Nadeem, Prog. Mgr.	Melissa Niles, College Bus. Adm.
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Saira Nadeem, Prog. Mgr.	Melissa Niles, College Bus. Adm.
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Saira Nadeem, Prog. Mgr.	Melissa Niles, College Bus. Adm.
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 Anlayst 2	
2	Ensuring that research expenditures are covered by funds from sponsors.	Khanh Nguyen, Financial Anlayst 2	
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Charles Morgan, Dir. of BDT	
2	Ensuring that critical data back up occurs.	Charles Morgan, Dir. of BDT	
3	Ensuring that procedures such as password controls are followed.	Charles Morgan, Dir. of BDT	
4	Reporting of suspected security violations.	Charles Morgan, Dir. of BDT	