

Office of the Chancellor/President  
Baseline Standards  
FY 2015

<b>TaShawna Wilson, Director, Chancellor/President Business Office Operations</b>			
<b>Description of Responsibility</b>		<b>Primary (Required)</b>	<b>Secondary (Optional)</b>
<b>DEPARTMENTAL POLICIES &amp; PROCEDURES / BASELINE STANDARDS</b>			
1	Ensuring the Departmental Policy and Procedures manual is current.	TaShawna Wilson, Dir.; N.Khan, DBA; V. Adams, DBA	
2	Updating the Baseline Standards Form.	TaShawna Wilson, Dir. Bus. Off. Operations	
<b>FINANCIAL REPORTING - COST CENTER VERIFICATIONS</b>			
1	Preparing cost center verifications.	Vanessa Adams, DBA; Nisho Khan, Asst. DBA	
2	Reviewing cost center verifications.	TaShawna Wilson, Dir. Bus. Off. Operations	
3	Approving cost center verifications.	TaShawna Wilson, Dir. Bus. Off. Operations	
4	Ensuring all cost centers are verified/approved on a timely basis.	TaShawna Wilson, Dir. Bus. Off. Operations	
<b>FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS</b>			
1	Ensuring valid authorization of purchase documents.	TaShawna Wilson, Dir.; N.Khan, DBA; V. Adams, DBA	
2	Ensuring the validity of travel and expense reimbursements.	TaShawna Wilson, Dir.; N.Khan, DBA; V. Adams, DBA	
3	Ensuring that goods and services are received and that timely payment is made.	TaShawna Wilson, Dir.; N.Khan, DBA; V. Adams, DBA	
4	Ensuring correct account coding on purchases documents.	TaShawna Wilson, Dir.; N.Khan, DBA; V. Adams, DBA	
5	Primary contact for inquiries to expenditure transactions.	TaShawna Wilson, Dir.; N.Khan, DBA; V. Adams, DBA	
<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.	Vanessa Adams, DBA; Nisho Khan, DBA	TaShawna Wilson, Dir. Bus. Off. Operations
2	Ensuring all monthly leave is recorded accurately and approved before the deadlines set by Payroll.	Vanessa Adams, DBA; Nisho Khan, DBA	TaShawna Wilson, Dir. Bus. Off. Operations
3	Ensuring all TRAM high level exceptions are corrected in a timely manner prior to Payroll deadlines.	Vanessa Adams, DBA; Nisho Khan, DBA	TaShawna Wilson, Dir. Bus. Off. Operations
4	Ensuring all Time Reporters (new employees and transfers) are assigned to Time Approvers in TRAM.	Vanessa Adams, DBA; Nisho Khan, DBA	TaShawna Wilson, Dir. Bus. Off. Operations
5	Reconciling approved reported time and leave (bi-weekly & monthly employees) and ePARs (biweekly & monthly employees) to the trial and final payroll verification reports and off-cycle payrolls	Vanessa Adams, DBA; Nisho Khan, DBA	TaShawna Wilson, Dir. Bus. Off. Operations
6	Completing termination ePAR's within 24 hours of termination and completing the termination clearance form.	Vanessa Adams, DBA; Nisho Khan, DBA	TaShawna Wilson, Dir. Bus. Off. Operations
7	Ensuring terminated employees are no longer charged to departmental cost centers.	Vanessa Adams, DBA; Nisho Khan, DBA	TaShawna Wilson, Dir. Bus. Off. Operations
8	Maintaining departmental personnel files.	Vanessa Adams, DBA; Nisho Khan, DBA	TaShawna Wilson, Dir. Bus. Off. Operations
9	Consistent and efficient responses to inquiries.	Vanessa Adams, DBA; Nisho Khan, DBA	TaShawna Wilson, Dir. Bus. Off. Operations
10	Hire ePAR's should be processed at least 1 week prior to start date.	Vanessa Adams, DBA; Nisho Khan, DBA	TaShawna Wilson, Dir. Bus. Off. Operations
11	Ensure all security access requests and training courses are completed 48 hours prior to necessary access changes.	Vanessa Adams, DBA; Nisho Khan, DBA	TaShawna Wilson, Dir. Bus. Off. Operations

Office of the Chancellor/President  
Baseline Standards  
FY 2015

<b>TaShawna Wilson, Director, Chancellor/President Business Office Operations</b>			
<b>Description of Responsibility</b>		<b>Primary (Required)</b>	<b>Secondary (Optional)</b>
<b>CASH HANDLING</b>			
1	Collecting cash, checks, etc.	Sherry Carroll, Exec. Secretary	Marie Martinez, Exec. Admin. Asst.
2	Reconciling cash, checks, etc. to receipts.	Vanessa Adams, DBA; Nisho Khan, DBA	
3	Preparing deposits.	Nisho Khan, DBA; Vanessa Adams, DBA	
4	Preparing Journal Entries.	Nisho Khan, DBA; Vanessa Adams, DBA	
5	Verifying deposits posted correctly in the Finance System.	Nisho Khan, DBA; Vanessa Adams, DBA	
6	Adequacy of physical safeguards of cash receipts and equivalent.	Nisho Khan, DBA; Vanessa Adams, DBA	TaShawna Wilson, Dir. Bus. Off. Operations
7	Secure deposits via UHDPS to Student Financial Services.	Nisho Khan, DBA; Vanessa Adams, DBA	
8	Ensuring deposits are made timely.	TaShawna Wilson, Dir.; N.Khan, DBA; V. Adams, DBA	Nisho Khan, DBA; Vanessa Adams, DBA
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	TaShawna Wilson, Dir. Bus. Off. Operations	Nisho Khan, DBA; Vanessa Adams, DBA
10	Updating Cash Handling Procedures as needed.	TaShawna Wilson, Dir. Bus. Off. Operations	Nisho Khan, DBA; Vanessa Adams, DBA
11	Distribution of Cash Handling Procedures to employees who handle cash.	TaShawna Wilson, Dir. Bus. Off. Operations	Nisho Khan, DBA; Vanessa Adams, DBA
12	Consistent and efficient responses to inquiries.	TaShawna Wilson, Dir. Bus. Off. Operations	Nisho Khan, Asst. DBA; V. Adams, DBA
<b>PETTY CASH</b>			
1	Preparing petty cash disbursements.	NA	
2	Ensuring petty cash disbursements are not for more than \$100.	NA	
3	Ensuring petty cash disbursements are made for only authorized purposes.	NA	
4	Approving petty cash disbursements.	NA	
5	Replenishing the petty cash fund timely.	NA	
6	Ensuring the petty cash fund is balanced after each disbursement.	NA	
<b>CONTRACT ADMINISTRATION</b>			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	TaShawna Wilson, Dir.; N.Khan, DBA; V. Adams, DBA	
<b>PROPERTY MANAGEMENT</b>			
1	Performing the annual inventory.	Vanessa Adams, DBA	Nisho Khan, DBA
2	Ensuring the annual inventory was completed correctly.	Vanessa Adams, DBA	TaShawna Wilson, Dir. Bus. Off. Operations
3	Tagging equipment.	Vanessa Adams, DBA	Nisho Khan, DBA
4	Approving requests for removal of equipment from campus.	TaShawna Wilson, Dir.; Theresa Singletary, Exe. Director	
<b>DISCLOSURE FORMS</b>			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	TaShawna Wilson, Dir. Bus. Off. Operations	Nisho Khan, DBA; Vanessa Adams, DBA
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	TaShawna Wilson, Dir. Bus. Off. Operations	Nisho Khan, DBA; Vanessa Adams, DBA
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	NA	

Office of the Chancellor/President  
Baseline Standards  
FY 2015

<b>TaShawna Wilson, Director, Chancellor/President Business Office Operations</b>			
<b>Description of Responsibility</b>		<b>Primary (Required)</b>	<b>Secondary (Optional)</b>
ACCOUNTS RECEIVABLE			
1	Extending of credit.	NA	
2	Billing.	NA	
3	Collection.	NA	
4	Recording.	NA	
5	Monitoring credit extended.	NA	
6	Approving write-offs.	NA	
NEGATIVE BALANCES			
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	TaShawna Wilson, Dir. Bus. Off. Operations	Nisho Khan, DBA; Vanessa Adams, DBA
2	Ensuring that research expenditures are covered by funds from sponsors.	N/A	
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Theresa Singletary, Exe. Director	
2	Ensuring that critical data back up occurs.	IT Executive Support	TaShawna Wilson, Dir. Bus. Off. Operations
3	Ensuring that procedures such as password controls are followed.	IT Executive Support	TaShawna Wilson, Dir. Bus. Off. Operations
4	Reporting of suspected security violations.	All Staff	