Community Relations and Institutional Access
Baseline Standards
FY 2015

TaShawna Wilson, Director, Chancellor/President Business Office Operations

	Description of Responsibility	Primary (Required)	Secondary (Optional)
DEPARTMENTAL POLICIES & PROCEDURES / BASELINE STANDARDS			
1	Ensuring the Departmental Policy and Procedures manual is current.	Karl Hearne, Admin. Asst.	Vanessa Adams, DBA; TaShawna Wilson, Dir. Bus. Off.
2	Updating the Baseline Standards Form.	TaShawna Wilson, Dir. Bus. Off. Operations	
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Vanessa Adams, DBA	Nisho Khan, 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	
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Vanessa Adams, DBA	
2	Ensuring the validity of travel and expense reimbursements.	Dr. Lee, VP	
3	Ensuring that goods and services are received and that timely payment is made.	Karl Hearne, Admin. Asst.	
4	Ensuring correct account coding on purchases documents.	Vanessa Adams, DBA	
5	Primary contact for inquiries to expenditure transactions.	Karl Hearne, Admin. Asst.	Vanessa Adams, 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.	Vanessa Adams, DBA	Nisho Khan, DBA; TaShawna Wilson, Dir. Bus. Off.
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.
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.
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.
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.
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.
7	Ensuring terminated employees are no longer charged to departmental cost centers.	Vanessa Adams, DBA	Nisho Khan, DBA; TaShawna Wilson, Dir. Bus. Off.
8	Maintaining departmental personnel files.	Karl Hearne, Admin. Asst.	
9	Consistent and efficient responses to inquiries.	Karl Hearne, Admin. Asst.	Vanessa Adams, DBA
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.
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.
CASH HANDLING			
1	Collecting cash, checks, etc.	Karl Hearne, Admin. Asst.	
2	Reconciling cash, checks, etc. to receipts.	Karl Hearne, Admin. Asst.	

3	Preparing deposits.	Vanessa Adams, DBA	Nisho Khan, DBA
4	Preparing Journal Entries.	Vanessa Adams, DBA	Nisho Khan, DBA
5	Verifying deposits posted correctly in the Finance System.	Vanessa Adams, DBA	Nisho Khan, DBA
6	Adequacy of physical safeguards of cash receipts and equivalent.	Karl Hearne, Admin. Asst.	TaShawna Wilson, Dir. Bus. Off. Operations
7	Secure deposits via UHDPS to Student Financial Services.	Vanessa Adams, DBA	
8	Ensuring deposits are made timely.	Vanessa 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	Vanessa Adams, DBA
10	Updating Cash Handling Procedures as needed.	TaShawna Wilson, Dir. Bus. Off. Operations	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.	Karl Hearne, Admin. Asst.	Vanessa Adams, DBA
PETTY CASH			
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	
CONTRACT ADMINISTRATION			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Vanessa Adams, DBA	Nisho Khan, DBA; Vanessa Adams, DBA
PROPERTY MANAGEMENT			
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.	Dr. Lee, VP	
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	TaShawna Wilson, Dir. Bus. Off. Operations	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	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	
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	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.	Dr. Lee, VP	
2	Ensuring that critical data back up occurs.	IT Executive Support	
3	Ensuring that procedures such as password controls are followed.	IT Executive Support	
4	Reporting of suspected security violations.	All Staff	