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.	Sandra Dahlke, Exec. Admin. Asst.	Russ Hoskens, Director
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, Asst. DBA
2	Reviewing cost center verifications.	Don Guyton, Chief Audit Executive	Russ Hoskens, Director
3	Approving cost center verifications.	Don Guyton, Chief Audit Executive	Russ Hoskens, Director
4	Ensuring all cost centers are verified/approved on a timely basis.	TaShawna Wilson, Dir. Bus. Off. Operations	Russ Hoskens, Director
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Don Guyton, Chief Audit Executive	Russ Hoskens, Director
2	Ensuring the validity of travel and expense reimbursements.	Don Guyton, Chief Audit Executive	Russ Hoskens, Director
3	Ensuring that goods and services are received and that timely payment is made.	Sandra Dahlke, Exec. Admin. Asst.	Russ Hoskens, Director
4	Ensuring correct account coding on purchases documents.	Vanessa Adams, DBA	Russ Hoskens, Director
5	Primary contact for inquiries to expenditure transactions.	Sandra Dahlke, Exec. 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, Asst. 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.	Sandra Dahlke, Exec. Admin. Asst.	
9	Consistent and efficient responses to inquiries.	Sandra Dahlke, Exec. 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.	NA	
2	Reconciling cash, checks, etc. to receipts.	NA	

3	Preparing deposits.	NA	
4	Preparing Journal Entries.	NA	
5	Verifying deposits posted correctly in the Finance System.	NA	
6	Adequacy of physical safeguards of cash receipts and equivalent.	NA	
7	Secure deposits via UHDPS to Student Financial Services.	NA	
8	Ensuring deposits are made timely.	NA	
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	NA	
10	Updating Cash Handling Procedures as needed.	NA	
11	Distribution of Cash Handling Procedures to employees who handle cash.	NA	
12	Consistent and efficient responses to inquiries.	NA	
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	Russ Hoskens, Director; TaShawna Wilson, Dir. Bus. Off
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Sandra Dahlke, Exec. Admin. Asst.	Russ Hoskens, Director
2	Ensuring the annual inventory was completed correctly.	Don Guyton, Chief Audit Executive	Russ Hoskens, Director
3	Tagging equipment.	Sandra Dahlke, Exec. Admin. Asst.	Russ Hoskens, Director
4	Approving requests for removal of equipment from campus.	Don Guyton, Chief Audit Executive	Russ Hoskens, Director
DISCLOSURE FORMS			
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	
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.	Raymond Hale, IT Auditor	
2	Ensuring that critical data back up occurs.	Raymond Hale, IT Auditor	Russ Hoskens, Director
3	Ensuring that procedures such as password controls are followed.	Raymond Hale, IT Auditor	Russ Hoskens, Director
4	Reporting of suspected security violations.	All Staff	