

Office of the VC/VP for Legal Affairs/General Counsel/EOS
Baseline Standards
FY 2015

TaShawna Wilson, Director, Chancellor/President Business Office Operations - FY15

Description of Responsibility		Primary (Required)	Secondary (Optional)
DEPARTMENTAL POLICIES & PROCEDURES / BASELINE STANDARDS			
1	Ensuring the Departmental Policy and Procedures manual is current.	Leslie Pruski, Exec. Admin Asst.	
2	Updating the Baseline Standards Form.	TaShawna Wilson, Dir. Bus. Off. Operations	Vanessa Adams, DBA
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Vanessa Adams, DBA	
2	Reviewing cost center verifications.	Dona Cornell, VC/VP Legal Affairs/General Counsel	
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.	Dona Cornell, VC/VP Legal Affairs/General Counsel	TaShawna Wilson, Dir. Bus. Off. Operations
2	Ensuring the validity of travel and expense reimbursements.	Dona Cornell, VC/VP Legal Affairs/General Counsel	TaShawna Wilson, Dir. Bus. Off. Operations
3	Ensuring that goods and services are received and that timely payment is made.	Leslie Pruski, Exec. Admin Asst.; Mandisa Oliver, EO Coordinator	Vanessa Adams, DBA
4	Ensuring correct account coding on purchases documents.	Leslie Pruski, Exec. Admin Asst.; Mandisa Oliver, EO Coordinator	Vanessa Adams, DBA
5	Primary contact for inquiries to expenditure transactions.	Leslie Pruski, Exec. Admin Asst.; Mandisa Oliver, EO Coordinator	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.	Leslie Pruski, Exec. Admin Asst.	Vanessa Adams, DBA
7	Ensuring terminated employees are no longer charged to departmental cost centers.	Vanessa Adams, DBA	TaShawna Wilson, Dir. Bus. Off. Operations
8	Maintaining departmental personnel files.	Leslie Pruski, Exec. Admin Asst.; Mandisa Oliver, EO Coordinator	Vanessa Adams, DBA
9	Consistent and efficient responses to inquiries.	Leslie Pruski, Exec. Admin Asst.; Mandisa Oliver, EO Coordinator	Vanessa Adams, DBA
10	Hire ePAR's should be processed at least 1 week prior to start date.	Vanessa Adams, D BA	
11	Ensure all security access requests and training courses are completed 48 hours prior to necessary access changes.	Vanessa Adams, DBA	TaShawna Wilson, Dir. Bus. Off. Operations
CASH HANDLING			
1	Collecting cash, checks, etc.	Leslie Pruski, Exec. Admin Asst.	
2	Reconciling cash, checks, etc. to receipts.	Leslie Pruski, Exec. Admin Asst.	Vanessa Adams, DBA

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3	Preparing deposits.	Vanessa Adams, DBA	
4	Preparing Journal Entries.	Vanessa Adams, DBA	
5	Verifying deposits posted correctly in the Finance System.	Vanessa Adams, DBA	TaShawna Wilson, Dir. Bus. Off. Operations
6	Adequacy of physical safeguards of cash receipts and equivalent.	Leslie Pruski, Exec. Admin Asst.	
7	Secure deposits via UHDPS to Student Financial Services.	Vanessa Adams, DBA	
8	Ensuring deposits are made timely.	Vanessa Adams, DBA	TaShawna Wilson, Dir. Bus. Off. Operations
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	
11	Distribution of Cash Handling Procedures to employees who handle cash.	TaShawna Wilson, Dir. Bus. Off. Operations	
12	Consistent and efficient responses to inquiries.	Leslie Pruski, Exec. 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	TaShawna Wilson, Dir. Bus. Off. Operations
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Leslie Pruski, Exec. Admin Asst.; Mandisa Oliver, EO Coordinator	Vanessa Adams, DBA
2	Ensuring the annual inventory was completed correctly.	Vanessa Adams, DBA	TaShawna Wilson, Dir. Bus. Off. Operations
3	Tagging equipment.	Leslie Pruski, Exec. Admin Asst.	Vanessa Adams, DBA
4	Approving requests for removal of equipment from campus.	Dona Cornell, VC/VP Legal Affairs/General Counsel	
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	

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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.	Dona Cornell, VC/VP Legal Affairs/General Counsel	
2	Ensuring that critical data back up occurs.	IT Executive Support	Dona Cornell, VC/VP Legal Affairs/General Counsel
3	Ensuring that procedures such as password controls are followed.	IT Executive Support	Dona Cornell, VC/VP Legal Affairs/General Counsel
4	Reporting of suspected security violations.	All Staff	