

Office of Special Events
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.	Janet Hubbard, Special Events Coord.	
2	Updating the Baseline Standards Form.	TaShawna Wilson, Dir. Bus. Off. Operations	
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Nisho Khan, DBA	Vanessa Adams, 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.	Tonja Jones, Dir. Special Events	
2	Ensuring the validity of travel and expense reimbursements.	Tonja Jones, Dir. Special Events	Janet Hubbard, Special Events Coord.
3	Ensuring that goods and services are received and that timely payment is made.	Janet Hubbard, Special Events Coord.	
4	Ensuring correct account coding on purchases documents.	Janet Hubbard, Special Events Coord.	Nisho Khan, DBA
5	Primary contact for inquiries to expenditure transactions.	Janet Hubbard, Special Events Coord.	Nisho Khan, 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.	Nisho Khan, DBA	Vanessa Adams, DBA; TaShawna Wilson, Dir. Bus. Off.
2	Ensuring all monthly leave is recorded accurately and approved before the deadlines set by Payroll.	Nisho Khan, DBA	Vanessa Adams, DBA; TaShawna Wilson, Dir. Bus. Off.
3	Ensuring all TRAM high level exceptions are corrected in a timely manner prior to Payroll deadlines.	Nisho Khan, DBA	Vanessa Adams, DBA; TaShawna Wilson, Dir. Bus. Off.
4	Ensuring all Time Reporters (new employees and transfers) are assigned to Time Approvers in TRAM.	Nisho Khan, DBA	Vanessa Adams, 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.	Nisho Khan, DBA	Vanessa Adams, DBA; TaShawna Wilson, Dir. Bus. Off.
6	Completing termination ePAR's within 24 hours of termination and completing the termination clearance form.	Nisho Khan, DBA	Vanessa Adams, DBA; TaShawna Wilson, Dir. Bus. Off.
7	Ensuring terminated employees are no longer charged to departmental cost centers.	Nisho Khan, DBA	Vanessa Adams, DBA; TaShawna Wilson, Dir. Bus. Off.
8	Maintaining departmental personnel files.	Janet Hubbard, Special Events Coord.	
9	Consistent and efficient responses to inquiries.	Janet Hubbard, Special Events Coord.	Nisho Khan, DBA
10	Hire ePAR's should be processed at least 1 week prior to start date.	Nisho Khan, DBA	Vanessa Adams, DBA; TaShawna Wilson, Dir. Bus. Off.
11	Ensure all security access requests and training courses are completed 48 hours prior to necessary access changes.	Nisho Khan, DBA	Vanessa Adams, DBA; TaShawna Wilson, Dir. Bus. Off.
CASH HANDLING			
1	Collecting cash, checks, etc.	Janet Hubbard, Special Events Coord.	
2	Reconciling cash, checks, etc. to receipts.	Janet Hubbard, Special Events Coord.	Nisho Khan, DBA

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3	Preparing deposits.	Janet Hubbard, Special Events Coord.	Nisho Khan, DBA
4	Preparing Journal Entries.	Janet Hubbard, Special Events Coord.	Nisho Khan, DBA
5	Verifying deposits posted correctly in the Finance System.	Nisho Khan, Asst. DBA	TaShawna Wilson, Dir. Bus. Off. Operations
6	Adequacy of physical safeguards of cash receipts and equivalent.	Janet Hubbard, Special Events Coord.	
7	Secure deposits via UHDPS to Student Financial Services.	Nisho Khan, DBA	
8	Ensuring deposits are made timely.	Nisho Khan, Asst. 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	Nisho Khan, DBA
10	Updating Cash Handling Procedures as needed.	TaShawna Wilson, Dir. Bus. Off. Operations	Nisho Khan, DBA
11	Distribution of Cash Handling Procedures to employees who handle cash.	Janet Hubbard, Special Events Coord.	
12	Consistent and efficient responses to inquiries.	Janet Hubbard, Special Events Coord.	Nisho Khan, 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.	Nisho Khan, DBA	TaShawna Wilson, Dir. Bus. Off. Operations
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Janet Hubbard, Special Events Coord.	
2	Ensuring the annual inventory was completed correctly.	Vanessa Adams, DBA	TaShawna Wilson, Dir. Bus. Off. Operations
3	Tagging equipment.	Janet Hubbard, Special Events Coord.	Nisho Khan, DBA
4	Approving requests for removal of equipment from campus.	Theresa Singletary, 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
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
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	Nisho Khan, DBA
2	Ensuring that research expenditures are covered by funds from sponsors.	N/A	
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Tonja Jones, Dir. Special Events	
2	Ensuring that critical data back up occurs.	IT Executive Support	Janet Hubbard, Special Events Coord.
3	Ensuring that procedures such as password controls are followed.	IT Executive Support	Janet Hubbard, Special Events Coord.
4	Reporting of suspected security violations.	All Staff	