

Office of Staff Council  
Baseline Standards  
FY 2015

**TaShawna Wilson, Director, Chancellor/President Business Office Operations**

Description of Responsibility		Primary (Required)	Secondary (Optional)
<b>DEPARTMENTAL POLICIES &amp; PROCEDURES / BASELINE STANDARDS</b>			
1	Ensuring the Departmental Policy and Procedures manual is current.	TBD	Nisho Khan, 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.	Nisho Khan, DBA	
2	Reviewing cost center verifications.	Staff Council President; TBD	
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.	TBD	Nisho Khan, DBA
2	Ensuring the validity of travel and expense reimbursements.	Staff Council President; Nisho Khan, Asst. DBA	
3	Ensuring that goods and services are received and that timely payment is made.	TBD	Nisho Khan, DBA
4	Ensuring correct account coding on purchases documents.	Nisho Khan, Asst. DBA	TaShawna Wilson, Dir. Bus. Off. Operations
5	Primary contact for inquiries to expenditure transactions.	TBD	Nisho Khan, 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.	Nisho Khan, DBA	Vanessa Adams, DBA; TaShawna Wilson, Dir. Bus. Off. Operations
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. Operations
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. Operations
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. 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.	Nisho Khan, DBA	Vanessa Adams, DBA; TaShawna Wilson, Dir. Bus. Off. Operations
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. Operations
7	Ensuring terminated employees are no longer charged to departmental cost centers.	Nisho Khan, DBA	Vanessa Adams, DBA; TaShawna Wilson, Dir. Bus. Off. Operations
8	Maintaining departmental personnel files.	Nisho Khan, DBA	TBD
9	Consistent and efficient responses to inquiries.	TBD	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. Operations
11	Ensure all security access requests and training courses are completed 48 hours prior to necessary access changes.	Nisho Khan, DBA	TaShawna Wilson, Dir. Bus. Off. Operations
<b>CASH HANDLING</b>			
1	Collecting cash, checks, etc.	TBD	Nisho Khan, DBA
2	Reconciling cash, checks, etc. to receipts.	TBD	Nish Khan, DBA

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3	Preparing deposits.	TBD	Nisho Khan, DBA
4	Preparing Journal Entries.	TBD	Nisho Khan, DBA
5	Verifying deposits posted correctly in the Finance System.	Nisho Khan, DBA	TaShawna Wilson, Dir. Bus. Off. Operations
6	Adequacy of physical safeguards of cash receipts and equivalent.	TBD	Nisho Khan, DBA
7	Secure deposits via UHDPS to Student Financial Services.	TBD	Nisho Khan, DBA
8	Ensuring deposits are made timely.	Nisho Khan, 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.	TaShawna Wilson, Dir. Bus. Off. Operations	Nisho Khan, DBA
12	Consistent and efficient responses to inquiries.	TBD	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.	TBD	Nisho Khan, DBA
2	Ensuring the annual inventory was completed correctly.	Nisho Khan, DBA	Vanessa Adams, DBA
3	Tagging equipment.	TBD	Nisho Khan, DBA
4	Approving requests for removal of equipment from campus.	Staff Council President; TaShawna Wilson, Dir. Bus. Off.	
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	

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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.	TBD	TaShawna Wilson, Dir. Bus. Off. Operations
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	