

Office of the UHS Board of Regents
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.	Gerry Mathisen, Exe. Admin	
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	
2	Reviewing cost center verifications.	Gerry Mathisen, Exe. Admin	
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.	Gerry Mathisen, Exe. Admin	Nisho Khan, DBA
2	Ensuring the validity of travel and expense reimbursements.	Gerry Mathisen, Exe. Admin	Nisho Khan, DBA
3	Ensuring that goods and services are received and that timely payment is made.	Brenda Robles, Admin. Asst.	
4	Ensuring correct account coding on purchases documents.	Brenda Robles, Admin. Asst.	Nisho Khan, DBA
5	Primary contact for inquiries to expenditure transactions.	Brenda Robles, Admin. Asst.	Gerry Mathisen, Exec. Admin
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. Business 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. Business 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. Business 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. Business 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. Business 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. Business Off.
7	Ensuring terminated employees are no longer charged to departmental cost centers.	Nisho Khan, DBA	Vanessa Adams, DBA; TaShawna Wilson, Dir. Business Off.
8	Maintaining departmental personnel files.	Brenda Robles, Admin. Asst.	
9	Consistent and efficient responses to inquiries.	Brenda Robles, Admin. Asst.	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. Business Off.
11	Ensure all security access requests and training courses are completed 48 hours prior to necessary access changes.	Brenda Robles, Admin. Asst.	Nisho Khan, DBA
CASH HANDLING			
1	Collecting cash, checks, etc.	Brenda Robles, Admin. Asst.	
2	Reconciling cash, checks, etc. to receipts.	Brenda Robles, Admin. Asst.	

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3	Preparing deposits.	Brenda Robles, Admin. Asst.	
4	Preparing Journal Entries.	Brenda Robles, Admin. Asst.	
5	Verifying deposits posted correctly in the Finance System.	Nisho Khan, DBA; Vanessa Adams, DBA	
6	Adequacy of physical safeguards of cash receipts and equivalent.	Brenda Robles, Admin. Asst.	
7	Secure deposits via UHDPS to Student Financial Services.	Brenda Robles, Admin. Asst.	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; 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.	Brenda Robles, Admin. Asst.	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.	TaShawna Wilson, Dir.; N.Khan, DBA; V. Adams, DBA	
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Gerry Mathisen, Exe. Admin	
2	Ensuring the annual inventory was completed correctly.	Vanessa Adams, DBA	Nisho Khan, DBA
3	Tagging equipment.	Gerry Mathisen, Exe. Admin	Nisho Khan, DBA
4	Approving requests for removal of equipment from campus.	Gerry Mathisen, Exe. Admin	
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.	Gerry Mathisen, Exe. Admin	
2	Ensuring that critical data back up occurs.	IT Executive Support	Gerry Mathisen, Exec. Admin
3	Ensuring that procedures such as password controls are followed.	IT Executive Support	Gerry Mathisen, Exec. Admin
4	Reporting of suspected security violations.	All Staff	