

University Marketing, Communication and Media Relations  
Baseline Standards  
FY 2015

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

<b>Description of Responsibility</b>		<b>Primary (Required)</b>	<b>Secondary (Optional)</b>
<b>DEPARTMENTAL POLICIES &amp; PROCEDURES / BASELINE STANDARDS</b>			
1	Ensuring the Departmental Policy and Procedures manual is current.	Barbara Newsome, Division Administrator	TaShawna Wilson, Dir. Bus. Off. Operations
2	Updating the Baseline Standards Form.	Barbara Newsome, Division Administrator	TaShawna Wilson, Dir. Bus. Off. Operations
<b>FINANCIAL REPORTING - COST CENTER VERIFICATIONS</b>			
1	Preparing cost center verifications.	Barbara Newsome, Division Administrator	TaShawna Wilson, Dir. Bus. Off. Operations
2	Reviewing cost center verifications.	Richie Hunter, VP	
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.	Barbara Newsome, Division Administrator	TaShawna Wilson, Dir. Bus. Off. Operations
2	Ensuring the validity of travel and expense reimbursements.	Richie Hunter, VP	
3	Ensuring that goods and services are received and that timely payment is made.	Lisa Rose, Financial Coord.; Dianah Hobbs, Admin. Asst.	Barbara Newsome, Division Administrator
4	Ensuring correct account coding on purchases documents.	Lisa Rose, Financial Coord.; Dianah Hobbs, Admin. Asst.	Barbara Newsome, Division Administrator
5	Primary contact for inquiries to expenditure transactions.	Barbara Newsome, Division Administrator	TaShawna Wilson, Dir. Bus. Off. Operations
<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.	Barbara Newsome, Division Administrator	TaShawna Wilson, Dir. Bus. Off. Operations
2	Ensuring all monthly leave is recorded accurately and approved before the deadlines set by Payroll.	Barbara Newsome, Division Administrator	TaShawna Wilson, Dir. Bus. Off. Operations
3	Ensuring all TRAM high level exceptions are corrected in a timely manner prior to Payroll deadlines.	Barbara Newsome, Division Administrator	TaShawna Wilson, Dir. Bus. Off. Operations
4	Ensuring all Time Reporters (new employees and transfers) are assigned to Time Approvers in TRAM.	Barbara Newsome, Division Administrator	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.	Barbara Newsome, Division Administrator	TaShawna Wilson, Dir. Bus. Off. Operations
6	Completing termination ePAR's within 24 hours of termination and completing the termination clearance form.	Barbara Newsome, Division Administrator	TaShawna Wilson, Dir. Bus. Off. Operations
7	Ensuring terminated employees are no longer charged to departmental cost centers.	Barbara Newsome, Division Administrator	TaShawna Wilson, Dir. Bus. Off. Operations
8	Maintaining departmental personnel files.	Barbara Newsome, Division Administrator	TaShawna Wilson, Dir. Bus. Off. Operations
9	Consistent and efficient responses to inquiries.	Barbara Newsome, Division Administrator	TaShawna Wilson, Dir. Bus. Off. Operations
10	Hire ePAR's should be processed at least 1 week prior to start date.	Barbara Newsome, Division Administrator	TaShawna Wilson, Dir. Bus. Off. Operations
11	Ensure all security access requests and training courses are completed 48 hours prior to necessary access changes.	Barbara Newsome, Division Administrator	TaShawna Wilson, Dir. Bus. Off. Operations

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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.	Barbara Newsome, Division Administrator	TaShawna Wilson, Dir. Bus. Off. Operations
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	IT	Barbara Newsome, Division Administrator
2	Ensuring the annual inventory was completed correctly.	IT	Barbara Newsome, Division Administrator
3	Tagging equipment.	IT	Barbara Newsome, Division Administrator
4	Approving requests for removal of equipment from campus.	Richie Hunter, VP	

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DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Barbara Newsome, Division Administrator	TaShawna Wilson, Dir. Bus. Off. Operations
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Barbara Newsome, Division Administrator	TaShawna Wilson, Dir. Bus. Off. Operations
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.	Barbara Newsome, Division Administrator	TaShawna Wilson, Dir. Bus. Off. Operations
2	Ensuring that research expenditures are covered by funds from sponsors.	N/A	
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	IT	
2	Ensuring that critical data back up occurs.	IT	
3	Ensuring that procedures such as password controls are followed.	IT	
4	Reporting of suspected security violations.	All Staff	