Office of the Chancellor/President
Baseline Standards
FY 2016

	Description of Responsibility	Responsible Person(s) (Name/Title)	
		Primary (Required)	Secondary (Optional)
	DEPARTMENTAL POLICIES & PROCEDURES / BASELINE STANDARDS		
1	Ensuring the Departmental Policy and Procedures manual is current.	TaShawna Wilson, Dir. Business Office Operations	Nisho Khan, Dept. Bus. Admin.; Vanessa Adams, Dept. Business Admin.
2	Updating the Baseline Standards Form.	TaShawna Wilson, Dir. Business Office Operations	Nisho Khan, Dept. Bus. Admin.; Vanessa Adams, Dept. Business Admin.
	FINANCIAL REPORTING - COST CENTER VERIFICATIONS		
1	Preparing cost center verifications.	Nisho Khan, Dept. Bus. Admin.; Vanessa Adams, Dept. Business Admin.	
2	Reviewing cost center verifications.	TaShawna Wilson, Dir. Business Office Operations	
3	Approving cost center verifications.	TaShawna Wilson, Dir. Business Office Operations	
4	Ensuring all cost centers are verified/approved on a timely basis.	TaShawna Wilson, Dir. Business Office Operations	
	FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS		
1	Ensuring valid authorization of purchase documents.	Nisho Khan, Dept. Bus. Admin.; Vanessa Adams, Dept. Business Admin.	TaShawna Wilson, Dir. Business Office Operations
2	Ensuring the validity of travel and expense reimbursements.	Nisho Khan, Dept. Bus. Admin.; Vanessa Adams, Dept. Business Admin.	TaShawna Wilson, Dir. Business Office Operations
3	Ensuring that goods and services are received and that timely payment is made.	Nisho Khan, Dept. Bus. Admin.; Vanessa Adams, Dept. Business Admin.	TaShawna Wilson, Dir. Business Office Operations
4	Ensuring correct account coding on purchases documents.	Nisho Khan, Dept. Bus. Admin.; Vanessa Adams, Dept. Business Admin.	TaShawna Wilson, Dir. Business Office Operations
5	Primary contact for inquiries to expenditure transactions.	Nisho Khan, Dept. Bus. Admin.; Vanessa Adams, Dept. Business Admin.	TaShawna Wilson, Dir. Business Office Operations
6	Ensuring access and use of P-Cards and T-Cards are secure.	Nisho Khan, Dept. Bus. Admin.; Vanessa Adams, Dept. Business Admin.	TaShawna Wilson, Dir. Business Office Operations
7	Ensuring P-Card transactions are adequately documented and benefit the university.	Nisho Khan, Dept. Bus. Admin.; Vanessa Adams, Dept. Business Admin.	TaShawna Wilson, Dir. Business Office Operations
8	Ensuring T-Card transactions are adequately documented and benefit the university.	Nisho Khan, Dept. Bus. Admin.; Vanessa Adams, Dept. Business Admin.	TaShawna Wilson, Dir. Business Office Operations
	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, Dept. Bus. Admin.; Vanessa Adams, Dept. Business Admin.	TaShawna Wilson, Dir. Business Office Operations
2	Ensuring all monthly leave is recorded accurately and approved before the deadlines set by Payroll.	Nisho Khan, Dept. Bus. Admin.; Vanessa Adams, Dept. Business Admin.	TaShawna Wilson, Dir. Business Office Operations
3	Ensuring all TRAM high level exceptions are corrected in a timely manner prior to Payroll deadlines.	Nisho Khan, Dept. Bus. Admin.; Vanessa Adams, Dept. Business Admin.	TaShawna Wilson, Dir. Business Office Operations
4	Ensuring all Time Reporters (new employees and transfers) are assigned to Time Approvers in TRAM.	Nisho Khan, Dept. Bus. Admin.; Vanessa Adams, Dept. Business Admin.	TaShawna Wilson, Dir. Business Office 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, Dept. Bus. Admin.; Vanessa Adams, Dept. Business Admin.	TaShawna Wilson, Dir. Business Office Operations
6	Completing termination ePAR's within 24 hours of termination.	Nisho Khan, Dept. Bus. Admin.; Vanessa Adams, Dept. Business Admin.	TaShawna Wilson, Dir. Business Office Operations
7	Verifying that the eTerminatiion Checklist is completed by all required departments no more than two weeks after termination.	Nisho Khan, Dept. Bus. Admin.; Vanessa Adams, Dept. Business Admin.	TaShawna Wilson, Dir. Business Office Operations
8	Ensuring terminated employees are no longer charged to departmental cost centers.	Nisho Khan, Dept. Bus. Admin.; Vanessa Adams, Dept. Business Admin.	TaShawna Wilson, Dir. Business Office Operations
9	Maintaining departmental personnel files.	Vanessa Adams, Dept. Business Administrator	
10	Consistent and efficient responses to inquiries.	Nisho Khan, Dept. Bus. Admin.; Vanessa Adams, Dept. Business Admin.	TaShawna Wilson, Dir. Business Office Operations
11	Hire ePAR's should be processed at least 1 week prior to start date.	Nisho Khan, Dept. Bus. Admin.; Vanessa Adams, Dept. Business Admin.	TaShawna Wilson, Dir. Business Office Operations
12	Ensure all security access requests and training courses are completed 48 hours prior to necessary access changes.	Nisho Khan, Dept. Bus. Admin.; Vanessa Adams, Dept. Business Admin.	TaShawna Wilson, Dir. Business Office Operations

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	Primary (Required)	Secondary (Optional)
CASH HANDLING		
1 Collecting cash, checks, etc.	Nisho Khan, Dept. Bus. Admin.; Vanessa Adams, Dept. Business Admin.	
2 Reconciling cash, checks, etc. to receipts.	Nisho Khan, Dept. Bus. Admin.; Vanessa Adams, Dept. Business Admin.	
3 Preparing deposits.	Nisho Khan, Dept. Bus. Admin.; Vanessa Adams, Dept. Business Admin.	
4 Preparing Journal Entries.	Nisho Khan, Dept. Bus. Admin.; Vanessa Adams, Dept. Business Admin.	
5 Verifying deposits posted correctly in the Finance System.	Nisho Khan, Dept. Bus. Admin.; Vanessa Adams, Dept. Business Admin.	TaShawna Wilson, Dir. Business Office Operations
6 Adequacy of physical safeguards of cash receipts and equivalent.	Nisho Khan, Dept. Bus. Admin.; Vanessa Adams, Dept. Business Admin.	
7 Secure deposits via UHDPS to Student Financial Services.	Nisho Khan, Dept. Bus. Admin.; Vanessa Adams, Dept. Business Admin.	
8 Ensuring deposits are made timely.	Nisho Khan, Dept. Bus. Admin.; Vanessa Adams, Dept. Business Admin.	TaShawna Wilson, Dir. Business Office Operations
9 Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	TaShawna Wilson, Dir. Business Office Operations	Nisho Khan, Dept. Bus. Admin.; Vanessa Adams, Dept. Business Admin.
10 Updating Cash Handling Procedures as needed.	TaShawna Wilson, Dir. Business Office Operations	
11 Distribution of Cash Handling Procedures to employees who handle cash.	TaShawna Wilson, Dir. Business Office Operations	
12 Consistent and efficient responses to inquiries.	Nisho Khan, Dept. Bus. Admin.; Vanessa Adams, Dept. Business Admin.	TaShawna Wilson, Dir. Business Office Operations
13 Ensuring all employees who complete or approve credit card journals have completed the Credit Card Accounting training.	NA	
14 Ensuring all access and use of credit card information is secure.	NA	
PETTY CASH / CHANGE FUNDS		
1 Submitting Annual Reauthorization for Petty Cash/Change Funds.	NA	
2 Preparing petty cash disbursements.	NA	
3 Ensuring petty cash disbursements are not for more than $100.	NA	
4 Ensuring petty cash disbursements are made for only authorized purposes.	NA	
5 Approving petty cash disbursements.	NA	
6 Replenishing the petty cash fund timely.	NA	
7 Ensuring the petty cash fund is balanced after each disbursement.	NA	
8 Ensuring the change fund is balanced daily, weekly or monthly.	NA	
CONTRACT ADMINISTRATION		
1 Ensuring departmental personnel comply with contract administration policies/procedures.	Nisho Khan, Dept. Bus. Admin.; Vanessa Adams, Dept. Business Admin.	TaShawna Wilson, Dir. Business Office Operations
PROPERTY MANAGEMENT		
1 Performing the annual inventory.	Vanessa Adams, Dept. Business Administrator	Nisho Khan, Depart. Bus. Administrator
2 Ensuring the annual inventory was completed correctly.	Vanessa Adams, Dept. Business Administrator	TaShawna Wilson, Dir. Business Office Operations
3 Tagging equipment.	Vanessa Adams, Dept. Business Administrator	Nisho Khan, Depart. Bus. Administrator
4 Approving requests for removal of equipment from campus.	TaShawna Wilson, Dir. Business Office Operations; Jim McShan, Interim VC/VP A&F	

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DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	TaShawna Wilson, Dir. Business Office Operations	Nisho Khan, Dept. Bus. Admin.; Vanessa Adams, Dept. Business Admin.
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	TaShawna Wilson, Dir. Business Office Operations	Nisho Khan, Dept. Bus. Admin.; Vanessa Adams, Dept. Business Admin.
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	TaShawna Wilson, Dir. Business Office Operations	
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.	TaShawna Wilson, Dir. Business Office Operations	
2	Ensuring that research expenditures are covered by funds from sponsors.	NA	
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	TaShawna Wilson, Dir. Business Office 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	