Office of Special Events
Baseline Standards
FY 2016

Responsible Person(s) (Name/Title)

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

CASH HANDLING			
1	Collecting cash, checks, etc.	Janet Hubbard, Program Mgr. 2	Nisho Khan, Depart. Bus. Administrator
2	Reconciling cash, checks, etc. to receipts.	Janet Hubbard, Program Mgr. 2	Nisho Khan, Depart. Bus. Administrator
3	Preparing deposits.	Janet Hubbard, Program Mgr. 2	Nisho Khan, Depart. Bus. Administrator
4	Preparing Journal Entries.	Janet Hubbard, Program Mgr. 2	Nisho Khan, Depart. Bus. Administrator
5	Verifying deposits posted correctly in the Finance System.	Nisho Khan, Depart. Bus. Administrator	TaShawna Wilson, Dir. Business Office Operations
6	Adequacy of physical safeguards of cash receipts and equivalent.	Janet Hubbard, Program Mgr. 2	Tonja Jones, Dir. Special Events
7	Secure deposits via UHDPS to Student Financial Services.	Janet Hubbard, Program Mgr. 2	
8	Ensuring deposits are made timely.	Nisho Khan, Depart. Bus. Administrator	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	
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.	Janet Hubbard, Program Mgr. 2	Nisho Khan, Depart. Bus. Administrator
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, Depart. Bus. Administrator	TaShawna Wilson, Dir. Business Office Operations
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Janet Hubbard, Program Mgr. 2	Vanessa Adams, Dept. Business Administrator
2	Ensuring the annual inventory was completed correctly.	Vanessa Adams, Dept. Business Administrator	
3	Tagging equipment.	Janet Hubbard, Program Mgr. 2	
4	Approving requests for removal of equipment from campus.	Tonja Jones, Dir. Special Events	

	DISCLOSURE FORMS		
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online	TaShawna Wilson, Dir. Business Office Operations	
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online	TaShawna Wilson, Dir. Business Office 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.	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.	Tonja Jones, Dir. Special Events	
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	