

University Marketing, Communication and Media Relations
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.	Barbara Newsome, Division Administrator	TaShawna Wilson, Director, Business Office Operations
2	Updating the Baseline Standards Form.	Barbara Newsome, Division Administrator	TaShawna Wilson, Director, Business Office Operations
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Frank Sanchez, Asst. Business Administrator	
2	Reviewing cost center verifications.	Barbara Newsome, Division Administrator	
3	Approving cost center verifications.	Barbara Newsome, Division Administrator	
4	Ensuring all cost centers are verified/approved on a timely basis.	Barbara Newsome, Division Administrator	
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Barbara Newsome, Division Administrator	TaShawna Wilson, Director, Business Office Operations
2	Ensuring the validity of travel and expense reimbursements.	Barbara Newsome, Division Administrator	TaShawna Wilson, Director, Business Office Operations
3	Ensuring that goods and services are received and that timely payment is made.	Frank Sanchez, Asst. Business Administrator	Barbara Newsome, Division Administrator
4	Ensuring correct account coding on purchases documents.	Frank Sanchez, Asst. Business Administrator	Barbara Newsome, Division Administrator
5	Primary contact for inquiries to expenditure transactions.	Frank Sanchez, Asst. Business Administrator	Barbara Newsome, Division Administrator
6	Ensuring access and use of P-Cards and T-Cards are secure.	Barbara Newsome, Division Administrator	TaShawna Wilson, Director, Business Office Operations
7	Ensuring P-Card transactions are adequately documented and benefit the university.	Barbara Newsome, Division Administrator	TaShawna Wilson, Director, Business Office Operations
8	Ensuring T-Card transactions are adequately documented and benefit the university.	Barbara Newsome, Division Administrator	TaShawna Wilson, Director, 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.	Frank Sanchez, Asst. Business Administrator	Barbara Newsome, Division Administrator
2	Ensuring all monthly leave is recorded accurately and approved before the deadlines set by Payroll.	Frank Sanchez, Asst. Business Administrator	Barbara Newsome, Division Administrator
3	Ensuring all TRAM high level exceptions are corrected in a timely manner prior to Payroll deadlines.	Frank Sanchez, Asst. Business Administrator	Barbara Newsome, Division Administrator
4	Ensuring all Time Reporters (new employees and transfers) are assigned to Time Approvers in TRAM.	Frank Sanchez, Asst. Business Administrator	Barbara Newsome, Division Administrator
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	Frank Sanchez, Asst. Business Administrator	Barbara Newsome, Division Administrator
6	Completing termination ePAR's within 24 hours of termination.	Frank Sanchez, Asst. Business Administrator	Barbara Newsome, Division Administrator
7	Verifying that the eTermination Checklist is completed by all required departments no more than two weeks after termination.	Frank Sanchez, Asst. Business Administrator	Barbara Newsome, Division Administrator
8	Ensuring terminated employees are no longer charged to departmental cost centers.	Barbara Newsome, Division Administrator	TaShawna Wilson, Director, Business Office Operations
9	Maintaining departmental personnel files.	Frank Sanchez, Asst. Business Administrator	
10	Consistent and efficient responses to inquiries.	Frank Sanchez, Asst. Business Administrator	Barbara Newsome, Division Administrator
11	Hire ePAR's should be processed at least 1 week prior to start date.	Frank Sanchez, Asst. Business Administrator	Barbara Newsome, Division Administrator
12	Ensure all security access requests and training courses are completed 48 hours prior to necessary access changes.	Barbara Newsome, Division Administrator	TaShawna Wilson, Director, Business Office 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	
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.	Frank Sanchez, Asst. Business Administrator	Barbara Newsome, Division Administrator
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Frank Sanchez, Asst. Business Administrator	
2	Ensuring the annual inventory was completed correctly.	Frank Sanchez, Asst. Business Administrator	
3	Tagging equipment.	Frank Sanchez, Asst. Business Administrator	
4	Approving requests for removal of equipment from campus.	VC/VP, Richie Hunter	

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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, Director, Business Office Operations
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Barbara Newsome, Division Administrator	TaShawna Wilson, Director, 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.	Barbara Newsome, Division Administrator	TaShawna Wilson, Director, 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.	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	