Office of Special Events - H0379 Baseline Standards FY 2018

n. ·	- 4		rson(s) (Name/Title)
	ption of Responsibility	Primary (Required)	Secondary (Optional)
	RTMENTAL POLICIES & PROCEDURES / BASELINE		
1	DARDS Ensuring the Departmental Policy and Procedures manual is	Janet Hubbard, Program Mgr. 2	Tonja Jones, Dir. Special Events
1	current.	Janet Hubbard, Hogram Wigr. 2	Tonja Jones, Dir. Special Events
2	Updating the Baseline Standards Form.	TaShawna Wilson, Dir. Business	
		Office Operations	
INAN	ICIAL REPORTING - COST CENTER VERIFICATIONS		
1	Preparing cost center verifications.	Justin Brown, Depart. Bus.	
		Administrator	
2	Reviewing cost center verifications.	TaShawna Wilson, Dir. Business Office Operations	
3	Approving cost center verifications.	TaShawna Wilson, Dir. Business	
5	rippioving cost center vermentions.	Office Operations	
4	Ensuring all cost centers are verified/approved on a timely	TaShawna Wilson, Dir. Business	
	basis.	Office Operations	
FINAN	ICIAL REPORTING - EXPENDITURE TRANSACTIONS		
1	Ensuring valid authorization of purchase documents.	Justin Brown, Depart. Bus.	TaShawna Wilson, Dir. Business
2	Ensuring the validity of travel and expense reimbursements.	Administrator Justin Brown, Depart. Bus.	Office Operations TaShawna Wilson, Dir. Business
2	Ensuring the validity of travel and expense reimbursements.	Administrator	Office Operations
3	Ensuring that goods and services are received and that timely	Janet Hubbard, Program Mgr. 2	
5	payment is made.	sunce mubbard, mognan Migr. 2	
4	Ensuring correct account coding on purchases documents.	Justin Brown, Depart. Bus.	TaShawna Wilson, Dir. Business
		Administrator	Office Operations
5	Primary contact for inquiries to expenditure transactions.	Janet Hubbard, Program Mgr. 2	Justin Brown, Depart. Bus.
			Administrator
PAYR	OLL / HUMAN RESOURCES		
1	Ensuring all bi-weekly reported time and leave are approved	Justin Brown, Depart. Bus.	Vanessa Adams, Dept. Bus. Admin.
1	before the deadlines set by Payroll, so that the correct hours are		TaShawna Wilson, Dir. Bus. Office
	recorded and paid on each bi-weekly paycheck.	Administrator	Tashawha whson, Dir. Bus. Office
2	Ensuring all monthly leave is recorded and approved before the	Justin Brown Depart Bus	Vanessa Adams, Dept. Bus. Admin.
2	deadlines set by Payroll.	Administrator	TaShawna Wilson, Dir. Bus. Office
3	Reconciling approved reported time and leave (bi-weekly	Justin Brown, Depart. Bus.	Vanessa Adams, Dept. Bus. Admin.
	employees) and ePARs (monthly employees) to the trial and	Administrator	TaShawna Wilson, Dir. Bus. Office
	final payroll verification reports.		
4	Completing termination clearance procedures.	Justin Brown, Depart. Bus.	Vanessa Adams, Dept. Bus. Admin.
		Administrator	TaShawna Wilson, Dir. Bus. Office
5	Ensuring terminated employees are no longer charged to	Justin Brown, Depart. Bus.	Vanessa Adams, Dept. Bus. Admin.
6	departmental cost centers.	Administrator	TaShawna Wilson, Dir. Bus. Office
6	Maintaining departmental Personnel files.	Justin Brown, Depart. Bus.	Vanessa Adams, Dept. Bus. Admin.
7	Ensuring valid authorization of new hires.	Administrator Justin Brown, Depart. Bus.	TaShawna Wilson, Dir. Bus. Office Vanessa Adams, Dept. Bus. Admin.
/	Ensuring valid authorization of new miles.	Administrator	TaShawna Wilson, Dir. Bus. Office
8	Ensuring valid authorization of changes in compensation rates.	Justin Brown, Depart. Bus.	Vanessa Adams, Dept. Bus. Admin.
-		Administrator	TaShawna Wilson, Dir. Bus. Office
9	Ensuring the accurate input of changes to the HR System.	Justin Brown, Depart. Bus.	
		Administrator	
10	Consistent and efficient responses to inquiries.	Janet Hubbard, Program Mgr. 2	
1 1 011		l	
ASH	HANDLING		
1	Collecting cash, checks, etc.	Janet Hubbard, Program Mgr. 2	Justin Brown, Depart. Bus.
1	concerning cubil, encores, etc.	sanot frabbara, i fografii fvigi. 2	Administrator
2	Reconciling cash, checks, etc. to receipts.	Janet Hubbard, Program Mgr. 2	Justin Brown, Depart. Bus.
			Administrator
3	Preparing deposits.	Janet Hubbard, Program Mgr. 2	Justin Brown, Depart. Bus.
			Administrator
4	Preparing Journal Entries.	Janet Hubbard, Program Mgr. 2	Justin Brown, Depart. Bus.
			Administrator

Office of Special Events - H0379 Baseline Standards EY 2018

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Image:	4	Approving requests for removal of equipment from campus.	Tonja Jones, Dir. Special Events	
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4 Recording.	2	Billing.	NA	
	3	Collection.	NA	
5 Monitoring credit extended. NA	4	Recording.	NA	
	5	Monitoring credit extended.	NA	

Office of Special Events - H0379 Baseline Standards FY 2018

	FY 2018				
6	Approving write-offs.				
NEGAT	TVE 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			
DEPAR	TMENTAL 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			