## Staff Council - H0431 Baseline Standards FY 2018

## Responsible Person(s) (Name/Title) (Required) Secondary (Control of the Control o

Descrip	tion of Responsibility	Primary (Required)	Secondary (Optional)
DEPAR STAND	TMENTAL POLICIES & PROCEDURES / BASELINE		
1	Ensuring the Departmental Policy and Procedures manual is current.	Cassandra Millhouse, Program Mgr.	
2	Updating the Baseline Standards Form.	TaShawna Wilson, Dir. Business Office Operations	
FINAN	CIAL REPORTING - COST CENTER VERIFICATIONS	Office Operations	
1	Preparing cost center verifications.	Justin Brown, Depart. Bus. Administrator	
2	Reviewing cost center verifications.	Cassandra Millhouse, Program Mgr.	
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	
FINAN	CIAL REPORTING - EXPENDITURE TRANSACTIONS		
1	Ensuring valid authorization of purchase documents.	Justin Brown, Depart. Bus. Administrator	TaShawna Wilson, Dir. Business Office Operations
2	Ensuring the validity of travel and expense reimbursements.	Justin Brown, Depart. Bus. Administrator	TaShawna Wilson, Dir. Business Office Operations
3	Ensuring that goods and services are received and that timely payment is made.	Staff Council President	Justin Brown, Depart. Bus.
4	Ensuring correct account coding on purchases documents.	Justin Brown, Depart. Bus. Administrator	Administrator TaShawna Wilson, Dir. Business Office Operations
5	Primary contact for inquiries to expenditure transactions.	Cassandra Millhouse, Program Mgr.	Justin Brown, Depart. Bus. Administrator
PAYRO	DLL / 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.	Justin Brown, Depart. Bus. Administrator	Vanessa Adams, Dept. Bus. Admin.; TaShawna Wilson, Dir. Bus. Office
2	Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.	Justin Brown, Depart. Bus. Administrator	Vanessa Adams, Dept. Bus. Admin.; TaShawna Wilson, Dir. Bus. Office
3	Reconciling approved reported time and leave (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Justin Brown, Depart. Bus. Administrator	Vanessa Adams, Dept. Bus. Admin.; TaShawna Wilson, Dir. Bus. Office
4	Completing termination clearance procedures.	Justin Brown, Depart. Bus. Administrator	Vanessa Adams, Dept. Bus. Admin.; TaShawna Wilson, Dir. Bus. Office
5	Ensuring terminated employees are no longer charged to departmental cost centers.	Justin Brown, Depart. Bus. Administrator	Vanessa Adams, Dept. Bus. Admin.; TaShawna Wilson, Dir. Bus. Office
6	Maintaining departmental Personnel files.	Justin Brown, Depart. Bus. Administrator	Vanessa Adams, Dept. Bus. Admin.; TaShawna Wilson, Dir. Bus. Office
7	Ensuring valid authorization of new hires.	Justin Brown, Depart. Bus. Administrator	Vanessa Adams, Dept. Bus. Admin.; TaShawna Wilson, Dir. Bus. Office
8	Ensuring valid authorization of changes in compensation rates.	Justin Brown, Depart. Bus. Administrator	Vanessa Adams, Dept. Bus. Admin.; TaShawna Wilson, Dir. Bus. Office
9	Ensuring the accurate input of changes to the HR System.	Justin Brown, Depart. Bus. Administrator	Vanessa Adams, Dept. Bus. Admin.; TaShawna Wilson, Dir. Bus. Office
10	Consistent and efficient responses to inquiries.	Cassandra Millhouse, Program Mgr.	Vanessa Adams, Dept. Bus. Admin.; TaShawna Wilson, Dir. Bus. Office
CASH I	HANDLING	14451.	radiawna wnoon, Dir. Dus. Office
1	Collecting cash, checks, etc.	Cassandra Millhouse, Program Mgr.	Justin Brown, Depart. Bus. Administrator
2	Reconciling cash, checks, etc. to receipts.	Cassandra Millhouse, Program Mgr.	Justin Brown, Depart. Bus. Administrator
3	Preparing deposits.	Cassandra Millhouse, Program Mgr.	Justin Brown, Depart. Bus. Administrator
4	Preparing Journal Entries.	Cassandra Millhouse, Program Mgr.	Justin Brown, Depart. Bus. Administrator
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## Staff Council - H0431 Baseline Standards FY 2018

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## Staff Council - H0431 Baseline Standards FY 2018

		2010	
6	Approving write-offs.	NA	
NEGATIVE BALANCES		NA	
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	