## Office of the Chancellor President - S0003 H0001 Baseline Standards FY 2019

		Responsible Person(s) (Name/Title)		
Descri	ption of Responsibility	Primary (Required)	Secondary (Optional)	
DEPA	RTMENTAL POLICIES & PROCEDURES / BASELINE			
STAN	DARDS			
1	Ensuring the Departmental Policy and Procedures manual is	TaShawna Wilson, Ex. Dir.	Mary Nguyen, Dept. Bus. Admin.;	
	current.	Business Office Operations	Vanessa Adams, Dept. Bus. Admin.	
2	Updating the Baseline Standards Form.	TaShawna Wilson, Ex. Dir.	Mary Nguyen, Dept. Bus. Admin.;	
		Business Office Operations	Vanessa Adams/Dept. Bus. Admin.	
FINAN	ICIAL REPORTING - COST CENTER VERIFICATIONS			
- 1	D	Vanaga Adama Dant Business		
1	Preparing cost center verifications.	Vanessa Adams, Dept. Business	Mana Marana Dant Day Adaria	
2	Derivering and an effective	Admin. TaShawna Wilson, Ex. Dir.	Mary Nguyen, Dept. Bus. Admin.	
2	Reviewing cost center verifications.	· · · · · · · · · · · · · · · · · · ·		
2	A management of the section of the s	Business Office Operations TaShawna Wilson, Ex. Dir.		
3	Approving cost center verifications.			
4		Business Office Operations		
4	Ensuring all cost centers are verified/approved on a timely	TaShawna Wilson, Ex. Dir.		
	basis.	Business Office Operations		
INAP	ICIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Vanessa Adams, Dept. Business	TaShawna Wilson, Ex. Dir. Business	
-	rr	Admin.	Office Operations	
2	Ensuring the validity of travel and expense reimbursements.	Vanessa Adams, Dept. Business	TaShawna Wilson, Ex. Dir. Business	
2	Ensuring the valuery of daver and expense fermoursements.	Admin.	Office Operations	
3	Ensuring that goods and services are received and that timely	Vanessa Adams, Dept. Business	TaShawna Wilson, Ex. Dir. Business	
5	payment is made.	Admin.	Office Operations	
4	Ensuring correct account coding on purchases documents.	Vanessa Adams, Dept. Business	TaShawna Wilson, Ex. Dir. Business	
4	Ensuring correct account county on purchases documents.	Admin.	Office Operations	
5	Primary contact for inquiries to expenditure transactions.	Vanessa Adams, Dept. Business	TaShawna Wilson, Ex. Dir. Business	
	I milary contact for inquiries to expenditure transactions.	Admin.	Office Operations	
PAYR	OLL / HUMAN RESOURCES	Admin.		
1	Ensuring all bi-weekly reported time and leave are approved	Mary Nguyen, Dept. Bus. Admin.;	TaShawna Wilson, Ex. Dir. Business	
	before the deadlines set by Payroll, so that the correct hours are	Vanessa Adams, Dept. Business	Office Operations	
	recorded and paid on each bi-weekly paycheck.	Admin.	-	
2	Ensuring all monthly leave is recorded and approved before the	Mary Nguyen, Dept. Bus. Admin.;	TaShawna Wilson, Ex. Dir. Business	
2	deadlines set by Payroll.	Vanessa Adams, Dept. Business	Office Operations	
3	Reconciling approved reported time and leave (bi-weekly	Mary Nguyen, Dept. Bus. Admin.;	TaShawna Wilson, Ex. Dir. Business	
2	employees) and ePARs (monthly employees) to the trial and	Vanessa Adams, Dept. Business	Office Operations	
	final payroll verification reports.	Admin.	Chief Operations	
4	Completing termination clearance procedures.	Department Liaisons	Mary Nguyen/Dept. Bus. Admin.;	
			Vanessa Adams/Dept. Bus. Admin.	
5	Ensuring terminated employees are no longer charged to	Mary Nguyen, Dept. Bus. Admin.;	TaShawna Wilson, Ex. Dir. Business	
5	departmental cost centers.	Vanessa Adams, Dept. Business	Office Operations	
6	Maintaining departmental Personnel files.	Vanessa Adams, Dept. Busiless		
	manning departmental reconnect mes.	Admin.	Mary Nguyen/Dept. Bus. Admin.	
7	Ensuring valid authorization of new hires.	Vanessa Adams, Dept. Business	TaShawna Wilson, Ex. Dir. Business	
	Ensuring value autionzation of liew lifes.	· •	Office Operations	
0	Ensuring valid authorization of changes in compensation rates.	Admin. Vanessa Adams, Dept. Business	TaShawna Wilson, Ex. Dir. Business	
8	Ensuring valid authorization of changes in compensation rates.	*		
9	Enqueing the accurate input of drawns to the UD Court	Admin.	Office Operations	
	Ensuring the accurate input of changes to the HR System.	Vanessa Adams, Dept. Business	TaShawna Wilson, Ex. Dir. Business	
		Admin.	Office Operations	
10	Consistent and efficient responses to inquiries.	Vanessa Adams, Dept. Business	TaShawna Wilson, Ex. Dir. Business	
	1 1	Admin.	Office Operations	

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			son(s) (Name/Title)
	tion of Responsibility	Primary (Required)	Secondary (Optional)
CASH H	HANDLING		
1	Collecting auch shades at	Vanaga Adama Dant Business	
1	Collecting cash, checks, etc.	Vanessa Adams, Dept. Business Admin.	
2	Reconciling cash, checks, etc. to receipts.	Vanessa Adams, Dept. Business	
2	reconcining cush, enceks, etc. to recorpts.	Admin.	
3	Preparing deposits.	Vanessa Adams, Dept. Business	
5		Admin.	Mary Nguyen, Dept. Bus. Admin.
4	Preparing Journal Entries.	Vanessa Adams, Dept. Business	
		Admin.	Mary Nguyen, Dept. Bus. Admin.
5	Verifying deposits posted correctly in the Finance System.	Vanessa Adams, Dept. Business	TaShawna Wilson, Ex. Dir. Busines
		Admin.	Office Operations
6	Adequacy of physical safeguards of cash receipts and	Vanessa Adams, Dept. Business	TaShawna Wilson, Ex. Dir. Busines
	equivalent.	Admin.	Office Operations
7	Secure deposits via UHDPS to Student Financial Services.	Vanessa Adams, Dept. Business	TaShawna Wilson, Ex. Dir. Busines
		Admin.	Office Operations
8	Ensuring deposits are made timely.	UHDPS	
6			
9	Ensuring all employees who handle cash have completed Cash	TaShawna Wilson, Ex. Dir.	Vanessa Adams, Dept. Business
	Security Procedures or Cash Deposit and Security Procedures	Business Office Operations	Admin.
10	training. Updating Cash Handling Procedures as needed.	Tashawna Wilson Ev. Din	
10	opulating Cash manuting Procedures as needed.	TaShawna Wilson, Ex. Dir. Business Office Operations	
11	Distribution of Cash Handling Procedures to employees who	TaShawna Wilson, Ex. Dir.	
11	handle cash.	Business Office Operations	
12	Consistent and efficient responses to inquiries.	Vanessa Adams, Dept. Business	TaShawna Wilson, Ex. Dir. Busines
12	Consistent and efficient responses to inquiries.	Admin.	Office Operations
PETTY	CASH	Admin.	
2			
1	Preparing petty cash disbursements.	NA	
2	Ensuring petty cash disbursements are not for more than \$100.	NA	
3	Ensuring petty cash disbursements are made for only authorized	NA	
	purposes.		
4	Approving petty cash disbursements.	NA	
5	Dealerishing the action and final timely	NT A	
5	Replenishing the petty cash fund timely.	NA	
6	Ensuring the petty cash fund is balanced after each	NA	
0	disbursement.	1 12 1	
CONTR	ACT ADMINISTRATION		
1	Ensuring departmental personnel comply with contract	Mary Nguyen, Dept. Bus. Admin.;	TaShawna Wilson, Ex. Dir. Busines
	administration policies/procedures.	Vanessa Adams, Dept. Business	Office Operations
PROPE	RTY MANAGEMENT		
	<u>-</u>		
1	Performing the annual inventory.	Vanessa Adams, Dept. Bus.	Mary Nguyen, Dept. Bus. Admin.
		Admin.	
2	Ensuring the annual inventory was completed correctly.	Vanessa Adams, Dept. Bus.	Mary Nguyen, Dept. Bus. Admin
-	m 1	Admin.	
	Tagging equipment.	Vanessa Adams, Dept. Bus.	Mary Nguyen, Dept. Bus. Admin.
3			
		Admin. Mishael Johnson, Chief of Stoffi	
4	Approving requests for removal of equipment from campus.	Michael Johnson, Chief of Staff;	
4	Approving requests for removal of equipment from campus.		
4		Michael Johnson, Chief of Staff;	
4 DISCLO	Approving requests for removal of equipment from campus.	Michael Johnson, Chief of Staff; TaShawna Wilson, Ex. Dir. Bus.	Mary Nouven Dent Rus Admin -
4	Approving requests for removal of equipment from campus. OSURE FORMS Ensuring all employees with purchasing influence complete the	Michael Johnson, Chief of Staff; TaShawna Wilson, Ex. Dir. Bus. TaShawna Wilson, Ex. Dir.	Mary Nguyen, Dept. Bus. Admin.; Vanessa Adams. Dept. Business
4 DISCLO	Approving requests for removal of equipment from campus. OSURE FORMS Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Michael Johnson, Chief of Staff; TaShawna Wilson, Ex. Dir. Bus. TaShawna Wilson, Ex. Dir. Business Office Operations	Vanessa Adams, Dept. Business
4 DISCLO	Approving requests for removal of equipment from campus. OSURE FORMS Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online. Ensuring all full time, benefits eligible, exempt faculty and staff	Michael Johnson, Chief of Staff; TaShawna Wilson, Ex. Dir. Bus. TaShawna Wilson, Ex. Dir. Business Office Operations TaShawna Wilson, Ex. Dir.	Vanessa Adams, Dept. Business Mary Nguyen, Dept. Bus. Admin.;
4 DISCLO	Approving requests for removal of equipment from campus. OSURE FORMS Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online. Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Michael Johnson, Chief of Staff; TaShawna Wilson, Ex. Dir. Bus. TaShawna Wilson, Ex. Dir. Business Office Operations TaShawna Wilson, Ex. Dir. Business Office Operations	Vanessa Adams, Dept. Business Mary Nguyen, Dept. Bus. Admin.; Vanessa Adams, Dept. Business
4 DISCLO	Approving requests for removal of equipment from campus. OSURE FORMS Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online. Ensuring all full time, benefits eligible, exempt faculty and staff	Michael Johnson, Chief of Staff; TaShawna Wilson, Ex. Dir. Bus. TaShawna Wilson, Ex. Dir. Business Office Operations TaShawna Wilson, Ex. Dir. Business Office Operations TaShawna Wilson, Ex. Dir.	Vanessa Adams, Dept. Business Mary Nguyen, Dept. Bus. Admin.;

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		Responsible Person(s) (Name/Title)	
Description of Responsibility		Primary (Required)	Secondary (Optional)
ACCO	UNTS 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	
NEGA	TIVE BALANCES		
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	TaShawna Wilson, Ex. Dir. Business Office Operations	
2	Ensuring that research expenditures are covered by funds from sponsors.	NA	
DEPA	RTMENTAL COMPUTING		
1	Management of the departments' information technology resources.	TaShawna Wilson, Ex. 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	