Office of the Board Of Regents - S0004 Baseline Standards FY 2019

Responsible Person(s) (Name/Title)
(Required) Secondary (Optional)

Descrip	otion of Responsibility	Primary (Required)	Secondary (Optional)
I	TMENTAL POLICIES & PROCEDURES / BASELINE		
STAND			
1	Ensuring the Departmental Policy and Procedures manual is current.	Gerry Mathisen, Exec. Admin. to UHS BoR	
2	Updating the Baseline Standards Form.	TaShawna Wilson, Ex. Dir.	
		Business Office Operations	
FINAN	CIAL REPORTING - COST CENTER VERIFICATIONS		
1	Preparing cost center verifications.	Mary Nguyen, Depart. Bus. Administrator	
2	Reviewing cost center verifications.	Gerry Mathisen, Exec. Admin. to UHS BoR	
3	Approving cost center verifications.	TaShawna Wilson, Ex. Dir. Business Office Operations	
4	Ensuring all cost centers are verified/approved on a timely basis.	TaShawna Wilson, Ex. Dir. Business Office Operations	
FINAN	CIAL REPORTING - EXPENDITURE TRANSACTIONS	Business Office Operations	
1	Ensuring valid authorization of purchase documents.	Mary Nguyen, Depart. Bus.	TaShawna Wilson, Ex. Dir. Business
		Administrator	Office Operations
2	Ensuring the validity of travel and expense reimbursements.	Mary Nguyen, Depart. Bus. Administrator	TaShawna Wilson, Ex. Dir. Business Office Operations
3	Ensuring that goods and services are received and that timely payment is made.	Brenda Robles, Administrative Asst.	Mary Nguyen, Depart. Bus. Administrator
4	Ensuring correct account coding on purchases documents.	Mary Nguyen, Depart. Bus.	TaShawna Wilson, Ex. Dir. Business
		Administrator	Office Operations
5	Primary contact for inquiries to expenditure transactions.	Brenda Robles, Administrative Asst.	Mary Nguyen, Depart. Bus. Administrator
PAYRO	DLL / HUMAN RESOURCES	1 2000	. Turning the total
1	Ensuring all bi-weekly reported time and leave are approved	Mary Nguyen, Depart. Bus.	Vanessa Adams, Dept. Bus. Admin.;
	before the deadlines set by Payroll, so that the correct hours are	Administrator	TaShawna Wilson, Ex. Dir. Bus.
	recorded and paid on each bi-weekly paycheck.		Office
2	Ensuring all monthly leave is recorded and approved before the	Mary Nguyen, Depart. Bus.	Vanessa Adams, Dept. Bus. Admin.;
_	deadlines set by Payroll.	Administrator	TaShawna Wilson, Ex. Dir. Bus.
3	Reconciling approved reported time and leave (bi-weekly	Mary Nguyen, Depart. Bus.	Vanessa Adams, Dept. Bus. Admin.;
	employees) and ePARs (monthly employees) to the trial and	Administrator	TaShawna Wilson, Ex. Dir. Bus.
	final payroll verification reports.		Office
4	Completing termination clearance procedures.	Mary Nguyen, Depart. Bus.	Vanessa Adams, Dept. Bus. Admin.;
		Administrator	TaShawna Wilson, Ex. Dir. Bus.
5	Ensuring terminated employees are no longer charged to	Mary Nguyen, Depart. Bus.	Vanessa Adams, Dept. Bus. Admin.;
	departmental cost centers.	Administrator	TaShawna Wilson, Ex. Dir. Bus.
6	Maintaining departmental Personnel files.	Mary Nguyen, Depart. Bus.	Vanessa Adams, Dept. Bus. Admin.;
		Administrator	TaShawna Wilson, Ex. Dir. Bus.
7	Ensuring valid authorization of new hires.	Mary Nguyen, Depart. Bus.	Vanessa Adams, Dept. Bus. Admin.;
		Administrator	TaShawna Wilson, Ex. Dir. Bus.
8	Ensuring valid authorization of changes in compensation rates.	Mary Nguyen, Depart. Bus.	Vanessa Adams, Dept. Bus. Admin.;
		Administrator	TaShawna Wilson, Ex. Dir. Bus.
9	Ensuring the accurate input of changes to the HR System.	Brenda Robles, Administrative Asst.	Gerry Mathisen, Exec. Admin. to UHS BoR
10	Consistent and efficient responses to inquiries.	Mary Nguyen, Depart. Bus.	
CASH I	HANDLING	Administrator	
1	Collecting cash, checks, etc.	Brenda Robles, Administrative	
	-	Asst.	
2	Reconciling cash, checks, etc. to receipts.	Brenda Robles, Administrative Asst.	
3	Preparing deposits.	Brenda Robles, Administrative Asst.	Mary Nguyen, Depart. Bus. Administrator
4	Preparing Journal Entries.	Brenda Robles, Administrative	Mary Nguyen, Depart. Bus.
I T	1 repairing Journal Elitics.	Asst.	Administrator

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	4	Recording.	NA	

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5	Monitoring credit extended.	NA	
6	Approving write-offs.	NA	
NEGAT	TVE 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	
	Ensuring that research expenditures are covered by funds from sponsors.	NA	
DEPAR	TMENTAL COMPUTING		
1	Management of the departments' information technology resources.	Gerry Mathisen, Exec. Admin. to UHS BoR	
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	