

Educational Leadership and Policy Studies
Baseline Standards
FY 2015

Description of Responsibility		Responsible Person(s) (Name/Title)	
		Primary (Required)	Secondary (Optional)
DEPARTMENTAL POLICIES & PROCEDURES / BASELINE			
1	Ensuring the Departmental Policy and Procedures manual is current.	Paul Roch, College Business Administrator	use Business Managers Survival Guide ; MAPP; supplemented as needed
2	Updating the Baseline Standards Form.	Paul Roch, College Business Administrator	
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Mark Capper, Financial Coordinator I	
2	Reviewing cost center verifications.	Paul Roch, College Business Administrator (as delegate)	
3	Approving cost center verifications.	Paul Roch, College Business Administrator (as delegate)	
4	Ensuring all cost centers are verified/approved on a timely basis.	Paul Roch, College Business Administrator (as delegate)	
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Margaret Spangler, Assistant Business Administrator	
2	Ensuring the validity of travel and expense reimbursements.	Margaret Spangler, Assistant Business Administrator	
3	Ensuring that goods and services are received and that timely payment is made.	Margaret Spangler, Assistant Business Administrator	
4	Ensuring correct account coding on purchases documents.	Margaret Spangler, Assistant Business Administrator	
5	Primary contact for inquiries to expenditure transactions.	Margaret Spangler, Assistant Business Administrator	
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.	Mark Capper, Financial Coordinator I	
2	Ensuring all monthly leave is recorded accurately and approved before the deadlines set by Payroll.	Mark Capper, Financial Coordinator I	
3	Ensuring all TRAM high level exceptions are corrected in a timely manner prior to Payroll deadlines.	Mark Capper, Financial Coordinator I	
4	Ensuring all Time Reporters (new employees and transfers) are assigned to Time Approvers in TRAM.	Mark Capper, Financial Coordinator I	
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	Mark Capper, Financial Coordinator I	
6	Completing termination ePAR's within 24 hours of termination and completing the termination clearance form.	Margaret Spangler, Assistant Business Administrator	
7	Ensuring terminated employees are no longer charged to departmental cost centers.	Margaret Spangler, Assistant Business Administrator	
8	Maintaining departmental personnel files.	Margaret Spangler, Assistant Business Administrator	
9	Consistent and efficient responses to inquiries.	Paul Roch, College Business Administrator	
10	Hire ePAR's should be processed at least 1 week prior to start date.	Margaret Spangler, Assistant Business Administrator	
11	Ensure all security access requests and training courses are completed 48 hours prior to necessary access changes.	Margaret Spangler, Assistant Business Administrator	

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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.		Paul Roch, College Business Administrator
PETTY CASH			
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 purposes.	NA	
4	Approving petty cash disbursements.	NA	
5	Replenishing the petty cash fund timely.	NA	
6	Ensuring the petty cash fund is balanced after each disbursement.	NA	
CONTRACT ADMINISTRATION			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Paul Roch, College Business Administrator	
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Daniel Pineda, Mgr, Asst, Computing Oper	
2	Ensuring the annual inventory was completed correctly.	Timothy Rosas, Mgr, Coll/Div Info Svcs 2	Paul Roch, College Business Administrator
3	Tagging equipment.	Daniel Pineda, Mgr, Asst, Computing Oper	
4	Approving requests for removal of equipment from campus.	Timothy Rosas, Mgr, Coll/Div Info Svcs 2	
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Paul Roch, College Business Administrator	
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Paul Roch, College Business Administrator	
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Paul Roch, College Business Administrator	

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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.	Margaret Spangler, Assistant Business Administrator	Paul Roch, College Business Administrator
2	Ensuring that research expenditures are covered by funds from sponsors.	Lena Mitchell, Research Administrator	Lena Mitchell, Research Administrator
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Timothy Rosas, Mgr, Coll/Div Info Svcs 2	
2	Ensuring that critical data back up occurs.	Timothy Rosas, Mgr, Coll/Div Info Svcs 2	
3	Ensuring that procedures such as password controls are followed.	UH Systems	
4	Reporting of suspected security violations.	Timothy Rosas, Mgr, Coll/Div Info Svcs 2	