

Engineering Dean's Office  
Baseline Standards  
FY 2014

		<b>Responsible Person(s) (Name/Title)</b>	
<b>Description of Responsibility</b>		<b>Primary (Required)</b>	<b>Secondary (Optional)</b>
<b>DEPARTMENTAL POLICIES &amp; PROCEDURES / BASELINE STANDARDS</b>			
1	Ensuring the Departmental Policy and Procedures manual is current.	Stephen Bangerter, Dir. Col. Bus Operations	Emilita A Marin-CBA
2	Updating the Baseline Standards Form.	Emilita A Marin-CBA	
<b>FINANCIAL REPORTING - COST CENTER VERIFICATIONS</b>			
1	Preparing cost center verifications.	Emilita A Marin-CBA	Asst Busn Admin
2	Reviewing cost center verifications.	Stephen Bangerter, Dir. Col. Bus Operations	
3	Approving cost center verifications.	Stephen Bangerter, Dir. Col. Bus Operations	
4	Ensuring all cost centers are verified/approved on a timely basis.	Emilita A Marin-CBA	Stephen Bangerter, Dir. Col. Bus Operations
<b>FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS</b>			
1	Ensuring valid authorization of purchase documents.	Stephen Bangerter, Dir. Col. Bus Operations	Emilita A Marin-CBA
2	Ensuring the validity of travel and expense reimbursements.	Stephen Bangerter, Dir. Col. Bus Operations	Emilita A Marin-CBA
3	Ensuring that goods and services are received and that timely payment is made.	Emilita A Marin-CBA	Asst Busn Admin
4	Ensuring correct account coding on purchases documents.	Emilita A Marin-CBA	Asst Busn Admin
5	Primary contact for inquiries to expenditure transactions.	Emilita A Marin-CBA	Asst Busn Admin
<b>PAYROLL / HUMAN RESOURCES</b>			
1	Reconciling approved bi-weekly leave requests to time and effort reports.	Asst Busn Admin	Emilita A Marin-CBA
2	Reconciling bi-weekly leave accruals to the HR System.	Asst Busn Admin	Emilita A Marin-CBA
3	Ensuring all bi-weekly time and effort reports are submitted to Payroll.	Asst Busn Admin	Emilita A Marin-CBA
4	Ensuring all monthly leave is recorded and approved in the HR System.	Asst Busn Admin	Emilita A Marin-CBA
5	Reconciling time and effort reports (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Asst Busn Admin	Emilita A Marin-CBA
6	Completing termination clearance procedures.	Asst Busn Admin	Emilita A Marin-CBA
7	Ensuring terminated employees are no longer charged to departmental cost centers.	Asst Busn Admin	Emilita A Marin-CBA
8	Paycheck distribution.	NA	NA
9	Maintaining departmental Personnel files.	Asst Busn Admin	Emilita A Marin-CBA
10	Ensuring valid authorization of new hires.	Asst Busn Admin	Emilita A Marin-CBA
11	Ensuring valid authorization of changes in compensation rates.	Stephen Bangerter, Dir. Col. Bus Operations	Emilita A Marin-CBA
12	Ensuring the accurate input of changes to the HR System.	Asst Busn Admin	Emilita A Marin-CBA
13	Propriety of leave account classification on time records.	Asst Busn Admin	Emilita A Marin-CBA
14	Consistent and efficient responses to inquiries.	Asst Busn Admin	Emilita A Marin-CBA
<b>CASH HANDLING</b>			

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1 Collecting cash, checks, etc.	Asst Busn Admin Janice Quiroz/Stella Vasquez/Jane Geanangle	Emilita A Marin-CBA
2 Reconciling cash, checks, etc. to receipts.	Emilita A Marin-CBA	Asst Busn Admin
3 Preparing deposits.	Asst Busn Admin	Emilita A Marin-CBA
4 Preparing Journal Entries.	Asst Busn Admin	Emilita A Marin-CBA
5 Verifying deposits posted correctly in the Finance System.	Emilita A Marin-CBA	Asst Busn Admin
6 Adequacy of physical safeguards.	Asst Busn Admin	Emilita A Marin-CBA
7 Transporting deposits to Student Financial Services.	UH DPS	
8 Ensuring deposits are made timely.	Asst Busn Admin	Emilita A Marin-CBA
9 Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Emilita A Marin-CBA	Stephen Bangerter, Dir. Col. Bus Operations
10 Updating Cash Handling Procedures as needed.	Emilita A Marin-CBA	Stephen Bangerter, Dir. Col. Bus Operations
11 Distribution of Cash Handling Procedures to employees who handle cash.	Emilita A Marin-CBA	Stephen Bangerter, Dir. Col. Bus Operations
12 Consistent and efficient responses to inquiries.	Emilita A Marin-CBA	Asst Busn Admin
<b>PETTY CASH</b>		
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	
<b>LONG DISTANCE CHARGES</b>		
1 Manager review of long distance charges for unusual activity.	Asst Busn Admin	Emilita A Marin-CBA
2 Ensuring personal calls are reimbursed within 10 days from the billing date.	Asst Busn Admin	Emilita A Marin-CBA
<b>CONTRACT ADMINISTRATION</b>		
1 Ensuring departmental personnel comply with contract administration policies/procedures.	Stephen Bangerter, Dir. Col. Bus Operations	Emilita A Marin-CBA
<b>PROPERTY MANAGEMENT</b>		
1 Performing the annual inventory.	Asst Busn Admin	Arturo Padilla
2 Ensuring the annual inventory was completed correctly.	Stephen Bangerter, Dir. Col. Bus Operations	Emilita A Marin-CBA
3 Tagging equipment.	Asst Busn Admin	Arturo Padilla
4 Approving requests for removal of equipment from campus.	Stephen Bangerter, Dir. Col. Bus Operations	Emilita A Marin-CBA
<b>DISCLOSURE FORMS</b>		

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1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Stephen Bangerter, Dir. Col. Bus Operations	Emilita A Marin-CBA
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Stephen Bangerter, Dir. Col. Bus Operations	Emilita A Marin-CBA
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Stephen Bangerter, Dir. Col. Bus Operations	Emilita A Marin-CBA
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.	Emilita A Marin-CBA	Stephen Bangerter, Dir. Col. Bus Operations
2	Ensuring that research expenditures are covered by funds from sponsors.	Asst Busn Admin	Emilita A Marin-CBA
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Kiet Luong/IT College Manager	Eric Stern, USS3
2	Ensuring that critical data back up occurs.	Kiet Luong/IT College Manager	Eric Stern, USS3
3	Ensuring that procedures such as password controls are followed.	Kiet Luong/IT College Manager	Eric Stern, USS3
4	Reporting of suspected security violations.	Kiet Luong/IT College Manager	Eric Stern, USS3