

Department of Biomedical Engineering
Baseline Standards
FY 2015

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

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CASH HANDLING			
1	Collecting cash, checks, etc.	Nyisha Hamilton, Department Business Administrator	
2	Reconciling cash, checks, etc. to receipts.	Nyisha Hamilton, Department Business Administrator	
3	Preparing deposits.	Nyisha Hamilton, Department Business Administrator	
4	Preparing Journal Entries.	Nyisha Hamilton, Department Business Administrator	
5	Verifying deposits posted correctly in the Finance System.	Nyisha Hamilton, Department Business Administrator	
6	Adequacy of physical safeguards of cash receipts and equivalent.	Nyisha Hamilton, Department Business Administrator	
7	Secure deposits via UHDPS to Student Financial Services.	Dean's Office	
8	Ensuring deposits are made timely.	Nyisha Hamilton, Department Business Administrator	
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Nyisha Hamilton, Department Business Administrator	
10	Updating Cash Handling Procedures as needed.	Nyisha Hamilton, Department Business Administrator	
11	Distribution of Cash Handling Procedures to employees who handle cash.	Nyisha Hamilton, Department Business Administrator	
12	Consistent and efficient responses to inquiries.	Nyisha Hamilton, Department Business Administrator	
PETTY CASH			
1	Preparing petty cash disbursements.	#NAME?	
2	Ensuring petty cash disbursements are not for more than \$100.	#NAME?	
3	Ensuring petty cash disbursements are made for only authorized purposes.	#NAME?	
4	Approving petty cash disbursements.	#NAME?	
5	Replenishing the petty cash fund timely.	#NAME?	
6	Ensuring the petty cash fund is balanced after each disbursement.	#NAME?	
CONTRACT ADMINISTRATION			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	#NAME?	
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Nicholas Plosko, Electronic Tech	Nyisha Hamilton, Department Business Administrator
2	Ensuring the annual inventory was completed correctly.	Nicholas Plosko, Electronic Tech	Nyisha Hamilton, Department Business Administrator
3	Tagging equipment.	Nicholas Plosko, Electronic Tech	Nyisha Hamilton, Department Business Administrator
4	Approving requests for removal of equipment from campus.	Nicholas Plosko, Electronic Tech	Nyisha Hamilton, Department Business Administrator
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Nyisha Hamilton, Department Business Administrator	
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Nyisha Hamilton, Department Business Administrator	
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Ashley Plosko, Office Assistant	Nyisha Hamilton, Department Business Administrator

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ACCOUNTS RECEIVABLE			
1	Extending of credit.	N/A	
2	Billing.	Laura Gutierrez, Lab Supervisor	Nyisha Hamilton, Department Business Administrator
3	Collection.	Laura Gutierrez, Lab Supervisor	Nyisha Hamilton, Department Business Administrator
4	Recording.	Laura Gutierrez, Lab Supervisor	Nyisha Hamilton, Department Business Administrator
5	Monitoring credit extended.	N/A	
6	Approving write-offs.	N/A	
NEGATIVE BALANCES			
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Nyisha Hamilton, Department Business Administrator	Stephen Bangerter, Director of Business Operations
2	Ensuring that research expenditures are covered by funds from sponsors.	Principal Investigators	Nyisha Hamilton, Department Business Administrator
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Nicholas Plosko, Electronic Tech	Kiet Luong, Mgr, Coll/Div Info Svcs
2	Ensuring that critical data back up occurs.	Nicholas Plosko, Electronic Tech	Kiet Luong, Mgr, Coll/Div Info Svcs
3	Ensuring that procedures such as password controls are followed.	Nicholas Plosko, Electronic Tech	Kiet Luong, Mgr, Coll/Div Info Svcs
4	Reporting of suspected security violations.	Nicholas Plosko, Electronic Tech	Kiet Luong, Mgr, Coll/Div Info Svcs