Dean's Office, 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.	Steve Bangerter, Dir of Busn Ops	Monique Jones, CBA
2	Updating the Baseline Standards Form.	Monique Jones, CBA	Steve Bangerter, Dir of Busn Ops
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Dawn Smith, Asst Busn Admin Monique Jones, CBA	
2	Reviewing cost center verifications.	Steve Bangerter, Dir of Busn Ops	
3	Approving cost center verifications.	Steve Bangerter, Dir of Busn Ops	
4	Ensuring all cost centers are verified/approved on a timely basis.	Monique Jones, CBA	Steve Bangerter, Dir of Busn Ops
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Steve Bangerter, Dir of Busn Ops	Monique Jones, CBA
2	Ensuring the validity of travel and expense reimbursements.	Steve Bangerter, Dir of Busn Ops	Monique Jones, CBA
3	Ensuring that goods and services are received and that timely payment is made.	Monique Jones, CBA	Dawn Smith, Asst Busn Admin
4	Ensuring correct account coding on purchases documents.	Monique Jones, CBA	Dawn Smith, Asst Busn Admin
5	Primary contact for inquiries to expenditure transactions.	Monique Jones, CBA	Dawn Smith, Asst Busn Admin
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.	Dawn Smith, Asst Busn Admin	Monique Jones, CBA Steve Bangerter, Dir of Busn Ops
2	Ensuring all monthly leave is recorded accurately and approved before the deadlines set by Payroll.	Dawn Smith, Asst Busn Admin	Monique Jones, CBA Steve Bangerter, Dir of Busn Ops
3	Ensuring all TRAM high level exceptions are corrected in a timely manner prior to Payroll deadlines.	Dawn Smith, Asst Busn Admin	Monique Jones, CBA Steve Bangerter, Dir of Busn Ops
4	Ensuring all Time Reporters (new employees and transfers) are assigned to Time Approvers in TRAM.	Dawn Smith, Asst Busn Admin	Monique Jones, CBA Steve Bangerter, Dir of Busn Ops
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.	Dawn Smith, Asst Busn Admin	Monique Jones, CBA Steve Bangerter, Dir of Busn Ops
6	Completing termination ePAR's within 24 hours of termination and completing the termination clearance form.	Dawn Smith, Asst Busn Admin	Monique Jones, CBA Steve Bangerter, Dir of Busn Ops
7	Ensuring terminated employees are no longer charged to departmental cost centers.	Dawn Smith, Asst Busn Admin	Monique Jones, CBA Steve Bangerter, Dir of Busn Ops
8	Maintaining departmental personnel files.	Dawn Smith, Asst Busn Admin	Monique Jones, CBA Steve Bangerter, Dir of Busn Ops
9	Consistent and efficient responses to inquiries.	Dawn Smith, Asst Busn Admin	Monique Jones, CBA Steve Bangerter, Dir of Busn Ops
10	Hire ePAR's should be processed at least 1 week prior to start date.	Dawn Smith, Asst Busn Admin	Monique Jones, CBA Steve Bangerter, Dir of Busn Ops
11	Ensure all security access requests and training courses are completed 48 hours prior to necessary access changes.	Monique Jones, CBA	Steve Bangerter, Dir of Busn Ops

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CASH HANDLING			
1	Collecting cash, checks, etc.	Dawn Smith, Asst Busn Admin Stella Vasqez, Admin Asst Barbara Torres, Exec Sec Juan Guzman, Office Asst 2 Demetria Sampson, Office Coord	Monique Jones, CBA Steve Bangerter, Dir of Busn Ops
2	Reconciling cash, checks, etc. to receipts.	Monique Jones, CBA	Dawn Smith, Asst Busn Admin Steve Bangerter, Dir of Busn Ops
3	Preparing deposits.	Dawn Smith, Asst Busn Admin	Monique Jones, CBA Steve Bangerter, Dir of Busn Ops
4	Preparing Journal Entries.	Dawn Smith, Asst Busn Admin	Monique Jones, CBA Steve Bangerter, Dir of Busn Ops
5	Verifying deposits posted correctly in the Finance System.	Monique Jones, CBA	Dawn Smith, Asst Busn Admin Steve Bangerter, Dir of Busn Ops
6	Adequacy of physical safeguards of cash receipts and equivalent.	Dawn Smith, Asst Busn Admin	Monique Jones, CBA
7	Secure deposits via UHDPS to Student Financial Services.	UH DPS	
8	Ensuring deposits are made timely.	Dawn Smith, Asst Busn Admin	Monique Jones, CBA
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Monique Jones, CBA	Steve Bangerter, Dir of Busn Ops
10	Updating Cash Handling Procedures as needed.	Monique Jones, CBA	Steve Bangerter, Dir of Busn Ops
11	Distribution of Cash Handling Procedures to employees who handle cash.	Monique Jones, CBA	Steve Bangerter, Dir of Busn Ops
12	Consistent and efficient responses to inquiries.	Monique Jones, CBA	Dawn Smith, Asst Busn Admin Steve Bangerter, Dir of Busn Ops
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.	Steve Bangerter, Dir of Busn Ops	Monique Jones, CBA
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Dawn Smith, Asst Busn Admin	Arturo Padilla, Info Svcs Mgr 2
2	Ensuring the annual inventory was completed correctly.	Steve Bangerter, Dir of Busn Ops	Monique Jones, CBA
3	Tagging equipment.	Dawn Smith, Asst Busn Admin	Arturo Padilla, Info Svcs Mgr 2
4	Approving requests for removal of equipment from campus.	Steve Bangerter, Dir of Busn Ops	Monique Jones, CBA

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DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Steve Bangerter, Dir of Busn Ops	Monique Jones, CBA
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Steve Bangerter, Dir of Busn Ops	Monique Jones, CBA
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Steve Bangerter, Dir of Busn Ops	Monique Jones, 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.	Monique Jones, CBA	Steve Bangerter, Dir of Busn Ops
2	Ensuring that research expenditures are covered by funds from sponsors.	Dawn Smith, Asst Busn Admin	Monique Jones, CBA
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Kiet Luong/Director, IT Svcs	Eric Stern, Mgr Info Svcs 2
2	Ensuring that critical data back up occurs.	Kiet Luong/Director, IT Svcs	Eric Stern, Mgr Info Svcs 2
3	Ensuring that procedures such as password controls are followed.	Kiet Luong/Director, IT Svcs	Eric Stern, Mgr Info Svcs 2
4	Reporting of suspected security violations.	Kiet Luong/Director, IT Svcs	Eric Stern, Mgr Info Svcs 2

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