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

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Description of Responsibility		Responsible Person(s) (Name/Title)	
		Primary (Required)	**Secondary (Optional)**
CASH HANDLING			
1	Collecting cash, checks, etc.	Zaniffa Jan (Secretary II.)	DBA
2	Reconciling cash, checks, etc. to receipts.	Mary Carter (Asst. DBA)	Zaniffa Jan (Secretary II.)
3	Preparing deposits.	Zaniffa Jan (Secretary II.)	Mary Carter (Asst. DBA)
4	Preparing Journal Entries.	Zaniffa Jan (Secretary II.)	Mary Carter (Asst. DBA)
5	Verifying deposits posted correctly in the Finance System.	DBA	Mary Carter (Asst. DBA)
6	Adequacy of physical safeguards of cash receipts and equivalent.	DBA	Mary Carter (Asst. DBA)
7	Secure deposits via UHDPS to Student Financial Services.	DBA	Mary Carter (Asst. DBA)
8	Ensuring deposits are made timely.	Zaniffa Jan (Secretary II.)	DBA
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	DBA	Mary Carter (Asst. DBA)
10	Updating Cash Handling Procedures as needed.	DBA	Mary Carter (Asst. DBA)
11	Distribution of Cash Handling Procedures to employees who handle cash.	DBA	Mary Carter (Asst. DBA)
12	Consistent and efficient responses to inquiries.	Zaniffa Jan (Secretary II.)	Mary Carter (Asst. DBA)
PETTY CASH			
1	Preparing petty cash disbursements.	NA	NA
2	Ensuring petty cash disbursements are not for more than $100.	NA	NA
3	Ensuring petty cash disbursements are made for only authorized purposes.	NA	NA
4	Approving petty cash disbursements.	NA	NA
5	Replenishing the petty cash fund timely.	NA	NA
6	Ensuring the petty cash fund is balanced after each disbursement.	NA	NA
CONTRACT ADMINISTRATION			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	DBA	Mary Carter (Asst. DBA)
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Robert Dial (Electrical Tech II)	Ralph Brown (Elec. Tech)
2	Ensuring the annual inventory was completed correctly.	Robert Dial (Electrical Tech II)	Ralph Brown (Elec. Tech)
3	Tagging equipment.	Robert Dial (Electrical Tech II)	Ralph Brown (Elec. Tech)
4	Approving requests for removal of equipment from campus.	Robert Dial (Electrical Tech II)	DBA
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	DBA	Mary Carter (Asst. DBA)
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	DBA	Mary Carter (Asst. DBA)
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	DBA	Mary Carter (Asst. DBA)

Submitted:

		Responsible Person(s) (Name/Title)	
Description of Responsibility		**Primary (Required)**	**Secondary (Optional)**
ACCOUNTS RECEIVABLE			
1	Extending of credit.	NA	NA
2	Billing.	Mary Carter (Asst. DBA)	DBA
3	Collection.	Mary Carter (Asst. DBA)	DBA
4	Recording.	Mary Carter (Asst. DBA)	DBA
5	Monitoring credit extended.	NA	NA
6	Approving write-offs.	NA	NA
NEGATIVE BALANCES			
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	DBA	Mary Carter (Asst. DBA)
2	Ensuring that research expenditures are covered by funds from sponsors.	Principle Investigators	DBA
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Ralph Brown (Elec. Tech)	Kiet Luong , Manager ECC
2	Ensuring that critical data back up occurs.	Ralph Brown (Elec. Tech)	Kiet Luong , Manager ECC
3	Ensuring that procedures such as password controls are followed.	Ralph Brown (Elec. Tech)	Kiet Luong , Manager ECC
4	Reporting of suspected security violations.	Ralph Brown (Elec. Tech)	Kiet Luong , Manager ECC