

Electrical and Computer Engineering Department - H0070
Baseline Standards
FY 2016

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.	David McMullen, DBA	Mary Carter (Asst. DBA)
2	Updating the Baseline Standards Form.	David McMullen, DBA	Mary Carter (Asst. DBA)
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Mary Carter (Asst. DBA)	David McMullen, DBA
2	Reviewing cost center verifications.	Mary Carter (Asst. DBA)	David McMullen, DBA
3	Approving cost center verifications.	David McMullen, DBA	Mary Carter (Asst. DBA)
4	Ensuring all cost centers are verified/approved on a timely basis.	David McMullen, DBA	Mary Carter (Asst. DBA)
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	David McMullen, DBA	Mary Carter (Asst. DBA)
2	Ensuring the validity of travel and expense reimbursements.	Mary Carter (Asst. DBA)	David McMullen, DBA
3	Ensuring that goods and services are received and that timely payment is made.	Mary Carter (Asst. DBA)	David McMullen, DBA
4	Ensuring correct account coding on purchases documents.	Mary Carter (Asst. DBA)	David McMullen, DBA
5	Primary contact for inquiries to expenditure transactions.	Mary Carter (Asst. DBA)	David McMullen, DBA
6	Ensuring access and use of P-Cards and T-Cards are secure.	David McMullen, DBA	
7	Ensuring P-Card transactions are adequately documented and benefit the university.	David McMullen, DBA	
8	Ensuring T-Card transactions are adequately documented and benefit the university.	David McMullen, 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.	Jaime Broussard Dept HR/Payroll Coordinator	Mary Carter (Asst. DBA)
2	Ensuring all monthly leave is recorded accurately and approved before the deadlines set by Payroll.	Jaime Broussard 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.	Jaime Broussard Dept HR/Payroll Coordinator	Mary Carter (Asst. DBA)
4	Ensuring all Time Reporters (new employees and transfers) are assigned to Time Approvers in TRAM.	Jaime Broussard 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	Jaime Broussard Dept HR/Payroll Coordinator	Mary Carter (Asst. DBA)
6	Completing termination ePAR's within 24 hours of termination.	Jaime Broussard Dept HR/Payroll Coordinator	Mary Carter (Asst. DBA)
7	Verifying that the eTermination Checklist is completed by all required departments no more than two weeks after termination.	Jaime Broussard Dept HR/Payroll Coordinator	Mary Carter (Asst. DBA)
8	Ensuring terminated employees are no longer charged to departmental cost centers.	Jaime Broussard Dept HR/Payroll Coordinator	Mary Carter (Asst. DBA)
9	Maintaining departmental personnel files.	Jaime Broussard Dept HR/Payroll Coordinator	Mary Carter (Asst. DBA)
10	Consistent and efficient responses to inquiries.	Jaime Broussard Dept HR/Payroll Coordinator	Mary Carter (Asst. DBA)
11	Hire ePAR's should be processed at least 1 week prior to start date.	Jaime Broussard Dept HR/Payroll Coordinator	Mary Carter (Asst. DBA)
12	Ensure all security access requests and training courses are completed 48 hours prior to necessary access changes.	Mary Carter (Asst. DBA)	Jaime Broussard Dept HR/Payroll Coordinator

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CASH HANDLING			
1	Collecting cash, checks, etc.	Dean's Office	
2	Reconciling cash, checks, etc. to receipts.	Dean's Office	
3	Preparing deposits.	Dean's Office	
4	Preparing Journal Entries.	Zaniffa Jan (Secretary II.)	Mary Carter (Asst. DBA)
5	Verifying deposits posted correctly in the Finance System.	David McMullen, DBA	Mary Carter (Asst. DBA)
6	Adequacy of physical safeguards of cash receipts and equivalent.	Dean's Office	
7	Secure deposits via UHDPDS to Student Financial Services.	Dean's Office	
8	Ensuring deposits are made timely.	Dean's Office	
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Steve Bangerter, Dir. Col. Bus Operations	David McMullen, DBA
10	Updating Cash Handling Procedures as needed.	Steve Bangerter, Dir. Col. Bus Operations	David McMullen, DBA
11	Distribution of Cash Handling Procedures to employees who handle cash.	David McMullen, DBA	Mary Carter (Asst. DBA)
12	Consistent and efficient responses to inquiries.	Zaniffa Jan (Secretary II.)	Mary Carter (Asst. DBA)
13	Ensuring all employees who complete or approve credit card journals have completed the Credit Card Accounting training.	David McMullen, DBA	
14	Ensuring all access and use of credit card information is secure.	Dean's Office	
PETTY CASH / CHANGE FUNDS			
1	Submitting Annual Reauthorization for Petty Cash/Change Funds.	N/A	
2	Preparing petty cash disbursements.	N/A	
3	Ensuring petty cash disbursements are not for more than \$100.	N/A	
4	Ensuring petty cash disbursements are made for only authorized purposes.	N/A	
5	Approving petty cash disbursements.	N/A	
6	Replenishing the petty cash fund timely.	N/A	
7	Ensuring the petty cash fund is balanced after each disbursement.	N/A	
8	Ensuring the change fund is balanced daily, weekly or monthly.	N/A	
CONTRACT ADMINISTRATION			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	David McMullen, 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

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DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	David McMullen, DBA	Mary Carter (Asst. DBA)
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	David McMullen, 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.	David McMullen, DBA	Mary Carter (Asst. DBA)
ACCOUNTS RECEIVABLE			
1	Extending of credit.	NA	
2	Billing.	Mary Carter (Asst. DBA)	David McMullen, DBA
3	Collection.	Mary Carter (Asst. DBA)	David McMullen, DBA
4	Recording.	Mary Carter (Asst. DBA)	David McMullen, DBA
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.	David McMullen, DBA	Mary Carter (Asst. DBA)
2	Ensuring that research expenditures are covered by funds from sponsors.	Principle Investigators	David McMullen, 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