

Mechanical Engineering Department - H0073
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.	April Blount, DBA	
2	Updating the Baseline Standards Form.	April Blount, DBA	
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	April Blount, DBA	
2	Reviewing cost center verifications.	Department: Pradeep Sharma; Research grants/projects: PI	
3	Approving cost center verifications.	Department: Pradeep Sharma; Research grants/projects: PI	
4	Ensuring all cost centers are verified/approved on a timely basis.	April Blount, DBA	
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	April Blount, DBA Joana Tan ABA	
2	Ensuring the validity of travel and expense reimbursements.	April Blount, DBA Joana Tan ABA	
3	Ensuring that goods and services are received and that timely payment is made.	Joana Tan ABA	April Blount, DBA
4	Ensuring correct account coding on purchases documents.	April Blount, DBA Joana Tan ABA	
5	Primary contact for inquiries to expenditure transactions.	Joana Tan ABA	April Blount, DBA
6	Ensuring access and use of P-Cards and T-Cards are secure.	April Blount, DBA	
7	Ensuring P-Card transactions are adequately documented and benefit the university.	April Blount, DBA	
8	Ensuring T-Card transactions are adequately documented and benefit the university.	April Blount, 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.	Tammy Engelbosch, Fin Asst 2	April Blount, DBA
2	Ensuring all monthly leave is recorded accurately and approved before the deadlines set by Payroll.	Tammy Engelbosch, Fin Asst 2	April Blount, DBA
3	Ensuring all TRAM high level exceptions are corrected in a timely manner prior to Payroll deadlines.	Tammy Engelbosch, Fin Asst 2	April Blount, DBA
4	Ensuring all Time Reporters (new employees and transfers) are assigned to Time Approvers in TRAM.	Tammy Engelbosch, Fin Asst 2	April Blount, 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	Tammy Engelbosch, Fin Asst 2	April Blount, DBA
6	Completing termination ePAR's within 24 hours of termination.	Tammy Engelbosch, Fin Asst 2	April Blount, DBA
7	Verifying that the eTermination Checklist is completed by all required departments no more than two weeks after termination.	Tammy Engelbosch, Fin Asst 2	April Blount, DBA
8	Ensuring terminated employees are no longer charged to departmental cost centers.	Tammy Engelbosch, Fin Asst 2	April Blount, DBA
9	Maintaining departmental personnel files.	Tammy Engelbosch, Fin Asst 2	April Blount, DBA
10	Consistent and efficient responses to inquiries.	Tammy Engelbosch, Fin Asst 2	April Blount, DBA
11	Hire ePAR's should be processed at least 1 week prior to start date.	Tammy Engelbosch, Fin Asst 2	April Blount, DBA
12	Ensure all security access requests and training courses are completed 48 hours prior to necessary access changes.	April Blount, DBA	

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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.	April Blount, DBA	
5	Verifying deposits posted correctly in the Finance System.	Joana Tan ABA	
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, Exec Dir of Busn Ops	April Blount, DBA
10	Updating Cash Handling Procedures as needed.	Steve Bangerter, Exec Dir of Busn Ops	April Blount, DBA
11	Distribution of Cash Handling Procedures to employees who handle cash.	April Blount, DBA	
12	Consistent and efficient responses to inquiries.	April Blount, DBA	
13	Ensuring all employees who complete or approve credit card journals have completed the Credit Card Accounting training.	April Blount, 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.	April Blount, DBA	Joana Tan ABA
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Gene Webster, Elec Supervisor	Jerry Clifton, Spvr, Lab Machinist
2	Ensuring the annual inventory was completed correctly.	Pradeep Sharma, Chairman	
3	Tagging equipment.	Gene Webster, Elec Supervisor	
4	Approving requests for removal of equipment from campus.	Pradeep Sharma, Chairman	

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DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	April Blount, DBA	
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Executive Secretary	April Blount, DBA
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Executive Secretary	April Blount, DBA
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.	April Blount, DBA	
2	Ensuring that research expenditures are covered by funds from sponsors.	April Blount, DBA	
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Gene Webster, Elec Supervisor	
2	Ensuring that critical data back up occurs.	Gene Webster, Elec Supervisor	
3	Ensuring that procedures such as password controls are followed.	Gene Webster, Elec Supervisor	
4	Reporting of suspected security violations.	Gene Webster, Elec Supervisor	