

Civil and Environmental Engineering  
Baseline Standards  
FY 2018

Description of Responsibility		Responsible Person(s) (Name/Title)	
		Primary (Required)	Secondary (Optional)
<b>DEPARTMENTAL POLICIES &amp; PROCEDURES / BASELINE STANDARDS</b>			
1	Ensuring the Departmental Policy and Procedures manual is current.	Betsy Roguer, DBA	Maria T. Trasancos, ABA
2	Updating the Baseline Standards Form.	Betsy Roguer, DBA	
<b>FINANCIAL REPORTING - COST CENTER VERIFICATIONS</b>			
1	Preparing cost center verifications.	Maria T. Trasancos, ABA	Betsy Roguer, DBA
2	Reviewing cost center verifications.	Betsy Roguer, DBA	Maria T. Trasancos, ABA
3	Approving cost center verifications.	Roberto Ballarini, Dep. Chair / PIs	Betsy Roguer, DBA
4	Ensuring all cost centers are verified/approved on a timely basis.	Betsy Roguer, DBA	Maria T. Trasancos, ABA
<b>FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS</b>			
1	Ensuring valid authorization of purchase documents.	Maria T. Trasancos, ABA	Betsy Roguer, DBA
2	Ensuring the validity of travel and expense reimbursements.	Cherish Wallace, Admin Asst / Maria T. Trasancos, ABA	Betsy Roguer, DBA
3	Ensuring that goods and services are received and that timely payment is made.	Maria T. Trasancos, ABA	Betsy Roguer, DBA
4	Ensuring correct account coding on purchases documents.	Maria T. Trasancos, ABA	Betsy Roguer, DBA
5	Primary contact for inquiries to expenditure transactions.	Maria T. Trasancos, ABA	Betsy Roguer, DBA
<b>PAYROLL / HUMAN RESOURCES</b>			
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.	May Xiong, HR/Payroll Coord 2	Betsy Roguer, DBA
2	Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.	May Xiong, HR/Payroll Coord 2	Betsy Roguer, DBA
3	Reconciling approved reported time and leave (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	May Xiong, HR/Payroll Coord 2	Betsy Roguer, DBA
4	Completing termination clearance procedures.	May Xiong, HR/Payroll Coord 2	Betsy Roguer, DBA
5	Ensuring terminated employees are no longer charged to departmental cost centers.	May Xiong, HR/Payroll Coord 2 / Maria T. Trasancos, ABA	Betsy Roguer, DBA
6	Maintaining departmental Personnel files.	May Xiong, HR/Payroll Coord 2 / Cherish Wallace	Betsy Roguer, DBA
7	Ensuring valid authorization of new hires.	May Xiong, HR/Payroll Coord 2 / Cherish Wallace	Betsy Roguer, DBA
8	Ensuring valid authorization of changes in compensation rates.	May Xiong, HR/Payroll Coord 2	Betsy Roguer, DBA
9	Ensuring the accurate input of changes to the HR System.	May Xiong, HR/Payroll Coord 3	Betsy Roguer, DBA
10	Consistent and efficient responses to inquiries.	May Xiong, HR/Payroll Coord 4	Betsy Roguer, DBA

Civil and Environmental Engineering  
Baseline Standards  
FY 2018

Description of Responsibility	Responsible Person(s) (Name/Title)	
	Primary (Required)	Secondary (Optional)
<b>CASH HANDLING</b>		
1	Collecting cash, checks, etc.	Maria T. Trasancos, ABA Cherish Wallace, Admin Asst
2	Reconciling cash, checks, etc. to receipts.	Betsy Roguer, DBA Maria T. Trasancos, ABA
3	Preparing deposits.	Maria T. Trasancos, ABA Yvete Farnum, Office Asst
4	Preparing Journal Entries.	Maria T. Trasancos, ABA Yvete Farnum, Office Asst
5	Verifying deposits posted correctly in the Finance System.	Maria T. Trasancos, ABA Betsy Roguer, DBA
6	Adequacy of physical safeguards of cash receipts and equivalent.	Maria T. Trasancos, ABA Betsy Roguer, DBA
7	Secure deposits via UHDPDS to Student Financial Services.	Dean's Office
8	Ensuring deposits are made timely.	Betsy Roguer, DBA Maria T. Trasancos, ABA
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Betsy Roguer, DBA Dean's Office
10	Updating Cash Handling Procedures as needed.	Steve Bangerte, Director of Operations College of Eng.
11	Distribution of Cash Handling Procedures to employees who handle cash.	Betsy Roguer, DBA Steve Bangerte, Director of Operations College of Eng.
12	Consistent and efficient responses to inquiries.	Betsy Roguer, DBA Steve Bangerte, Director of Operations College of Eng.
<b>PETTY CASH</b>		
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
<b>CONTRACT ADMINISTRATION</b>		
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Betsy Roguer, DBA Maria T. Trasancos, ABA
<b>PROPERTY MANAGEMENT</b>		
1	Performing the annual inventory.	Charisma Lattao, Instructional Lab Mgr / Laura Murphy, Program Betsy Roguer, DBA
2	Ensuring the annual inventory was completed correctly.	Charisma Lattao, Instructional Lab Mgr / Laura Murphy, Program Betsy Roguer, DBA
3	Tagging equipment.	Charisma Lattao, Instructional Lab Mgr / Laura Murphy, Program Betsy Roguer, DBA
4	Approving requests for removal of equipment from campus.	Roberto Ballarini, Dep. Chair
<b>DISCLOSURE FORMS</b>		
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Betsy Roguer, DBA
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Betsy Roguer, DBA
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Betsy Roguer, DBA

Civil and Environmental Engineering  
Baseline Standards  
FY 2018

Description of Responsibility		Responsible Person(s) (Name/Title)	
		Primary (Required)	Secondary (Optional)
ACCOUNTS RECEIVABLE			
1	Extending of credit.	NA	
2	Billing.	Maria T. Trasancos, ABA	Betsy Roguer, DBA
3	Collection.	Maria T. Trasancos, ABA	Betsy Roguer, DBA
4	Recording.	Maria T. Trasancos, ABA	Betsy Roguer, 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.	Betsy Roguer, DBA	Maria T. Trasancos, ABA
2	Ensuring that research expenditures are covered by funds from sponsors.	Betsy Roguer, DBA	Maria T. Trasancos, ABA
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Betsy Roguer, DBA	Roberto Ballarini, Dept. Chair
2	Ensuring that critical data back up occurs.	Kiet Luong, Director of Eng. Computer	
3	Ensuring that procedures such as password controls are followed.	Kiet Luong, Director of Eng. Computer	
4	Reporting of suspected security violations.	Kiet Luong, Director of Eng. Computer	