

Biomedical Engineering-H0071
Baseline Standards
FY 2019

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.	My-Dung Lieu, Department Business Administrator	
2	Updating the Baseline Standards Form.	My-Dung Lieu, Department Business Administrator	
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Allison Nguyen, Student worker Hanny Ngo, Student Worker	My-Dung Lieu, Department Business Administrator
2	Reviewing cost center verifications.	My-Dung Lieu, Department Business Administrator	David Nguyen- Financial Coordinator
3	Approving cost center verifications.	Principal Investigators	Metin Akay , Dept Chair/ Asst Chair/ DBA
4	Ensuring all cost centers are verified/approved on a timely basis.	Alyssa Perez, Office Assistant	My-Dung, Department Business Administrator
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Ting Chen, Lab Supervisor	My-Dung Lieu, Department Business Administrator
2	Ensuring the validity of travel and expense reimbursements.	Katelyn Finnegan, Program Coordinator	My-Dung Lieu, Department Business Administrator
3	Ensuring that goods and services are received and that timely payment is made.	Ting Chen, Lab Supervisor	My-Dung Lieu, Department Business Administrator
4	Ensuring correct account coding on purchases documents.	Katelyn Finnegan - Program Coordinator , David Nguyen Financial	My-Dung Lieu, Department Business Administrator
5	Primary contact for inquiries to expenditure transactions.	Katelyn Finnegan - Program Coordinator	My-Dung Lieu, Department Business Administrator
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.	Time Approvers , David Nguyen - Financial Coordinator	My-Dung Lieu, Department Business Administrator
2	Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.	David Nguyen- Financial Coordinator	My-Dung Lieu, Department Business Administrator
3	Reconciling approved reported time and leave (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	David Nguyen- Financial Coordinator	My-Dung Lieu, Department Business Administrator
4	Completing termination clearance procedures.	David Nguyen- Financial Coordinator	My-Dung Lieu, Department Business Administrator
5	Ensuring terminated employees are no longer charged to departmental cost centers.	David Nguyen- Financial Coordinator	My-Dung Lieu, Department Business Administrator
6	Maintaining departmental Personnel files.	David Nguyen- Financial Coordinator	My-Dung Lieu, Department Business Administrator
7	Ensuring valid authorization of new hires.	David Nguyen- Financial Coordinator	My-Dung Lieu, Department Business Administrator
8	Ensuring valid authorization of changes in compensation rates.	David Nguyen- Financial Coordinator	My-Dung Lieu, Department Business Administrator
9	Ensuring the accurate input of changes to the HR System.	David Nguyen- Financial Coordinator	My-Dung Lieu, Department Business Administrator
10	Consistent and efficient responses to inquiries.	David Nguyen- Financial Coordinator	My-Dung Lieu, Department Business Administrator
CASH HANDLING			
1	Collecting cash, checks, etc.	David Nguyen- Financial Coordinator , Alyssa Perez Office Assistant	My-Dung Lieu, Department Business Administrator

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2	Reconciling cash, checks, etc. to receipts.	David Nguyen- Financial Coordinator , Alyssa Perez Office Assistant	My-Dung Lieu, Department Business Administrator
3	Preparing deposits.	Deans Office	
4	Preparing Journal Entries.	David Nguyen- Financial Coordinator	My-Dung Lieu, Department Business Administrator
5	Verifying deposits posted correctly in the Finance System.	David Nguyen- Financial Coordinator	My-Dung Lieu, Department Business Administrator
6	Adequacy of physical safeguards of cash receipts and equivalent.	David Nguyen- Financial Coordinator , My-Dung Lieu , Department Business	
7	Secure deposits via UHDPS to Student Financial Services.	Deans Office	
8	Ensuring deposits are made timely.	David Nguyen- Financial Coordinator , My-Dung Lieu , Department Business	My-Dung Lieu, Department Business Administrator
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	My-Dung Lieu, Department Business Administrator	Stephen Bangerter, Exec Director of Business Operations
10	Updating Cash Handling Procedures as needed.	Stephen Bangerter, Exec Director of Business Operations	
11	Distribution of Cash Handling Procedures to employees who handle cash.	My-Dung Lieu, Department Business Administrator	
12	Consistent and efficient responses to inquiries.	My-Dung Lieu, Department Business Administrator	
PETTY CASH			
1	Preparing petty cash disbursements.	N/A	
2	Ensuring petty cash disbursements are not for more than \$100.	N/A	
3	Ensuring petty cash disbursements are made for only authorized purposes.	N/A	
4	Approving petty cash disbursements.	N/A	
5	Replenishing the petty cash fund timely.	N/A	
6	Ensuring the petty cash fund is balanced after each disbursement.	N/A	
CONTRACT ADMINISTRATION			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Katelyn Finnegan, Program Coordinator	My-Dung Lieu, Department Business Administrator
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Nicholas Plosko, Electronic Tech	My-Dung Lieu, Department Business Administrator
2	Ensuring the annual inventory was completed correctly.	Nicholas Plosko, Electronic Tech	My-Dung Lieu, Department Business Administrator
3	Tagging equipment.	Nicholas Plosko, Electronic Tech	My-Dung Lieu, Department Business Administrator
4	Approving requests for removal of equipment from campus.	Nicholas Plosko, Electronic Tech	My-Dung Lieu, Department Business Administrator
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	My-Dung Lieu, Department Business Administrator	

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2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	My-Dung Lieu, Department Business Administrator	
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Ting Chen, Lab Supervisor	My-Dung Lieu, Department Business Administrator
ACCOUNTS RECEIVABLE			
1	Extending of credit.	N/A	
2	Billing.	N/A	
3	Collection.	N/A	
4	Recording.	N/A	
5	Monitoring credit extended.	N/A	
6	Approving write-offs.	N/A	
NEGATIVE BALANCES			
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	My-Dung Lieu, Department Business Administrator	Stephen Bangerter, Exec Director of Business Operations
2	Ensuring that research expenditures are covered by funds from sponsors.	Principal Investigators	My-Dung Lieu, Department Business Administrator
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Nicholas Plosko, Electronic Tech	Kiet Luong, Mgr, Coll/Div Info Svcs
2	Ensuring that critical data back up occurs.	Nicholas Plosko, Electronic Tech	Kiet Luong, Mgr, Coll/Div Info Svcs
3	Ensuring that procedures such as password controls are followed.	Nicholas Plosko, Electronic Tech	Kiet Luong, Mgr, Coll/Div Info Svcs
4	Reporting of suspected security violations.	Nicholas Plosko, Electronic Tech	Kiet Luong, Mgr, Coll/Div Info Svcs