

Honors College  
Baseline Standards  
FY 2016

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

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<b>CASH HANDLING</b>			
1	Collecting cash, checks, etc.	Student Services (Honors)	Student Services (Honors) Honors Director of Development
2	Reconciling cash, checks, etc. to receipts.	Brenda Ramirez, Financial Coordinator II	Ornela Santee, C.B.A.
3	Preparing deposits.	Brenda Ramirez, Financial Coordinator II	Ornela Santee, C.B.A.
4	Preparing Journal Entries.	Brenda Ramirez, Financial Coordinator II	Ornela Santee, C.B.A.
5	Verifying deposits posted correctly in the Finance System.	Lorena Osorio, Student Assistant	Ornela Santee, C.B.A.
6	Adequacy of physical safeguards of cash receipts and equivalent.	Brenda Ramirez, Financial Coordinator II	Ornela Santee, C.B.A.
7	Secure deposits via UHDPSS to Student Financial Services.	Brenda Ramirez, Financial Coordinator II	Ornela Santee, C.B.A.
8	Ensuring deposits are made timely.	Brenda Ramirez, Financial Coordinator II	Ornela Santee, C.B.A.
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Ornela Santee, C.B.A.	Dr. William Monroe, Dean
10	Updating Cash Handling Procedures as needed.	Brenda Ramirez, Financial Coordinator II	Ornela Santee, C.B.A.
11	Distribution of Cash Handling Procedures to employees who handle cash.	Brenda Ramirez, Financial Coordinator II	Ornela Santee, C.B.A.
12	Consistent and efficient responses to inquiries.	Brenda Ramirez, Financial Coordinator II	Ornela Santee, C.B.A.
13	Ensuring all employees who complete or approve credit card journals have completed the Credit Card Accounting training.	N/A	N/A
14	Ensuring all access and use of credit card information is secure.	Brenda Ramirez, Financial Coordinator II	Ornela Santee, C.B.A.
<b>PETTY CASH</b>			
1	Preparing petty cash disbursements.	N/A	N/A
2	Ensuring petty cash disbursements are not for more than \$100.	N/A	N/A
3	Ensuring petty cash disbursements are made for only authorized purposes.	N/A	N/A
4	Approving petty cash disbursements.	N/A	N/A
5	Replenishing the petty cash fund timely.	N/A	N/A
6	Ensuring the petty cash fund is balanced after each disbursement.	N/A	N/A
<b>CONTRACT ADMINISTRATION</b>			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Brenda Ramirez, Financial Coordinator II Ornela Santee,	Dr. William Monroe, Dean
<b>PROPERTY MANAGEMENT</b>			
1	Performing the annual inventory.	Ornela Santee, C.B.A.	Brenda Ramirez, Financial Coordinator II
2	Ensuring the annual inventory was completed correctly.	Ornela Santee, C.B.A.	Dr. William Monroe, Dean
3	Tagging equipment.	Ornela Santee, C.B.A.	Brenda Ramirez, Financial Coordinator II
4	Approving requests for removal of equipment from campus.	Dr. William Monroe, Dean	Ornela Santee, C.B.A.

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<b>DISCLOSURE FORMS</b>			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Ornela Santee, C.B.A.	Dr. William Monroe, Dean
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Ornela Santee, C.B.A.	Dr. William Monroe, Dean
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Ornela Santee, C.B.A.	Dr. William Monroe, Dean
<b>ACCOUNTS RECEIVABLE</b>			
1	Extending of credit.	N/A	N/A
2	Billing.	N/A	N/A
3	Collection.	N/A	N/A
4	Recording.	N/A	N/A
5	Monitoring credit extended.	N/A	N/A
6	Approving write-offs.	N/A	N/A
<b>NEGATIVE BALANCES</b>			
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Ornela Santee, C.B.A.	Dr. William Monroe, Dean
2	Ensuring that research expenditures are covered by funds from sponsors.	Ornela Santee, C.B.A.	Dr. William Monroe, Dean
<b>DEPARTMENTAL COMPUTING</b>			
1	Management of the departments' information technology resources.	Ornela Santee, C.B.A.	Dr. William Monroe, Dean
2	Ensuring that critical data back up occurs.	Ornela Santee, C.B.A.	Dr. William Monroe, Dean
3	Ensuring that procedures such as password controls are followed.	Ornela Santee, C.B.A.	Dr. William Monroe, Dean
4	Reporting of suspected security violations.	Ornela Santee, C.B.A.	Dr. William Monroe, Dean