

Law Library
Baseline Standards
FY 2018

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.	Amanda Watson, Director Law Library	MyBao Nguyen, Director - Business Operations
2	Updating the Baseline Standards Form.	Amanda Watson, Director Law Library	MyBao Nguyen, Director - Business Operations
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Lorna Marsh, Admin Coord	Amanda Watson, Director Law Library
2	Reviewing cost center verifications.	Amanda Watson, Director Law Library	MyBao Nguyen, Director - Business Operations
3	Approving cost center verifications.	Amanda Watson, Director Law Library	MyBao Nguyen, Director - Business Operations
4	Ensuring all cost centers are verified/approved on a timely basis.	Amanda Watson, Director Law Library	MyBao Nguyen, Director - Business Operations
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Amanda Watson, Director Law Library	Lorna Marsh, Admin Coord
2	Ensuring the validity of travel and expense reimbursements.	Amanda Watson, Director Law Library	Emily Lawson, Assoc Librarian
3	Ensuring that goods and services are received and that timely payment is made.	Marek Waterstone, Sr. Assoc Librarian	Amanda Watson, Director Law Library
4	Ensuring correct account coding on purchases documents.	Amanda Watson, Director Law Library	Lorna Marsh, Admin Coord
5	Primary contact for inquiries to expenditure transactions.	Amanda Watson, Director Law Library	Lorna Marsh, Admin Coord
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.	Lorna Marsh, Admin Coord	Amanda Watson, Director Law Library
2	Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.	Lorna Marsh, Admin Coord	Amanda Watson, Director Law Library
3	Reconciling approved reported time and leave (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Lorna Marsh, Admin Coord	Amanda Watson, Director Law Library
4	Completing termination clearance procedures.	Lorna Marsh, Admin Coord	Amanda Watson, Director Law Library
5	Ensuring terminated employees are no longer charged to departmental cost centers.	Lorna Marsh, Admin Coord	Amanda Watson, Director Law Library
6	Maintaining departmental Personnel files.	Lorna Marsh, Admin Coord	Amanda Watson, Director Law Library
7	Ensuring valid authorization of new hires.	Lorna Marsh, Admin Coord	Amanda Watson, Director Law Library
8	Ensuring valid authorization of changes in compensation rates.	Amanda Watson, Director Law Library	MyBao Nguyen, Director - Business Operations
9	Ensuring the accurate input of changes to the HR System.	Lorna Marsh, Admin Coord	Amanda Watson, Director Law Library
10	Consistent and efficient responses to inquiries.	Lorna Marsh, Admin Coord	Amanda Watson, Director Law Library

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CASH HANDLING			
1	Collecting cash, checks, etc.	Helen Boyce, LL Manager	Chris Dykes, Asso Librarian
2	Reconciling cash, checks, etc. to receipts.	Chris Dykes, Asso Librarian	Shay Everline, Sr. Asst. Library
3	Preparing deposits.	Lorna Marsh	Emily Lawson, Assoc Librarian
4	Preparing Journal Entries.	Lorna Marsh, Admin Coord	Emily Lawson, Assoc Librarian
5	Verifying deposits posted correctly in the Finance System.	Vacant Position	Jessica Claiborne, CBA
6	Adequacy of physical safeguards of cash receipts and equivalent.	Amanda Watson, Director Law Library	Emily Lawson, Assoc Librarian
7	Secure deposits via UHDPSS to Student Financial Services.	Vacant Position	Jessica Claiborne, CBA
8	Ensuring deposits are made timely.	Amanda Watson, Director Law Library	Vacant Position
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Amanda Watson, Director Law Library	MyBao Nguyen, Director - Business Operations
10	Updating Cash Handling Procedures as needed.	Amanda Watson, Director Law Library	Emily Lawson, Assoc Librarian
11	Distribution of Cash Handling Procedures to employees who handle cash.	Amanda Watson, Director Law Library	Emily Lawson, Assoc Librarian
12	Consistent and efficient responses to inquiries.	Amanda Watson, Director Law Library	Emily Lawson, Assoc Librarian
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.	Amanda Watson, Director Law Library	MyBao Nguyen, Director - Business Operations
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Amanda Watson, Director Law Library	Lorna Marsh, Admin Coord
2	Ensuring the annual inventory was completed correctly.	Amanda Watson, Director Law Library	Lorna Marsh, Admin Coord
3	Tagging equipment.	Lorna Marsh, Admin Coord	Amanda Watson, Director Law Library
4	Approving requests for removal of equipment from campus.	Amanda Watson, Director Law Library	MyBao Nguyen, Director - Business Operations
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Amanda Watson, Director Law Library	MyBao Nguyen, Director - Business Operations
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Amanda Watson, Director Law Library	MyBao Nguyen, Director - Business Operations
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	N/A	

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ACCOUNTS RECEIVABLE			
1	Chris Dykes, Asso Librarian	Helen Boyce, LL Manager	Amanda Watson, Director Law Library
2	Billing.	Helen Boyce, LL Manager	Amanda Watson, Director Law Library
3	Collection.	Helen Boyce, LL Manager	Amanda Watson, Director Law Library
4	Lorna Marsh, Admin Coord	Helen Boyce, LL Manager	Amanda Watson, Director Law Library
5	Monitoring credit extended.	Helen Boyce, LL Manager	Amanda Watson, Director Law Library
6	Approving write-offs.	Amanda Watson, Director Law Library	MyBao Nguyen, Director - Business Operations
NEGATIVE BALANCES			
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Amanda Watson, Director Law Library	MyBao Nguyen, Director - Business Operations
2	Ensuring that research expenditures are covered by funds from sponsors.	N/A	
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Tommy Abraham, Director -LIT	Chad Kitko, User Srvc Support Mgr.
2	Ensuring that critical data back up occurs.	Tommy Abraham, Director -LIT	Chad Kitko, User Srvc Support Mgr.
3	Ensuring that procedures such as password controls are followed.	Tommy Abraham, Director -LIT	Chad Kitko, User Srvc Support Mgr.
4	Reporting of suspected security violations.	Amanda Watson, Director Law Library	Tommy Abraham, Director -LIT