

Law Library - H0100
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.	Amanda Watson, Director Law Library	Lanna Morris, Assistant Business Administrator
2	Updating the Baseline Standards Form.	Lanna Morris, Assistant Business Administrator	Amanda Watson, Director Law Library
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Lorna Marsh, Admin Coord	Lanna Morris, Assistant Business Administrator
2	Reviewing cost center verifications.	Lanna Morris, Assistant Business Administrator	Amanda Watson, Director Law Library
3	Approving cost center verifications.	Amanda Watson, Director Law Library	Emily Lawson, Assoc Director Law Library
4	Ensuring all cost centers are verified/approved on a timely basis.	Lanna Morris, Assistant Business Administrator	Amanda Watson, Director Law Library
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Amanda Watson, Director Law Library	Emily Lawson, Assoc Director Law Library
2	Ensuring the validity of travel and expense reimbursements.	Amanda Watson, Director Law Library	Emily Lawson, Assoc Director Law Library
3	Ensuring that goods and services are received and that timely payment is made.	Lanna Morris, Assistant Business Administrator	Lorna Marsh, Admin Coord
4	Ensuring correct account coding on purchases documents.	Lanna Morris, Assistant Business Administrator	Lorna Marsh, Admin Coord
5	Primary contact for inquiries to expenditure transactions.	Lanna Morris, Assistant Business Administrator	Amanda Watson, Director Law Library
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.	Lanna Morris, Assistant Business Administrator	Amanda Watson, Director Law Library
2	Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.	Lanna Morris, Assistant Business Administrator	Lorna Marsh, Admin Coord
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	Lanna Morris, Assistant Business Administrator
4	Completing termination clearance procedures.	Lorna Marsh, Admin Coord	Lanna Morris, Assistant Business Administrator
5	Ensuring terminated employees are no longer charged to departmental cost centers.	Lorna Marsh, Admin Coord	Lanna Morris, Assistant Business Administrator
6	Maintaining departmental Personnel files.	Lorna Marsh, Admin Coord	Lanna Morris, Assistant Business Administrator
7	Ensuring valid authorization of new hires.	Lorna Marsh, Admin Coord	Lanna Morris, Assistant Business Administrator
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.	Lanna Morris, Assistant Business Administrator	Amanda Watson, Director Law Library

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10 Consistent and efficient responses to inquiries.	Lanna Morris, Assistant Business Administrator	Amanda Watson, Director Law Library
CASH HANDLING		
1 Collecting cash, checks, etc.	Helen Boyce, LL Manager	Chris Dykes, Assoc Librarian
2 Reconciling cash, checks, etc. to receipts.	Chris Dykes, Assoc Librarian	Shay Everline, Sr. Asst Library
3 Preparing deposits.	Lorna Marsh, Admin Coord	Lanna Morris, Assistant Business Administrator
4 Preparing Journal Entries.	Lorna Marsh, Admin Coord	Lanna Morris, Assistant Business Administrator
5 Verifying deposits posted correctly in the Finance System.	Lanna Morris, Assistant Business Administrator	Jessica Claiborne, CBA
6 Adequacy of physical safeguards of cash receipts and equivalent.	Amanda Watson, Director Law Library	Emily Lawson, Assoc Director Law Library
7 Secure deposits via UHDPS to Student Financial Services.	Lanna Morris, Assistant Business Administrator	Jessica Claiborne, CBA
8 Ensuring deposits are made timely.	Lorna Marsh, Admin Coord	Lanna Morris, Assistant Business Administrator
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.	Lanna Morris, Assistant Business Administrator	Emily Lawson, Assoc Director Law Library
11 Distribution of Cash Handling Procedures to employees who handle cash.	Lorna Marsh, Admin Coord	Lanna Morris, Assistant Business Administrator
12 Consistent and efficient responses to inquiries.	Amanda Watson, Director Law Library	Emily Lawson, Assoc Director Law Library
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

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2	Ensuring the annual inventory was completed correctly.	Amanda Watson, Director Law Library	Lorna Marsh, Admin Coord
3	Tagging equipment.	Lorna Marsh, Admin Coord	Lanna Morris, Assistant Business Administrator
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	
ACCOUNTS RECEIVABLE			
1	Extending of credit.	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	Recording.	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 College IT Support	Chad Kitko, Assistant Manager User Services Support
2	Ensuring that critical data back up occurs.	Chad Kitko, Assistant Manager User Services Support	Tommy Abraham, Director College IT Support
3	Ensuring that procedures such as password controls are followed.	Adams, Baroness, ISO-Web Developer II	Tommy Abraham, Director College IT Support
4	Reporting of suspected security violations.	Adams, Baroness, ISO-Web Developer II	Tommy Abraham, Director College IT Support