

Access Services  
Baseline Standards  
FY 2015

Description of Responsibility		Responsible Person(s) (Name/Title)	
		Primary (Required)	Secondary (Optional)
DEPARTMENTAL POLICIES & PROCEDURES / BASELINE STANDARDS		N/A	N/A
1	Ensuring the Departmental Policy and Procedures manual is current.	N/A	N/A
2	Updating the Baseline Standards Form.	N/A	N/A
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	N/A	N/A
2	Reviewing cost center verifications.	N/A	N/A
3	Approving cost center verifications.	N/A	N/A
4	Ensuring all cost centers are verified/approved on a timely basis.	N/A	N/A
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	N/A	N/A
2	Ensuring the validity of travel and expense reimbursements.	N/A	N/A
3	Ensuring that goods and services are received and that timely payment is made.	N/A	N/A
4	Ensuring correct account coding on purchases documents.	N/A	N/A
5	Primary contact for inquiries to expenditure transactions.	N/A	N/A
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.	N/A	N/A
2	Ensuring all monthly leave is recorded accurately and approved before the deadlines set by Payroll.	N/A	N/A
3	Ensuring all TRAM high level exceptions are corrected in a timely manner prior to Payroll deadlines.	N/A	N/A
4	Ensuring all Time Reporters (new employees and transfers) are assigned to Time Approvers in TRAM.	N/A	N/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	N/A	N/A
6	Completing termination ePAR's within 24 hours of termination and completing the termination clearance form.	N/A	N/A
7	Ensuring terminated employees are no longer charged to departmental cost centers.	N/A	N/A
8	Maintaining departmental personnel files.	N/A	N/A
9	Consistent and efficient responses to inquiries.	N/A	N/A
10	Hire ePAR's should be processed at least 1 week prior to start date.	N/A	N/A
11	Ensure all security access requests and training courses are completed 48 hours prior to necessary access changes.	N/A	N/A

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<b>CASH HANDLING</b>			
1	Collecting cash, checks, etc.	Certain staff per cash handling list.	
2	Reconciling cash, checks, etc. to receipts.	Susan Ryan, Chris Galloway	Yolanda Rodriguez
3	Preparing deposits.	Susan Ryan, Chris Galloway	Yolanda Rodriguez
4	Preparing Journal Entries.	Susan Ryan, Chris Galloway	Yolanda Rodriguez
5	Verifying deposits posted correctly in the Finance System.	Mark Cooper	
6	Adequacy of physical safeguards of cash receipts and equivalent.	Mark Cooper	
7	Secure deposits via UHDPS to Student Financial Services.	Susan Ryan, Chris Galloway	Yolanda Rodriguez
8	Ensuring deposits are made timely.	Susan Ryan, Chris Galloway	Yolanda Rodriguez
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Mark Cooper	
10	Updating Cash Handling Procedures as needed.	Mark Cooper	
11	Distribution of Cash Handling Procedures to employees who handle cash.	Mark Cooper	
12	Consistent and efficient responses to inquiries.	Susan Ryan, Chris Galloway	Yolanda Rodriguez
<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.	N/A	N/A
<b>PROPERTY MANAGEMENT</b>			
1	Performing the annual inventory.	N/A	N/A
2	Ensuring the annual inventory was completed correctly.	N/A	N/A
3	Tagging equipment.	N/A	N/A
4	Approving requests for removal of equipment from campus.	N/A	N/A
<b>DISCLOSURE FORMS</b>			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	N/A	N/A
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	N/A	N/A
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	N/A	N/A

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ACCOUNTS RECEIVABLE			
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
NEGATIVE BALANCES			
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	N/A	N/A
2	Ensuring that research expenditures are covered by funds from sponsors.	N/A	N/A
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	N/A	N/A
2	Ensuring that critical data back up occurs.	N/A	N/A
3	Ensuring that procedures such as password controls are followed.	N/A	N/A
4	Reporting of suspected security violations.	N/A	N/A