Description of Responsibility		Baseline Standards FY19	
		Primary (Required)	Secondary (Optional)
DEPARTMENTAL POLICIES & PROCEDURES / BASELINE STANDARDS			
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		N/A	N/A
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		N/A	N/A
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			

Submitted: August 1st, 2018

	Description of Responsibility	Baseline Standards FY19	
		Primary (Required)	**Secondary (Optional)**
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 and approved before the deadlines set by Payroll.	N/A	N/A
3	Reconciling approved reported time and leave (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	N/A	N/A
4	Completing termination clearance procedures.	N/A	N/A
5	Ensuring terminated employees are no longer charged to departmental cost centers.	N/A	N/A
6	Maintaining departmental Personnel files.	N/A	N/A
7	Ensuring valid authorization of new hires.	N/A	N/A
8	Ensuring valid authorization of changes in compensation rates.	N/A	N/A
9	Ensuring the accurate input of changes to the HR System.	N/A	N/A
10	Consistent and efficient responses to inquiries.	N/A	N/A
CASH HANDLING			
1	Collecting cash, checks, etc.	Certain staff per cash handling list.	N/A
2	Reconciling cash, checks, etc. to receipts.	Susan Ryan, Chris Galloway	N/A
3	Preparing deposits.	Susan Ryan, Chris Galloway	N/A
4	Preparing Journal Entries.	Susan Ryan, Chris Galloway	N/A
5	Verifying deposits posted correctly in the Finance System.	Mark Cooper - CBDA	N/A
6	Adequacy of physical safeguards of cash receipts and equivalent.	Mark Cooper - CBDA	N/A
7	Secure deposits via UHDPS to Student Financial Services.	Susan Ryan, Chris Galloway	N/A
8	Ensuring deposits are made timely.	Susan Ryan, Chris Galloway	Pam Allen - Financial Analyst 2
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Mark Cooper - CBDA	N/A
10	Updating Cash Handling Procedures as needed.	Mark Cooper - CBDA	N/A
11	Distribution of Cash Handling Procedures to employees who handle cash.	Mark Cooper - CBDA	N/A
12	Consistent and efficient responses to inquiries.	Susan Ryan, Chris Galloway	N/A
PETTY CASH			

Submitted: August 1st, 2018

	Description of Responsibility	Baseline Standards FY19	
		Primary (Required)	Secondary (Optional)
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
CONTRACT ADMINISTRATION			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	N/A	N/A
PROPERTY MANAGEMENT			
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
DISCLOSURE FORMS			
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
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			

Submitted: August 1st, 2018

		Baseline Standards FY19	
Description of Responsibility		**Primary (Required)**	**Secondary (Optional)**
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Mark Cooper - CBDA	N/A
2	Ensuring that research expenditures are covered by funds from sponsors.	Mark Cooper - CBDA	N/A
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Rob Spragg - Associate Librarian/Networking Manager	N/A
2	Ensuring that critical data back up occurs.	Rob Spragg - Associate Librarian/Networking Manager	N/A
3	Ensuring that procedures such as password controls are followed.	Rob Spragg - Associate Librarian/Networking Manager	N/A
4	Reporting of suspected security violations.	Rob Spragg - Associate Librarian/Networking Manager	N/A

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