

College of Nursing - H0586
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.	Dr. Kathryn Tart, Dean	Samer Shammass, CBA
2	Updating the Baseline Standards Form.	Samer Shammass, CBA	Dr. Kathryn Tart, Dean
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Leigh Ann Smith, Executive Administrative Assitant	Samer Shammass, CBA
2	Reviewing cost center verifications.	Samer Shammass, CBA	Dr. Kathryn Tart, Dean
3	Approving cost center verifications.	Samer Shammass, CBA	Dr. Kathryn Tart, Dean
4	Ensuring all cost centers are verified/approved on a timely basis.	Samer Shammass, CBA	Dr. Kathryn Tart, Dean
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Leigh Ann Smith, Executive Administrative Assitant	Samer Shammass, CBA
2	Ensuring the validity of travel and expense reimbursements.	Leigh Ann Smith, Executive Administrative Assitant	Samer Shammass, CBA
3	Ensuring that goods and services are received and that timely payment is made.	Leigh Ann Smith, Executive Administrative Assitant	Samer Shammass, CBA
4	Ensuring correct account coding on purchases documents.	Samer Shammass, CBA	Leigh Ann Smith, Executive Administrative Assitant
5	Primary contact for inquiries to expenditure transactions.	Samer Shammass, CBA	Leigh Ann Smith, Executive Administrative Assitant
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.	Samer Shammass, CBA	Leigh Ann Smith, Executive Administrative Assitant
2	Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.	Samer Shammass, CBA	Leigh Ann Smith, Executive Administrative Assitant
3	Reconciling approved reported time and leave (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Samer Shammass, CBA	Leigh Ann Smith, Executive Administrative Assitant
4	Completing termination clearance procedures.	Samer Shammass, CBA	Leigh Ann Smith, Executive Administrative Assitant
5	Ensuring terminated employees are no longer charged to departmental cost centers.	Samer Shammass, CBA	Leigh Ann Smith, Executive Administrative Assitant
6	Maintaining departmental Personnel files.	Samer Shammass, CBA	Leigh Ann Smith, Executive Administrative Assitant
7	Ensuring valid authorization of new hires.	Samer Shammass, CBA	Leigh Ann Smith, Executive Administrative Assitant
8	Ensuring valid authorization of changes in compensation rates.	Samer Shammass, CBA	Leigh Ann Smith, Executive Administrative Assitant
9	Ensuring the accurate input of changes to the HR System.	Samer Shammass, CBA	Leigh Ann Smith, Executive Administrative Assitant
10	Consistent and efficient responses to inquiries.	Samer Shammass, CBA	Leigh Ann Smith, Executive Administrative Assitant

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CASH HANDLING			
1	Collecting cash, checks, etc.	Joan Bauman, Secretary 1	Leigh Ann Smith, Executive Administrative Assitant
2	Reconciling cash, checks, etc. to receipts.	Leigh Ann Smith, Executive Administrative Assitant	Samer Shammas, CBA
3	Preparing deposits.	N/A	N/A
4	Preparing Journal Entries.	Samer Shammas, CBA	N/A
5	Verifying deposits posted correctly in the Finance System.	Leigh Ann Smith, Executive Administrative Assitant	Samer Shammas, CBA
6	Adequacy of physical safeguards of cash receipts and equivalent.	Samer Shammas, CBA	Leigh Ann Smith, Executive Administrative Assitant
7	Secure deposits via UHDPS to Student Financial Services.	Samer Shammas, CBA	Leigh Ann Smith, Executive Administrative Assitant
8	Ensuring deposits are made timely.	Samer Shammas, CBA	Leigh Ann Smith, Executive Administrative Assitant
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Samer Shammas, CBA	Dr. Kathryn Tart, Dean
10	Updating Cash Handling Procedures as needed.	Samer Shammas, CBA	Dr. Kathryn Tart, Dean
11	Distribution of Cash Handling Procedures to employees who handle cash.	Samer Shammas, CBA	Dr. Kathryn Tart, Dean
12	Consistent and efficient responses to inquiries.	Samer Shammas, CBA	Dr. Kathryn Tart, Dean
PETTY CASH			
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.	Dr. Kathryn Tart, Dean	Samer Shammas, CBA
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Roberto Tonsul, IT Manager	Samer Shammas, CBA
2	Ensuring the annual inventory was completed correctly.	Samer Shammas, CBA	Roberto Tonsul, IT Manager
3	Tagging equipment.	Roberto Tonsul, IT Manager	Samer Shammas, CBA
4	Approving requests for removal of equipment from campus.	Dr. Kathryn Tart, Dean	Samer Shammas, CBA
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Dr. Kathryn Tart, Dean	Samer Shammas, CBA
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Dr. Kathryn Tart, Dean	Samer Shammas, CBA

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		Responsible Person(s) (Name/Title)	
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3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Dr. Kathryn Tart, Dean	Samer Shammas, CBA

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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.	Samer Shamma, CBA	Dr. Kathryn Tart, Dean
2	Ensuring that research expenditures are covered by funds from sponsors.	Samer Shamma, CBA	Dr. Kathryn Tart, Dean
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Roberto Tonsul, IT Manager	Samer Shamma, CBA
2	Ensuring that critical data back up occurs.	Roberto Tonsul, IT Manager	Samer Shamma, CBA
3	Ensuring that procedures such as password controls are followed.	Roberto Tonsul, IT Manager	Samer Shamma, CBA
4	Reporting of suspected security violations.	Roberto Tonsul, IT Manager	Samer Shamma, CBA