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.	Rubina Haroon/Director Bus Oper.	Chi Nguyen/Asst. Dir Bus Oper.
2	Updating the Baseline Standards Form.	Rubina Haroon/Director Bus Oper.	Chi Nguyen/Asst. Dir Bus Oper.
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Miranda McMorris/Financial Analyst	Chi Nguyen/Asst. Dir Bus Oper.
2	Reviewing cost center verifications.	Rubina Haroon/Director Bus Oper.	Chi Nguyen/Asst. Dir Bus Oper.
3	Approving cost center verifications.	Rubina Haroon/Director Bus Oper.	Chi Nguyen/Asst. Dir Bus Oper.
4	Ensuring all cost centers are verified/approved on a timely basis.	Rubina Haroon/Director Bus Oper.	Chi Nguyen/Asst. Dir Bus Oper.
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Melissa Ieans/Financial Coord Golda Hallett/Progam Coord Tristan Mathis/Secretary 2 Diane Salazar/Admin Asst Karen Williams/Secretary 2	Rubina Haroon/Director Bus Oper.
2	Ensuring the validity of travel and expense reimbursements.	Golda Hallett/Progam Coord Olga Zamora/Exec Secretary Tristan Mathis/Secretary 2 Tristan Mathis/Secretary 2 Diane Salazar/Admin Asst	Rubina Haroon/Director Bus Oper.
3	Ensuring that goods and services are received and that timely payment is made.	Melissa Ieans/Financial Coord Golda Hallett/Progam Coord Tristan Mathis/Secretary 2 Diane Salazar/Admin Asst Karen Williams/Secretary 2	Chi Nguyen/Asst. Dir Bus Oper.
4	Ensuring correct account coding on purchases documents.	Melissa Ieans/Financial Coord Golda Hallett/Progam Coord Tristan Mathis/Secretary 2 Diane Salazar/Admin Asst Karen Williams/Secretary 2	Chi Nguyen/Asst. Dir Bus Oper.
5	Primary contact for inquiries to expenditure transactions.	Melissa Ieans/Financial Coord	Chi Nguyen/Asst. Dir Bus Oper.
PAYROLL / HUMAN RESOURCES			
1	Reconciling approved bi-weekly leave requests to time and effort reports.	Sheronda Landor/Asst, Bus Admin.	Chi Nguyen/Asst. Dir Bus Oper.
2	Reconciling bi-weekly leave accruals to the HR System.	Sheronda Landor/Asst, Bus Admin.	Chi Nguyen/Asst. Dir Bus Oper.
3	Ensuring all bi-weekly time and effort reports are submitted to Payroll.	Sheronda Landor/Asst, Bus Admin.	Chi Nguyen/Asst. Dir Bus Oper.
4	Ensuring all monthly leave is recorded and approved in the HR System.	Sheronda Landor/Asst, Bus Admin.	Chi Nguyen/Asst. Dir Bus Oper.
5	Reconciling time and effort reports (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Sheronda Landor/Asst, Bus Admin.	Chi Nguyen/Asst. Dir Bus Oper.
6	Completing termination clearance procedures.	Sheronda Landor/Asst, Bus Admin.	Chi Nguyen/Asst. Dir Bus Oper.
7	Ensuring terminated employees are no longer charged to departmental cost centers.	Sheronda Landor/Asst, Bus Admin.	Chi Nguyen/Asst. Dir Bus Oper.
8	Paycheck distribution.	Sheronda Landor/Asst, Bus Admin.	Chi Nguyen/Asst. Dir Bus Oper.
9	Maintaining departmental Personnel files.	Sheronda Landor/Asst, Bus Admin.	Chi Nguyen/Asst. Dir Bus Oper.

	Description of Responsibility	Responsible Person(s) (Name/Title)	
		Primary (Required)	Secondary (Optional)
10	Ensuring valid authorization of new hires.	Sheronda Landor/Asst, Bus Admin.	Chi Nguyen/Asst. Dir Bus Oper.
11	Ensuring valid authorization of changes in compensation rates.	Sheronda Landor/Asst, Bus Admin.	Chi Nguyen/Asst. Dir Bus Oper.
12	Ensuring the accurate input of changes to the HR System.	Sheronda Landor/Asst, Bus Admin.	Chi Nguyen/Asst. Dir Bus Oper.
13	Propriety of leave account classification on time records.	Sheronda Landor/Asst, Bus Admin.	Chi Nguyen/Asst. Dir Bus Oper.
14	Consistent and efficient responses to inquiries.	Sheronda Landor/Asst, Bus Admin.	Chi Nguyen/Asst. Dir Bus Oper.
CASH HANDLING			
1	Collecting cash, checks, etc.	Larry Patterson Golda Hallett Christen Gould Belinda Martinez	
2	Reconciling cash, checks, etc. to receipts.	Miranda McMorris/Financial Analyst	
3	Preparing deposits.	Larry Patterson/Secretary 2 Melissa Ieans/Financial Coord	
4	Preparing Journal Entries.	Larry Patterson/Secretary 2 Melissa Ieans/Financial Coord	
5	Verifying deposits posted correctly in the Finance System.	Miranda McMorris/Financial Analyst	
6	Adequacy of physical safeguards.	Rubina Haroon/Director Bus Oper.	Chi Nguyen/Asst. Dir Bus Oper.
7	Transporting deposits to Student Financial Services.	UHPD	UHPD
8	Ensuring deposits are made timely.	Rubina Haroon/Director Bus Oper.	Chi Nguyen/Asst. Dir Bus Oper.
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Rubina Haroon/Director Bus Oper.	Chi Nguyen/Asst. Dir Bus Oper.
10	Updating Cash Handling Procedures as needed.	Rubina Haroon/Director Bus Oper.	Chi Nguyen/Asst. Dir Bus Oper.
11	Distribution of Cash Handling Procedures to employees who handle cash.	Chi Nguyen/Asst. Director Bus Oper.	
12	Consistent and efficient responses to inquiries.	Chi Nguyen/Asst. Director Bus Oper.	
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
LONG DISTANCE CHARGES			
1	Manager review of long distance charges for unusual activity.	N/A	N/A
2	Ensuring personal calls are reimbursed within 10 days from the billing date.	N/A	N/A
CONTRACT ADMINISTRATION			

		Responsible Person(s) (Name/Title)	
Description of Responsibility		**Primary (Required)**	**Secondary (Optional)**
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Rubina Haroon/Director Bus Oper.	Chi Nguyen/Asst. Dir Bus Oper.
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Chi Nguyen/Asst. Dir Bus Oper.	Rubina Haroon/Director Bus Oper.
2	Ensuring the annual inventory was completed correctly.	Chi Nguyen/Asst. Dir Bus Oper.	Rubina Haroon/Director Bus Oper.
3	Tagging equipment.	Chi Nguyen/Asst. Dir Bus Oper.	Rubina Haroon/Director Bus Oper.
4	Approving requests for removal of equipment from campus.	Chi Nguyen/Asst. Dir Bus Oper.	Rubina Haroon/Director Bus Oper.
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Rubina Haroon/Director Bus Oper.	Chi Nguyen/Asst. Dir Bus Oper.
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Rubina Haroon/Director Bus Oper.	Chi Nguyen/Asst. Dir Bus Oper.
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Chi Nguyen/Asst. Dir Bus Oper.	Miranda McMorris/Financial Analyst
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.	Rubina Haroon/Director Bus Oper.	Chi Nguyen/Asst. Dir Bus Oper.
2	Ensuring that research expenditures are covered by funds from sponsors.	Chi Nguyen/Asst. Dir Bus Oper.	Mc
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Sheree Pearce/IT Info Serv Manager	David Wallace/IT Director Interim
2	Ensuring that critical data back up occurs.	Sheree Pearce/IT Info Serv Manager	David Wallace/IT Director Interim
3	Ensuring that procedures such as password controls are followed.	Sheree Pearce/IT Info Serv Manager	David Wallace/IT Director Interim
4	Reporting of suspected security violations.	Sheree Pearce/IT Info Serv Manager	David Wallace/IT Director Interim

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