

Department Name
Baseline Standards
FY 2012

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.	Randi Betts, Director Dr. Charles Layne, Chair
2	Updating the Baseline Standards Form.	Randi Betts, Director Dr. Charles Layne, Chair
FINANCIAL REPORTING - COST CENTER VERIFICATIONS		
1	Preparing cost center verifications.	Brian Drake, ABA Randi Betts, Director
2	Reviewing cost center verifications.	Brian Drake, ABA Randi Betts, Director
3	Approving cost center verifications.	Randi Betts, Director Dr. Charles Layne, Chair
4	Ensuring all cost centers are verified/approved on a timely basis.	Randi Betts, Director Dr. Charles Layne, Chair
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS		
1	Ensuring valid authorization of purchase documents.	Randi Betts, Director Dr. Charles Layne, Chair
2	Ensuring the validity of travel and expense reimbursements.	Randi Betts, Director Dr. Charles Layne, Chair
3	Ensuring that goods and services are received and that timely payment is made.	Brian Drake, ABA Randi Betts, Director
4	Ensuring correct account coding on purchases documents.	Brian Drake, ABA Randi Betts, Director
5	Primary contact for inquiries to expenditure transactions.	Brian Drake, ABA Randi Betts, Director
PAYROLL / HUMAN RESOURCES		
1	Reconciling approved bi-weekly leave requests to time and effort reports.	Brian Drake, ABA Randi Betts, Director
2	Reconciling bi-weekly leave accruals to the HR System.	Randi Betts, Director Dr. Charles Layne, Chair
3	Ensuring all bi-weekly time and effort reports are submitted to Payroll.	Brian Drake, ABA Randi Betts, Director
4	Ensuring all monthly leave is recorded and approved in the HR System.	Randi Betts, Director Dr. Charles Layne, Chair
5	Reconciling time and effort reports (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Brian Drake, ABA Randi Betts, Director
6	Completing termination clearance procedures.	Randi Betts, Director Dr. Charles Layne, Chair
7	Ensuring terminated employees are no longer charged to departmental cost centers.	Brian Drake, ABA Randi Betts, Director
8	Paycheck distribution.	Brian Drake, ABA Randi Betts, Director
9	Maintaining departmental Personnel files.	Brian Drake, ABA Randi Betts, Director
10	Ensuring valid authorization of new hires.	Randi Betts, Director Dr. Charles Layne, Chair
11	Ensuring valid authorization of changes in compensation rates.	Randi Betts, Director Dr. Charles Layne, Chair
12	Ensuring the accurate input of changes to the HR System.	Brian Drake, ABA Randi Betts, Director
13	Propriety of leave account classification on time records.	Randi Betts, Director Dr. Charles Layne, Chair
14	Consistent and efficient responses to inquiries.	Brian Drake, ABA Randi Betts, Director
CASH HANDLING		
1	Collecting cash, checks, etc.	Brian Drake, ABA Randi Betts, Director

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2	Reconciling cash, checks, etc. to receipts.	Brian Drake, ABA	Randi Betts, Director
3	Preparing deposits.	Brian Drake, ABA	Randi Betts, Director
4	Preparing Journal Entries.	Brian Drake, ABA	Randi Betts, Director
5	Verifying deposits posted correctly in the Finance System.	Brian Drake, ABA	Randi Betts, Director
6	Adequacy of physical safeguards.	Randi Betts, Director	Dr. Charles Layne, Chair
7	Transporting deposits to Student Financial Services.	UHPD	N/A
8	Ensuring deposits are made timely.	Randi Betts, Director	Dr. Charles Layne, Chair
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Randi Betts, Director	Dr. Charles Layne, Chair
10	Updating Cash Handling Procedures as needed.	Randi Betts, Director	Dr. Charles Layne, Chair
11	Distribution of Cash Handling Procedures to employees who handle cash.	Randi Betts, Director	Brian Drake, ABA
12	Consistent and efficient responses to inquiries.	Brian Drake, ABA	Randi Betts, Director
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.	Randi Betts, Director	Dr. Charles Layne, Chair
2	Ensuring personal calls are reimbursed within 10 days from the billing date.	Brian Drake, ABA	Randi Betts, Director
CONTRACT ADMINISTRATION			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Randi Betts, Director	Dr. Charles Layne, Chair
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Brian Drake, ABA	Randi Betts, Director
2	Ensuring the annual inventory was completed correctly.	Randi Betts, Director	Dr. Charles Layne, Chair
3	Tagging equipment.	Brian Drake, ABA	Randi Betts, Director
4	Approving requests for removal of equipment from campus.	Randi Betts, Director	Dr. Charles Layne, Chair
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Brian Drake, ABA	Randi Betts, Director
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Brian Drake, ABA	Randi Betts, Director

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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.	Brian Drake, ABA	Randi Betts, Director
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.	Randi Betts, Director	Brian Drake, ABA
2	Ensuring that research expenditures are covered by funds from sponsors.	Brian Drake, ABA	Randi Betts, Director
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Randi Betts, Director	Dr. Charles Layne, Chair
2	Ensuring that critical data back up occurs.	CLASS IT	Randi Betts, Director
3	Ensuring that procedures such as password controls are followed.	CLASS IT	Randi Betts, Director
4	Reporting of suspected security violations.	Randi Betts, Director	Dr. Charles Layne, Chair