

Center for Advanced Materials  
Baseline Standards  
FY 2016

Description of Responsibility		Responsible Person(s) (Name/Title)	
		Primary (Required)	Secondary (Optional)
<b>DEPARTMENTAL POLICIES &amp; PROCEDURES / BASELINE STANDARDS</b>			
1	Ensuring the Departmental Policy and Procedures manual is current.	Dr. Alex Ignatiev, Director	Nancy Do, DBA
2	Updating the Baseline Standards Form.	Nancy Do, DBA	
<b>FINANCIAL REPORTING - COST CENTER VERIFICATIONS</b>			
1	Preparing cost center verifications.	Nancy Do, DBA	
2	Reviewing cost center verifications.	Nancy Do, DBA	Principal Investigators
3	Approving cost center verifications.	Principal Investigators	
4	Ensuring all cost centers are verified/approved on a timely basis.	Nancy Do, DBA	
<b>FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS</b>			
1	Ensuring valid authorization of purchase documents.	Nancy Do, DBA	
2	Ensuring the validity of travel and expense reimbursements.	Nancy Do, DBA	Yessica Contreras, Ex. Secretary
3	Ensuring that goods and services are received and that timely payment is made.	Yessica Contreras, Ex. Secretary	Nancy Do, DBA
4	Ensuring correct account coding on purchases documents.	Yessica Contreras, Ex. Secretary	Nancy Do, DBA
5	Primary contact for inquiries to expenditure transactions.	Yessica Contreras, Ex. Secretary	Nancy Do, DBA
6	Ensuring access and use of P-Cards and T-Cards are secure.	Nancy Do, DBA	Yessica Contreras, Ex. Secretary
7	Ensuring P-Card transactions are adequately documented and benefit the university.	Nancy Do, DBA	Yessica Contreras, Ex. Secretary
8	Ensuring T-Card transactions are adequately documented and benefit the university.	Yessica Contreras, Ex. Secretary	Nancy Do, DBA
<b>PAYROLL / HUMAN RESOURCES</b>			
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.	Yessica Contreras, Ex. Secretary	Nancy Do, DBA
2	Ensuring all monthly leave is recorded accurately and approved before the deadlines set by Payroll.	Yessica Contreras, Ex. Secretary	Nancy Do, DBA
3	Ensuring all TRAM high level exceptions are corrected in a timely manner prior to Payroll deadlines.	Nancy Do, DBA	Yessica Contreras, Ex. Secretary
4	Ensuring all Time Reporters (new employees and transfers) are assigned to Time Approvers in TRAM.	Nancy Do, DBA	Yessica Contreras, Ex. Secretary
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	Nancy Do, DBA	Yessica Contreras, Ex. Secretary
6	Completing termination ePAR's within 24 hours of termination.	Nancy Do, DBA	
7	Verifying that the eTermination Checklist is completed by all required departments no more than two weeks after termination.	Nancy Do, DBA	
8	Ensuring terminated employees are no longer charged to departmental cost centers.	Nancy Do, DBA	
9	Maintaining departmental personnel files.	Yessica Contreras, Ex. Secretary	Nancy Do, DBA
10	Consistent and efficient responses to inquiries.	Nancy Do, DBA	
11	Hire ePAR's should be processed at least 1 week prior to start date.	Nancy Do, DBA	
12	Ensure all security access requests and training courses are completed 48 hours prior to necessary access changes.	Nancy Do, DBA	

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<b>CASH HANDLING</b>			
1	Collecting cash, checks, etc.	Yessica Contreras, Ex. Secretary	
2	Reconciling cash, checks, etc. to receipts.	Yessica Contreras, Ex. Secretary	
3	Preparing deposits.	Yessica Contreras, Ex. Secretary	
4	Preparing Journal Entries.	Yessica Contreras, Ex. Secretary	
5	Verifying deposits posted correctly in the Finance System.	Yessica Contreras, Ex. Secretary	
6	Adequacy of physical safeguards of cash receipts and equivalent.	Yessica Contreras, Ex. Secretary	
7	Secure deposits via UHDPS to Student Financial Services.	Yessica Contreras, Ex. Secretary	
8	Ensuring deposits are made timely.	Yessica Contreras, Ex. Secretary	
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Nancy Do, DBA	
10	Updating Cash Handling Procedures as needed.	Nancy Do, DBA	
11	Distribution of Cash Handling Procedures to employees who handle cash.	Nancy Do, DBA	
12	Consistent and efficient responses to inquiries.	Nancy Do, DBA	
13	Ensuring all employees who complete or approve credit card journals have completed the Credit Card Accounting training.	N/A	
14	Ensuring all access and use of credit card information is secure.	N/A	
<b>PETTY CASH / CHANGE FUNDS</b>			
1	Submitting Annual Reauthorization for Petty Cash/Change Funds.	N/A	
2	Preparing petty cash disbursements.	N/A	
3	Ensuring petty cash disbursements are not for more than \$100.	N/A	
4	Ensuring petty cash disbursements are made for only authorized purposes.	N/A	
5	Approving petty cash disbursements.	N/A	
6	Replenishing the petty cash fund timely.	N/A	
7	Ensuring the petty cash fund is balanced after each disbursement.	N/A	
8	Ensuring the change fund is balanced daily, weekly or monthly.	N/A	
<b>CONTRACT ADMINISTRATION</b>			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Nancy Do, DBA	
<b>PROPERTY MANAGEMENT</b>			
1	Performing the annual inventory.	Carlos Gramajo, Res. Lab Manager	
2	Ensuring the annual inventory was completed correctly.	Carlos Gramajo, Res. Lab Manager	
3	Tagging equipment.	Carlos Gramajo, Res. Lab Manager	
4	Approving requests for removal of equipment from campus.	Carlos Gramajo, Res. Lab Manager	

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DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Nancy Do, DBA	
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Nancy Do, DBA	
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Nancy Do, DBA	
ACCOUNTS RECEIVABLE			
1	Extending of credit.	N/A	
2	Billing.	N/A	
3	Collection.	N/A	
4	Recording.	N/A	
5	Monitoring credit extended.	N/A	
6	Approving write-offs.	N/A	
NEGATIVE BALANCES			
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Nancy Do, DBA	
2	Ensuring that research expenditures are covered by funds from sponsors.	Nancy Do, DBA	
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Carlos Gramajo, Res. Lab Manager	Research Division
2	Ensuring that critical data back up occurs.	Carlos Gramajo, Res. Lab Manager	Research Division
3	Ensuring that procedures such as password controls are followed.	Carlos Gramajo, Res. Lab Manager	Research Division
4	Reporting of suspected security violations.	Carlos Gramajo, Res. Lab Manager	Research Division