

Center for Advanced Computing and Data Systems  
Baseline Standards  
FY 2015

	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.	Susan Geesey (Interim ABA)	Virginia Hernandez (Fin Coor 1)
2	Updating the Baseline Standards Form.	Susan Geesey (Interim ABA)	Virginia Hernandez (Fin Coor 1)
<b>FINANCIAL REPORTING - COST CENTER VERIFICATIONS</b>			
1	Preparing cost center verifications.	Virginia Hernandez (Fin Coor 1)	Susan Geesey (Interim ABA)
2	Reviewing cost center verifications.	Susan Geesey (Interim ABA)	Michele Hoffman (DBA, TIMES)
3	Approving cost center verifications.	Francis/Briggs (Directors)	Susan Geesey (Interim ABA)
4	Ensuring all cost centers are verified/approved on a timely basis.	Susan Geesey (Interim ABA)	Michele Hoffman (DBA, TIMES)
<b>FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS</b>			
1	Ensuring valid authorization of purchase documents.	Sandra Johnson (Fin Coor 1)	Susan Geesey (Interim ABA)
2	Ensuring the validity of travel and expense reimbursements.	Sandra Johnson (Fin Coor 1)	Susan Geesey (Interim ABA)
3	Ensuring that goods and services are received and that timely payment is made.	Sandra Johnson (Fin Coor 1)	Susan Geesey (Interim ABA)
4	Ensuring correct account coding on purchases documents.	Sandra Johnson (Fin Coor 1)	Susan Geesey (Interim ABA)
5	Primary contact for inquiries to expenditure transactions.	Sandra Johnson (Fin Coor 1)	Susan Geesey (Interim ABA)
<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.	Virginia Hernandez (Fin Coor 1)	Susan Geesey (Interim ABA)
2	Ensuring all monthly leave is recorded accurately and approved before the deadlines set by Payroll.	Virginia Hernandez (Fin Coor 1)	Susan Geesey (Interim ABA)
3	Ensuring all TRAM high level exceptions are corrected in a timely manner prior to Payroll deadlines.	Virginia Hernandez (Fin Coor 1)	Susan Geesey (Interim ABA)
4	Ensuring all Time Reporters (new employees and transfers) are assigned to Time Approvers in TRAM.	Virginia Hernandez (Fin Coor 1)	Susan Geesey (Interim ABA)
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.	Virginia Hernandez (Fin Coor 1)	Susan Geesey (Interim ABA)
6	Completing termination ePAR's within 24 hours of termination and completing the termination clearance form.	Virginia Hernandez (Fin Coor 1)	Susan Geesey (Interim ABA)
7	Ensuring terminated employees are no longer charged to departmental cost centers.	Virginia Hernandez (Fin Coor 1)	Susan Geesey (Interim ABA)
8	Maintaining departmental personnel files.	Virginia Hernandez (Fin Coor 1)	Susan Geesey (Interim ABA)
9	Consistent and efficient responses to inquiries.	Virginia Hernandez (Fin Coor 1)	Susan Geesey (Interim ABA)
10	Hire ePAR's should be processed at least 1 week prior to start date.	Virginia Hernandez (Fin Coor 1)	Susan Geesey (Interim ABA)
11	Ensure all security access requests and training courses are completed 48 hours prior to necessary access changes.	Virginia Hernandez (Fin Coor 1)	Susan Geesey (Interim ABA)

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<b>CASH HANDLING</b>			
1	Collecting cash, checks, etc.	Sandra Johnson (Fin Coor 1)	Susan Geesey (Interim ABA)
2	Reconciling cash, checks, etc. to receipts.	Sandra Johnson (Fin Coor 1)	Susan Geesey (Interim ABA)
3	Preparing deposits.	Susan Geesey (Interim ABA)	Michele Hoffman (DBA, TIMES)
4	Preparing Journal Entries.	Susan Geesey (Interim ABA)	Michele Hoffman (DBA, TIMES)
5	Verifying deposits posted correctly in the Finance System.	Susan Geesey (Interim ABA)	Michele Hoffman (DBA, TIMES)
6	Adequacy of physical safeguards of cash receipts and equivalent.	Susan Geesey (Interim ABA)	Michele Hoffman (DBA, TIMES)
7	Secure deposits via UHDPS to Student Financial Services.	Susan Geesey (Interim ABA)	Michele Hoffman (DBA, TIMES)
8	Ensuring deposits are made timely.	Susan Geesey (Interim ABA)	Michele Hoffman (DBA, TIMES)
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Susan Geesey (Interim ABA)	Michele Hoffman (DBA, TIMES)
10	Updating Cash Handling Procedures as needed.	Susan Geesey (Interim ABA)	Michele Hoffman (DBA, TIMES)
11	Distribution of Cash Handling Procedures to employees who handle cash.	Susan Geesey (Interim ABA)	Michele Hoffman (DBA, TIMES)
12	Consistent and efficient responses to inquiries.	Susan Geesey (Interim ABA)	Michele Hoffman (DBA, TIMES)
<b>PETTY CASH</b>			
1	Preparing petty cash disbursements.	NA	NA
2	Ensuring petty cash disbursements are not for more than \$100.	NA	NA
3	Ensuring petty cash disbursements are made for only authorized purposes.	NA	NA
4	Approving petty cash disbursements.	NA	NA
5	Replenishing the petty cash fund timely.	NA	NA
6	Ensuring the petty cash fund is balanced after each disbursement.	NA	NA
<b>CONTRACT ADMINISTRATION</b>			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Sandra Johnson (Fin Coor 1)	Susan Geesey (Interim ABA)
<b>PROPERTY MANAGEMENT</b>			
1	Performing the annual inventory.	Susan Geesey (Interim ABA)	TBD
2	Ensuring the annual inventory was completed correctly.	Susan Geesey (Interim ABA)	TBD
3	Tagging equipment.	Susan Geesey (Interim ABA)	TBD
4	Approving requests for removal of equipment from campus.	Susan Geesey (Interim ABA)	TBD

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<b>DISCLOSURE FORMS</b>			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Virginia Hernandez (Fin Coord 1)	Susan Geesey (Interim ABA)
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Virginia Hernandez (Fin Coord 1)	Susan Geesey (Interim ABA)
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Virginia Hernandez (Fin Coord 1)	Susan Geesey (Interim ABA)
<b>ACCOUNTS RECEIVABLE</b>			
1	Extending of credit.	NA	NA
2	Billing.	NA	NA
3	Collection.	NA	NA
4	Recording.	NA	NA
5	Monitoring credit extended.	NA	NA
6	Approving write-offs.	NA	NA
<b>NEGATIVE BALANCES</b>			
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Susan Geesey (Interim ABA)	Michele Hoffman (DBA, TIMES)
2	Ensuring that research expenditures are covered by funds from sponsors.	Susan Geesey (Interim ABA)	Michele Hoffman (DBA, TIMES)
<b>DEPARTMENTAL COMPUTING</b>			
1	Management of the departments' information technology resources.	TBA	Francis/Briggs (Directors)
2	Ensuring that critical data back up occurs.	TBA	Francis/Briggs (Directors)
3	Ensuring that procedures such as password controls are followed.	TBA	Francis/Briggs (Directors)
4	Reporting of suspected security violations.	TBA	Francis/Briggs (Directors)