GCSW CFCIR H0509
Baseline Standards
FY 2018

		Responsible Person(s) (Name/Title)	
Description of Responsibility		**Primary (Required)**	**Secondary (Optional)**
DEPARTMENTAL POLICIES & PROCEDURES / BASELINE STANDARDS			
1	Ensuring the Departmental Policy and Procedures manual is current.	Marsha Christ, College Business Administrator	
2	Updating the Baseline Standards Form.	Marsha Christ, College Business Administrator	
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Lisa Martinez, Research Administrator	
2	Reviewing cost center verifications.	Alan Dettlaff, Dean; Arnitia Walker, CWEP Director; Suzanne Pritzker, Faculty; Danielle Parrish, Faculty; Monit Cheung, Faculty; Sheara Williams, Faculty; Jodi Berger-Cardoso, Faculty; Sarah Narendorf, Faculty; Patrick Leung, Faculty; Robing Gearing, Faculty; McClain Sampson, Faculty; Samira Ali, Faculty; Christina Miyawaki, Faculty; Isabel Torres, Faculty; Reiko Boyd, Faculty	
3	Approving cost center verifications.	Alan Dettlaff, Dean; Arnitia Walker, CWEP Director; Suzanne Pritzker, Faculty; Danielle Parrish, Faculty; Monit Cheung, Faculty; Sheara Williams, Faculty; Jodi Berger-Cardoso, Faculty; Sarah Narendorf, Faculty; Patrick Leung, Faculty; Robing Gearing, Faculty; McClain Sampson, Faculty; Samira Ali, Faculty; Christina Miyawaki, Faculty; Isabel Torres, Faculty; Reiko Boyd, Faculty	
4	Ensuring all cost centers are verified/approved on a timely basis.	Lisa Martinez, Research Administrator	
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Sheila Lindsay, Secretary II; Lisa Martinez, Research Administrator	Yolanda Williams, Asst Business Administrator; Marsha Christ, CBA
2	Ensuring the validity of travel and expense reimbursements.	Sheila Lindsay, Secretary II; Lisa Martinez, Research Administrator	Yolanda Williams, Asst Business Administrator; Marsha Christ, CBA
3	Ensuring that goods and services are received and that timely payment is made.	Sheila Lindsay, Secretary II; Lisa Martinez, Research Administrator	Yolanda Williams, Asst Business Administrator; Marsha Christ, CBA
4	Ensuring correct account coding on purchases documents.	Yolanda Williams, Asst Business Administrator	Marsha Christ, CBA
5	Primary contact for inquiries to expenditure transactions.	Sheila Lindsay, Secretary II; Lisa Martinez, Research Administrator	Marsha Christ, CBA
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.	Yolanda Williams, Asst Business Administrator	Marsha Christ, CBA
2	Ensuring all monthly leave is recorded accurately and approved before the deadlines set by Payroll.	Yolanda Williams, Asst Business Administrator	Marsha Christ, CBA
3	Ensuring all TRAM high level exceptions are corrected in a timely manner prior to Payroll deadlines.	Marsha Christ, CBA	Yolanda Williams, Asst Business Administrator
4	Ensuring all Time Reporters (new employees and transfers) are assigned to Time Approvers in TRAM.	Marsha Christ, CBA	Yolanda Williams, Asst Business Administrator
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.	Yolanda Williams, Asst Business Administrator	Sheila Lindsay, Financial Coordinator 1
6	Completing termination ePAR's within 24 hours of termination and completing the termination clearance form.	Lisa Martinez, Research Administrator	Marsha Christ, CBA
7	Ensuring terminated employees are no longer charged to departmental cost centers.	Lisa Martinez, Research Administrator	Marsha Christ, CBA
8	Maintaining departmental personnel files.	Lisa Martinez, Research Administrator	Sheila Lindsay, Financial Coordinator 1
9	Consistent and efficient responses to inquiries.	Lisa Martinez, Research Administrator	Yolanda Williams, Asst Business Administrator; Marsha Christ, CBA
10	Hire ePAR's should be processed at least 1 week prior to start date.	Lisa Martinez, Research Administrator	Marsha Christ, CBA
11	Ensure all security access requests and training courses are completed 48 hours prior to necessary access changes.	Lisa Martinez, Research Administrator	Marsha Christ, CBA

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CASH HANDLING			
1	Collecting cash, checks, etc.	N/A	
2	Reconciling cash, checks, etc. to receipts.	N/A	
3	Preparing deposits.	N/A	
4	Preparing Journal Entries.	N/A	
5	Verifying deposits posted correctly in the Finance System.	N/A	
6	Adequacy of physical safeguards of cash receipts and equivalent.	N/A	
7	Secure deposits via UHDPS to Student Financial Services.	N/A	
8	Ensuring deposits are made timely.	N/A	
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	N/A	
10	Updating Cash Handling Procedures as needed.	Marsha Christ, CBA	
11	Distribution of Cash Handling Procedures to employees who handle cash.	N/A	
12	Consistent and efficient responses to inquiries.	N/A	
PETTY CASH			
1	Preparing petty cash disbursements.	N/A	
2	Ensuring petty cash disbursements are not for more than $100.	N/A	
3	Ensuring petty cash disbursements are made for only authorized purposes.	N/A	
4	Approving petty cash disbursements.	N/A	
5	Replenishing the petty cash fund timely.	N/A	
6	Ensuring the petty cash fund is balanced after each disbursement.	N/A	
CONTRACT ADMINISTRATION			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Lisa Martinez, Research Administrator	Marsha Christ, CBA
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Haydee Rodriguez, User Services Specialist 1	David Nguyen, Coll/Dev Info Services Manager 1
2	Ensuring the annual inventory was completed correctly.	David Nguyen, Coll/Dev Info Services Manager 1	Marsha Christ, CBA
3	Tagging equipment.	Haydee Rodriguez, User Services Specialist 1	David Nguyen, Coll/Dev Info Services Manager 1
4	Approving requests for removal of equipment from campus.	David Nguyen, Coll/Dev Info Services Manager 1	Alan Dettlaff, Dean
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Lisa Martinez, Research Administrator	
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Lisa Martinez, Research Administrator	
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Lisa Martinez, Research Administrator	

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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.	Marsha Christ, CBA	
2	Ensuring that research expenditures are covered by funds from sponsors.	Marsha Christ, CBA	
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	David Nguyen, Coll/Dev Info Services Manager 1	
2	Ensuring that critical data back up occurs.	David Nguyen, Coll/Dev Info Services Manager 1	
3	Ensuring that procedures such as password controls are followed.	David Nguyen, Coll/Dev Info Services Manager 1	
4	Reporting of suspected security violations.	David Nguyen, Coll/Dev Info Services Manager 1	