GCSW Alumni Career Services H0134 Baseline Standards FY 2019

		Responsible P	Person(s) (Name/Title)
Descrip	tion of Responsibility	Primary (Required)	Secondary (Optional)
	TMENTAL POLICIES & PROCEDURES / BASELINE		
STAND	ARDS		
1	Ensuring the Departmental Policy and Procedures manual is	Marsha Wright, College Business	
	current.	Administrator	
2	Updating the Baseline Standards Form.	Marsha Wright, College Business	
		Administrator	
FINAN	CIAL REPORTING - COST CENTER VERIFICATIONS		
1	Preparing cost center verifications.	Yolanda Williams, Asst Business	Marsha Wright, College Business
		Administrator	Administrator
2	Reviewing cost center verifications.	Ann Liberman, Dir GCSW Ctr	
		Career & Prfsl Dev	
3	Approving cost center verifications.	Ann Liberman, Dir GCSW Ctr	
		Career & Prfsl Dev	
4	Ensuring all cost centers are verified/approved on a timely	Marsha Wright, College Business	
	basis.	Administrator	
FINANG	CIAL REPORTING - EXPENDITURE TRANSACTIONS		
1		77 1 1 777'11' A 4 D '	
1	Ensuring valid authorization of purchase documents.	Yolanda Williams, Asst Business	Marsha Wright, CBA
2	Engyping the velidity of tweetel and even and evinence maintenance	Administrator Yolanda Williams, Asst Business	-
2	Ensuring the validity of travel and expense reimbursements.	Administrator	Marsha Wright, CBA
3	Ensuring that goods and services are received and that timely	Yolanda Williams, Asst Business	
3	payment is made.	Administrator; Nakita Robinson,	Marsha Wright, CBA
	payment is made.	Financial Assistant 2	Waisha Wiight, CDA
4	Ensuring correct account coding on purchases documents.	Yolanda Williams, Asst Business	
•	Ensuring correct account coding on parentages documents.	Administrator	Marsha Wright, CBA
5	Primary contact for inquiries to expenditure transactions.	Yolanda Williams, Asst Business	
	is a summer of inquiries to emperiorite transmettering.	Administrator; Nakita Robinson,	Marsha Wright, CBA
		Financial Assistant 2	, , , , , , , , , , , , , , , , , , ,
PAYRO	DLL / HUMAN RESOURCES		
1	Ensuring all bi-weekly reported time and leave are approved	W 1 1 W'''' A . D .	
	before the deadlines set by Payroll, so that the correct hours are	Yolanda Williams, Asst Business	Marsha Wright, CBA
	recorded and paid on each bi-weekly paycheck.	Administrator	
2	Ensuring all monthly leave is recorded accurately and approved	Yolanda Williams, Asst Business	M. J. W. J. GD.
	before the deadlines set by Payroll.	Administrator	Marsha Wright, CBA
3	Ensuring all TRAM high level exceptions are corrected in a		Yolanda Williams, Asst Business
	timely manner prior to Payroll deadlines.	Marsha Wright, CBA	Administrator
4	Ensuring all Time Reporters (new employees and transfers) are	Marcha Wright CD A	Yolanda Williams, Asst Business
	assigned to Time Approvers in TRAM.	Marsha Wright, CBA	Administrator
5	Reconciling approved reported time and leave (bi-weekly &		
	monthly employees) and ePARs (biweekly & monthly	Yolanda Williams, Asst Business	Nakita Robinson, Financial Assistant 2
	employees) to the trial and final payroll verification reports and	Administrator	Trakita Robinson, i manetai Assistant 2
	off-cycle payrolls.		
6	Completing termination ePAR's within 24 hours of termination	Yolanda Williams, Asst Business	Marsha Wright, CBA
	and completing the termination clearance form.	Administrator	maisin might, CDA
7	Ensuring terminated employees are no longer charged to	Yolanda Williams, Asst Business	Marsha Wright, CBA
	departmental cost centers.	Administrator	
8		Yolanda Williams, Asst Business	Nakita Robinson, Financial Assistant 2
	Maintaining departmental personnel files.	Administrator	

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			Person(s) (Name/Title)
Descri	ption of Responsibility	Primary (Required)	Secondary (Optional)
9		Yolanda Williams, Asst Business	Manala Waiala CDA
	Consistent and efficient responses to inquiries.	Administrator	Marsha Wright, CBA
10	Hire ePAR's should be processed at least 1 week prior to start	Yolanda Williams, Asst Business	Manala Waiala CDA
	date.	Administrator	Marsha Wright, CBA
11	Ensure all security access requests and training courses are completed 48 hours prior to necessary access changes.	Marsha Wright, CBA	
CASH	HANDLING		
211011	III II DELI (O		
1	Collecting cash, checks, etc.	Elizabeth Wingfield, Executive	Ann Liberman, Dir GCSW Ctr Career &
	Concerning cush, encoks, etc.	Administrative Assistant	Prfsl Dev
2	Reconciling cash, checks, etc. to receipts.	Nakita Robinson, Financial	Yolanda Williams, Asst Business
2	reconcining cash, enecks, etc. to receipts.	Assistant 2	Administrator
3	Preparing deposits.	Nakita Robinson, Financial	Yolanda Williams, Asst Business
3	rieparing deposits.	Assistant 2	Administrator
	D ' I 1E ('		
4	Preparing Journal Entries.	Nakita Robinson, Financial	Yolanda Williams, Asst Business
	77 10 1 1 1 7 1 7 1	Assistant 2	Administrator
5	Verifying deposits posted correctly in the Finance System.	Yolanda Williams, Asst Business	Marsha Wright, CBA
		Administrator	
6	Adequacy of physical safeguards of cash receipts and	Marsha Wright, CBA	Yolanda Williams, Asst Business
	equivalent.	-	Administrator
7	Secure deposits via UHDPS to Student Financial Services.	Yolanda Williams, Asst Business	Marsha Wright, CBA
		Administrator	Warsha Wilght, CD11
8	Ensuring deposits are made timely.	Yolanda Williams, Asst Business	Marsha Wright, CBA
		Administrator	Waisha Wiight, CDA
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures	Marsha Wright, CBA	
	training.		
10	Updating Cash Handling Procedures as needed.	Marsha Wright, CBA	
11	Distribution of Cash Handling Procedures to employees who	Marsha Wright, CBA	
10	handle cash.	-	
12	Consistent and efficient responses to inquiries.	Marsha Wright, CBA	
PETTY	CASH		
1	Preparing petty cash disbursements.	N/A	
		17/11	
2	Ensuring petty cash disbursements are not for more than \$100.	N/A	
3	Ensuring petty cash disbursements are made for only authorized		
5	purposes.	N/A	
4	Approving petty cash disbursements.		
+	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	22/1	
-	disbursement.	N/A	
CONT	RACT ADMINISTRATION		
JO1 1 1	MICI IDMINISTRATION		
1	Ensuring departmental personnel comply with contract	Lisa Martinez, Research	Marsha Wright, College Business
1		Administrator	Administrator
	administration policies/procedures.	Auministrator	Aummistrator

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		Responsible P	Person(s) (Name/Title)
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Description of Responsibility PROPERTY MANAGEMENT		i i i i i i i i i i i i i i i i i i i	Secondary (Optionar)
1	Performing the annual inventory.	Haydee Rodriguez, User Services	David Nguyen, Coll/Dev Info Services
		Specialist 1	Manager 1
2	Ensuring the annual inventory was completed correctly.	David Nguyen, Coll/Dev Info	Marsha Wright, College Business
		Services Manager 1	Administrator
4	Tagging equipment.	Haydee Rodriguez, User Services	David Nguyen, Coll/Dev Info Services
		Specialist 1	Manager 1
	Approving requests for removal of equipment from campus.	David Nguyen, Coll/Dev Info	Alan Dettlaff, Dean
		Services Manager 1	Thur Domain, Domi
DISCL	LOSURE FORMS		
1	Ensuring all employees with purchasing influence complete the	Marsha Wright, College Business	
	annual Related Party disclosure statement online.	Administrator	
2	Ensuring all full time, benefits eligible, exempt faculty and staff		
=	complete the Consulting disclosure statement online.	Administrator	
3	Ensuring that all Principal and Co-Principal Investigators		M I W'I C B B
	complete the annual Conflict of Interest disclosure statement for	Lisa Martinez, Research	Marsha Wright, College Business
	the Division of Research.	Administrator	Administrator
ACCO	UNTS RECEIVABLE		
1	Extending of credit.	Marsha Wright, College Business	
		Administrator	
2	Billing.	Ann Liberman, Dir GCSW Ctr	Marsha Wright, College Business
		Career & Prfsl Dev;	Administrator
3	Collection.	Ann Liberman, Dir GCSW Ctr	Marsha Wright, College Business
		Career & Prfsl Dev;	Administrator
4	Recording.	Marsha Wright, College Business	
		Administrator	
5	Monitoring credit extended.	Marsha Wright, College Business	
		Administrator	M 1 Will Cll D
6	Approving write-offs.	Alan Dettlaff, Dean	Marsha Wright, College Business
NECA	L TIVE BALANCES		Administrator
NEGA	TIVE BALANCES		
1	Ensuring that all fund groups for each Dept ID have positive	Marsha Wright, College Business	
_	fund equity at year-end.	Administrator	
2	Ensuring that research expenditures are covered by funds from	Marsha Wright, College Business	
	sponsors.	Administrator	
DEPA	RTMENTAL COMPUTING		
1	Management of the departments' information technology	David Nguyen, Coll/Dev Info	
1		Services Manager 1	
2	Ensuring that critical data back up occurs.	David Nguyen, Coll/Dev Info	
	Ensuring that critical data back up occurs.	Services Manager 1	
3	Ensuring that procedures such as password controls are	David Nguyen, Coll/Dev Info	
	followed.	Services Manager 1	
4	Reporting of suspected security violations.	David Nguyen, Coll/Dev Info	
,	reporting of suspected security violations.	Services Manager 1	
		Del vices ividiagel 1	<u> </u>

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