		Responsible Person(s) (Name/Title)	
Descrip	tion of Responsibility	Primary (Required)	Secondary (Optional)
	TMENTAL POLICIES & PROCEDURES / BASELINE	(Requireu)	Secondary (Optional)
STAND			
1	Ensuring the Departmental Policy and Procedures manual is	Marsha Wright, College Business	
1	current.	Administrator	
2	Updating the Baseline Standards Form.	Marsha Wright, College Business	
2	oputing the buseline standards form.	Administrator	
FINAN	L CIAL REPORTING - COST CENTER VERIFICATIONS		
1	Preparing cost center verifications.		
-		Yolanda Williams, Asst Business	
		Administrator; Lisa Martinez,	Marsha Wright, CBA
		Research Administrator	
2	Reviewing cost center verifications.		
	6	Januari Leo, Development	
		Director; Renia Butler,	
		Constituent Events Coordinator;	
		Donna Amtsberg, Clinical Asst.	
		Professor; Virginia Lucas, Clinical	
		Asst. Professor; Alan Dettlaff,	
		Dean; Robin Gearing, Faculty;	
		Christina Miyawaki, faculty;	
		Samira Ali, Faculty; Patrick	
		Leung, Faculty; Luis Torres,	
		Assoc Dean; Chiara Acquati,	
		Faculty; Nicole Bromfield,	
		Faculty; Amber Mollhagen, Asst	
		Dean; Suzanne Pritzker, Faculty	
3	Approving cost center verifications.		
		Janurai Leo, Development	
		Director; Renia Butler,	
		Constituent Events Coordinator;	
		Donna Amtsberg, Clinical Asst.	
		Professor; Virginia Lucas, Clinical	
		Asst. Professor; Alan Dettlaff,	
		Dean; Robin Gearing, Faculty;	
		Christina Miyawaki, faculty;	
		Samira Ali, Faculty; Patrick	
		Leung, Faculty; Luis Torres,	
		Assoc Dean; Chiara Acquati,	
		Faculty; Nicole Bromfield,	
		Faculty; Amber Mollhagen, Asst	
		Dean; Suzanne Pritzker, Faculty	
		, ,	
4	Ensuring all cost centers are verified/approved on a timely	Marsha Wright, CBA	Alan Dettlaff, Dean
TINI A NT	basis.		
FINAN	CIAL REPORTING - EXPENDITURE TRANSACTIONS		
1	Ensuring valid authorization of purchase documents.	Yolanda Williams, Asst Business	Maurha Wright CDA
		Administrator	Marsha Wright, CBA
2	Ensuring the validity of travel and expense reimbursements.	Yolanda Williams, Asst Business	Maurha Wright CD A
		Administrator	Marsha Wright, CBA

		Responsible P	Person(s) (Name/Title)
Descrin	tion of Responsibility	Primary (Required)	Secondary (Optional)
3	Ensuring that goods and services are received and that timely	Yolanda Williams, Asst Business	
U	payment is made.	Administrator; Nakita Robinson,	Marsha Wright, CBA
	payment is made.	Financial Assistant 2	
4	Ensuring correct account coding on purchases documents.	Yolanda Williams, Asst Business	
4	Ensuring correct account coding on purchases documents.	Administrator	Marsha Wright, CBA
5	Drimony contact for in quiries to synanditure transactions	Yolanda Williams, Asst Business	
5	Primary contact for inquiries to expenditure transactions.		
		Administrator; Nakita Robinson,	Marsha Wright, CBA
		Financial Assistant 2	
PAYRC	DLL / 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	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	
2			Marsha Wright, CBA
2	before the deadlines set by Payroll.	Administrator	-
3	Ensuring all TRAM high level exceptions are corrected in a	Marsha Wright, CBA	Yolanda Williams, Asst Business
	timely manner prior to Payroll deadlines.		Administrator
4	Ensuring all Time Reporters (new employees and transfers) are	Marsha Wright, CBA	Yolanda Williams, Asst Business
	assigned to Time Approvers in TRAM.	Marsha Wright, CDA	Administrator
5	Reconciling approved reported time and leave (bi-weekly &		
	monthly employees) and ePARs (biweekly & monthly	Yolanda Williams, Asst Business	Nalita Dahimana Einemaial Assistant 2
	employees) to the trial and final payroll verification reports and	Administrator	Nakita Robinson, Financial Assistant 2
	off-cycle payrolls.		
6	Completing termination ePAR's within 24 hours of termination	Yolanda Williams, Asst Business	
0	and completing the termination clearance form.	Administrator	Marsha Wright, CBA
7	Ensuring terminated employees are no longer charged to	Yolanda Williams, Asst Business	
/	departmental cost centers.	Administrator	Marsha Wright, CBA
0	departmentar cost centers.	Yolanda Williams, Asst Business	
8			Nakita Robinson, Financial Assistant 2
0	Maintaining departmental personnel files.	Administrator	
9		Yolanda Williams, Asst Business	Marsha Wright, CBA
	Consistent and efficient responses to inquiries.	Administrator	
10	Hire ePAR's should be processed at least 1 week prior to start	Yolanda Williams, Asst Business	Marsha Wright, CBA
	date.	Administrator	Marsha Wilgitt, CDIY
11	Ensure all security access requests and training courses are	Marsha Wright, CBA	
	completed 48 hours prior to necessary access changes.	Marsha Wilght, CBA	
CASH I	IANDLING		
1	Collecting cash, checks, etc.	Elizabeth Wingfield, Executive	
-	<i>6</i> ····· , · · · · · · · · · · · · · · ·	Administrative Assistant	Januari Leo, Advancement Director
2	Reconciling cash, checks, etc. to receipts.	Nakita Robinson, Financial	Yolanda Williams, Asst Business
4	recomming cash, enceks, etc. to recorpts.	Assistant 2	Administrator
2	Dranaring danosita	Nakita Robinson, Financial	Yolanda Williams, Asst Business
3	Preparing deposits.		
4		Assistant 2	Administrator
4	Preparing Journal Entries.	Nakita Robinson, Financial	Yolanda Williams, Asst Business
		Assistant 2	Administrator
5	Verifying deposits posted correctly in the Finance System.	Yolanda Williams, Asst Business Administrator	Marsha Wright, CBA
6	Adequacy of physical safeguards of cash receipts and		Yolanda Williams, Asst Business
U		Marsha Wright, CBA	Administrator
7	equivalent.	Volanda Williama Aast Pusingas	
7	Secure deposits via UHDPS to Student Financial Services.	Yolanda Williams, Asst Business	Marsha Wright, CBA
		Administrator	- · ·

Description of Responsibility Primary (Required) Secondary (Optional) 8 Ensuring deposits are made timely. Yolanda Williams, Asst Busines Administrator Marsha Wright, CBA 9 Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training. Marsha Wright, CBA Image: CBA 10 Updating Cash Handling Procedures as needed. Marsha Wright, CBA Image: CBA 11 Distribution of Cash Handling Procedures to employees who handle cash. Marsha Wright, CBA Image: CBA 12 Consistent and efficient responses to inquiries. Marsha Wright, CBA Image: CBA 12 Consistent and efficient responses to inquiries. N/A Image: CBA 13 Preparing petty cash disbursements. N/A Image: CBA 14 Preparing petty cash disbursements. N/A Image: CBA 13 Ensuring petty cash disbursements. N/A Image: CBA 14 Approving petty cash disbursements. N/A Image: CBA 15 Replenishing the petty cash fund timely. N/A Image: CBA 16 Ensuring the petty cash fund is balance		н 	Y 2019 Responsible Person(s) (Name/Title)		
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		Responsible	Person(s) (Name/Title)
Description of Responsibility		Primary (Required)	Secondary (Optional)
2	Billing.	Marsha Wright, CBA	
3	Collection.	Marsha Wright, CBA	
4	Recording.	Marsha Wright, CBA	
5	Monitoring credit extended.	Marsha Wright, CBA	
6	Approving write-offs.	Alan Dettlaff, Dean	Marsha Wright, CBA
NEGA'	TIVE BALANCES		
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Marsha Wright, CBA	
2	Ensuring that research expenditures are covered by funds from sponsors.	Marsha Wright, CBA	
DEPAI	RTMENTAL 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	